**Tai Man, Chan (Preferred Name: Hongkonger)**

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| **Personal Details** | **Address**:  **Mobile**:  **Email**: your email address  **Status**: Immediate available, via BNO Visa with right to work until xx/xx/xxxx, Full UK Automatic Driving License  **Languages**: English: **Advanced** in speaking and writing  Cantonese: **Native** in speaking and writing.  Mandarin: **Advanced** in speaking and **Native** in writing  Just add any other languages you speak  **Expected Salary**: GBP xx,xxx to xx,xxx p.a. | |
| **Professional**  **Summary** | Put a shot description of yourself and your employment background. | |
| **Work**  **History** | **Work 1,** from when to when  **Company Name**, Short Company Description, especially for Hong Kong Company   * Achievement 1 * Achievement 2 * Achievement 3 * Achievement 4 | |
|  | **Work 2,** from when to when  **Company Name**, Short Company Description, especially for Hong Kong Company   * Achievement 1 * Achievement 2 * Achievement 3 * Achievement 4 | |
|  | **Work 3,** from when to when  **Company Name**, Short Company Description, especially for Hong Kong Company   * Achievement 1 * Achievement 2 * Achievement 3 * Achievement 4 | |
|  | **Work 4,** from when to when  **Company Name**, Short Company Description, especially for Hong Kong Company   * Achievement 1 * Achievement 2 * Achievement 3 * Achievement 4 | |
| **Personal**  **Skills** | * Self-motivated and Fast learner * Archive goals as team player * Ownership to obligations as a SME | * Adaptability into various regional markets * Communication to C-level and department heads |
| **Technical**  **Skills**  (Update according to your professional) | * MS Office Suite, specializing in MS Excel formula and VBA creation. * Adobe Creative Suite, focusing Adobe InDesign layout editing | * Multilingual with English and two main dialects in Chinese. * Heavily cooperation with South-East Asia manufacturers. |
| **Social Services, Awards and Others** | **Member,** From Date – To Date  Name your professional bodies.  **Standing Committee Member**, From Date – To Date  **Vice-Chairman of Standing Committee** , From Date – To Date  Name your bodies/organization.   * Give some descriptions 1 * Give some descriptions 2 * Give some descriptions 3 | |
| **Education** | **XXXXXX University**, City, Country, From Date – To Date  Master of Business Administration  Grade/Completion, Studies Area | |
|  | **XXXX University of Hong Kong** City, Country, From Date – To Date  Bachelor of Business Administration (Honours)  Grade/Completion, Studies Area | |