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| --- |
| **ABOUT MYSELF**  **Apply for Assistant or Administration job**  Proficient in MS Office Application (Word, Excel, PPT, Outlook)  Good at multi tasking and working in fast-paced environment  Self-motivated, well-organized and detail-oriented |
| **RESUME** |

**PERSONAL** DETAILS

DOB **//** 28 February 1989 Mobile **//**（+86）138 0000 0000

Nation **//** Beijing，China Email **//** xxxxx.tmall.com

Address **//** Tsinghua Technology Park Skype **//** Office

**EDUCATION**

**Diploma in Psychology //** *June 2012 - Present*

on job training Microsoft University Beijing, China

**Masters Degree //** *September 2011 - June 2015*

Major in Economics Microsoft University, Office Management School Shanghai, China

Minor in Communication

**Bachelors Degree //** *April 2012 - December 2014*

Major in Statistics Microsoft University, College of Arts and Science Shanghai, China

**EXPERIENCE** DETAILS

**Chief Executive Officer Assistant //** *June 2012 - Present*

**Microsoft Management Consulting** Beijing, China

Managed executive's schedule, including meeting reminders, meeting preparations and other coordination as required

prepare agendas and take meeting notes

Made travel arrangements for executive's business trips, including flights, hotels etc.

**Admin Intern //** *September 2010 - Febuary 2012*

**Microsoft Trading Company** Shanghai, China

Provided business administration in terms of collecting and following up sales data as to help achieving business targets

Provided logistic support for sales team and POA meeting, including budget control, hotel/equipment settlement and material preparation

Handled administration work for sales team, including MICSs working fund request, business card printing and material mailing