



Chen, Hao

Summary

- **4 years of experience** in **ERP system optimization**, configuration, and business process improvements, specializing in IBM Maximo and Kingdee ERP systems.
- Proficient in generating **ERP system operation reports** using **Microsoft Report Builder** and **Power BI** with **SQL** for business intelligence and decision-making.
- Extensive experience in **warehouse process optimization projects**, including inventory management and replenishment, with a focus on **maximizing operational efficiency**.
- **Strong communicator** skilled in **translating business requirements into IT specifications** and facilitating seamless collaboration between IT teams and business departments such as warehouse, purchasing, logistics, and finance.

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Technical Skills

- **ERP Systems:** IBM Maximo, Kingdee
- **Reporting Tools:** Microsoft Report Builder, Power BI
- **Business Process Optimization:** Warehouse, Logistics, Purchasing, Finance

Work Experience

ERP System Administrator

Beijing Bohua Technology Co. Ltd.

April 2024 – June 2024


- Managed Kingdee ERP system operations and optimized processes such as warehouse, finance and purchasing
- Created tailored operational reports and coordinated system updates with IT suppliers and business teams.

Maximo System Administrator • Senior Specialist

Beijing International Resort Co., Ltd. (Universal Beijing Resort)

April 2020 – July 2023

- Oversaw ERP reports across warehouse, purchasing, and finance departments. Analyzed user feedback to define and implement system enhancements.

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- Collaborated with IT teams and external suppliers to configure and optimize Maximo system functionality.
 - Provided training and support to staff and suppliers on system processes and issue resolution.
 - Generated business intelligence reports for senior management using reporting tools.

Key Projects

Warehouse Management Initial Implementation

May 2020 – September 2021

- Led the initial setup of warehouse inventory data and integrated replenishment purchasing processes into IBM Maximo for Universal Beijing Resort.

Warehouse Replenishment & Logistics Optimization

August 2022 – January 2023

- Developed and implemented a warehouse replenishment progress report to enhance focus on high-priority parts management for over 10,000 theme park attraction components.

Education

Bachelor of Engineering, Software Engineering

Tampere University of Applied Sciences, Finland

(Expected Graduation: July 2028)

Bachelor of Engineering, Flight Vehicle Propulsion Engineering

Northwestern Polytechnical University, China

Graduated: July 2013

Certifications

- Project Management Professional (PMP) – May 2023
 - IELTS 6.0 – January 2024
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