



YIN FUN EVA CHEUNG

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Nationality: Hong Kong | **Permit:** Full UK Driving Licence

PROFESSIONAL SUMMARY

Passionate sales administration coordinator with experience in data accuracy and management. Independent problem-solver focused on customer service and product development. Works well under tight deadlines.

WORK HISTORY

Supply Chain Fulfillment Specialist | PROJECT PEOPLE - MANCHESTER, United Kingdom 09/2022 - CURRENT

- Delivery Configuration check and Release
- Prepare weekly and monthly operation performance
- Communicate with the project team/regional supply chain to clarify issues and resolve related difficult issues and problem during purchase request process
- Service Configuration Publishing, Cancelling and analysing
- Subcontracting purchase request and purchase order releasing, cancelling and analysing
- Prepare related meeting material and daily/weekly/monthly report to project team
- Create items in the system
- VR requirement management, subcontracting VR review, subcontracting risk monitoring and subcontracting training/rules streamlining

Senior Public Affairs Officer | ECO ENVIRONMENTAL INVESTMENTS LIMITED - Hong Kong 09/2017 - 07/2022

- Perform ad-hoc projects and provide communication support as required
- Uniform & name card ordering
- Taking minutes of the meeting
- Monitor news reports, including WeChat work and website
- Organize news clippings for record and presentation
- Handle internal complaints (both HK & China)
- Coordinate the procurement arrangements for Office & factory in China
- Provide research and administrative support including filing system, accounting procedures and database management
- Translate document from English to Traditional Chinese or Simplified Chinese and vice versa
- Assist in the planning and preparation of corporate literature, corporate brochures and leaflets, as well as internal and external newsletters

Senior Supervisor | TOPPAN FORMS (HK) LIMITED - Hong Kong 06/2016 - 09/2017

- Prepare ordering documents
- Prepare various sales report, including sales analysis
- Sales incentive calculation for payroll
- Provide a full spectrum of secretarial support

- Taking minutes of the meeting

Sales Coordinator | THE SWATCH GROUP (HK) LIMITED - Hong Kong

02/2010 - 06/2016

- Provide sales administration support in processing sales orders for local retailers and shops
- Provide a full spectrum of secretarial support
- Well prepared meetings, appointment, itinerary
- Handle flight tickets, hotel accommodation and car pick up
- Work with forwarders to arrange shipment for declaration
- Prepare monthly sales report and daily sales report for shops
- Handle and delivery repair watches between shops and customer service centre
- Assist and coordinate with the marketing team for the sales promotion projects
- Establish and maintain customer database for loyalty program
- Handle customer enquiries
- Provide departmental administration support
- Shipment forecast and product arrival follow up with HQ (Switzerland)
- Handle ad-hoc assignments

SKILLS

- MS Word, Excel, Power Point & SAP/ERP system
- Chinese and English Word Processing
- Inventory management
- Problem solving
- Time management
- Stress-resistant
- Multitasking
- Attention to detail

EDUCATION

University of Management and Technology
Bachelor of Business Administration (BBA)

Hong Kong Baptist University
Diploma in Marketing and Advertising

ADDITIONAL INFORMATION

- National Overseas (BNO) - Eligible to work in the UK