# **SAMPLE & FORMAT OF A RESUME (A)**

**Tan Kumar Ali**

Address & Contacts Personal Details

Block 225 Ang Mo Kio Ave 1 Age: 19

#08-468 DOB: 1 March 1982

Singapore 569225 Nationality: Singaporean

Tel: 453-6511 Marital Status: Single

HP: 9-651-2123 Driving Licence: class 3

E-mail : Tan@magix.com.sg

Website : [http://www.Tan.personal.com](http://www.tan.personal.com)

|  |  |
| --- | --- |
| **CAREER OBJECTIVE****EDUCATION**Jul 1998 to Jun 2001Jan 1994 to Dec 1997**WORK EXPERIENCE**May 2000 to Jun 2000 | To pursue a career in Business & Commerce with focus on Sales & Marketing with special emphasis on client & customer services & needs assessment.Nanyang PolytechnicDiploma in Marketing with MeritObtained A’s in 5 out of 10 Marketing modules.Awarded a Book Prize for Marketing Management in 2nd Year.Sin Ming Secondary SchoolGCE “O” level (Science Stream)Obtained a Distinction in E Maths and Credits in English Language, Mother Tongue, Chemistry, Physics, Add Maths and GeographySales Assistant, Mito MarinaAssigned to the Stationery dept – assisted in merchandising, stock taking & housekeeping*Achievements*: was commended and given a testimonial for good work performance and positive attitude. |

|  |  |
| --- | --- |
| May 1999 – Jun 1999Nov 1998 – Dec 1998**WEB-CENTRIC SKILL****OVERSEAS INDUSTRIAL PLACEMENT PROGRAM (OIPP)**Jan 20001 – Mar 2001**TEACHING ENTERPRISE PROJECT (TEP) ATTACHMENT**1999 - 2000 | Administrative Assistant, Pico Art Int’l Pte LtdAssisted in general administrative work in Marketing dept.*Achievements: helped the marketing dept to create a marketing library and database to store marketing related materials.* Sales Assistant, Mito MarinaAssigned to the Toy dept – assisted in merchandising, stock taking & housekeeping*Achievements: received very good customer feedback in helping customers locate their items through special orders.** IT Competency – proficient in MS Word, PowerPoint, Excel and SPSS
* Web-centric Competency – able to design web page using FrontPage and Microsoft Composer
* IT Research Competency - proficient in the use of Internet and on-line retrieval systems for information research

Nippon Travel, Tokyo, Japan* Attached overseas for 12 weeks under NYP’s Overseas Industrial Placement Program (OIPP) – attached to Nippon Travel, Tokyo, Japan.
* Assisted as a Guide Assistant and itinerary planning as part of my project work there
* Attached to Teaching Enterprise Project (TEP) for one semester in 2nd year of diploma – attached to the various Business Centres within campus such as Marketing Services Centre (MSC), Tour & Travel Centre (TTC), and Business Process Outsourcing Services (BPOS)
* Involved in a client’s market research for SMRT and business process mapping for a local insurance company.
 |

|  |  |
| --- | --- |
| **COURSE PROJECTS (SBD, IB & SPECIAL PROJECT)****CUSTOMER RELATIONSHIP MANAGEMENT (CRM)****CORE CURRICULA ACTIVITIES**1999 – 20011994 - 1997 | Successfully completed and presented group projects for modules such as :* Small Business Development (SBD)

 Project Title: “*Setting up a One-Stop Computer Shop in Suntec*”* International Business II (IBII)

Project Title : “*E-commerce: Marketing in a borderless world in the service industry*”* \*Special Project

Project Title: “*Customer Relationship Management in Ken Air*”(Course projects are available for viewing)\*This is offered to selected better performing students only.Successfully completed Customer Relationship Management module which included 10 hours of practical sessions in the CRM Call Centre Laboratory.Editor - School of Business Management Students’ newsletterSecretary - Nanyang Polytechnic Students’ UnionParticipated in inter-diploma debate (1999) – preliminary and semi-finalAssisted in NYP Open House (1998 & 1999)Patrol Leader - Girl GuidesMember of school volleyball team – represented school in National competition – clinched 2nd prize in 1996Class Monitor – 1996 & 1997 |

|  |  |
| --- | --- |
| **INTERPERSONAL SKILLS****LANGUAGE PROFICIENCY****INTERESTS****REFERENCES** | * Learned the importance of tact in Sales Assistant job. Commended by Sales Supervisor for diplomacy with customers and staff.
* Learned the importance of team player when working on projects with various teams.
* Learned real life working experience during overseas attachment and TEP
* Learned to question, listen and present during class tutorial and discussion.
* Learned Japanese as a foreign language during 2nd year.

English and Mandarin (Spoken & Written)Japanese (Beginner)Developed a strong interest in health and physical fitness while studying in the Polytechnic. Enjoy swimming and trekking.Mrs Evelyn TanLecturerSchool of Business ManagementNanyang PolytechnicTel : 550-1111Mr David LeeSales SupervisorMito MarinaTel : 565-4332 |