Reading 2 Complete the CV with these headings.

a) Education and training
b) Main activities and responsibilities
c) Organisational skills
d) Personal information
e) Personal skills
f) Position held
g) Subjects/Occupational skills covered
h) Technical skills
i) Title of qualification awarded
j) Work experience

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Europass Curriculum Vitae

(1) _____	
First name(s) / Surname(s)	Sukvinder Dhal
Address(es)	145 New Ferry Road, Queensbridge, Durham, UK
Telephone(s)	+ (44) 1982 12459
E-mail	skvdhl8618@coolmail.com
(2) _____	
Dates	2011–present
(3) _____	IT Support Technician
(4) _____	Provide support to customers of my company's networking products, both wireless and wired. Diagnose problems and suggest solutions.
Name and address of employer	Agoda Digital Ltd, Garside Industrial Estate, Sunderland, UK
(5) _____	
Dates	2009–2011
(6) _____	BTEC National Diploma for IT Practitioners (Systems Support)
(7) _____	IT technical support, customer service, networking (wireless and wired), hardware installation,
Name and type of organisation providing education and training	Conglefield College, Cheshire, UK
Personal skills and competences	
Mother tongue(s)	Hindi
(8) _____	I am a good team player at work. I work well with people from many different backgrounds. People find me friendly and easy to work with and I understand other people easily. I enjoy helping customers.
(9) _____	I often prepare my team's schedules. When problems happen, I often make useful suggestions; I have good problem-solving skills. I am very organised; this helps me to work efficiently. I enjoy taking responsibility.
(10) _____	Setting up both wired and wireless networks, including Wi-FI. Diagnosing problems in networks. Server administration of both Linux and Windows operating systems.