



Chelsea Che

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♀ Female

| 28 Years old (1990/01/22) | Living in Shenzhen-Nanshan

Work Experience

2015/10-Present **Marketing & Sales Manager**|Sales Dept.
Shenzhen Relat Electronic Technology Co., Ltd [3 year and 1month]

Description: Relat, along with his parent company Erelia are listed on New Three Broad in 2015. Relat manufactures a supply of battery monitoring system, with a team of experiences engineers.

1. Efficient translate and editor brochure, company profile, user manual,specification,software manual.
2. Effective follow up the battery monitoring project and keep in touch with the oversea clients.
3. Post the corresponding product info & company info on social media
4. Positive respond and prepare the technical contents of the bidding documents.
5. Promotion and get orders from ALIBABA, Website and other marketing channel.
7. Arrange to delivery and custom clearances affairs.

Good at develop target clients via search engine.

2012/3-2015/6 **Overseas Salesman**|Overseas Sales Dept.
Guangzhou Angotan Auto Parts Company [3 year and 3month]

Description: The company is specialized in car electronics auto parts.The office ans store is in Guangzhou and export EU,USA, Middle-East and the ASEAN countries. Office has about 20 workmates.

- 1.Receive oversea visitors at the store,chat with them and understand their demands.
- 2.Quote and negotiate with them to get orders.
- 3.Follow up the orders and keep in touch with the client
- 4.Prepare the product and arrange the shipment along with the documents affair
- 5.Promotion and get orders from ALIBABA, website and other marketing channel.
- 6.Complete the sales report and sales analysis
- 7.Plan and management the sales target

I bring new customer and get order for company and promote the achievement 5% than former years.

Education

2018/10-Present **Central China Normal University**
Bachelor|English

Description: Major courses: Advanced Integrated English, Advanced English Writing, Translation Theory and Practice, English Literature Appreciation, English Linguistics, Listening and Speaking Interactive English

2009/9-2012/6 **Guangzhou City Polytechnic**
Polytechnic|Computer Networking

Skills & Speciality

Special Skills

Description: I am easy-going and congenial with a strong sense of responsibility. More than 6 years to do the overseas business and accumulate the relevant clients resources.With aggressive, independence and can be able to work under great pressure. Have a coordination skills and teamwork spirit.

- 1.English---Pass CET-6.Fluent oral and written English
- 2.Computer---Pass Computer Band-2.Operate Photoshop, CorelDRAW and Office software.
- 3.Foreign Trade---Familiar with the schedule of oversea trading business.

