

商务英语写作：英文履历表范例(业务经理) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150259.htm Resume(Business Manager) Building No.3, Apt.602 88888888 North Jiefang Road Guangzhou 510400 Resume Hai Zhang Objective To work as a general manager in an joint venture enterprise in Guangzhou Experience 7/1988-8/1991 Supervisor of Administrative Department of Baiyunshan Pharmaceutical General Factory.Responsibilities Included supervision of twenty staff members , planning and directing all phases of departmental operations , Preparing work schedules , coordination of all the departments in the factory. 8/1991-present Vice Director of Guangzhou Administration and Service Center for Enterprises with Foreign Investment. Responsible for Providing guidance for Investment and trading activities , Introducing Investment Projects and potential partners , arranging study and inspection tours , organizing business talks. Education 9/1984-7/1988 Bachelor of Business Administration at Peoples University of China (Beijing).9/1978-7/1984 Guangzhou NO.34 Middle School Foreign Language English: Intermediate In reading and fluent In speaking Personal Data Birth date: May 16,1966 Sex: Male Health: Excellent Family Status: Married,one child ID Card No: 44888888888888888888 履历表范例 (业务经理) 广州解放北路 188888888号3栋602室 510400 个人简历 张海 目标在广州合资企业担任总经理职务。工作经历 1988年7月至1991年8月白云山制药总厂行政处主管。职责包括督导二十个职员

、计划及指导行政处的全盘工作、准备工作安排、协调全厂各部门之间的关系。1991年8月至今广州外资企业管理服务中心副主任。负责指导投资与贸易活动、引进投资项目和介绍合作伙伴、安排学习考察旅行、组织商谈。学历1984年9月至在中国人民大学（北京）攻读工商管理学士学位1988年7月学位。1984年7月在广州第三十四中学读书。外语：阅读中等水平、口语流利。个人资料出生日期：1966年5月16日 性别：男 健康状况：极佳 家庭情况：已婚，一个小孩 身份证号码：4488888888888888 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com