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Manager) Building No.3, Apt.602 88888888 North Jiefang Road Guangzhou 510400 Resume来源：www.examda.com 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 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](http://www.100test.com)