

SALLY HUI

SUMMARY Resourceful and dynamic individual with 3+ years of extensive experience in merchandising tasks. Demonstrated consistent fulfilment of objectives with excellent skills in analysing business options and pricing arrangements by other vendors.

EXPERIENCE **Purchasing Officer, NB Online Int'l Limited**

Jun 2012 - Present

- Conducted monthly sourcing analyses of 30 vendors; recommended target suppliers with feasible plans to comply with requirements
- Performed 500+ purchasing activities annually to manage 20+ vendors to fulfil expectations with respect to timely delivery, quality and reliability
- Liaised with 80+ suppliers locally and overseas within the established connections of the company for prices and stock availability
- Established connections among the 30+ purchasing teams working in Greater China and Hong Kong for better industrial communications

Purchasing Assistant, QP Manufactory Co. Limited

May 2011 - Jun 2012

- Prepared purchase requisitions and issued purchase orders in accordance with company policy and negotiated terms and conditions
- Employed a high level of negotiation and communication skills to deal with 50+ local and overseas suppliers in purchasing all sorts of goods
- Liaised with Accounts Department to ensure accurate and timely payment of invoices as necessary for business suppliers

EDUCATION **Hong Kong Management Association, 2010-2011**

Professional Diploma in Logistics & Supply Chain Management

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

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

AVAILABILITY One month's notice
