|  |  |  |
| --- | --- | --- |
|  | | |
| **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: cm  Weight: 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.: B1-202  Street: ChangAn Street  City: Beijing  Province: Beijing  Post Zip code: 100010 | Date of Birth: dd/mm/yyyy  Marriage Status: Married / Single  Children: 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:** |
| -  -  -  - |