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INTERNAL APPLICANT PROFILE FORM

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

Position Applied For:	Available Date In:	
<b>PERSONAL PARTICULARS</b>		
Full Name (* <u>Mr</u> /Mrs/Mdm/Miss) <i>Please underline First Name</i> : <b>LE THU THUY</b>		
Home Address: <p style="text-align: center;"><b>Singapore Hanoi, Vietnam</b></p>		
Date of Birth (Day/Month/Year) <p style="text-align: center;"><b>22/11/1990</b></p>	Identity Card No	

Nationality <p style="text-align: center;"><b>Vietnamese</b></p>	Religion	Sex: <p style="text-align: center;"><b>Female</b></p>	Ethnicity Group/Race
Marital Status		Date of Marriage (Day/Month/Year)	
Home Tel.:		Passport	
Office Tel.:		No.:	
Mobile No.:		Date of Issue:	
Email Address:		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: <b>Full time</b>			
- Qualification : <b>Bachelor's Degree</b>			
University: <b>Foreign Trade University in Hanoi and Ho Chi Minh</b> Country: <b>Vietnam</b>			
From <i>(Date of Commence)</i>	To <i>(Date of Issue Bachelor Degree)</i>	Faculty	Specialization /Major
<b>2008</b>	<b>2012</b>	<b>Bachelor's Degree</b>	<b>Business Administration</b>
High School Name: In: <b>Thang Long High School</b> Country: <b>Vietnam</b>			
From <i>(Date of Commence)</i>	To <i>(Date of Issue High</i>	Address	Classes

	<i>School Certificate)</i>		
<b>Sep 5<sup>th</sup>, 2005</b>	<b>May 30<sup>th</sup>, 2008</b>	<b>Hanoi</b>	<b>12/12</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>- Proficient in all Microsoft Office applications</b>		
<b>Course Attended &amp; duration</b>			
<b>Soft skills</b>	<b>- Solve problem quickly</b> <b>- Communicate well</b> <b>- Teamwork</b> <b>- Able to interact and handle customer/guest feedback</b>		
<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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	
Chinese	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor	
French	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor	

<b>EMPLOYMENT HISTORY</b> ( <i>Include part time jobs, seasonal jobs. Full details of job's duties are requested with recommendation letters if any</i> )				
<b>From</b>	<b>To</b>	<b>Name of Employer/Company</b>	<b>Position &amp; Job Description</b>	<b>Monthly Salary</b>
<b>10/2011</b>	<b>03/2012</b>	<b>Apple English Centre</b>	<b>As Admin:</b> <ul style="list-style-type: none"> <li>• Answer phone enquiries</li> <li>• Welcome parents and students</li> <li>• Schedule planning for teacher and students</li> </ul>	

			<ul style="list-style-type: none"> <li>• Contact potential clients</li> <li>• Sorting student notes and worksheet for students</li> <li>• Collect feedback from students and parents</li> </ul>
<b>06/2012</b>	<b>06/2013</b>	<b>Royal Plaza on Scotts (Singapore)</b>	<b>As Hotel Management Trainee (F&amp;B)</b> <ul style="list-style-type: none"> <li>• Welcome parents and students</li> <li>• Schedule planning for teacher and students</li> <li>• Contact potential clients</li> <li>• Sorting student notes and worksheet for students</li> <li>• Collect feedback from students and parents</li> <li>• Work in award winning restaurant, Carousel</li> </ul>
<b>10/2013</b>	<b>09/2014</b>	<b>Capitaland Real Estate Management (Hanoi)</b>	<b>As Admin:</b> <ul style="list-style-type: none"> <li>• Handle Apartment unit Quality check inspection</li> <li>• Handle Apartment unit handover with clients</li> <li>• Follow up report and handover report</li> <li>• Follow up with contractors on defect work</li> <li>• Handles purchase request and orders</li> </ul>
<b>09/2014</b>	<b>Present</b>	<b>Private Limited</b>	<b>As Facility Service Specialist</b> <ul style="list-style-type: none"> <li>• Assist in planning, organizing and deploying manpower</li> <li>• Handle daily inspection</li> <li>• Follow up report and handover report</li> <li>• Handle ordering and issuing stock</li> <li>• Monitor all Health &amp; Safety Environmental procedures and practices and report incident cases</li> </ul>

<b>FAMILY PARTICULARS</b>			
<b>Relationship</b>	<b>Name</b>	<b>Age</b>	<b>Occupation</b>
<b>FATHER</b>			
<b>MOTHER</b>			

<b>REFERENCES (Please name two persons who know you most)</b>		
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:  Excellent  Good  Average  Poor

Blood type: Height (cms): **1m65** Weight (kgs): **65**

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

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Other Illnesses / Allergies:

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**Please answer the following questions**

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

**OTHERS**

Interest and Hobbies	<input checked="" type="checkbox"/> Traveling <input checked="" 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*)

Relationship	Name	Contact No.

**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: **17/01/2017**

Signature of Applicant: **LE THU THUY**