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| **Personal Information** | |
| Name: Xiao Zehua  Cell Phone: 13501004557  Date of Birth: Jul. 1983  Email: [xiaozehuall@hotmail.com](mailto:xiaozehuall@hotmail.com)  Education Status: Bachelor Degree  Address: Beijing | 2637 - 副本.jpg |
| Sep. 2003-Jul. 2007Bachelor **Ordnance Engineering College** English  Sep. 2014 to now Master **University of International Business and Economics** Finance  Learned the course of Human Resources Management in 2009 and master the elementary HR skills in all aspects. | |
| **Self Assessment:**  Have more than 7 years experiences in the position of administrator and assistant of the multinational enterprise, especially in the constituent of logistics, recruitment, purchasing and financial affairs and English can be the working language. Get used to patient and well organized in the details, quick learner in new knowledge intensively. | |
| **Work Experience** | |
| Aug. 2010-Now **CVDT Consulting (Beijing) Ltd.** (A Netherland consulting company in carbon market and Technology transfer ) | |
| **Title: Office Manager**  **Introduction:** Several times’ organization of office place searching, innovation and migration, built up the procedure list from the complicated trivial matters and provided a strong support in logistics. And timely achievement of the company self’s certificates conversion and all of the foreign staff’s identification of their qualification which keep smoothly transition from the representative office convert into a limited company. Began to participate in technology transfer project domestic business development from March of 2014, learned more professional knowledge on how to operate and develop the project.  **Responsibilities:**   * Provide professional, polite and timely reception service; * Deal with all admin things that company have, and keep a cheerful atmosphere to the staffs, Coordinate with venders and compare with the suppliers for selecting cost effective solutions in logistics; * Responsible for handling all visa and residence permit things for all foreign staffs and arranging the accommodations and transportation, applying for the exit and entry visa; * Responsible for the office place searching, innovation design and implementation * Cooperate on the writing of administration discipline; * Keep the files in order and make relevant procedures, and keep them security; * Update the website time to time, keep effective run of network, telephone line, server and other office equipments; * Responsible for cooperating with the advertisement and marketing; * Deal with the logistics of GM and report the work to GM; * Support in handling all the payments of admin expenses, and other things the GM asked for. | |
| Jan. 2008-Jul. 2010 **Worldmark Beijing Research and Development Centre**（A manufacture company in telecom field.） | |
| **Title: Manager Assistant**  **Introduction:** As the manager’s assistant and one of the earliest employees in Beijing Office, to assist the head manager to do the team build-up and subsequent opening, strategy planning, specify the administration rules and team management process. Cooperation the head manager and HR department to complete recruitment plan, supervision and tracking of production equipment purchase schedule in place, improve the office layout of the environment. Successful organization of Beijing R & D center opening ceremony, to complete the campaign of propaganda.  **Responsibilities:**   * Support in setting up Beijing office, carrying on the preparatory work of workplace and staff recruitment; * Assist the manager to complete the company’s strategic planning and development plans; * Maintain the relationship with the customers; receive visitors; organization, coordination and arrangement for the meetings and events, tracking the procedure things need to be implemented, and timely feedback, inner coordinating ; * Internal and external information collection and complete reporting, to provide a basis for decision-making; * Maintain customer relationship assistance, receiving visitors, organize and coordinate company-related events; * Drafting manager’s reports, papers, speeches, etc… for review; * Manage official documents, certificate administrative files and other important information; * Purchase machines and materials, select the suppliers and check the contracts; assist team in premises maintenance and daily co-ordination with suppliers and support colleague on office inventory data updating & labeling; assist  in regular suppliers annual review and services feedback collection; * Select reasonable approaches and advertise for recruitment and screen the candidate’s CV out, attendance of recruiting, interview and make the arrangement of the new recruits' training. * Assist the manager to make documents by MS Office System，provide written & oral translation support, make the reimbursement and arrange the agenda, visitors reception and other tasks the manager assigned to. | |

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| **基本信息** |
| **姓 名**：肖泽华  **出生日期**：1983年7月  **手 机**：13501004557  **邮 箱**：[xiaozehuall@hotmail.com](mailto:xiaozehuall@hotmail.com)  **居住地**：北京市朝阳区  **教育程度**：本科、研究生在读 |
| **教育背景和培训** |
| 2003年9月-2007年7月本科 **军械工程学院** 英语专业  2014年9月至今 研究生（在职） **对外经贸大学** 金融学专业 |
| **自我评价** |
| 7年行政管理，助理工作经验，在后勤管理、人力招聘、财务、采购等方面积累了丰富的经验，在工作中有较强的执行力和团队合作能力，适应多任务和压力环境下高效工作，能够迅速妥善处理日常工作。 |
| **工作经历** |
| 2010年8月-现在 **喜维德达咨询（北京）有限公司** (来自荷兰的清洁能源咨询公司) |
| **职位：**办公室主任  **工作职责：**   * 处理公司日常行政事务，监督办公室的日常运行，提供安全、健康、舒适的工作环境； * 及时有效的管理员工和外籍员工北京居留许可本国员工工作居住证申请，以及员工海外签证和差旅住宿机票； * 负责公司办公室场地租赁及装修规划； * 负责协助公司行政制度建立、拟写和监督管理； * 管理归档公司的行政文件和部分商业合同,并做好保密工作； * 公司官网维护更新，保证服务器正常运行，电话网络畅通； * 负责协助北京总经理进行公司规划与对外宣传； * 统筹协调总经理办公室常规事务； * 负责总经理会议安排和会议记录； * 负责办公室相关的付款审核申请。 |
| 2008年1月-2010年7月 **世誉产品标识(天津)有限公司北京研发中心**（一家英国的通讯行业生产企业） |
| **职位**：行政文员  **工作职责**：   * 负责公司日常考勤统计管理，离进京公司人员差旅住宿安排，收发邮件信件等 * 负责公司办公用品的采购、发放及办公设备的购买、安排维护维修等管理，管理清洁人员维护办公司环境，与物业公司协调用地租赁维护事宜 * 联络客户，接待来访，组织协调安排公司各种会议及大型活动，协调各方人员 * 负责行政事务管理，与供应商协作获得最佳方案，降低成本 * 协助采购设备、原材料，比对报价筛选供应商，审核采购合同；协助同事及上司管理维护供应商信息，定期升级更新相关数据，完成定期的供应商评测和部门员工的信息反馈收集 * 管理，更新公司公文、证件、行政档案等重要证照和资料 * 为总经理提供文案和语言翻译支持，处理报销安排日程，协助外方经理的日常工作安排 协助经理处理财务合同方面的相关工作； * 参与组织人员招聘，简历筛选，初步面试以及对新入职员工的人事和财务培训 |