

+  
INTERNAL APPLICANT PROFILE FORM

Application Form No.: I.1  
Candidate No.: ....

<b>Position Applied For:</b>	<b>Available Date In</b>	
<b>PERSONAL PARTICULARS</b>		
<b>Full Name (*Mr/Mrs/Mdm/Miss)</b> <i>Please underline First Name:</i> <b>LE PHUONG LINH</b>		
<b>Home Address:</b> <b>Hai Phong, Vietnam</b>		
<b>Date of Birth</b> (Day/Month/Year) <b>23/03/1992</b>	<b>Identity Card No</b>	

<b>Nationality</b> <b>Vietnamese</b>	<b>Religion</b>	<b>Sex:</b> <b>Female</b>	<b>Ethnicity Group/Race</b> <b>Kinh</b>
<b>Marital Status</b> <b>Single</b>		<b>Date of Marriage (Day/Month/Year)</b>	
<b>Home Tel.:</b>		<b>Passport</b>	
<b>Office Tel.:</b>		No.:	
<b>Mobile No.:</b>		Date of Issue:	
<b>Email Address:</b>		Place of Issue: <b>Vietnam Immigration Department</b>	
		Expiry Date:	

<b>EDUCATION</b> <i>(List schools/institutes/universities attended. English &amp; Vietnamese notary copies of certificates, transcripts and/or Testimonials are requested by soft and hard copies).</i>			
- Mode of Study :			
- Qualification :			
<b>University: University of Bedfordshire (England), Singapore</b>		<b>In:</b>	
<b>Country: Singapore</b>			
<b>From</b> <i>(Date of Commence)</i>	<b>To</b> <i>(Date of Issue Bachelor Degree)</i>	<b>Faculty</b>	<b>Specialization /Major</b>
<b>8/2015</b>	<b>8/2016</b>		<b>MBA</b>
<b>University: Hai Phong Private University</b>		<b>In: Hai Phong Province</b>	
<b>Country: Vietnam</b>			
<b>From</b>	<b>To</b>	<b>Faculty</b>	<b>Specialization /Major</b>

<i>(Date of Commence)</i>	<i>(Date of Issue Bachelor Degree)</i>		
8/2010	8/2014		<b>Bachelor of Accounting and Auditing</b>
<b>OTHER QUALIFICATIONS</b>			
<b>Qualifications</b>	<b>Date Obtained</b>	<b>Awarding Institution</b>	
<b>OTHER SKILLS</b> <i>(English notary copies of certificates and/or Testimonials are requested by soft and hard copies)</i>			
<b>Computer knowledge</b>	<b>Microsoft Office;</b>		
<b>Course Attended &amp; duration</b>			
<b>Soft skills</b>	<ul style="list-style-type: none"> <li>- <b>Active people</b></li> <li>- <b>Selling skill</b></li> <li>- <b>Complaint handling</b></li> <li>- <b>Hard worker</b></li> <li>- <b>Willing to help everybody</b></li> <li>- <b>Communicate with people very well</b></li> </ul>		
<b>COMPUTER KNOWLEDGE</b>			
<b>Hardware</b>			
_____			
<b>Software</b>			
<b>PROFESSIONAL KNOWLEDGE</b>			
<b>FOREIGN LANGUAGES</b>			
<b>Languages</b>	<b>Spoken</b>		<b>Written</b>
English	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Chinese	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
French	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Korean	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Other	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor

**EMPLOYMENT HISTORY** (Include part time jobs, seasonal jobs. Full details of job's duties are requested with recommendation letters if any )

From	To	Name of Employer/Company	Position & Job Description	Monthly Salary
03/2014	06/2014	Vinh Hung JSC, Viet Nam	<p><b>Sales Assistant</b></p> <ul style="list-style-type: none"> <li>Contact various clients to sell manufactured inventories.</li> <li>Update inventory prices according to cost and market price fluctuations.</li> <li>Perform credit check on clients.</li> </ul>	
8/2014	Present	Lpl's shop, Singapore-Viet Nam	<p><b>Distributor</b></p> <ul style="list-style-type: none"> <li>Trade the products (perfumes, cosmetics and sport wear) between Viet Nam and Singapore.</li> <li>Supply wholesale price of Singapore's brands to re-sellers in Viet Nam.</li> <li>Bring in the international products which are not available in Singapore from various countries such as UK, USA and Spain.</li> <li>Arrange shipment from both countries weekly.</li> </ul>	
8/2016	Present	Vinh Hung JCS, Hai Phong, Viet Nam	<p><b>Assistant Manager</b></p> <ul style="list-style-type: none"> <li>Attend to presentations and meetings between company and suppliers.</li> <li>Provide advice on company's finance based on analysing quarters balance sheets and income statements.</li> <li>Maintain a high level of good customer service</li> </ul>	

**FAMILY PARTICULARS**

Relationship	Name	Age	Occupation
Father			
Mother			

**REFERENCES** (Please name two persons who know you most)

Name in full		
Job/position		

Email/Mobile phone		
Number of years known		

<b>HEALTH CONDITION</b>	
Eye-sight:	<input type="checkbox"/> Glasses <input checked="" type="checkbox"/> No Glasses Degree of Glasses _____ Right _____ Left
General Health Condition:	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Blood type:	Height (cms): <b>1m55</b> Weight (kgs): <b>48</b>
Have you ever had, or are you suffering from any	
-	Physical impairment?
* No	
-	Disease?
* No	
-	Mental illness?
* No	
-	Medical condition?
* No	
If Yes, please give details	
_____	
Other Illnesses / Allergies:	
_____	
<b>Please answer the following questions</b>	
1. Have you ever been convicted in court of law of any country?	
* No	
2. Have you ever been dismissed, discharged or suspended from employer?	
* No	

<b>OTHERS</b>	
Interest and Hobbies	<input type="checkbox"/> Traveling <input type="checkbox"/> Reading book <input type="checkbox"/> Shopping <input type="checkbox"/> Surfing the Internet. <input type="checkbox"/> Collection <input type="checkbox"/> Hanging out with friends
Sports	<input type="checkbox"/> Cooking and baking <input type="checkbox"/> Playing football <input type="checkbox"/> Playing badminton <input type="checkbox"/> Yoga, meditation <input type="checkbox"/> Swimming <input type="checkbox"/> Playing Volleyball

**EMERGENCY CONTACT** (*Please name your next-of-kin or close friend that we should contact in case of emergency*)

<b>Relationship</b>	<b>Name</b>	<b>Contact No.</b>

**DECLARATION**

I, the applicant certify that all the foregoing information is true and accurate. I understand that if I willfully withhold any information or make any false statement in the application, the Company shall reserve the right to terminate my on the job training and the offer of Agreement of Training shall be null and void.

Date:

Signature of Applicant:

**17/01/2017**

**LE PHUONG LINH**