# 经理助理岗位英文简历模板大全202\_

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

English Name : YJBYS

　　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.Familiar with English for politics、current events、economics、foreign trade and military affairs.Be able to write English reports and materials.

　　Familiar with basic operation of the computer(Windows XP、Office、Internet etc.)

　　Certificates:CET- 4、BEC(Business Economic Certificate), Driver‘s License, The Certificate of Declare Dutiable Goods、Accounting Certificate

　　FAVORITES and SELF JUDGMENTS：

　　High ability in communication with others

　　Strong spirit in team collaboration

　　With responsibility for self job

　　Like to accept new challenges

　　Always be concerned with international and domestic affairs,and always care for economic activity in the world

　　Like to play Football, Music, and badminton.

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