|  |
| --- |
|  |
| **PERSONAL PARTICULAR****Position Applied For:**Full Name As NRIC/Passport: CHEN Xiaoming (LAST NAME, Firstname)Full Name In Chinese Character: 中文名字 English Name:Gender:Height: cmWeight: kg Passport (Chinese):ID number: | **Photo** |
| **Contacts:**E-mail private :Mobile No: | **Emergency Contact:**Full Name/ Relation:Mobile No:Home Phone:E-mail: |
| **Residential Address**Haus/room No.: B1-202Street: ChangAn StreetCity: BeijingProvince: BeijingPost Zip code: 100010 | Date of Birth: dd/mm/yyyyMarriage Status: Married / SingleChildren: None/？ |

|  |
| --- |
| **EMPLOYMENT HISTORY** |
| **Name of Employer** | **Position Held\***  | **Period with Company** | **Reason for Leaving** |
| **From** | **To** |
| Shangri-la Beijing | Recpetionist | Jul 2012 | Apr 2014 | Better opportunity |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| \* a description of duties & responsibilities and achievements with each employer:　Rank: Job Descriptions:-----Rank:Job Descriptions:----- |
| **Computer Skill/Software:** **-** Microsoft Office**-** Fidelio**-** SPSS |
| **EDUCATION, PROFESSIONAL & OTHER CERTIFICATES** |
| **Time Period** | **Institution / Country** | **Major** | **Highest Qualification Attained** |
| **From** | **To** |
| Month/Year | Month/Year | School name | English? / Maritime?  | School type |
|  |  |  |  | High/Professional School?! |
| **LANGUAGES / DIALECTS**  |
| **Language** | **Speaking** | **Understanding** | **Writing** |
| Chinese – Mandarin | Good | Average | Excellent |
| English |  |  |  |
| Other/ |  |  |  |

|  |
| --- |
| **Awards/Certificates/Trainings:** |
| ---- |