

# ZHIHUA XIAO (Summer Xiao)

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## Profile

- **Experience** : 7 years large enterprise HR & Administration experience, good at internal resource integration, system establishment and cross-cultural staff management.
- **Team Spirit** : Excellent team management, coordination and cooperation capabilities, excellent communication skills, team motivation, and problem solving.
- **Learning capability** : Clear logic and strong self-driving ability to quickly learn new knowledge, adapt to the rapid development, and be brave to accept challenges and embrace changes.
- **Character** : Excellent interpersonal communication skills, good work, strong logical thinking analysis ability, able to work under pressure, strong sense of responsibility.

## Experience

2020.09-2021.08      Hyvision Technology LLC.      HR Manager & China branch GM

Responsibilities :

- **Human Resource Management** : Set up HR salary incentive system, performance appraisal system and training system; Responsible for daily HR management of the company
- **China branch Management**: Responsible for supplier procurement, Amazon operation, IT system construction and other operation work of China branch

2014.09-2020.07      Hikvision Digital Technology Co., Ltd.      MENA HR & Admin Director

Responsibilities :

- **Human Resource System Establishment** : Based on the development strategies of the HQ and regions, develop the overall HR strategy plan for the region, ensure the implementation of the strategy, and improve and adapt the HR management system (recruitment, training, performance management, compensation and benefits, employee relationship, and employee development) to meet business development needs, be responsible for the management, execution, supervision, and improvement of the HR & Admin related modules.
- **Talent Development** : Be responsible for implementing the regional talent development reserve plan, promote the development of regional and country echelon personnel, reserve and cultivate excellent talent in the region, and develop the talent concept of "selection, use, education, promotion, and retention" to

meet the talent requirements of high-speed development in the region and continuously improve the HR management model, including recruitment, performance, training, compensation, and employee development.

- **Employer Branding** : Build the corporate culture system and promote the healthy and sustainable development of the organization. Promote the corporate culture communication of overseas subsidiaries and the employer branding in key countries outside China to improve the influence in the market.
- **Incentive mechanism** : Set up the assessment on professional talent, set up an expert committee, give full authorization, and provide overseas platform learning opportunities to motivate employees.
- **Employee care** : Build and maintain enterprise culture, organize employees to learn and promote enterprise culture and enterprise spirit, promote Hikvision enterprise culture and core values, and build a positive and passionate and creative team.
- **Labor risk management** : Understand and master the laws and regulations of 23 countries in the Middle East and North Africa region, establish harmonious labor relations in the region, smooth employee communication channels, manage labor contracts, mediate labor relations, and handle employee complaints and labor arbitration.

#### **Outstanding Performance :**

- ✓ Build the HR & Admin team in the Middle East and North Africa region (MENA) from 0 to 1, provided systematic operation to support MENA region growth
- ✓ Implement the talent development reserve plan and deploy the "MARS " plan, so as to reduce the shortage of high-potential backbone employees and improve management capabilities.
- ✓ Carry out the "expert selection" plan in MENA Region, select professionals in the region, participate in international communication with external representatives, and share enablement activities internally.
- ✓ Be responsible for the overall HR & Admin management in MENA Region, standardize the business process, and ensure the efficiency of business processes and the rationalization of cost control.
- ✓ Won the Hikvision"2018 Global Innovation Breakthrough"award.

**2011.11-2014.06    Shenzhen Feilongda LED Co., Ltd.    Manager of Overseas Sales Dept.**

#### **Responsibilities :**

- **Strategic Planning** : Fully responsible for Overseas Sales Department, assist general manager to develop company strategic plan and sales operation plan.
- **Market Development** : According to the strategic objectives set by the company, set the annual sales plan, and develop the foreign trade business. Expanded the overseas market, manage the regional distributor channel, and maintain the overseas customers.
- **Marketing Management** : Develop marketing plans and brand promotion tasks.
- **Customer Development and Maintenance** : Through exhibitions and various trade platforms, complete the development of key accounts in overseas markets, follow up and maintain the orders in a timely manner, ensure the normal operation of orders, provide professional services to customers, and ensure the collection security for the company.
- **Team Management and Training** : Coordinated and conducted department team recruitment. Developed sales training plan and courses.

### Outstanding Performance :

- ✓ Develop and deploy a brand new overseas market, improve the brand influence.
- ✓ Set up the department, recruit team members from 0 to 8, and build an E2E overseas sales system.

2009.11-2011.10                      Ronghua Furniture Co., Ltd.                      Manager of Sales Dept.  
Sales Manager | 2010.07-2011.10

- **Sales and Project Mgmt.:** Lead team to achieve sales performance goals. Take the lead in exploring new customers and project negotiations. Manage sales team to provide customers with competitive product solutions to ensure the smooth signing of contracts.
- **Customer Development and Mgmt. :** Collect market industry information, develop key accounts, continuously follow up, explore and analyze customer requirements.
- **Sales Team Mgmt. :** Talent acquisition, Formulation of Incentives measures, Sales training, etc.

General Manager Assistant | 2009.11-2010.07

- **Task Handling and Communication :** Assist the GM to conduct market research, analyze competitors, and follow-up within management team on key tasks, analyze and handle problems in a timely manner, and provide feedback.
- **Daily Work:** Cooperate with general manager to handle external public relations, coordinate manager's work schedule, business travel arrangement, expense reimbursement, etc.

## Education

FY2006-2010    Nanchang Institute of Technology    Bachelor Degree    International Business

## Certificates

- Language Skill: English, CET 6, Proficient in listening, speaking, reading and writing.
- IT Skill : NCRE Grade 2 in Computer Skill, Proficient in Word、Excel、 PowerPoint