

Sample of Resume – Industries and Jobs (Company Secretary)

Job Title: Company Secretary

Name: Chan Tai Man **Address:** Hong Kong

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PROFILE

I am self-motivated with good communication skills. As a fresh graduate in the Business Administration in Corporate Administration, I am willing to learn new things and pay attention to details. I devoted to work in a well-established company and am able to report duty with immediate effect.

EDUCATION

2016 – 2020 **Hong Kong Metropolitan University–**

Bachelor of Business Administration (Honours) in Corporate Governance

2010 – 2016 **Hong Kong Secondary school**

HKDSE: Chinese Language 3, English Language 3, Mathematics 3, Liberal Studies 3, Biology 3

WORK EXPERIENCE

10/2019 – now

Secretary Assistant – Hong Kong real estate Limited

- To arrange daily schedule for supervisors
- To be responsible for handling meeting minutes and documents

12/2018 – 05/2019

Internship – Hong Kong 123 Limited

- To assist in arranging office recourses
- To prepare documents for presentation

PERSONAL SKILLS

- Fluent in Cantonese, Mandarin and English
- Proficient in Microsoft Office Suite (Word, Excel & PowerPoint)
- English typing speed : 50-60 wpm; Chinese typing speed : 30-50 wpm