# **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](mailto:Tan@magix.com.sg)

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

|  |  |
| --- | --- |
| **CAREER OBJECTIVE****EDUCATION** Jul 1998 to Jun 2001  Jan 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 Polytechnic  Diploma in Marketing with Merit  Obtained A’s in 5 out of 10 Marketing modules.  Awarded a Book Prize for Marketing Management in 2nd Year.  Sin Ming Secondary School  GCE “O” level (Science Stream)  Obtained a Distinction in E Maths and Credits in English Language, Mother Tongue, Chemistry, Physics, Add Maths and Geography  Sales Assistant, Mito Marina  Assigned 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 1999  Nov 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 Ltd  Assisted 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 Marina  Assigned 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 – 2001  1994 - 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’ newsletter  Secretary - Nanyang Polytechnic Students’ Union  Participated in inter-diploma debate (1999) – preliminary and semi-final  Assisted in NYP Open House (1998 & 1999)  Patrol Leader - Girl Guides  Member of school volleyball team – represented school in National competition – clinched 2nd prize in 1996  Class 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 Tan  Lecturer  School of Business Management  Nanyang Polytechnic  Tel : 550-1111  Mr David Lee  Sales Supervisor  Mito Marina  Tel : 565-4332 |