# 经理助理岗位英文简历范本

来源：网络 作者：梦回江南 更新时间：2023-12-30

*English Name :　　Chinese Name: Dong-rong JI　　Cellphone :13xxxxxxxxxx　　E-mail：XXX@YJBYS.com　　OBJECTIVE:　　Representative(Cl...*

English Name :

　　Chinese Name: Dong-rong JI

　　Cellphone :13xxxxxxxxxx

　　E-mail：XXX@YJBYS.com

　　OBJECTIVE:

　　Representative(Clerk) of multinational corporation in China

　　Assistant manager

　　Assistant of multinational bank

　　Representative of commerce

　　Assistant of foreign trade

　　EXPERIENCE:

　　(1)Guangzhou International Federal Company (Representative)

　　in charge of logistic and inspection

　　in charge of resourcing

　　(2)Guangzhou Hanglian Chemical Co., Ltd (Assistant Manager)

　　From Jan, 20\_

　　in charge of discussing business&transactions with the government

　　in charge of the finance transfer&operate, and relative banking business

　　in charge of interior business of the company with manager

　　keep contact with customers and dispose their affairs

　　(3)Guangzhou FengYang Street Office in Haizhu District (Secretary)

　　From Jan, 20\_ to Dec, 20\_

　　in charge of security management in businesses

　　in charge of administration in financial department

　　arrange the environmental security examination

　　arrange the checkup about business license with business administration

　　(4)Guangzhou branch of China telecom (Clerk)

　　From Dec, 1999 to Dec, 20\_

　　in charge of the business between China mobile and China telecom

　　in charge of the business of cash flow about telephone and cellphone

　　deal with a new application of the customers

　　participate a special training about “how to be a excellent seller”

　　EDUCATION:

　　20\_ up to now Guangdong University of Technology,major in International Economics& Trade

　　1997-1999 Guangzhou University,major in International Finance

　　SKILLS：

　　Be familiar with and care for international and domestic political affairs 、current events and economical activity.

　　Excellent in English listening、speaking、reading and writing.Fa

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