**GENERAL INFORMATION**

**Name:**

**Gender:**

**Age:**

**Address:**

**Last Salary:**

**Expected Salary:**

**Availability:**

**Position Applied:**

**SUMMARY OF CAREER**

*Example:*

* *With more tha 6 years experience of in-depth business consulting experience in SAP, Enterprise Resource Planning (ERP).*
* *Master of Business Administration holder*
* *PMP holder*
* *Fluent in English and Cantonese*

**ACADEMIC QUALIFICATION**

*Example:*

*01 – 03 ABC University*

*BSc in Computer Science (2nd Hons)*

*94 – 00 ABC Secondary School*

*HKAL*

*HKCEE*

*Professional Certification:*

*10 PMP*

**PROFESSIONAL EXPERIENCE**

*Example:*

*Period: Aug 03 – Now*

*Company: ABC Company*

*Title: Project Manager*

*Responsibilities:*

* *Lead the global project and actively managed the project scopes, schedules, resources and ensure service quality by utilizing project management disciplines*
* *Propose technical solutions and estimated project costs for system projects to business users*
* *Maintained client relationship, run regular project meeting and prepare project documents*

**SUMMARY OF SKILLS**

*Example:*

*Computer Skills:*

***Operating Systems***

* *Windows 2000/XP, UNIX*

***Programming Languages***

* *ABAP/4 Developer’s Workbench, MS SQL, J2EE, J2SE, J2ME*

***Software***

* *SAP, EDI, Business Object, ARIS Data Modeling Tools, Crystal Report*

***SAP Modules***

* *SD, MM, FI, CO, BW*

*Language:*

*Native in Cantonese, Good in English and Mandarin*