

Curriculum Vitae

Personal Particulars			
Name:	Chan Tai Man		
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Email:	chantaiman@gmail.com		
Education			
Year of study	Institution	Achievement	
9/2010 – 8/2014	Tung Wah College	Bachelor of Business Administration (Marketing)	
9/2003 – 8/2010	Hong Kong Secondary School	F.7 graduated	
Working experience			
Year of employment	Company name	Post	Duties
10/2010 – 7/2014	ABC Education Centre	Part-time instructor	<ul style="list-style-type: none"> • To maintain class discipline • To handle enquiries of students • To Teach primary and secondary students to finish assignments
6/2010 – 8/2010	ABC Apparels	Part-time Customer Service Assistant	<ul style="list-style-type: none"> • Handle inbound customer telephone (or email/ web chat) enquiries and offer one-stop resolution • Understand customer needs and provide comprehensive solutions to retain and develop customer relationships • Handle customer dispute cases with care and professionalism and escalate when needed
Volunteer work experience			
Year	Organization	Post	
11/2005 – 8/2007	YWCA	Volunteer	
Other competencies			
Typing :	Canji (30 wpm), English (40 wpm)		
Word processing :	Microsoft Windows		
Language :	English, Cantonese and Mandarin		
Availability			
Immediate			
Expected salary			
\$11,000- 12,000 (Negotiable)			
Referee			
Available upon request			