# 外贸业务类英文简历模板202\_

来源：网络 作者：心上花开 更新时间：2024-01-11

*Name: Nationality: China (Mainland)　　Current Place: Huadu Height/Weight: 165 cm　55 kg　　Marital Status: Single Age: 27 ye...*

Name: Nationality: China (Mainland)

　　Current Place: Huadu Height/Weight: 165 cm　55 kg

　　Marital Status: Single Age: 27 years

　　Career Objective

　　Application type: Jobseeker

　　Preferred job title: Japanese Translator: Japanese or English Translation 、 Merchandiser/ Merchandiser Assistant: Foreign trader 、 Shipping Service / Air Parcel & Land-carriage Operation: Shipping Clerk

　　Working life: 3 Title: No title

　　Job type: Full time Expected Start date: In two weeks

　　Expected salary: Preferred working place: Guangzhou No preference No preference

　　Work experience

　　Company\'s name: Hupsoon Footwear CO.,LTDBegin and end date: 20\_-10-

　　Enterprise nature: Private enterprisesIndustry: Trading/Imports & Exports

　　Job Title: Foreign trader

　　Job description: According to customers in different countries, different shoes recommended description, and then followed closely after the implementation of the orders, and other goods make the arrangements for counter to customers in countries designated port, according to the requirements of different customers to do bill of lading (original bill of lading or electric the bill of lading), and then prepare the payment documents in advance, out of the original bill of lading, the step up with the guests receive payment, collection and then send the bill of lading to the guests. If out of the original bill of lading, and the guests then changed his mind to do call on the bill of lading, it should be according to customer\'s request, to call on the original bill of lading bill of lading.

　　Reasons for leaving: Not much room for development

　　Company\'s name: Yikang Underwear FactoryBegin and end date: 20\_-07-20\_-08

　　Enterprise nature: Private enterprisesIndustry: Trading/Imports & Exports

　　Job Title: Shipping clerk

　　Job description: Based on the production lable to the next scheduled booking to the FORWARDER, preparation INVOICE, PACKING and other clearance documents, if FOBHK will be in Hong Kong\'s trading system do IMPORT LICENCE and EXPORT LICENE (USA) or COMPREHENSIVE LICENCE (other countries, in addition to USA) after doing EDI in Hong Kong, and prepare the payment documents received payment.

　　Reasons for leaving: Summer job

　　Company\'s name: Yunsheng Coffee ShopBegin and end date: 20\_-03-20\_-04

　　Enterprise nature: Private enterprisesIndustry: Professional Services / Education / Training

　　Job Title: Waitress

　　Job description: We put the things which the custumer ordered to the custumer,and then received the money.According to the practice ,we must be serious , responsible,hard-working and team spirit.When we are in trouble ,we must be calm to do the dicfficulties.

　　Reasons for leaving: Practice

　　Educational Background

　　Name of School: Guangdong Women\'s School

　　Highest Degree: Associate Date of Graduation: 20\_-06-01

　　Name of Major 1: Business Japanese Name of Major 2:

　　Education experience:

　　Start date End date Education organization Majors Certificate Certificate No

　　20\_-09 20\_-06 Guangdong Women\'s School Business Japanese Certificate IV in National Computer Appl

　　20\_-09 20\_-06 Guangdong Women\'s School Business Japanese National Japanese Language Proficiency T

　　20\_-09 20\_-11 Guangdong Women\'s School Business Japanese 4 Secretary of the National Vocational Q

　　20\_-10 2880-10 Guangdong Women\'s School Business Japanese \"Graduate Employability training + pre-j

　　Language Ability

　　Foreign Language: Japanese Level: good

　　Language ability: CET 4

　　Chinese level: excellent Cantonese Level: excellent

　　Relevant skills and abilities

　　Learning: There is excellent basic knowledge and solid expertise, master office20\_ office software.

　　Ideological: to arm themselves with advanced thinking, positive approach to the party.

　　Ability to work: serious and responsible, good team spirit, courage to face difficulties, practical difficulties to the challenge.

　　Self-recommendation letter

　　As a positive and optimistic new era of youth, I will not lose their confidence diploma, but I will be more urgent need to enrich themselves further enrich enrichment. Perfect self.

　　At work, passionate, hard working, responsible, cheerful, optimistic, diligent, down to earth; a man honest, serious and responsible, hard working; a strong team spirit and organizational skills; have good personal quality, strong sense of time, with a strong ability to learn, open to new knowledge; the face of difficulties cool, calm and stubborn response, the courage to meet new challenges; a strong sense of professionalism and sense of competition; and can adapt quickly to new jobs and learning environment, have a good team spirit. Courage and hard work, perseverance and hard work will be accompanied by my future challenges.

　　Three years of university life, so that their level of knowledge, ideological level, the ability to work and so on are all scaled to a new level. Wave goodbye to this wonderful university life will soon set foot on the social journey, I whole army outgoing, will be full of enthusiasm, firm confidence and high sense of responsibility to meet the new challenges and scale new heights. In the days, I must be more strict with themselves, to correct shortcomings, continuous efforts and constant progress.

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