

Victor

For further information please contact Jude – Employment Co-ordinator

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Personal Statement

I am a New Zealand resident seeking an administration assistant position in the transport and logistics industry, where I can apply my proven knowledge, skills and over 10 years practical transport and logistics management experience.

Summary of Key Skill Areas

Logistics Skills

- Over 10 years work experience on logistics and supply chain management
- Improved the efficiency and effectiveness of supply chain activity
- Experienced on project and staff management skills
- SAP super user and excellent PC skills
- Processing import and export documents
- Knowledge of Customs clearance
- Excellent multi-tasking abilities and time management skills
- Proven ability to work to deadlines and a commitment to get the job done
- Self-motivated and accurate
- Good organisational abilities
- Strong research, analysis and problem solving skills
- Enjoy opportunities to use my initiative and creativity

Interpersonal and Communication Skills

- Reliable, trustworthy person who builds strong business relationship with relevant parties
- High level of cultural awareness
- Excellent customer service skills
- Well developed communication skills, both written and verbal
- Speaks English and Mandarin

Teamwork

- Effective team member who commits to team goals, objectives and decisions
- Freely contribute ideas and feedback, encouraging, supporting and assisting all team members to work towards a common goal
- Work well both independently or as part of a busy team effort

Education & Training

***Postgraduate Diploma in
Transportation Studies***

Lincoln University-New Zealand

2004

Key subjects: Transport Communication, International logistics, Transport and Environment and etc.

Bachelor of Engineering in Mechanism Shanghai University of Engineering & Science-China 1985-1989

Super Key User – SAP (MM, SD & LE) in AP

Green Belt of Six Sigma

Certified trainings in International Trading & Shipping Shanghai Marine Institute 1997

Certificate in Business Negotiation 1998

Supply Chain Management

Internship with American Head Office - World Class Manufacturing, Management Skills, e-business and Presentation Skill

Employment History

Logistics Manager Assistant -Great China Chemtura Shanghai Co Ltd 2006-2009
(US chemical manufacturing company)

- Monitored daily warehouse operations and distribution activities
- Handled inbound & outbound transaction in SAP
- Communicated with transport companies and freight forwarder to ensure on time delivery
- Set up KPI to measure 3rd party's performance
- Controlled inventory
- Cycle counting and physical counting
- Prepared packing list and delivery note for transport company
- Filed inbound and outbound documents
- Ensured the inventory accuracy
- Imports and exports
- Compiled regional inventory and transportation analysis report

Logistics Supervisor Belkin Trading (Shanghai) Company Ltd 2005-2006
(computer accessories manufacturing company)

- Managed daily distribution activity
- Compiled daily order tracing report
- Monitored daily pick and pack
- Prepared outbound documents to shipping company
- Handled imports and exports
- Used KPI to measure 3rd party performance
- Cycle counting and physical counting
- Reporting

Warehouse Picker (Casual) GPC Electronic (NZ) Ltd. 2004

- Picked and packed electronic components according to pick list
- Stock taking
- Handled inbound and outbound transactions in Oracle

Logistics Leader H&L (China) Health Products Ltd 1999-2003

(US healthy products manufacturing company)

- Managed daily distribution activity
- Prepared outbound documents
- Liased with 3rd party
- Monitored daily pick & pack, loading and unloading
- Controlled finished goods inventory
- Handled inbound & outbound transaction in Oracle
- Cycle counting & physical counting
- Managed finished goods warehouse
- Imports and exports
- Compiled daily order tracing report

Inventory Controller *Parfums Christian Dior China* *1997-1999*

- Managed inventory movements within China
- Set up safety stock for each item
- Made up weekly and daily distribution plan
- Made inventory replenishment plan
- Place and following up replenishment orders
- Made up inventory analysis report
- Imports and exports

Sales Distribution Specialist *Shanghai Johnson & Johnson Ltd* *1992-1997*

- Arranged daily distribution activities
- Controlled finished goods inventory
- Compiled weekly and monthly sales distribution plan
- Imports and exports

Production Planer *Shanghai No. 1 Gloves Factory* *1989-1992*

- Made up production plan
- Inventory control
- Coordinated with OEM plants

Interests

- Playing tennis
- Reading
- Jogging
- Listening to music