








Job Description

- JD-AC-001 
- JD-AC-002  - 
- JD-AC-003  - 
- JD-AC-004  - 

JD-AC-001 ??????????????????

???????? ()	???????? ()	Accountant Chief
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???????????????????? (Job Purpose)

1. ?????????????????????	
2. ????????????????????? (Business Plans) , ???????	
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3. ????????????????????? / ?????????????????????	
4. ?????????????????????	
5. ?????????????????????	

???????????????? (Key Responsibilities)

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???????? (Performance Indicators)
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<p> 1. 项目背景与意义 2. 项目目标与范围 (Business Plans), 项目计划 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> - 项目背景与意义 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p> <ul style="list-style-type: none"> • 项目背景与意义 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 • 项目目标与范围 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 	<p> - 项目背景与意义 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>
<p> 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> - 项目背景与意义 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>	<p> - 项目背景与意义 1. 项目背景与意义 2. 项目目标与范围 3. 项目组织与分工 4. 项目进度安排 5. 项目预算与资金筹措 6. 项目风险评估与应对措施 7. 项目总结与展望 </p>

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<div> <div></div> <div>-</div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>
<div> <div></div> <div>-</div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>

(Financial Responsibilities/Authorization)

<div> <div></div> <div>(Item)</div> </div>	<div> <div></div> <div>(Amount/Authorized level)</div> </div>		
	<div> <div></div> <div>(Own Decision)</div> </div>	<div> <div></div> <div>(Consulted by Superior)</div> </div>	<div> <div></div> <div>(Superior Approval)</div> </div>
<div> <div></div> <div></div> <div></div> </div>	/	/	/
<div> <div></div> <div></div> </div>	/		
<div> <div></div> <div></div> <div></div> </div>	/		

(Working Relationship)

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<div> <div></div> </div>	<div> <div>-</div> <div></div> <div></div> <div></div> <div>/</div> <div></div> <div>-</div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>

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Supplier	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XX - XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXXXXXXXXXXXXXXXX XX , XXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX</div>	<div>XXXXXXXXXXXX XXXXXXXXXXXX</div>
<div>XXXXXX</div>	<div>- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX , XXXXXXXXXXXXXXXXXXXX , XXXXXXXXXXXX</div>	<div>XXXXXXXXXXXX</div>

XXXXXXXXXXXXXXXXXXXX

(Job Specifications)

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XXXXXXXXXXXX

XXXXXXXXXXXX

(Education Background)

XXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX /XXXXXXXXXXXXXXXXXXXX /XXXXXX

(Certification/Licensing)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX 3 XX

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XXXXXXXXXXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX Microsoft Office - XXXXXXXXXXXXXXX , XXXXXXXXXX XXXXXXX	- XXXXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXX / XXXXXXXXXXXX - XXXXXXX - XXXXXXX - XXXXXXX - XXXXXXXXXXXXXXXXXXXX XX

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(Others)

- XXXXXXXXXXXXXXXXXXXX - XXXXXXXXXXXXXXX	BC Account XXXXXXXXXXXXXXXXXXXXXXX Office XXXXXXX XXXX Excel pivot
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XXXXXXXXXX (Prepare By)	XXXXXXXXXXXX (Approved By)	XXXXXXXXXXXXXXXXXXXX (Acknowledged By)
(.....) XXXXXX/...../.....	(.....) XXXXXX/...../.....	(.....) XXXXXX/...../.....

JD-AC-002 ??????????- ??????

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???????????????????? (Job Purpose)

1. ?????????????????????, ?????????????????
2. ?????????????????????
3. ?????????????????????

???????????????? (Key Responsibilities)

???????? / ???????? (Key Responsibilities and Activities)	???????? ???? (Key Objectives)	???????? ???? (Performance Indicators)
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<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>
<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>
<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>	<p>1. 项目背景</p> <p>2. 项目目标</p> <p>3. 项目范围</p> <p>4. 项目组织</p> <p>5. 项目计划</p> <p>6. 项目执行</p> <p>7. 项目监控</p> <p>8. 项目收尾</p>

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(Major Challenges)

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(Subordinate's Responsibilities)


<div><div></div><div>(Position)</div></div>	<div><div></div><div>(Job Scope)</div></div>

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(Job Specifications)

(Education Background)




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(Certification/Licensing)

(Professional Experiences)

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XXXXXXXXXXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	- XXXXXXXXXXXXXXXX Microsoft Office - XXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXX	- XXXXXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXX / XXXXXXXXXXXX - XXXXXXXX - XXXXXXXX

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(Others)

- XXXXXXXXXXXXXXXX	BC Account XXXXXXXXXXXXXXXX
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XXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXXXXXXXX (Acknowledged By)
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JD-AC-003 ??????????-????

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 (Job Purpose)

1.
2.
3.

□□□□□□□□□□□□□□□□ (Key Responsibilities)

 (Key Responsibilities and Activities)	 (Key Objectives)	 (Performance Indicators)
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-																			

(Subordinate's Responsibilities)

□□□□□□ (Position)	□□□□□□□□□□ (Job Scope)


 (Financial Responsibilities/Authorization)

<div data-bbox="228 1960 341 1962"> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="341 1960 440 1962">(Item)</div>	<div data-bbox="440 1960 726 1962"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="726 1960 1366 1962">(Amount/Authorized level)</div>

<div>XXXXXXXXXX</div> <div>(Own Decision)</div>	<div>XXXXXXXXXX</div> <div>(Consulted by Superior)</div>	<div>XXXXXXXXXX</div> <div>XXXXXX</div> <div>(Superior Approval)</div>	

XXXXXXXXXXXXXXXXXXXX

(Working Relationship)

