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LANGUAGES

English
German
French
Chines

HOBBIES

Listening to music
Watch Movie
Modified Motorcycle

KERR LAWRENCE

OFFICE BOY

SUMMARY

To best utilize my knowledge and skills for the in your company besides to gain more experience and to improve myself in career enchancement and looking for new and competitive working environment.

SKILLS

Microsoft Office	Local Routes
Time Management	Quick learner
Sorting	Communication

EXPERIENCE

- Office Boy**
Johnson & Johnson

Nov - Present

 - Assisting other administrative staff in wide range of office duties
 - Collecting and distributing couriers or parcels among employees and opening and sorting emails
 - Cooperating with office staff to maintain proper interaction and a friendly environment within the office
- Courier**
Bank of America Express

May 2019 - Oct 2019

 - Greeted recipients, delivered packages and parcels and acquired proper signatures for all deliveries
 - Unload goods from large trucks, and load them onto smaller delivery vehicles
 - Check with home offices after completed deliveries, in order to confirm deliveries and collections and to receive instructions for other deliveries
- Sales Assistant**
Royal Dutch Shell

Sep 2018 - Apr 2019

 - Assisting customers in order to help them find what they need
 - Ensuring stock levels are well maintained
 - Providing customers with information on pricing and product availability
- EDUCATION**

Automotive
The University of Illinois at Chicago

Feb 2017 - Sep 2017
- Bachelors in Commerce**
Purdue University

Mar 2014 - Feb 2016

Sample Cv For Office Boy Word Format

JE Gale



Sample Cv For Office Boy Word Format:

Adopting the Song of Phrase: An Emotional Symphony within **Sample Cv For Office Boy Word Format**

In a world consumed by monitors and the ceaseless chatter of immediate conversation, the melodic splendor and emotional symphony created by the published term usually fade in to the back ground, eclipsed by the relentless noise and disruptions that permeate our lives. Nevertheless, nestled within the pages of **Sample Cv For Office Boy Word Format** a stunning fictional prize full of natural emotions, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, that charming masterpiece conducts readers on a mental journey, well unraveling the hidden songs and profound affect resonating within each cautiously constructed phrase. Within the depths of the poignant analysis, we can explore the book is key harmonies, analyze their enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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