YANG FAN



OPERATIONS | PROJECT COORDINATION | BUSINESS SUPPORT

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PROFESSIONAL PROFILE

Operations and business management professional with over 10 years of experience in healthcare, finance and automotive organisations, including Lepu Medical, HNA Group and a Mercedes-Benz dealership. Experienced in cross-functional coordination, KPI tracking, project operations, process improvement and stakeholder liaison. Supported projects of approximately RMB 200 million and coordinated a 12-person team. Based in Belgium and open to operations, project coordination and business support opportunities across the EU.

CORE SKILLS

Business operations · Project coordination · KPI monitoring & reporting · Cross-functional collaboration · Process improvement · Team coordination · Stakeholder liaison · Contract & finance administration

PROFESSIONAL EXPERIENCE

Executive & Operations Assistant to General Manager

Lepu Medical – IPE Center for Clinical Laboratory Co., Ltd. | Apr 2022 – Jan 2024

- Coordinated cross-functional operations, supported strategic planning, monitored objectives and KPIs, and tracked departmental action plans.
- Prepared monthly, quarterly and annual reports; organised management meetings and followed up on key decisions.
- Liaised with departments, government visitors and business partners, including English–Mandarin interpretation.

Deputy Manager – Support Department (concurrent appointment)

Lepu Medical | Nov 2023 – Jan 2024

- Coordinated 6 full-time nurses, 4 part-time nurses and 2 administrative staff.
- Liaised with government and military clients on medical testing services, reporting, settlements and vehicle coordination.

Business Operations Manager / Project Operations

HNA Group – Bohai International Commercial Factoring Co., Ltd. | Mar 2015 – Jun 2018

- Managed factoring project operations from RMB 1 million to over RMB 100 million, including a shipbuilding project of approximately RMB 200 million.
- Coordinated disbursements, interest recovery, contracts and project records; maintained budget-profit and bank-financing ledgers.
- Managed relationships with banks and clients in aviation, jet fuel, shipbuilding, import/export retail and supply-chain finance.

Administrative Officer – Operations & Office Management Coordination

HNA Group – Bohai International Commercial Factoring Co., Ltd. | Sep 2012 – Feb 2015

- Managed office budgets, payments, procurement, fixed assets, documentation and administrative contracts.
- Coordinated executive schedules, business travel, meeting records and internal communications.

Administrative Assistant (Internship); Administrative Officer – Operations Support

Mercedes-Benz dealership – Tianjin Beixin Zhongping Star | Jun 2011 – Sep 2012

- Supported vehicle insurance and renewals, document filing, procurement and office supply management.

EDUCATION

UHasselt, Belgium | Master of Management (in progress)
Coventry University, UK | MSc International Events Management
Nankai University, China | Bachelor of Management in Business Administration
Tianjin Coastal Polytechnic, China | Tourism Management (including Hospitality) certificate

LANGUAGES & DIGITAL SKILLS

Mandarin Chinese (native) | English (professional working proficiency; IELTS 6.5) | Dutch (A2) | Microsoft Word & Excel (proficient)