

Contact

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Top Skills

Microsoft Office

Interpersonal Communication

Mandarin

Tsz Yuet Kong

Fast Tone Asia Development Limited - Merchandiser

Summary

Highly self-motivated and detail-oriented Clerk/Merchandiser with over 10 years experience. Able to multitask and prioritize effectively to complete works within tight deadlines. Versed in Computer with in-depth knowledge of MS Office, Google Office Suite and related software.

Experience

Fast Tone Asia Development Limited

Merchandiser

April 2010 - Present (9 years 11 months)

Kwai Chung

Working with factory staffs for orders follow-up.

Preparing pre-order documentation for client's order confirmation.

Communicating with suppliers / factories on the status of tracking of sampling and scheduled delivery.

Prince Creations Jewelry Co. Ltd.

Merchandiser

April 2008 - April 2009 (1 year 1 month)

Tsim Sha Tsui

Coordinating with manufacturers to achieve quality production and ensure timely delivery .

Assisting promotion event on exhibition booth.

Sanito Corporation

Assistant Merchandiser

April 2007 - April 2008 (1 year 1 month)

Kwai Chong

Sampling accessories

Following up closely on production schedule to ensure deliveries on time

Replying client's emails / enquiries

Ying Shing Fashion Jewelry Co. Ltd.

Clerk

March 2002 - December 2006 (4 years 10 months)

Following up orders

Contacting with suppliers
