Name Xiuying Su

Nationality Chinese, ILR permit UK

Role Data Administrator

Availability 1 weeks notice

* + - STRENGTH
    -  7-Years work experience at Huawei UK and 8-years work experience at D’Long China;
    -  Excellent language and communication skills both in written and spoken English and Chinese at all levels;
    -  Excellent IT skills with Microsoft Word, Excel, PowerPoint, outlook, familiar with ERP, SAGE MASS500, CRM, SCS, OBASS,NETSUIT ORECAL system;
    -  Good negotiating and numeric skills, strong analytical, organising and decision making skills;
    -  Self-motivated, able to work independently;
    -  Comprehensive experience in Sales / Project management/Business operation/ HR/Marketing
    - PROJECTS
    -  Project involved (Composs NL project, Hub-Shuher NL project , CHH project, Globla VF project), excellent relationship with supplies( Protai, Yesmold, Jarlly, Senko MA, Senko CA, Miniflex, Blue Helix, Euromicron, Micro cape, Saxon Engg, RDM,Optoplast, etc);
    -  Projects completed（Media Q, SMSC, DMDW, LTE, BSS, MMS, Ireland Mickware, Firewall Project）;and events organised（Global forum, Global roadshow, CIO conference, IBC conference, Edge Launch
    - conference, Winter concert ,Ascot, Barcelona Mobile World Congress, TNMO Forum, NG Core, TM
    - Forum, MBB Road show, Huawei Summer Party, Huawei Thrope Park Family day）
    -  Actively involved in the following project operation (BT Ireland AN project, BT Trib\_infill, MBNL CX6000 project), excellent relationship with skateholders (Modular, Telent, Traxe / Madelene, DMN, Greenwoods,
    - Indigo, Bailey, Livingstone, 3M, Tyco,Microlease, Rainford, Cannon,Cisco ) and clients (BT, O2, Hutchison )
    -  Excellent participation and understanding of industrial operations, involving in manufacturing, circulation, agriculture and food industries (Xinjiang tomato, Honghua Oil), financing,(Jingxing Xintuo, Shenyang hejin, Tianshan Gufeng) and tourism (Mingsike aircraft Carrier in Shenzhen,Beijing Spacecraft)
    - EDUCATION
    -  Sep. 2020 – 19 Dec 2020 Certificate of PRINCE2 Foundation
    -  Sep. 2004 – July. 2006 MSc Degree Business Information Technology Northumbria University UK
    -  March. 2003 – July. 2004 Diploma Advanced English Marvel House College London UK
    -  Sep. 1992 – July. 1995 B.A (Hons). International Business Administration XinJiang University China
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    - MAIN EXPERIENCE
    - Purchasing Assistant Purchasing Department
    -  Conduct inventory management and Stock analysis;
    -  Monitor stock levels, identify purchasing needs and forecast;
    -  Purchasing all direct and indirect materials for the business;
    -  Generate internal and external Purchase Orders and Sale Orders;
    -  Track deliveries and updating order records;
    -  Maintain accurate ETA on internal stock system;
    -  Updating purchasing order, expediting and chasing suppliers on delivery
    - and quality;
    -  Build good relationship with supplier, looking into supply chain spend and
    - where reduction on cost can be achieved;
    -  Communicate and liaise with suppliers (in Taiwan, China, Japan, UK,
    - US, Germany,Netherland etc), subsidiaries(in HK, US, Japan, Poland,
    - Italy, Switzerland, Denmark, French, Italy etc), intercompany
    - departments and other stakeholders;
    - 12/2015—02/2020 Cranbourne Business and Enterprise college
    - Chinese Teacher Basingstoke (Part-time)
    - Address: Wessex Cl, Basingstoke RG21 3NP
    - My duties is planning and teaching pupils Chinese lessons for GCSE level,
    - preparing and marking exam paper, tracking record;
    - 01/2015—02/2020 Self-Employed Basingstoke
    - My main duty including: Administration management, communication and
    - Liaising with clients and relevant societies. Finance management. Report
    - Management.
    - April 2011—Dec.2014 Sales Manager Hutchison Global Device Business Department//
    - H3G Account UK&Ireland
    -  Provided sale forecast and sale reports periodically
    -  Secured new businesses and exploiting the potential business; Repeat
    - businesses at the best possible margins - Selling the full range of the
    - company’s products
    -  Meeting and Coordinated with internal project team and external
    - stakeholders to resolve the sale issues, monitoring all live projects
    - Mar 2007—Dec 2014 HUAWEI TECHNOLOGIES (UK) CO. LTD. READING
    - Address: 300 South Oak Way, Green Park, Reading, UK RG2 6AD
    - 03/Feb//2020—31/Oct/2020 SENKO ADVANCE COMPONNENTS BASINGSTOKE
