Photo here

Name and Surname

Position



**PERSONAL INFORMATION**

Full Names

Contact Number

Email Address

Date of Birth

Nationality

Area of residence

LinkedIn

Portfolio

Ms Word

Ms Excel

Etc.

Etc.

Experience and detailed orientated Office Manager with 10 years’ experience within office management, etc. etc. etc.

**PERSONAL PROFILE**

**WORK EXPERIENCE**

 **Company I Dates Jan 2009 – December 2012**

**Position**

**Duties and Responsibilities:**

**Company I Dates Jan 2009 – December 2012**

**Position**

**Duties and Responsibilities:**

**PORTFOLIO**

**Company I Dates Jan 2009 – December 2012**

**Position**

**Duties and Responsibilities:**

**COMPUTER LITERACY**

**EDUCATION**

Tertiary Institution

Qualification completed

Year completed

Secondary Institution/High School

Highest Grade achieved

Year completed

**REFERENCES**

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