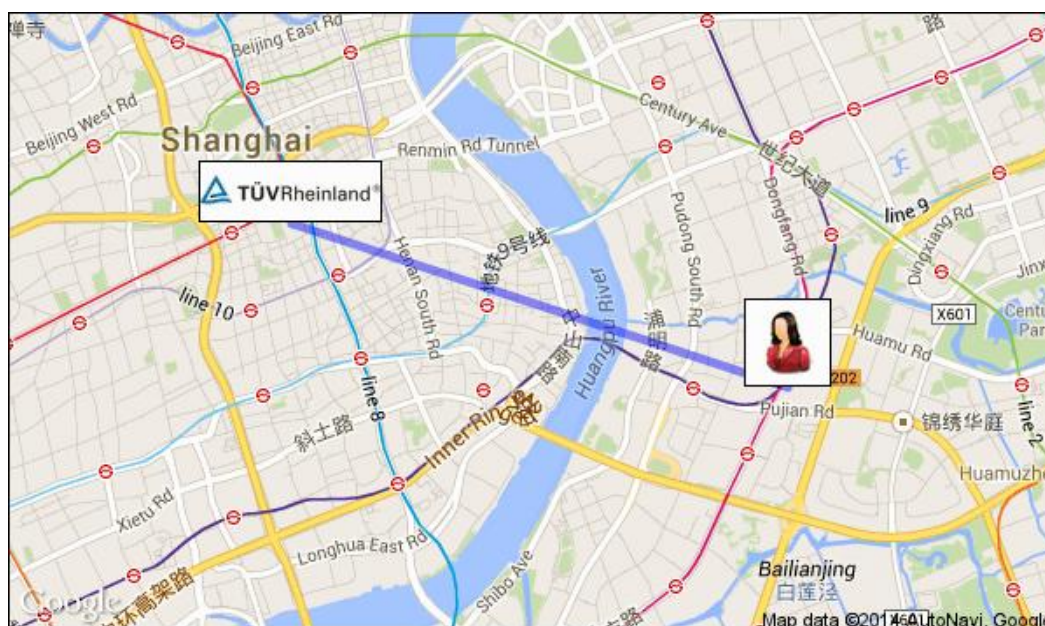


Purchasing Professional (2014)

DirectHR

JOB LOCATION ANALYSIS

a Direct HR Innovation



Job >< Candidate Distance: 7.6 KM

PERSONAL INFORMATION

Professional ID:	11945865	Hukou:	Shanghai
Sex:	Female	Functional area:	Purchasing
Date of birth:	1979 (34)	Work exp. since:	2003
Marital status:	Confidential	Availability:	Within 1 Month
Current location:	Pudong, Shanghai, China		

COMPENSATION INFORMATION

Current salary (CS): 6666 - 8333 RMB

ES allowances: 833 RMB

ES bonus: 833 RMB

EMPLOYMENT STABILITY ANALYSIS

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Total time of work exp.: 8 years 2 months

Longest time at an employer: 4 years 3 months

Total nr. of employers: 3 employers

Shortest time at an employer: 1 year

Average time per employer: **2 years 8 months**

Time at current employer: **2 years 11 months**

WORK EXPERIENCE SUMMARY

Mar 2011 - Present Shanghai Action Catering Services Co. Ltd,
2 years 11 months **Purchasing Manager**

Feb 2009 - Feb 2010 Sheltex New York Shanghai Office,
1 year **Purchasing Supervisor**

Nov 2003 - Feb 2008 Shanghai Cell Star Telecommunication Equip Chain Co., Ltd,
4 years 3 months **Purchasing Specialist/Staff**

WORK EXPERIENCE

Mar 2011 - Present Shanghai Action Catering Services Co. Ltd
2 years 11 months **Purchasing Manager**

Industry: Trading

Job description:

- According to sales requirements to look for vender (from Italy, France, UK, Germany, USA,etc.)
- Arrange the official order and follow up the proceed of production
- Arrange the shipment by different terms (CIF,FOB,C&F,DDU,etc.) D .Import custom declaration and prepare for submitted documents
- Coordinate the forwarder and logistics
- Prepare lots samples for Canton HOSFAIR and Shanghai HOTELEX
- Arrange the samples and catalogue by Express every week
- Quotation the new product and new brand
- Follow up the purchase chain system (u-needed) J .
- Manage the showroom and the other administrative affairs
- Total Import Amount of 2011: 3.52 million Euro
- Total Quantity of container of 2011: 140 cntns

Wednesday, February 19, 2014

- Import brand: Bormioli Rocco, Revol, Steelite, Guy degrenne, Ercuis-raynaud, Bodum, KSI lamps, Impulse, V&B, Trendex, Jean dubost,etc...

Feb 2009 - Feb 2010

Sheltex New York Shanghai Office

1 year

Purchasing Supervisor

Industry:

Trading

Job description:

- Once gain the official order, sign the contract with the factory
- Follow up all the production schedule from PP sample, production sample, bulk.
- Arrange the inspection of in-line and final.
- Arrange the shipment, the packing list, invoice and B/L etc.
- Arrange the buying trip and home exhibition
- Follow up the purchase chain system (Ufida U8) G . Arrange the factory's payment
- Manage the small warehouse and showroom
- Customer:
- Ready made: Target,wal-mart,JCP,BBB, Ellery,CHF,Richloom,Beacon loom,lichtenberg,Commonwealth
- ...
- Fabric:Fabricut,Integra,fabsfabs,Ide fab,Edgar
- Job description for the Hotel project program for Domestic:
- Buying the FFE to provide replacement sample or similar sample to customer from the market
- Sign the contract or order with factory according the sales contract
- Follow up all the production and arrange the worker to install all the curtain and bedding
- Finish the purchasing chain system
- Hotel project: Sanya Hainan Lanhai Hotel, Beijing Yanjing Hotel, Zhongyou Sunshine Hotel, Harbin shun Wallace Hospital
- Total purchasing amount of 2010: 15,000,000 RMB
- Total quantity of project of 2010: 4

Nov 2003 - Feb 2008

Shanghai Cell Star Telecommunication Equip Chain Co., Ltd

4 years 3 months

Purchasing Specialist/Staff

Industry:

Retailing

Job description:

- Build the daily purchase plan
- Negotiate with supplier about the quantity and the other sales promotion
- Inform the sales about the shortage and price adjustment
- Statistics of the sales amount for decision the purchase
- Follow up the SQL system and Kingdee purchase chain system
- Arrange the payment and account checking
- Total purchasing amount of every year: over 10, 000, 000 RMB
- Total quantity:over 20 chain stores

EDUCATION

Sep 1999 - Jul 2003	Shanghai University, China
3 years 10 months	<i>Bachelor, International Economics and Trade</i>

LANGUAGES

English	Fluent
Chinese (Mandarin)	Mother tongue