



RILEY MASON

SECRETARY

CONTACT



05123456789



example@gmail.com



Selçuklu/Konya



example.com



@example

PERSONAL INFORMATION

Date of birth :10/10/1993

Marital status :Single

Military status :Not completed

LANGUAGES

English

Italian

Russian

SKILLS

Microsoft excel

Computer Programming

Microsoft office

Microsoft word

LETTER TO EMPLOYER

I'm Riley Mason. In the Selçuklu district of Konya on 10 October 1993 I was born. I studied primary and secondary education here. High School Konya Anatolia I studied in his high school. Work for family reasons after finishing high school I started looking. Later, secretary in many private companies I started doing it. My computer use is good. Office Programs I have a lot of information about. I was trained in diction. I know about office machines.

EDUCATION

Konya Anatolian High School

2008 - 2011

WORK EXPERIENCES

Altundal Company

2013 - 2015

Secretary

Karabuk Company

2016 - 2018

Secretary

Fazilet Shoes

2018 - 2020

Secretary

REFERENCES

Altundal Company

05123456789
KAHRAMAN BALHÖYÜK

Karabuk Company

05123456789
CAN YAMANCI

Fazilet Shoes

05123456789
HAYATI KOCA

CERTIFICATES AND COURSES

Diction Training

2015 - 2016

HOBBIES

- ▶ Horseback Riding
- ▶ Driving a Race Car
- ▶ Using an engine
- ▶ Camping