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| **XXX Chan** |  |

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| Address | : | Avenida da Amizade no 800, Edifício Formosa 12H, Macau | P:\就業輔導及宣傳推廣組\模擬面試工作坊\操作方案及資料\CV Sample\Programmer-CV-Template-600x808.jpg |
| Tel | : | 6123XXXX (mobile), 2812XXXX (home)  |
| E-mail | : | abcXXXXX@Xmail.com |
| Age | : | 23 |
| Gender | : | Male |

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| --- | --- | --- |
| **Post applied for** | : | Management Trainee |
| **Education** | : | **XXX University** Bachelor Degree (Major：Business Economics) | ***2010-2014*** |
|  |  | **XXX High School**Secondary graduate | ***2004-2010*** |
| **Work experience** | : | **Account Clerk**ABC Trading | ***08/2014-now*** |
|  |  | * Handle receivable / payable accounts
* Prepare monthly reports
* Handle petty cash
* Provide general administrative duties
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|  |  | **Part-time sales**Beauty Shoes Shop | ***07/2011-02/2012*** |
|  |  | * Sell shoes
* Stock management
* Invoice control
 |  |
| **Qualifications** | : | LCCI Level 2 | ***2009***  |
| **Computer skills** | : | MS Word, Excel, PowerPoint |
| **Languages** | : | Cantonese, English, Portuguese |
| **Interests** | : | Football team coach |
| **Availability** | : | Immediate |