## **CURRICULUM VITAE**

1. **Brief introduction**

Surname: .................................................. Name: .....................................................

|  |
| --- |
| Insert your photo here. |

Gender: ..................................................... Date of birth: ...........................................

Registration number: ................................. Marital status: ……..................................

Home address: ...............................................................................................................

Telephone: ................................................ Mobile Phone: .........................................

E-mail: .........................................................

Position of interest: ......................................................................................

Salary: ......................................................... Available time of employment: ............

1. **Family status /Please write only family members/**

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| --- | --- | --- | --- | --- |
| ***Who*** | ***Name*** | ***Birth of date*** | ***Profession*** | ***Current job and phone*** |
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1. **Education /Include your high school/**

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| --- | --- | --- | --- | --- |
| ***Name & Location of School*** | ***Date*** | | ***Profession and degree*** | ***Evaluation*** |
| ***Enrolled*** | ***Graduated*** |
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1. **Courses and Trainings /Include all types of courses./**

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| --- | --- | --- | --- | --- |
| ***Course*** | ***Date*** | | ***Profession and degree*** | ***Evaluation*** |
| ***Enrolled*** | ***Graduated*** |
|  |  |  |  |  |
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1. **Employment status /Please write from your last job/**

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| --- | --- | --- | --- | --- | --- |
| ***Name of the Organization*** | ***Dated*** | | ***Position*** | ***Functions performed*** | ***Reason for leaving*** |
| ***Started*** | ***Resigned*** |
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1. **Language skills /Fill the level with the "+" sign/**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Language*** | ***Translating*** | | | ***Speaking*** | | | ***Writing*** | | | ***Reading*** | | | ***Language check points (IELTS, TOEFL, HSK etc.)*** |
| ***Good*** | ***Basic*** | ***Poor*** | ***Good*** | ***Basic*** | ***Poor*** | ***Good*** | ***Basic*** | ***Poor*** | ***Good*** | ***Basic*** | ***Poor*** |
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**Technical capability**

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| --- | --- | --- | --- | --- | --- |
| ***Technical capabilities*** | ***Excellent*** | ***Good*** | ***Basic*** | ***Poor*** | ***Whether certificates*** |
| MS Office Software (MS Excel, MS Word, MS Power Point, MS Outlook) |  |  |  |  |  |
| Financial software |  |  |  |  |  |
| Audit software |  |  |  |  |  |
| Photoshop, Indesign, etc. |  |  |  |  |  |
| Hardware |  |  |  |  |  |

1. **Honors & Awards**

|  |  |
| --- | --- |
| ***Name of Honor or Award*** | ***Awarded date*** |
|  |  |
|  |  |
|  |  |

1. **Information about people you know well**

|  |  |  |
| --- | --- | --- |
| № | ***Name, position and place of work*** | ***Phone and Email address*** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Hobby**

|  |  |  |
| --- | --- | --- |
| ***Type*** | ***Interest*** | ***Prefix*** |
| Sport |  |  |
| Art |  |  |
| Other |  |  |

1. **Your strengths and weaknesses in doing this work**

|  |  |
| --- | --- |
| ***Strengths*** | ***Weaknesses*** |
|  |  |

1. **Conflict of interest:**

Is your father, mother, brother, or relatives employed in a company that operates the same activities?

1. Yes b. No
2. **Have you ever been in a crime?**  a. Yes b. No
3. **Other**…………………...........................................................................................................................

......................................................................................................................................................................................................................................................................................................................................

1. **Where did you get the information on the company's workplace?**
2. Website b). Internet c) Job fair d) From friends
3. е) Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***WARNING:***

***1. Moore Audit LLC will not be liable for any liability receive the application.***

***2. When filling out the form, you need to answer all the questions.***

***3. A copy of the photo, diploma and certificate must be accompanied by a copy.***

***4. Please note that the attached material will not be refunded.***

Completed application form:

Your surname, name: ................................... Signature: ............................

Date: .......................