

Curriculum Vitae

Surname:
First name:
Address:

Tel. Private:
Mobile:
eMail:

Professional profile / Qualification:

-
-
-

Objective:

-
-
-

Particular experience and strengths:

-
-
-
-
-
- A team-player with high social competence and excellent skills in communication with customers, suppliers and colleagues
- Comprehensive IT know-how in the fields of MS-Office (Word, Excel, PowerPoint), SAP (as a user)

Education / University studies:

- 19nn – 19nn Primary school
- 19nn – 19nn Secondary school
- 19nn – 19nn Higher College with "xx" graduation
- month 19nn **University degree as**

Professional positions and activities:

- 19nn – 20nn **Company XY, Zug:**

200n – 200n
19nn – 200n

19nn – 19nn
- 19nn – 19nn **Company ABC, Zurich:**
-
-

Languages:

- English: mother tongue
- German: fluent (oral and written)
- French: fluent (oral and written)
- Chinese: excellent command (oral and written)

Hobbies:

-
-
-

Personal data:

- Date of birth: dd.mm.yyyy
- Marital status:
- Nationality: (Swiss B/C-permit until 200n)

References:

- Tel. (mobile) 079 nnn nn nn
- Tel. (G) 041 7nn nn nn
- Tel. (mobile) +43 171 nnn nn nn