

AVA HUNG

ava.hung@gmail.com | 6123 2022

PROFILE | A result-driven, highly-motivated clerical professional in the purchasing field with 2+ years of experience. Critical and sensitive to financial data with strategies in research and business decisions. Excellent communicator with financial co-workers.

EXPERIENCE | **Purchasing Clerk, HayMars Development Ltd.**

Jun 2012 - Present

- Arranged the deliveries of purchase orders and their copies to suppliers and other parties within 5 business days of the original requests
- Drafted and delivered both online and paper responses to customers and suppliers regarding their enquiries about order status or amendments
- Researched for market data to facilitate the comparison of prices and specifications to determine the best deals among vendors
- Reported to senior purchasing managers for their reviews of about 30 purchasing items and the corresponding price lists

Purchasing Clerk, LP Jump Holdings Ltd.

Jun 2011 - Jun 2012

- Served as the key communicator with 50+ local and overseas logistics companies for shipping arrangements
- Verified and followed up on purchase requisitions from both vendors and clients for references to negotiate conditions and terms
- Fostered efficiency and effectiveness in workflow and communication across 5 departments by connecting them in meetings for joint decisions

QUALIFICATIONS | **Open University of Hong Kong, 2008-2011**

Bachelor of Social Sciences with Honours in Politics and Public Administration

SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Intermediate)

AVAILABILITY | One month's notice