

**EXECUTIVE ASSISTANT & BUSINESS PARTNER TO CEO (43)**

Support in business development, partnership building, intercultural communication and operational management

Bachelor International Business Administration
Base Singapore, mobile in ASEAN (remote possible)

EXPERTISE

- 10 years of experience in consulting and operational management support in the areas of global strategy, business/partner development, political analysis and market entry (ASEAN), establishment of subsidiaries, building international relations
- Strategically and operationally strong partner of C-executives
- Work experience in China, the USA, Germany
- English, Chinese, German fluently

WORK EXPERIENCE**Since 01.2025**

Currently in qualification 'Transform your Business with Microsoft AI'

2017 – 2020

A SUPPLIER IN THE BATTERY, SOLAR AND GLASS MARKET

Senior Business Consultant Global Strategy and Business Development

- General consulting to CEO and top management team for the significant aspects of conducting business and market entry in China, operational support
- Building partnerships to fulfil the legal requirements
- Negotiation concepts for key customers and suppliers
- Structure marketing, tax, law, compliance, human resources

2010 – 2016

COMMUNICATION AND MARKETING AGENCY

Asia Business Director

- Business development, marketing and sales strategies in close cooperation with the management to drive the international expansion of the agency
- Establishing of a China Business Desk for European market
- Developed into one of the most successful Sino-German cooperations in Europe, which was well received by the Chinese Embassy

2009 – 2010

AN ASIAN CULTURAL CENTER

Overseas office of a Chinese Ministry**Marketing and Project Manager**

- Public relations and advertising for the cultural programme
- Developing cooperation partners, relationship management
- Organizing cross-cultural cooperation projects between Germany and China

2008 – 2009

AN INTERNATIONAL AUDITING/BUSINESS CONSULTING FIRM

Assistant to Audit and Great China Desk**2004 – 2008**

A UNIVERSITY IN GERMANY

Structure and introduction of the Studium generale**'Chinese language and culture' | Lecturer****2005 – 2006**

A US-AMERICAN WHOLESALER OF HOME FURNISHINGS AND DECORATIONS FROM CHINA AND A CHINESE LAW FIRM

Intern

QUALIFICATION PROFILE

Degree	International Business Administration (a German university)
Strategic and operational support of C-executives	<ul style="list-style-type: none"> Global expansion and growth strategies Creation of all operational prerequisites for a successful market entry (focus ASEAN) Communication and marketing for more visibility in the target markets
Internationality	Chinese with work experience in Germany, the USA, China
Languages	<ul style="list-style-type: none"> Chinese native English fluently German fluently
Industries	<ul style="list-style-type: none"> Renewable energy (solar) Communication and marketing agency Auditing and consulting Cultural exchange and education
Global Business and Partner Development	<ul style="list-style-type: none"> Successfully supported the establishment of a Dutch subsidiary in China (renewable energy sector) Advisor to the management board in the areas of international business development and market entry strategies Political and market analysis for the target countries Create all the prerequisites for setting up a branch abroad (business, compliance, acquisition of law firms and partners, to fulfil all legal requirements, international partnerships and networks, integration of resources, staff recruitment) Negotiation concepts for key customers and suppliers Coaching and guidelines for managers (for employee selection and appraisal interviews)
Communication, Marketing, Public Relations	<ul style="list-style-type: none"> Development and implementation of global strategies in the areas of communication, marketing and public relations/building up media contacts Proven track record in acquiring new customers from the automotive, electronics, medical, political and cultural sectors
Audits & Accounting	<ul style="list-style-type: none"> Advising companies in the fields of accounting and financial accounting Processing of mandates Research
Training & Teaching	<ul style="list-style-type: none"> Developing teaching/ training plans and contents Teaching students, training employees
Event Management	<ul style="list-style-type: none"> Conception and realisation of events (international and cross-cultural) Management of exchange programmes, travel management, visitor support
Mobility	Base Singapore, mobile in ASEAN, remote possible
Availability	Immediately
References	On request

Are you interested in this candidate?

We send you a detailed application.

We work on behalf of the applicant. That's why our service is free of charge for hiring companies and recruitment consultants, even in the event of a successful placement.

If you are interested, please contact us at adensam@adensam.de