



RILEY MASON

SECRETARY

Contact

☎ 05123456789

📍 Selçuklu/Konya

✉ example@gmail.com

🌐 example.com

in @example

PERSONAL INFORMATION

📅 10/10/1993

♂ Single

🛡 Not completed

Skills

Microsoft excel

Computer Programming

Microsoft office

Microsoft word

Languages

English

Italian

Russian

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

2008-2011

Konya Anatolian High School

★ Work experiences

2013-2015

Secretary

Altundal Company

2016-2018

Secretary

Karabuk Company

2018-2020

Secretary

Fazilet Shoes

References

Altundal Company

05123456789

KAHRAMAN BALHÖYÜK

Karabuk Company

05123456789

CAN YAMANCI

Fazilet Shoes

05123456789

HAYATİ KOCA

Certificates and Courses

2015-2016

Diction Training

🔪 Hobbies

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