Apt 112, 3470 Rue Simpson, Montreal, QC, H3G2J5

**Shimeng Sun** E-mail:shimengsunn@gmail.com TEL:(514)5867249 \_

**Profile**

* Strong interest in continuous improvement and lean manufacturing principles
* Knowledge of inventory systems and production planning
* Strong written and oral communication, interpersonal and time management skills
* Strong MS Office skills (pivot tables, v-lookup, macro)
* Ability to collaborate with staff from many departments and disciplines(procurement, suppliers, sales, production, customer service, finance, warehouse ) to efficiently arrange product delivery
* Experience in supply chain operation and logistics

**Experience**

**Junior Asset Manager/Procurement Agent** May 2017 to present

Future Electronics- Montreal, QC

* Develop and maintain comprehensive knowledge of products, markets, suppliers, customers.  Understand and communicate competitive landscape, product availability and pricing trends.
* Analyze inventory levels based on previous day’s activity to identify and action necessary adjustments (purchases, reschedules of backlog, etc.) and deal with rush buys for factory stock.
* Manage stocking levels regionally and/or globally (depending upon the position) to leverage cost advantages, transfer inventory worldwide as required and determine sourcing buys. Approve product transfers to Europe or Asia
* Conduct customer backorder reviews.  Determine whether a Purchase Backorder needs to be cancelled or rescheduled. Provide an auditable trail for the cancellation and/or reschedule
* Replenishment buys and rush factory buys and ensure they are placed with the appropriate suppliers within the given deadlines.
* Issue and manage the drop shipment process including follow up on billing.
* Negotiate special returns with suppliers and prepare and process the special returns through the RMA department.

**Procurement Agent** Sept. 2016 to Feb 2017

Green Life INC－ Montreal, QC

* Determined a pricing strategy and set recommended resale pricing, implement quoting guidelines for the marketers in the product group.
* Developed a buying /stocking strategy with Asset Management to ensure product availability.
* Utilized various tools, reports and market research information in order to develop a thorough understanding of the product as relates to market and pricing trends as well as new technologies.
* Assisted with various programs within the Canadian marketplace via the sales organization in order to increase product visibility, grow customer base and increase sales.
* Provided first class customer service to all internal and external customers.
* Negotiated pricing with customers

**Logistics Coordinator** July 2014 to Sept. 2016

Taktik Airsoft－ Montreal, Quebec

* Implement, manage and develop supply chain to business units meeting customer requirements
* Ensured shipment & tracking information are updated according to requirements
* Communicated challenges with manager
* Interact with various multi-disciplinary team(Logistics-Supply, Engineering, Production)
* Evaluated all PBO reschedules and cancellations requests and build assessment involving communications to suppliers and sales teams
* Collect data from various sources, review and analyze SH-LP/ missing parts, communicate with finance department
* Set up drop shipment and upgrade if required
* Create and manage plans in order to establish a more efficient methodology(backlog check, carrier information)

**Teaching Assistant** Sept. 2015 to Dec. 2015

Concordia University **-**Montreal, Quebec

Sorting lecture notes, Tutoring and Marking exams

**Education**

**M.Eng** –**Engineering** GPA 4.5/5 2016

**Concordia University**

Relevant Courses: Cost Estimation, Project Management, Building Economics, Decision Analysis

**Bachelor of Management: Project management -** GPA 2.86/4 2013

**Dongbei University of Finance and Economics** － Dalian, China

Relevant Courses Included: Project Financing, Cost Accounting, Marketing, Fundamentals of Computer, Statistics, Investment Economics, Database Foundation, Construction Contract Management.

**Awards & Achievements**

Recipient of academic scholarship for three years (2011-2013) during bachelor studies