**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 writingJust 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
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|  | **Work 2,** from when to when**Company Name**, Short Company Description, especially for Hong Kong Company* Achievement 1
* Achievement 2
* Achievement 3
* Achievement 4
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|  | **Work 3,** from when to when**Company Name**, Short Company Description, especially for Hong Kong Company* Achievement 1
* Achievement 2
* Achievement 3
* Achievement 4
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|  | **Work 4,** from when to when**Company Name**, Short Company Description, especially for Hong Kong Company* Achievement 1
* Achievement 2
* Achievement 3
* Achievement 4
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| **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
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| **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.
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| **Social Services, Awards and Others** | **Member,** From Date – To DateName your professional bodies.**Standing Committee Member**, From Date – To Date**Vice-Chairman of Standing Committee** , From Date – To DateName your bodies/organization.* Give some descriptions 1
* Give some descriptions 2
* Give some descriptions 3
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| **Education** | **XXXXXX University**, City, Country, From Date – To DateMaster of Business AdministrationGrade/Completion, Studies Area |
|  | **XXXX University of Hong Kong** City, Country, From Date – To DateBachelor of Business Administration (Honours)Grade/Completion, Studies Area |