

# ***RESUME***



## ***PERSONAL DETAILS***

Name: Alan Yang (Male)

Nationality: Chinese

Date of Birth : 05/20/1987

Work experience: 8 years

Address: Block 428 , street 2808 , al Seef , Manama , Bahrain

Contact: 00973-34321123/00973-33321862

Email: yoshidaeiichi1988@gmail.com

## ***EDUCATION***

◆Beijing Foreign Studies University of China (2006 .8- 2010.7)

北京外国语大学(2006 .8- 2010.7)

## ***QUALIFICATIONS AND TRAINING***

◆Beijing Foreign Studies University Bachelor Degree in International Trade

北京外国语大学国际商学院系国际贸易学士学位

◆BEC Higher (Business English Certificate Higher )

BEC商务英语高级证书

◆TEM 8 (Test for English Major Grade 8)

英语专业八级

◆National Education Project of Information Technology Application Training  
(Word、 Excel、 PowerPoint )

ITAT教育工程职业技能证书

## ***WORK EXPERIENCE***

◆**Working experience in Huawei Technologies Bahrain :**

1) As Purchasing Manager for internal requirements: (2014.05- Present

Purchasing scope including but not limited to Office network , office stationery, office equipments and appliance, IFM office management, Maintenance service, office rent, office decoration etc.

Also purchase resources such as labour outsourcing and team rental to deliver the project related to ICT and telecommunications (our customers are VIVA, BATELCO and ZAIN)

### **Main responsibilities:**

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts

- Prepare purchase orders,solicit bid proposals and review requisitions for goods and services

- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices

- Monitor and follow applicable laws and regulations

- Negotiate or renegotiate and administer contracts with suppliers, vendors, and other representatives

- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Arrange the payment of duty and freight charges.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.

2) As Hotel coordinator & Conference organizer : (2013.05 – 2014.05) / 1 year

Chose nice hotel and booked meeting room for conference. Arrange hotel rooms for staff

on business trip to Bahrain.

◆ **Worked as Fashion Salesman in ERMENEGILDO ZEGNA . (2011.12—2013.05)**

Working place ; Dubal Mall , Fashion Avenue , Ground Floor , Dubai. Po Box : 1988

My main responsibilities :

- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting items.
- Advises customers by providing information on products.
- Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
- Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Contributes to team effort by accomplishing related results as needed.

◆ **Worked as assistant purchasing manager in EREN Contracting LLC in Abu**

**Dhabi(2010.11-2011.11)**

Company location : EREN EMIRATES GENERAL CONTRACTING LLC , residing

POBOX.128413 , Abu Dhabi , UAE

My main responsibilities : Sourcing suppliers from east and south Asian countries, get quotation and negotiate for price. Prepare purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department. Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.

◆ **Worked as an exhibition organizer in HILTON Hotel (2009.1-2010.1)**

I used to work as a Exhibition Coordinator and organizer in HILTON Hotel in Beijing , China . My job included marketing development and Coordinating with clients

## ***COMPUTER SKILLS***

Word processing, Microsoft Excel and PowerPoint, possessing National Education Project of Information Technology Application Training Certificate.

## ***PERSONAL SKILLS***

Good time management, well-organised, highly motivated, good team player, good at communication and negotiation

## ***INTERESTS***

Reading all kinds of books and listen to radio, play basketball and badminton, swimming etc.

## ***LANGUAGES***

- ◆English: Fluent
- ◆Chinese: Native
- ◆Arabic: Beginner

## ***SPECIAL COURSES***

《*commercial diplomacy*》《*commercial communication*》《*commercial negotiation*》

《*psychological skills for negotiation*》《*economics of western countries*》 and so forth.

## ***SELF-ASSESSMENT***

- ◆Stay calm when getting into trouble , good at thinking;
- ◆Good at communication
- ◆Eager to learn something new , and also a quick-learner.
- ◆Always keep an optimistic attitude
- ◆Ambitious and rigorous to myself in all respects
- ◆Very fond of sports like badminton and basketball