

# HAILEY CHEUNG

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Kowloon Bay | 6123 2021 | hailey.cheung@gmail.com

## SUMMARY

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Accomplished multilingual with extensive experience driving domestic and government contract purchasing, formulating and implementing corporate process improvements, and introducing cost-saving strategies.

## EXPERIENCE

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### **Procurement Supervisor, TUV Int'l Holdings Limited**

Jun 2012 - Present

- Conducted procurement activities related to sourcing and administration of purchasing requisitions; ensured compliance with the established policy
- Performed logistics operations, including booking, sales invoice generation, cost checking and data system input with warehouse and forwarder
- Proposed new business development plans; prepared internal documents and terms & conditions of contracts with business partners
- Managed periodic stock take figures collected from different locations and warehouses; closely monitored storage and threshold requirements
- Established and maintained effective and efficient procurement and tendering processes, including cost control, cost estimation, payment valuation, etc

## ACHIEVEMENTS

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- Identified needs and developed new sales and procurement reporting structures, which drove \$100K in savings and increased sales growth by 10%
- Formed a strong relationship with China/ India- based procurement team and built a shared system to better manage negotiations with vendors

## EDUCATION

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### **Institute of Vocational Education (IVE), 2009-2011**

Higher Diploma in Retail and Merchandising Management

## SKILLS

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Microsoft Office (Word, PowerPoint, Excel & Access)

## LANGUAGES

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Cantonese (Native)    English (Proficient)    Mandarin (Fluent)