

## JAMES DOE

**AGE: 31** (Date of Birth: 23.11.1985)

No. 123/A, 4<sup>th</sup> Floor,  
Bayint Naung Road, 15<sup>th</sup> Ward,  
South Oakkalapa Township, Yangon.

**Phone:** 09 – 111 222 345

**Mobile:** 09 – 222 333 456

**Email:** my.email@gmail.com

**Nationality:** Myanmar

**Race:** Burma

**Marital Status:** Single

**Religion:** Buddha

## WORK HISTORY:

### Triangle International Ltd. (2013 – present)

Senior Officer

- 3+ year experiences
- Lead a department of six people
- Supervised production of various products

### Circle Company Limited (2011 – 2013)

Junior Officer

- Contributed in several products
- Responsible for product XYZ

## EDUCATION:

### B.A (Eco)

Dagon University

### LCCI (I & II)

Local Accounting School

## REFERENCE:

Mr. John Smith

General Manager, Triangle International Ltd.

**Email:** j.smith@square.co.mm, **Phone:** 09 – 333 444 567

## PERSONAL STATEMENT:

A highly motivated and experienced supervisor. Excellent admin skills, thorough knowledge of office semantic, as well as proficiency in minute-taking and extensive experience in customer relationship. Independent, fairly proficient in English, have a driver license and willing to travel.

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with regards  
**James Doe**