**042868**

**Personal Information**

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**Education**

2001.9—2005.7 **North China Electric Power University**

**Bachelor degree of Industrial Engineering**

**Work Experience**

**2014.11-DATE Dong Feng Infiniti Motor Co., Ltd**

**Logistics and supply chain of vehicle in Sales department**

**Manager (2022.4-now)**

1. **Vehicle import management**

In charge of vehicle import management including document preparation、Certification application，vehicle VIN and CCC、CQC application；Import related system management and work together with Finance for the related payment;

**2、Vehicle quality management**

Make vehicle quality check criterion; Confirm quality problem and negotiate with related departments for improving; work together with the insurance company for the related issues;

**3、Vehicle warehouse management**

Make vehicle stock criterion and do the audit for the 3PLwarehouse; Manage the KPI of the 3PL and responsible for the contract with the suppliers.

**4、Vehicle Inland transportation**

In charge of the vehicle inland transportation to all the dealers; Be responsible for the logistics expense and cost; Manage the transportation quality and logistics expense;

**AS parts Logistics and supply chain Manager(2019.1-2022.4)**

Manage all the work of the Logistics and Supply chain group of spare parts. Leading the 5 persons’ team to make sustaining innovation and improve all the KPIs.

1. **Inventory Control and procurement management.**

Manage the import and Local parts stock plan. Especially for the New model's initial stock preparation to make sure good parts supply after SOS. Preparing the parts for the Recall activities and market activities. Manage the Procurement and LT management、supplier assessment and business payment. Guide the dealer making good stock level and give them necessary training course.

1. **Custom Clearance**

Manage the part import and make sure all the applications meet the regulations. Confirm the declare elements are accurate. Cooperate with Fin for the tax and forex related work.

1. **Warehouse management**

In charge of the vehicle and parts warehouse and in-land transportation. Manage the parts stock in and out and timely stock turn over. Make Kaizen activities to shorten the LT and increase the CS. Manage dealer's order related wok. Arrange the warehouse delivery the parts to all the dealers. Track on the LT of the orders when back order happens.

1. **Dealer Orders management.**

Management dealer’s orders and handling dealer’s enquiries and management the master data and prices. Deal with Customer’s complains about the orders. Make calculation and analysis of the order trend and given forecast. Cooperate with other related Functions for any projects such as the new model launch.

1. **Expense management**

Control Logistics expense including warehouse and Customs clearance. Make annual expense BP and reduce activity plan. Confirm the work flow and each expense is necessary.

1. **System management**

In charge of the system of dealer's DMS system, Warehouse's IWMS, OEM's EBS, Fin's K3 and the supplier's system. Work with the IT Department for the problem. Every year make Kaizen plan for all the system to make them more efficiency.

1. **Leadership**

Make annual KPI for the team and coach the team members finish it. Increase the team member's business ability and coordination. Lead the team reach all the KPIs. Make good teamwork and positive team spirit.

**Custom Clearance (2016.7-2018.12)**

1. In charge of Custom Clearance related issues. Monitor and manage 3PL's performance of each stage and solve the problem.
2. Prepare the material needed including CCC certification and test report, etc.
3. Maintain the information of the Description, HS code, Model and original country for the new parts. Make sure each HS CODE is accurate to avoid the risk.
4. Analyze the Custom Clearance charge to save cost.
5. Manage 3PL’s KPIs to make sure their efficiency is high enough to shorten the time and increase Customer Satisfaction.
6. Cooperate with the Custom’s audit. Prepare related material and solve the problem.
7. Contact with the supplier abroad about the shipping related issues, Account check and payment.
8. Cooperate with Finance for the Remittance, account and tax related issues.
9. Cooperate with the Risk management department to check the record beforehand to avoid the risk.
10. Be aware of the latest Custom regulations and change the procedure to make the Custom Clearance more efficient so save cost and reduce risk.

**Procurement (2014.11-2016.6)**

1. Place order to the suppliers according to the purchase plan. Confirm the stock level of the suppliers and the lead time. Track on the delivery of the orders.
2. Make reasonable KPIs and monitor the result to increase the on time delivery and shorten the cost.
3. Summarize the B/O parts status and feedback to Customers.
4. Analyze and manage the back orders to make reasonable purchase plan. Coordinate with the suppliers and the internal department to accelerate release of back orders.
5. Check the accounts and interact with the Finance for the payment.
6. Negotiate with the supplier to shorten the L/T and increase the quality to increase the CS.

