

PERSONAL DETAILS

Ying Ada CHAN

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✉ B1, Birmingham

SKILLS

Typing

English (60 wpm), Chinese (30 wpm)

Computer

MS Word, Excel, Powerpoint, Outlook, Photoshop, Illustrator, AutoCAD, ERP, Oracle, Lotus, SAP, SharePoint

Language

English, Mandarin and Cantonese (Written and Spoken)

ABOUT ME

I am a hard-working and committed employee with many years of experience in merchandising and am currently looking for a new position. Meanwhile, I am a well-organised and reliable person who is easygoing and motivated to achieve superior results. More recently, I completed a JPHAA Certified Associate Instructor Course, and hope to spread harmony, tranquillity, and joy through drawing.

HOBBIES & INTERESTS

Jogging, drawing, music (K-POP), movies

REFERENCES

References are available upon request.

WORKING EXPERIENCE

04/2019 - 02/2023 Merchandiser
GIFI Asia Limited // Retailer - buying office

- ★ Liaise with France buyers (Categories: Personal Accessories/ Leisure/ Seasonal) & vendors independently and handle all incoming/ outgoing correspondences & emails.
- ★ Responsible for the progresses on samples submission, orders follow-up & prepare the packing information & sensors to vendors.
- ★ Follow up the test report & QA sample status for ensuring all inspections could be arranged on schedule.
- ★ Check the salesman samples and send to US Planners after shipment.

08/2017 - 02/2019 Order Administrator
MZB World Time Limited > Accutime Watch Corp. // Retailer - buying office

- ★ Liaise with US planners & vendors independently and handle all incoming / outgoing correspondences & emails.
- ★ Responsible for the progresses on samples submission, setting up BOM in system & maintenance all are always updated, orders follow-up & prepare the packing information, UPC labels & sensors for vendors.
- ★ Follow up the test report & QA sample status for ensuring all inspections could be arranged on schedule.
- ★ Manage inventory control with responsibility for ensuring inventory accuracy.
- ★ Check the salesman samples and send to US Planners after shipment.

06/2015 - 03/2017 Merchandiser
Zabin Industries (HK) Limited // Trading company - Garment trims

- ★ Liaise with US sales & customers independently and handle all incoming / outgoing correspondences & e-mails.
- ★ Responsible for samplings follow-up, sourcing materials, price negotiation with vendors, preparing the quotations for sales/local customers.
- ★ Preparing artworks for production, setting up the items & maintenance all specs are always updated in the system.
- ★ Check the shipment samples for ensuring they are within customer's standards.

09/2010 - 04/2015 GSPD Officer
Avery Dennison Hong Kong B.V. // Manufacturer - Garment trims

- ★ Liaise with UK sales & local sales independently and handle all incoming / outgoing correspondences & e-mails.
- ★ Responsible for price quoting for UK sales / local sales, samplings follow-up , sourcing materials, arranging the artworks for productions, updating all the daily trackers & maintenance all items are set up in the system accurately.
- ★ Check the shipment samples for ensuring they are within customer's standards

05/2010 - 09/2010 Account Executive
R-PAC (HK) Limited // Trading company - Garment trims

- ★ Orders follow-up and customer services

03/2005 - 03/2010 Marketing Representative
Sun Tak Industries Groups Limited // Manufacturer - Garment trims

- ★ Orders & samplings follow-up, customer services and marketing

07/2003 - 03/2005 Account Executive
Dr. Printing Limited // Manufacturer - Printing & Packaging

- ★ Orders & samplings follow-up and customer services

05/2002 - 07/2003 Engineering Assistant
Welcome Enterprises Limited // Engineering company

- ★ Prepare draught drawings, daily reports, and weekly checks for site safety

07/2000 - 03/2002 Administration Assistant
Thunder Express Service Co., Limited // Courier services

- ★ Administrative support in daily operations, preparing documents & reports, and assisting in the preparation of invoices & payment receipts

EDUCATION & QUALIFICATIONS

- 10/2017 - 05/2018** **School of Continuing and Professional Education, City University of Hong Kong**
PSC (Putonghua Shuiping Ceshi) Preparation Course
- 10/2015 - 01/2016** **Vocational Training Council**
Foundation Certificate in Workplace English - Listening & Speaking II
- 10/2009 - 10/2010** **School of Continuing Education, Hong Kong Baptist University**
Advanced Professional Certificate in Visual Merchandising
- 12/2007 - 03/2010** **Wall Street Institute**
English Course
- 10/2006 - 08/2007** **Clothing Industry Training Authority**
Advanced Certificate in Fashion Design & Merchandising
- 11/2005 - 01/2006** **Hong Kong Institute Of Vocational Education - Haking Wong campus**
Business English Course - Writing
- 12/2004 - 09/2005** **Hong Kong Institute Of Vocational Education - Haking Wong campus**
Merchandiser Course
- 10/2004 - 07/2005** **YMCA**
Certificate in Workplace English
- 07/2004 - 08/2004** **Hong Kong Institute Of Vocational Education - Haking Wong campus**
Professional Certificate in 2D AutoCAD Design
- 01/2003 - 03/2003** **YMCA**
Pitman EOS Level 1 (Pass)
- 06/2001 - 06/2002** **Hong Kong School of Design**
Diploma in Graphic & Advertising Design
- 09/1999 - 06/2001** **Hong Kong Institute Of Vocational Education - Haking Wong campus**
Foundation Certification - Business
- 09/1994 - 07/1999** **Kwai Chung Methodist College**
Hong Kong Certificate of Education Examination