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DuPersonal Data: Major: Business Administration Graduate school: Jinan University Degree: Bachelor Degree Gender: Male Address: No.29 Beisanhuan Road, Xicheng District, Beijing

Email:editor@jxue.com Phone Number:010-12345678 Mobil

Tel:13912345678 Data of Birth: Jun17, 1980 Marriage Status:

SingleObjective: To obtain a challenging position as an assistant for a manager, especially in Human Resource Management/ Marketing Promotion.Education: 1999.92003.9Dept of Business

Administration , Undergraduate School of Ji ' nan University bachelor degree 2000.9 until now, Dept of Law , Graduate School of South China Normal University .Academic Main Courses:

Management of Human Resources Production and Operation Management Strategic Management Quality Management Marketing/International Trade Principles of Management

Groundwork of Accounting Economic Law English Skills: Have a good command of both spoken and written English. Computer

Abilities: Skilled in use of Windows / Office/Foxpro/Frontpage/Qm and so on.Practice: 1999.92000.9 Assistant in charge of Activity

Division of the Communist Youth League. Having been a personal tutor for several foreigners from Greece and India in English for half a year. We are still keep in touch .Scholarships and Awards:

2000.92001.9 Third-class ScholarshipQualifications: Have a passion

for management/ international trade/ sales/ promotion.Attachment  
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