

履歷表範本(英文範本)

Chan Tai Man (陳大文)

<Address>

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EMPLOYMENT HISTORY

12/2011-Present Assistant Administrative Officer, Hong Kong Company Limited

- Job duties - handling office administration and general affairs of the group
- preparing documents and reports related to leasing of property
 - assisting in project administration and coordination
 - participating in office renovation and relocation

7/2010-12/2011 Administrative Assistant, XXX Company Limited

- Job duties- providing administrative and secretarial support to the Admin & HR Department
- handling daily business correspondence
 - organizing and coordinating appointments and meetings

EDUCATION AND ACADEMIC QUALIFICATIONS

2008 – 2010 Associate of Business Administration, Hong Kong School of Commerce

2006 – 2008 St. Marvel College (Form 6 – Form 7)

Hong Kong Advanced Level Examination (2008)

Use of English (E) Business Studies (D)

Chinese Language and Culture (D) Mathematics and Statistics (E)

Economics (D)

2001 – 2006 Novel Secondary School (Form 1 – Form 5)

Hong Kong Certificate of Education Examination (2006)

Chinese Language (C) Economics (C)

English Language (Syllabus B) (D) Geography (C)

Chinese History (D)

Mathematics (C) History (E)

LANGUAGES AND SKILLS

Proficient PC knowledge in MS Word, Excel, PowerPoint and Chinese Word Processing

English typing speed 50 w.p.m.

REFERENCES

References are available upon request