

+
INTERNAL APPLICANT PROFILE FORM

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

Position Applied For:	Available Date In	
PERSONAL PARTICULARS		
Full Name (*Mr/Mrs/Mdm/Miss) <i>Please underline First Name:</i> DUONG ANH TUAN		
Home Address: Ho Chi Minh City, Vietnam		
Date of Birth (Day/Month/Year) 08/09/1988	Identity Card No	

Nationality Vietnamese	Religion	Sex: Male	Ethnicity Group/Race Kinh
Marital Status Single		Date of Marriage (Day/Month/Year)	
Home Tel.: Office Tel.: Mobile No.: Email Address:		Passport No.: Date of Issue: 13/07/2011 Place of Issue: Vietnam Immigration Department Expiry Date: 13/07/2021	

EDUCATION <i>(List schools/institutes/universities attended. English & Vietnamese notary copies of certificates, transcripts and/or Testimonials are requested by soft and hard copies).</i>			
- Mode of Study :			
- Qualification :			
University: Foreign Trade University In: Ho Chi Minh City Country: Vietnam			
From <i>(Date of Commence)</i>	To <i>(Date of Issue Bachelor Degree)</i>	Faculty	Specialization /Major
2006	2011	The Degree of Business Administration	Business Administration
University: FPT University In: Ho Chi Minh City Country: Vietnam			
From	To	Faculty	Specialization /Major

<i>(Date of Commence)</i>	<i>(Date of Issue Bachelor Degree)</i>					
2008	2012	Bachelor of Graphic Design	Graphic Design			
OTHER QUALIFICATIONS						
Qualifications	Date Obtained	Awarding Institution				
OTHER SKILLS <i>(English notary copies of certificates and/or Testimonials are requested by soft and hard copies)</i>						
Computer knowledge						
Course Attended & duration						
Soft skills	<ul style="list-style-type: none"> - Active people - Selling skill - Complaint handling - Hard worker - Willing to help everybody - Communicate with people very well 					
COMPUTER KNOWLEDGE						
Hardware						

Software						
PROFESSIONAL KNOWLEDGE						
FOREIGN LANGUAGES						
Languages	Spoken		Written			
English	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<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	<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
Korean	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<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	<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
Mar, 2010	Sep, 2011	YEAHTV in Ho Chi Minh City, Vietnam	<ul style="list-style-type: none"> • Supported TV shows by viral marketing on social network. • Design communication sets for Website/Teenage Magazine (Yeah1Teen) (Create concepts, design and layouts according to season requirement). 	
Oct, 2011	Nov, 2012	DENTSU VIETNAM	<ul style="list-style-type: none"> • Able to work for consumer/corporate client campaigns and projects • Did conceptualising and proposing innovative print ideas (ATL/BTL/TTL) • Oversee the day-to-day work of the design team and provide art direction guidance • Develop and execute ideas from the concept stage to pre-press stage, knowledge of printing process. 	
Dec, 2012	Jul, 2015	STELLENT CORP in Manila, Philippines	<ul style="list-style-type: none"> • Support Marketing Communications team in all graphic related activities. • Conceptualisation and production of market-ing materials - designs, artwork, layouts, etc. • Handle and cope with tight deadlines and multiple projects simultaneously. • Color editing and knowledge in web design. • To support all ad-hoc graphic duties. 	
Jul, 2015	Jun, 2016	MONDAY PEOPLE in Bangkok, Thailand	<ul style="list-style-type: none"> • Ideate, develop and execute creative design solutions while assessing customer and company's business needs. • Work closely within the marketing and creative team to create a healthy culture of collaboration. • Strong attention to detail and capable of interpreting creative briefs. 	
July, 2016	Present	Singapore	Graphic Designer	

FAMILY PARTICULARS			
Relationship	Name	Age	Occupation
Father			
Mother			

REFERENCES <i>(Please name two persons who know you most)</i>		
Name in full		
Job/position		
Email/Mobile phone		
Number of years known		

HEALTH CONDITION	
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): 176 Weight (kgs): 60
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:	_____
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 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 <i>(Please name your next-of-kin or close friend that we should contact in case of emergency)</i>		
Relationship	Name	Contact No.

DECLARATION	
<p>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.</p>	
Date:	Signature of Applicant:
17/01/2017	DUONG ANH TUAN