

Dear Sir/Mam,

Attach below please find my resume with 2 references letters for your consideration. I hope you and your family are perfectly fine.

A GM assistant by profession having 1 year of experience,

A certificate coordinator by profession having over 6+ years of experience,

An export & logistics coordinator, procurement executive & business development executive, by profession having 3 years of experience,

A customer care representative by profession having 2 years of experience, currently as import and procurement manager is looking after the group procurement in Royal International hotels supplies LLC and its newly registered subsidiary companies of City Seasons Group[Abu Dhabi].

I can be reached at +971-056-8106257 (mobile & WhatsApp) 909173981 (Wechat) or at juanjuan_wang1985@163.com and I could start to work immediately. Currently I am living in Sharjah now.

I hope you may consider me as a resourceful recruit and provide me a chance to be a part of your team. If you feel that I am suited for the job, please kindly give me an opportunity for a personal interview at your convenient date.

Employer	Position	Working History	Reason for Leaving
Royal International Hotels Supplies LLC (City Seasons Group subsidiary company, Abu Dhabi)	Import & Procurement Manager	Mar. 2019 – Mar. 2020	Once the 1st project were completed, no more workload and most of time are chill.
Mobitrans FZ-LLC [Dubai]	Customer Care Representative (Chinese/English Bilingual)	Jul. 2017 – Mar. 2019	Project was completed and no more workload.
Al Composites Materials FZE [Dubai]	Procurement Clerk	Mar. 2017 – Jul. 2017	Company has serious financial issue and always delay payment 3-6 months around & has law suit with employees.
Kingfisher (Shanghai) Sourcing Consultancy Co., Ltd. [China]	Executive Assistant to General Manager (Temp.)	Oct. 2014 – Jun. 2015	It's a 8 months temporary job only.
TUV Rheinland Middle East FZE [Dubai]	Certification Coordinator	Jan. 2013 – Sep. 2014	Due to family issue, needs to quit and go to back hometown to handle it.
DQE Int'l Drilling Company [Iraq]	Business Assistant to GM	Sep. 2012 – Jan. 2013	Internal war started and it leads to all the projects were suspended. The government has to evacuate employees from Iraq to China and technically we lost the job
Integrated Tubulars & Oilfield Supplies FZCO [Dubai, UAE]	Sales & Buyer	Nov. 2011 – Sep. 2012	Company has serious financial issue and boss disappeared.
Bureau Veritas [Dubai, UAE]	Data Entry Operator, Certificate Coordinator	May 2007 – Aug 2011	Company new HR wages strategy leads to me resigned.
Defeng Machinery Mfg. CO. LTD. (China)	Buyer & Export Coordinator	Jun 2004 – May 2007	Got good working opportunity to work in Dubai to broaden my horizon, experience, knowledge... etc

Thanks & Best Regards,

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