    -  Analyzed category sales across the business, recommending pricing,
    - supporting the new product launch with promotional activities
    -  Supervised and monitored global team (Austria, Italy, UK, Sweden,
    - Ireland, Hong Kong, Indonesia) sell in and sell out, achieving maximum
    - agreed revenue and profit targets
    -  Managed CRM and organised sales events
    - Executive PA of Device President Device Global Key Account (Nordic &CEE Region)
    -  Manage business administration on behalf of the president;
    -  Created reports, presentations and correspondence;
    -  Dealt with incoming telephone calls and emails ( reading, monitoring and
    - responding to the president emails in a timely manner);
    -  Arranged meetings and conferences, minute taking, organising agenda
    -  Monitored and submitted expense claims;
    -  Managed travel arrangement, assisting with Visa applications, organising
    - events;
    -  Liaised with clients, business guests and visitors at all level;
    - Mar 2007—July 2010 Project Administrator Project Management Department HUAWEI
    - (Including duties of Acceptance manager/risk manager/project specialist)
    - \*Awarded Outstanding Employee of the Year for 2 consecutive years\*
    -  In charge of PR, PO, ARs, generating and processing in ERP, SCS system;
    -  Communicated and liaised with internal departments of project management,
    - logistics, procurement, finance, sales, including all product lines (optical, wireless,
    - core network, access etc), suppliers and subsidiaries to ensure all projects on track;
    -  End to end acceptance and delivery for all sites of Huawei UK BT and Non BT
    - projects;
    -  Analyzed and produced all project data, including stock analysis, inventory reports
    - and finance reports;
    -  Managed project final payments, processing project invoices and credit notes,
    - investigating outstanding invoices and closing open expense claims;
    -  Consolidated and documented the fundamental components of a change initiative
  + scopes, schedules, resource requirements, budgets, risks, etc;
    -  Established project change database with relevant evidence from project teams,
    - partner companies and technical service team;
    -  Claimed money from clients (BT) for Huawei in time;
    -  Managed BT OBASS system, including managing more than 2000 engineers
    - remote site access on OBASS system for product line, liaising project
    - management team and more than 15 partner companies
    - Feb. 1999--Dec. 2002 Executive PA to Board of Directors//Executive Secretary to Vice President
    - Aug. 1995—Dec 2002 D’Long International Strategic Investment Co.,Ltd.
    - Address: Floor 16 South, Stock Exchanging Building, Shang Hai, China
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    -  Managed and responded to request for the board of Director’s and president
    -  Scheduled and coordinated meetings, taking board meeting minutes
    -  Managed expenses and travel arrangements
    -  Liaised with board management team and clients at all levels
    -  Planned and organised events
    -  Conducted business administration and management
    -  Completed miscellaneous tasks assigned by the board of directors and Vicepresident;
    - Feb.1997 – Feb.1999 Marketing Manager Marketing Department
    -  Responsible for research, planning, marketing and major commercial operations
    - (e.g. marketing campaign, client support)
    -  Prepared technical and commercial proposals in response to calls for tenders
    -  Participated in contract negotiation, signing, and filing etc
    -  Built customer relationship with relevant industrial developers, local
    - government, access to information on potential projects, including other large
    - development projects, promoting company image by participating in seminars
    - and presentations
    -  Maintained business communication with clients and project managers
    -  Collected market intelligence and conducted market study
    - Aug.1995-- Feb.1997 HR Recruitment Manager HR Department
    -  Provided recruitment staff structure analysis and business analysis
    -  Implemented recruitment plans, job analysis, job descriptions, expanding
    - recruitment channels
    -  Posted recruitment information, collected resumes, selected candidates,
    - scheduled interviews
    -  Processed employment applications, background checking, updating and
    - maintaining database
    -  Responsible for handling employee leave and other entry deployment services