

* Birthday:1993.11.12
* Location: Fuzhou
* Nationality：China

2014.02-2014.11 Received the Best Newcomer Award at Shin Shin Technology

2015.01-2015.06 Ledong Media Company received excellent employees

Honor certificate

2000 ~ 2004 Business Administration of Shenzhen City Vocational University (undergraduate)

* Major courses: Business Management, Information Management, Professional English, Accounting Foundation

2014-2014 New Map Network Technology Administration Assistant

* Assist in organizing the recruitment and training of company employees.
* The personnel are responsible for salary adjustment, separation, attendance statistics, salary calculation and other matters.
* Assist in financial reconciliation to handle all types of employee reimbursement documents

2015-2015 Music Media Company Executive Personnel

* Responsible for the purchase and distribution of labor insurance products for company employees
* Handling employee benefits and meal supply work
* Assist department heads in developing departmental budgets

Work experience

Self-evaluation

Professional skills

Education background

I am very optimistic and cheerful, I can quickly integrate into the work environment. I am a person who loves my job, careful work and strong sense of responsibility. I can actively communicate with my friends in daily work to improve work efficiency. Communication is my strength.

I have been engaged in corporate work for three years, accumulated certain social experience, and have a certain understanding of general clerical matters. On the on-site production process, we can work hard, be practical and responsible.And self-added value from all aspects, enriching life: taking the accounting qualification certificate, during the administrative personnel, skilled use of office software, can independently handle daily office administrative affairs.

Job intention：Admin & HR

Palette

* Tel: 1870000000
* Email: Email
* Address:Xiamen

Personal information

Contact information

PERSONAL RESUME

hobby