

# CK Lam

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## Personal Statement

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**Eligible to work in the UK: YES**

**Notice Period: Immediately Available**

Attention to details. Sensitive to numbers. Positive thinking with a "Can-Do" attitude !  
Great experience in pricing/sales support/merchandising(procurement+purchasing) duties over 10 years. I was working as the Pricing & IT Administrator(started as Sales Administrator) in the Food Industry in the UK.

Also had experience in the Telecom industry-HGC Pricing Team (International Business), Toys and textiles industry.

Fully confident to handle all kinds of products by past working experience with strong problem solving skills.

Good communication skills with international customers and vendors, ability to build relationships in an international environment, all with the aim of helping to grow the company brand and market share.

I am a fast learner, well-organised, attention to details and self-motivated.

Strong PC skills and experience in SAP & ERP systems, with IT logical thinking and analysing skills.

## Working Experience

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### **Pricing & IT Administrator, Hannah Food Service, United Kingdom**

*(July 2022 - Mar 2024)*

Products: over 3500 core lines of frozen, ambient and chilled food products

- working under Purchasing Department & reporting to Purchasing Director
- started position as Sales administrator
- pricing uploading including all costs and selling prices in daily basis
- accurate data maintenance for pricing and product information at SAP B1 system
- handling price changes from suppliers and coordinating with sales team and departments
- recording promotions and following up the rebate
- handling special prices to the business partners
- keeping good relationship with vendor, vendor management and performance review
- working smoothly with financial department for pricing discrepancies
- strong knowledge of using SAP with advanced skills (SQL language) to write/modify query obtaining data from the databases for weekly/monthly reporting to the top management
- IT administration job including new user setup, alert setup, permission settings, and mass data importing by DTW(Data Transfer Workbench) tools
- other ad hoc tasks

Customer: supplying to the food service(education, healthcare and workplace sectors), fast food(chip shops, pizza shops and retail high street cafes), and wholesale sectors

**Pricing Specialist, HGC Global Communications, Hong Kong**

*(Feb 2019 - July 2021)*

Products: HGC is a comprehensive information and communications technology (ICT) solutions provider, offering fully-fledged telecoms, data centre and broadband services to suit local, overseas, corporate and mass markets.

- working in Division International Business
- identifying customers' needs, develop the products/services and arrange pricing quotations
- maintaining different customer rated cards
- delivering different ICT services(both standard and tailor-made) to the customers
- keeping good relationships with vendors, vendor management and performance review
- liaising with suppliers and internal parties including legal, finance, solution team to ensure suppliers can deliver services conforming to our requirements and standards
- supporting product teams on new services development and roll out
- running business case to calculate the margin (P/L) and pricing
- weekly or monthly of pricing data analysis, reporting and strategic changes
- Customer: corporate and wholesale markets (worldwide)

**Export Supervisor, Echo Toys, Hong Kong**

*(Apr 2015 - Apr 2017)*

Products: Toys - various categories including hard plastic toys, battery operated, R/C, wooden, inflatable, water toys, pre-school, party toys, plush toys etc...

- developing procurement strategy, direction and tactics at international level
- analysing market trends
- evaluating competitor activities, especially new products and services
- developing and maintaining good relationships with customers and suppliers
- conducting presentations and product demonstrations at showroom during buyer meeting
- supervising a small team to complete the tasks or projects at requested timeline
- production planning, inventory stock management & quality control with problem solving
- Customer: US and Canada customers (includes TRU-Toysrus, Big Lots, Walgreens etc...)

**Assistant Sales Manager, NDP Fabrics & Bondex Apparel, Hong Kong**

*(Jun 2005 - May 2011)*

Products: Textiles - Woven Fabric

- developing and maintaining good relationships with customers and suppliers
- following up merchandising duties(procurement+purchasing)
- attending relevant exhibitions and conferences, analysing market trends
- supervising a small team to complete the task or project at requested timeline
- constantly looking out for new sales and business opportunities in targeted markets
- production and materials planning, inventory stock management & quality control with problem solving
- implementing sales plans to meet agreed targets
- Customer: buying office & garment factory, market: worldwide

## Education

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(2019)

**MCSA(Microsoft Certified Solutions Associate): Windows Server 2016 - Certified 2019**

Earners of the MCSA: Windows Server 2016 certification have demonstrated the skills required to reduce IT costs and deliver more business. They are qualified for a position as a network or computer systems administrator or as a computer network specialist.

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(1989 - 1996)

**CMA Secondary School, Hong Kong** (A-Level or equivalent)

Form 7 Graduated (1994 HKCEE & 1996 HKALE Cert)

## Key Skills

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**Driver's Licence:** UK FULL(Categories B, B1), with 20 years driving experience

**Languages:** English(good working proficiency), Mandarin/Putonghua(good working proficiency), Cantonese(Native proficiency)

**Computer Skills:** Proficiency in all areas of Microsoft Office, including Excel (familiar with vlookup, pivot table etc...), Word and PowerPoint. Experience in using SAP B1 (Business One) system with SQL query report writing. Experience in ERP systems (Oracle, Axapta, Salesforce and Sharepoint) for order processing & reporting. Fast and accurate English typing(over 70 words per minute)

## References

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References available upon request.