

PERSONAL RESUME

Cai Yanping

Job Intention: Foreign
Trade Merchandiser



🕒 2003-01-02

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教育背景 Education

Sep.2021~Jul.2024

Guangzhou City Construction College

Business English | College degree

Major Course : Business Correspondence, Business English Translation, Data Analysis and Operation of Cross Border E-commerce

工作经验 Experience

Jan.2023~ Dec. 2023

Guangzhou Lida Butler Manufacturing Supplies Co., LTD

Foreign Trade Merchandiser

- 1、Responsible for the tracking and shipment of all order execution, like the planning department to communicate the delivery date, communicate with the freight company and the import and export company to deal with the shipment;;
- 2、Responsible for the production, communication and custody of all internal documents. Such as the input of old product production orders and shipping orders, printing, ERP, OA and other systems of domestic and foreign trade document maintenance, internal contact letter preparation, printing and communication, etc;
- 3、Receipt, storage and archiving of internal document control within the department;
- 4、Tracking of sample progress and sample collection before customer development, and quick delivery of samples or documents;
- 5、Assist department managers or supervisors in handling other paperwork such as monthly billing reconciliation, sales statistics, collection statistics, departmental expenditure budgets, etc.

技能证书 Skills

Language Ability: College English Test Band 4、Certificate of Merchandiser in Foreign Trade.

Office Ability: Passed the National Computer Rank Examination, proficient in office software.

Professional Ability: Good command of English for business communication with customers, Can make tables and organize information.

自我评价 Evaluation

2 years of foreign trade documentary experience, familiar with trade documentary operation process, understand the relevant supply market;

Strong English listening, reading and writing skills and computer operation skills, strong learning ability, and certain ability to withstand pressure;

Have the sense of time, team spirit and work responsibility.



Chen Weidong

岗位 Cross-border e-commerce operation

Add:Guangzhou City Construction College

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Education background

2021.9-2024.6 Guangzhou City Construction College Business English

Major courses Business English Correspondence&Document Business English Translation

Work experience

September, 2019.9-June, ABC Technology E-commerce Co., LTD. Cross-border e-commerce operation

1. Responsible for store operation, including editing description of products, putting them on shelves, and drawing up reasonable product sales plans;
2. Maintained and optimized store product pages and tracked product sales status; Assist in setting reasonable and competitive sales price to obtain maximum profit;
3. Observe, collect and analyze market conditions and competitors' conditions, and make analysis and summary;

Skill

Language: CET4, Fluent speaking ;

Office: Good at PPT, EXCEL data table, excellent computer skills

Self-introduction

1. Strong logical thinking, planning ability, data analysis ability and good communication skills;
2. Active and serious in work, strong sense of responsibility and execution.