

王琳琳 Belinda Wang

出生 Born: 1986 年 4 月

籍贯 Hometown: 山东 菏泽

手机 Phone: +86 13926575089

学历 Education: 硕士研究生

户籍 Registration: 广东 深圳

邮箱 Email: belindawang48@gmail.com



求职意向 Job Intensions

采购经理 Sourcing Manager/商务经理 Business Manager/总经理助理 Assistant CEO

个人优势 Personal Strengths

我目前在做非洲矿产贸易工作，2024 年在深圳一家投资公司驻东非的国家做矿产资源采购，2019 年在津巴布韦中建材水泥项目做财务类工作。2017 年毕业于北京林业大学工商管理专业，曾在美国短期访学，2010 年毕业于北京联合大学国际经济与贸易专业。积累了多年国际大宗贸易和金融商务方面的工作经验。I am currently working mineral trade in Africa. I worked in Shenzhen an investment company to purchase mineral resources in East African country in 2024. I served in finance at cement project operated by China Building Materials Corporation Limited (CNBM) in Zimbabwe in 2019. I graduated from Beijing Forestry University in 2017 with a master degree in Business Administration and completed a short-term study program in the United States. Prior to that, I earned a degree in International Economics and Trade from Beijing Union University in 2010. I have accumulated extensive experiences in international trade and financial business.

工作经历 Work Experiences

2024. 06–2025. 05 深圳市中合核投资集团有限公司 Shenzhen Zhonghehe Investment Group Co.,LTD 总助/采购 Assistant CEO / Procurement

在该公司做总经理助理兼境外采购，执行公司领导的工作安排，驻外非洲赞比亚、乌干达、坦桑尼亚等地采购矿产资源铜矿、钽铌和黄金等产品，与当地供应商签署合同并执行落实。I worked as an assistant general manager and overseas purchasing of the company, carried out the work arrangements of the company leaders. I traveled to Zambia, Uganda, Tanzania and other places in Africa to purchase mineral resources copper, tantalite and gold products, signed contracts with local suppliers and implemented.

2021. 03–2023. 02 山东省农信社联合社 Shandong Rural Credit Cooperatives Union

综合柜员 Comprehensive Teller

在山东农商行负责办理支行的现金收付结算等日常柜面业务。保管现金、凭证款箱及业务印章，确保每日账实相符，真实完整合规。In Shandong Rural Commercial Bank, I was responsible for handling daily counter business such as cash receipt and payment settlement of the branch. I was in charge of safeguarding cash, voucher boxes, and the business seal, ensure that the daily account is consistent with the actual account, complete and compliant.

2019. 10–2020. 05 中建材津巴布韦水泥砖业有限公司 CNBM Zimbabwe Cement Brick Co., LTD
财务/行政 Finance / Administration

在非洲中建材驻外工作，负责办理公司对外收付款业务，处理员工费用报销单据，对每日发生的银行和现金收支做到日清日结，整理财务记账凭证，起草会议纪要和合同档案管理。

In Africa Zimbabwe, i worked as a foreign employee, responsible for handling the company external payment and receipt business, processing staff expense reimbursement documents, clearing daily bank and cash receipts and payments, sorting financial accounting vouchers, drafting meeting minutes and managing contract archives.

2014. 05–2017. 07 中建材国际装备有限公司 CNBM International Engineering Co.,LTD

商务执行 Business Executive

执行公司领导签订的框架合同协议，向供应商采购石油的衍生品乙二醇 MEG 和对苯二甲酸 PTA 等聚酯纤维原材料，对接银行开立国内或国际信用证及银行承兑汇票等供应链融资工具，参与公司后期的债务处理。

Implemented the framework contract agreement signed by the company's leadership, procured petroleum derivatives such as ethylene glycol (MEG) and terephthalic acid (PTA) from suppliers, which are essential raw materials for polyester fiber production. Collaborated with banks to issue domestic or international letters of credit and bank acceptance bills, among other supply chain financing instruments. And participated in the later debt settlement of the company.

教育经历 Education Experiences

2014. 09 – 2017. 07 北京林业大学 工商管理 硕士研究生

Master Graduate of Business Administration, Beijing Forestry University

2005. 09 – 2010. 07 北京联合大学 国际经济与贸易 本科

Undergraduate of International Economics and Trade, Beijing Union University

资格证书 Qualification Certificates

大学英语六级、BEC 剑桥商务英语初级、外贸会计证书、会计从业资格证、货币测评合格证、小汽车驾驶证 C1、海外职业培训证书。

College English Test Band 6, BEC (Business English Certificate) at the beginner level, Foreign Trade Accounting Certificate, Accounting Professional Qualification Certificate, Currency Evaluation Qualification Certificate, Driver's License Class C1, Overseas Vocational Training Certificate.