

## WORK EXPERIENCE

# SHOE KURE (ROY)

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## SIIX Singapore Pte. Ltd. – *Singapore, Singapore*

**Sales Executive** / Oct 2014 – Current

- *Primary liaison in managing all sales support functions for Japanese speaking clients assigned*
- *Build and maintain strong relationships with customers, suppliers, and manufacturers*
- *Analyze client requirements for all development projects, prepare resources and plan projects according to the required timeframe. Support customers from the design stage to mass production*
- *Visit overseas manufacturing plant weekly to manage production line and address production issues*
- *Source and purchase items for all assigned accounts. Proactively looked for alternative parts and suppliers to decrease production cost and increase the gross profit of a recurring project by approximately 10%*
- *Maintain and manage common part list according to customer's bill of materials*
- *Assist management with ad hoc projects and reports as needed*

## China International Travel Service of Zhongshan Co., Ltd. – *Guangdong, China*

**Intern** / Oct 2013 – Dec 2013

- *Dealt with documents application and submission*
- *Prepared promotional materials and displays*
- *Maintained office filing and storage systems*
- *Updated and maintained database such as mailing list, contact lists and client information*
- *Assisted with event planning and implementation*
- *Made necessary adjustments to schedules and travel routes*
- *Assisted management with ad hoc projects and reports as needed*

## Sun Yat-sen University – *Guangdong, China*

**Lecturer in Japanese Language** / Sep 2012 – Jun 2013

- *Taught at undergraduate level in 5 key courses*
- *Maintained records to monitor student progress, achievement and attendance*
- *Developed learning materials*
- *Developed, administered, and marked assessments*
- *Participated in departmental and faculty meetings*

## ACADEMIC BACKGROUND

## Sun Yat-sen University – *Guangdong, China*

**Bachelor of Management** / 2010 – 2014

## EXTRA- CURRICULAR ACTIVITIES

## Overseas students football club – *Guangdong, China*

**Founder & Vice-captain** / 2010 – 2013

- *Provided timely communication to all club members*
- *Effectively resolved intra-team conflicts*
- *Achieved second place at the University champion football league*

TECHNICAL  
SKILLS

LANGUAGES

Overseas students backpacker club – Guangdong, China  
Manager / 2012 – 2014

- Arranged trips to Southeast Asian countries
- Responsible for budget preparation and monitoring
- Liaised with external parties

Microsoft Office Suite

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Japanese

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Chinese (Simplified & Traditional), Cantonese

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English (TOEIC Score: 875)

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