

TAHOOR'S CV

COMMENTS

Tahoor Mohammed

Flat 9, 22/F, ABC House, TYU Estate, Kwai Chung, Hong Kong	
9222 - 4567	Tahoor.m11@gmail.com

V Clear name and info given

X Inconsistency use of font
X Inconsistency use of colours

EDUCATION

PLI Primary School	2007 – 2013
UIO Secondary School <ul style="list-style-type: none">HKDSEGeography (Level 1)	2013 – 2018
ASD College <ul style="list-style-type: none">High Diploma in HospitalityYear 2	2019 -

X Chronological: from latest to oldest
X redundant space characters before 2013 (alignment issue)
? Level 1 is not a good score. Can't showcase talent.

X Hospitality: a typo

WORK EXPERIENCE

Part Time Salesperson – HJK Boutique <ul style="list-style-type: none">Supporting in selling clothes and handled cashier	Apr 2019 – Nov 2019
Receptionist – MKI Logistics Company <ul style="list-style-type: none">Greeted the guests and arranged room for meetings	November 2018 – Mar 2019

X Job duties: start with verb in past tense

X Inconsistency use of short form

EXTRA CURRICULAR ACTIVITIES / ACHIEVEMENTS

- HKSAR Reaching Out Award, 201
- Piano, level 3
- Football Team, UIO Secondary School

VOLUNTEER EXPERIENCE

- Event Volunteer, RFJ Centre (Sep 2019 – Dec 2019)

X Inconsistency use of spacing – there are too much space between sections, comparing to others.

X Careless mistakes: 201_ year incomplete

X Inconsistency in formatting: all titles should have the same treatment

SKILLS & ABILITIES

- Fluent in verbal and written English
- Good in Cantonese
- Fair in written Chinese
- Driver license
- Microsoft Word, Excel, PowerPoint