**2011.2-2014.11 Nissan (China) Investment Co., Ltd**

**Inventory Control（2013.4 to 2014.11）**

1. Analyze the sales data and market situation to calculate the reorder point and make reasonable stock plan. Keep the high fill rate with the lowest stock level.
2. Analyze the dealers Back Order and adjust the reorder point in time to short the BO time and increase Customer Satisfaction.
3. Help and coach dealers to make reasonable stock plan to increase dealers’ service level and Customer Satisfaction.
4. Analyze the structure of the stock to make it at the best level. Increase the stock turnover ratio.
5. Analyze the long term stock and find the generate reason to reduce the long term stock ratio. Make scrapping procedure and cooperate with other department to scrap the long term parts to increase the turnover ratio.
6. Cooperate with sales and market to prepare the New Model’s launch. Prepare the initial stock for the New Models and supervise the dealers to make the initial stock to increase Customer Satisfaction.
7. Cooperate with the Technical and Quality departments to meet the recall and quality improvement activities to avoid the Customer Claims.
8. Meet the Three Guarantee policy and prepare the initial stock. Make related procedure to avoid the Custom claim.
9. Cooperate with AS marketing and Accessary group to make sure sufficient parts supply for the campaign and sales promotion.
10. During the localization make the local purchase procedure and stick plan related issues to make sure sufficient parts supply during the localization.

**Warehouse Management（2011.2 to 2013.4）**

In charge of parts warehouse management including the layout, in-bound and out-bound control and optimization.

1. Track and supervise the inland transportation and solve the problem happened. In charge of route optimization, delivery time shortened, increase the transportation quality to avoid damage.
2. In charge of parts damage claim including the claim procedure optimization, replace the goods for the dealers, claim to suppliers and interaction with Finance.
3. Cooperate with the insurance company for the contract and claim.
4. Investigate package improvement to reduce the damage and increase Customer Satisfaction.
5. Supervise and manage the 3PL’s operation. Make reasonable KPIs and check the result to push the warehouse increase their efficiency.
6. In charge of the warehouse expanding and planning, make reasonable procedure, warehouse movement’s planning and procedure making.
7. Logistic expense calculation and reduction. Increase stock turnover and control the logistic expense to increase the Customer Satisfaction.
8. Cooperate with the IT department for the system update and improvement to increase their work efficiency.
9. Manage the stock account and make stock taking planning and carry it out. Investigate the discrepancy and adjust the system data and claim accordingly.

**2005.7 to 2011.2 SMC (China) co., Ltd**

**Order Management**

1. In charge of customer inquiries, complaints and orders management.
2. Confirm the delivery date with the follow-up Dept.
3. Print the shipping mark, proceed shipping documents including invoice/packing list/ certificates. Manage aftersales services.
4. Supervise production processes to ensure implementation of company standards.
5. Communicate with QA to improve the product quality.
6. Data analyze and implement the innovation.

**Project Experience**

**The 3.15 Word Consumer Rights day QX60 quality issue**

Before the Mar 15th we know our QX60 transmission problem may be explored so we prepared all the actions beforehand such as the policy of the extend warranty. And we had investigated the potential problem and demand of the transmissions. Then we waited the result and took actions at the first time. During the past 9 month our actions are very positive and it solved this problem. There is no CCC Customer complains for it. During this issue all the people worked together and achieved our target.

**AEO system development**

In order to reach the criterion of the AEO certification in 2020 we have developed related Custom Clearance system. This system can record, research, trace back and analyze the declare history data.

I was in charge of the system requirement and procedure design. The system needs to link the Custom clearance broker’s system, our EBS system and the Custom’s system. We used half a year to finish this project and made the declare information be recorded. It is important for applying the AEO certification.

**Regional Warehouse Establish**

In 2018 we have finished establishing the regional warehouse in Guangzhou. With this Regional warehouse we reduced 2 days of the LT for the dealers in south regional. I was in charge of the warehouse design, expense control, the system logical with the central warehouse and the dealers. I also in charge of the inland transportation route design.

**The localization for the models**

For the model localization I designed the part supply mode including commodity-circulate and the logistics. 40% of the parts are locally supplied and I settled the logistics issues and the order and payment related procedures. I also developed the related system to connect with the existing systems. I investigated all the related issues and settled down them in the contract. Thanks to the effort in the preparation period the localization was very successful.

**Order initial Fill Rate increase**

For the new model’s launch we made detailed manage procedure. The procedure provided all the related work method in each period. In each period it defined the different responsibilities for each positon. It shows different manage method for each stage.

I also developed related report for the safety stock and sales abnormal parts list so I can take action beforehand to avoid the back order.

Every week we hold weekly meeting to track on the status of the abnormal orders and find the solutions together.

I worked together with the Quality department and get the information for the quality activity so to prepare the related parts accordingly.

After this activity the total back order amount decreased from 1500k to 800k.The parts initial Fill Rate increased from 96% to 98%. The CCC Customer complains decreased from 10 cases to 3 cased a month.

**Skills**

* Qualified in Logistics management. Good Leadership and can keep positive team spirit.
* Detailed oriented and willing to work on the concrete and complicated work.
* Strong minded and can work in high pressure.
* Be able to communicate efficiently with colleagues and customers in fluent English, whatever in Written, Spoken, Reading or Listening
* Computer software expert in Excel, PPT and system.
* Proven ability to analyze, plan, manage and motivate
* Strong communication and interpersonal skill