

Yuna Yan

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Personal information

Date of birth: 16/07/1984
Place of birth: Hebei, China
Nationality: Belgian since 2015
Status: Married

Education

- 2010 and 2013: University of Antwerp (Belgium)
Dutch Course Level 1-3
- 2009: University of International Business and Economics (China)
Interpreter Course English-Chinese
- 2004 – 2008: University of International Business and Economics (China); China Woman's College (China)
Major in English and Business Studies
Bachelor degree in Arts
- 1997 – 2004: Secondary School (China)

Experience

Sourcing

October 2015 –

Propulsion Systems

Propulsion Systems is a manufacture of heat pumps and LED lights for swimming pools. Responsibilities as follows:

- **Participant in the development of a product with R&D and prototype making**
- **Source components of heat pumps and LED lights, electronic components, spare parts in Asia and Europe**
- **Analyze quotations and negotiate contracts (TCO approach)**
- **Evaluate suppliers (audits, sampling, engineering experiences, prices, delivery time)**
- **Execute purchase from contracts until delivery**
- **Liaise and coordinate with internal customers (R&D, sales, logistic, finance, subsidiary office)**
- **Monitor production, quality and delivery**
- **Quality control during production, analyze inspection reports based on AQLII**
- **Find solutions and solve quality issues with R&D and suppliers**
- **Prospect safety regulations on swimming pool products**
- **Maintain product specifications, prices, lead time and suppliers in ERP system**
- **Supply chain management: keep stock of inventory item (never out of stock)**
- **Handle customers complaints and quality issues**

Boost Collectibles BV conceives and sells in Europe loyalty promotional toys manufactured in China and EU
Responsible for concepts and projects development from start to finish. Job description as follows:

- **Develop promotional concepts and projects together with the creative, sales and licensing departments**
- **Source potential suppliers in China and Europe, evaluate and assess incoming quotations, identify and select suppliers to a short list**
- **Negotiate prices, payment terms and delivery**
- **Liaise with selected suppliers during the development of the prototypes**
- **Supplier management- Establish and maintain appropriate relations with the suppliers.**
- **Arrange social audits on suitable suppliers (BSCI; ICTI)**
- **Prepare sales contracts, purchase conditions and agreements, draft retro planning, production schedules and logistic planning**
- **Coordinate and monitor the whole production process, including setting up criteria on products, quality checks, product inspections, safety tests**
- **Visit factories and production lines;**
- **Collaborate with the different teams to guarantee quality and price targets are achieved**
- **Knowledge of current Toy Safety Directive 2009/48/EC**
- **Prepare technical documents(BOMs; safety assessment; EC DOC) for assigned projects according to current Toy Directive**
- **Knowledge of INCOTERMS 2010, familiar with FOB, DAT,DDP,EXW**

Highlights

Inquiry and quotation; contracts; production and quality control; logistic; safety testing

- Knowledge of Chinese market and culture
- Knowledge of injection molding, blow molding, sampling, die-casting
- Inter-group communications
- Pro-active, fast-learner

Key Skills

Computer:

- Windows: MS Office (Word, Excel, PowerPoint), MS Outlook
- macOS Sierra: Numbers, Keynote
- NetSuite ERP system

Languages:

- **Chinese:** Mother tongue
- **English:** Full proficiency
- **Dutch:** Limited working proficiency

Driving license: Belgian B

Hobbies

Traveling; Cooking