<div>XXXXXX /</div> <div>XXXXXXXXXXXXXXXXXX</div> <div></div>	<div>XXXXXXXXXXXXXXXXXX</div> <div></div>	<div>XXXXXX</div>
<div>XXXXXXXXXXXXXXXXXX</div> <div>(GR)</div>	<div>-</div> <div>XXXXXXXXXXXXXXXXXX</div> <div>XXXXXXXXXXXXXX</div> <div>-</div> <div>XXXXXXXXXXXXXXXXXX</div> <div>XXXXXXXXXXXXXX</div>	<div>XXXXXX</div> <div>XXXXXX</div>
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<div>Supplier</div>	<div>- XXXXXXXX ,</div> <div>XXXXXXXXXXXXXX</div> <div>XXXXXXXXXXXXXX ,</div> <div>XXXXXXXXXXXXXX PO</div> <div>XXXXXXXXXXXXXXXXXX</div> <div>XX</div> <div>- XXXXXXXXXXXXXXXXXXXX ,</div> <div>XXXXXXXXXXXXXX</div> <div>- XXXXXXXXXXXXXXXXXXXX</div> <div>(XXXX)</div>	<div>XXXXXXXXXXXXXX</div>

XXXXXXXXXXXXXXXXXXXX

(Job Specifications)

XXXXXXXXXXXX

(Education Background)

- XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	2.75 XXXXX
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(Certification/Licensing)

XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

- XXXXXXXXXXXXXXXX -XXXX / XXXXXX

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(Competencies)

XXXXXX (Knowledge)	XXXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XX /XXXXXXXXXX (Mental Abilities/Personalities)
<div>- XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX</div> <div>- XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</div> <div>- XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</div>	<div>- XXXXXXXXXXXXXXXX Microsoft Office</div> <div>- XXXXXXXXXXXXXXXX , XXXXXXXXXXXX XXXXXXXX</div>	<div>- XXXXXXXXXXXXXXX XXXXXXXXXXXX</div> <div>- XXXXXXXXXXXXXXX , XXXX</div> <div>- XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX</div> <div>- XXXXXXXXXXXXXXXXXXXXXXX</div> <div>- XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX</div> <div>- XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX</div>

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□ (Others)











- XXXXXXXXXXXXXXXXXXXXXXX BC Account XXXXXXXXXXXXXXXXXXXXXXX

XXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXXXXXXXX (Acknowledged By)
<div>(.....)</div> <div>XXXXXX/...../.....</div>	<div>(.....)</div> <div>XXXXXX/...../.....</div>	<div>(.....)</div> <div>XXXXXX/...../.....</div>

JD-AC-004 ??????????-
?????????

[illegible]


 (Job Purpose)

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2. 
 
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4.  



 (Key Responsibilities)

(Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
Supplier [Empty box]	- Supplier [Empty box] [Empty box] [Empty box] [Empty box] [Empty box] - [Empty box] [Empty box] [Empty box] [Empty box] [Empty box] [Empty box] [Empty box] [Empty box] [Empty box]	- [Empty box] [Empty box]

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<p>XXXXXXXXXXXX /</p> <p>XXXXXXXXXXXX</p> <p>(Key Responsibilities and Activities)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX</p> <p>(Key Objectives)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>(Performance Indicators)</p>
<p>XXXXXXXXXXXX Statement</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>	<p>- XXXXXXX Statement</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX Statement XXXXX</p> <p>- XXXXXXXXXXXXXXX</p> <p>Statement</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX XXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□ 5□</p>

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<p>XXXXXXXXXXXX /</p> <p>XXXXXXXXXXXX</p> <p>(Key Responsibilities and Activities)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>□□□□</p> <p>(Key Objectives)</p>	<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>(Performance Indicators)</p>
<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>(XXXXXXXXXXXX)</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>Payroll</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□□□□</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□□□□</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>
<p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□□□□</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX (□□□□□)</p> <p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>	<p>-</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX □□□□□</p> <p>XXXXXXXXXXXX</p>

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XXXXXXXXXXXX /XXXXXXXXXXXX /XXXXXXXXXXXX (Major Challenges)

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XXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX X /XXXXXXXXXXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX (XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX X /XXXXXX)	XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX Supplier	XXXXX
Supplier	- XXXXXXXX , XXXXXXXXXXXX , XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX - XXXXXXXXXXXXXXXXXXXX XX , XXXXXXXXXXXX XX XXXXXX (XXXXXXXXXXXXXXXXXXXX), XXXXXXXXXXXX	XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	- XXXXXXXXXXXXXXXXXXXX XXXX , XXXXXXXXXXXXXXXXXXXX , XXXXXXXX - XXXXXXXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXX X	XXXXXXXXXXXX

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(Job Specifications)

XXXXXXXXXXXX

(Education Background)

XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	2.75 XXXXX
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XXXXXXXXXXXX

(Certification/Licensing)

/XXXXXXXXXXXXXXXXXXXX

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Professional Experiences

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Competencies

Knowledge	Skills	Mental Abilities/Personalities
<div><div>-</div><div></div><div></div><div></div><div></div><div>-</div><div></div><div></div><div></div><div>-</div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div>-</div><div>Microsoft Office</div><div>-</div><div></div><div></div><div></div></div>	<div><div>-</div><div></div><div>-</div><div></div><div></div><div>-</div><div></div><div></div><div></div><div>-</div><div></div><div></div><div></div><div>-</div><div></div><div></div></div>

Others

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BC Account

Prepare By	Approved By	Acknowledged By
<div><div>(.....)</div><div></div><div>...../...../.....</div></div>	<div><div>(.....)</div><div></div><div>...../...../.....</div></div>	<div><div>(.....)</div><div></div><div>...../...../.....</div></div>