

?????? CA

- 
- 
-  - 
-  - 
-  -  SCG
- 
- 
- Support 

????????????????

|                           |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|---------------------------|
| Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |

Job Purpose

|                              |                           |                           |                           |
|------------------------------|---------------------------|---------------------------|---------------------------|
| 1. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| 2. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| 3. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| 4. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| 5. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| 6. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |
| 7. Financial Section Manager | Financial Section Manager | Financial Section Manager | Financial Section Manager |

Key Responsibilities

|                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| Financial Section Manager | Financial Section Manager | Financial Section Manager |
| Financial Section Manager | Financial Section Manager | Financial Section Manager |
| Financial Section Manager | Financial Section Manager | Financial Section Manager |

[illegible]



|                                                                          |                                                                                                                                                                                                                                |                                                                                                                                                  |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <div> <div>-</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div> <div></div> <div>0% ,</div> </div> <div> <div></div> <div> ,</div> </div> <div> <div></div> <div>Cashback</div> </div> <div></div> </div> | <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

(Major Challenge) :

- ,  ,  Gift voucher
- 
- 

(Financial Responsibilities/Authorization)

| <div> <div></div> <div>(Item)</div> </div> | <div> <div></div> <div>(Amount/Authorized level)</div> </div>  |                                                                         |                                                                     |
|--------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|
|                                            | <div> <div></div> <div></div> <div>(Own Decision)</div> </div> | <div> <div></div> <div></div> <div>(Consulted by Superior)</div> </div> | <div> <div></div> <div></div> <div>(Superior Approval)</div> </div> |
| <div> <div></div> <div></div> </div>       |                                                                |                                                                         | /                                                                   |
| <div> <div></div> <div></div> </div>       |                                                                |                                                                         | /                                                                   |

(Working Relationship)

|                                                               |                                                              |                          |
|---------------------------------------------------------------|--------------------------------------------------------------|--------------------------|
| <div> <div></div> <div>/</div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div>                         | <div> <div></div> </div> |
| <div> <div></div> </div>                                      | <div> <div></div> <div></div> </div>                         | <div> <div></div> </div> |
| <div> <div></div> </div>                                      | <div> <div></div> <div></div> <div></div> <div></div> </div> | <div> <div></div> </div> |
| <div> <div></div> </div>                                      | <div> <div></div> <div></div> <div></div> </div>             | <div> <div></div> </div> |

|                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                       |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 10px; left: 10px; width: 100px; height: 100px;"></div> </div> | <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 10px; left: 10px; width: 100px; height: 100px;"></div> <div style="position: absolute; top: 10px; right: 10px; width: 100px; height: 100px;"></div> </div> |  |
| <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 10px; left: 10px; width: 100px; height: 100px;"></div> </div> | <div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 10px; left: 10px; width: 100px; height: 100px;"></div> <div style="position: absolute; top: 10px; right: 10px; width: 100px; height: 100px;"></div> </div> |  |

|                                                                                                                                                                                                           |                                                                                                               |                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>- ████████████████████<br/>██████████████████ ,<br/>██████ ██████████<br/>- ████████████████████<br/>██████████████████<br/>█<br/>- ████████████████████<br/>██████████████████<br/>██████████</div> | <div>- ████████████████████<br/>Microsoft Office<br/>- ████████████████████ ,<br/>██████████ ██████████</div> | <div>- ████████████████████<br/>- ████████████████████<br/>██████████████████<br/>██████████<br/>- ██████████ /<br/>██████████████<br/>- ██████████<br/>- ██████████<br/>- ██████████<br/>- ██████████<br/>-<br/>██████████████████<br/>██<br/>-<br/>██████████████████<br/>██<br/>-<br/>██████████████████<br/>██████████████<br/>██████████████████</div> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

██████████████      █ (Others)

|                                                                                                                         |                                                 |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <div>- ████████████████████<br/>- ████████████████████████████████████<br/>- ████████████████████████████████████</div> | BC Account ████████████████████████████████████ |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|

| ██████████<br>(Prepare By)                      | ██████████<br>(Approved By)                     | ██████████████████<br>(Acknowledged By)         |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| <div>(.....)<br/>██████ ...../...../.....</div> | <div>(.....)<br/>██████ ...../...../.....</div> | <div>(.....)<br/>██████ ...../...../.....</div> |

????????????????????

|                    |                  |                     |                       |
|--------------------|------------------|---------------------|-----------------------|
| XXXXXXXXXX ( XXX ) | XXXXXXXXXX XXXXX | XXXXXXXXXX ( XXXX ) | Cashier Payment Staff |
| XXXX               | XXXXXX - XXXXX   | XXXX                | XXXXXX - XXXXX        |
| XXXXXXXXXX XX      | XXXXXXXXXX XXXXX | XXXXXXXXXX XXX      | G3                    |

XXXXXXXXXXXXXXXXXXXX (Job Purpose)

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| 1. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX - XXXXX<br>XX XXXXX                                       |
| 2. XXXXXXXXXXXXXXXXXXXXXXX /XXXXXXXXXXXXXXXXXXXX /XXXXXXXXXXXX<br>XXXXXXXXXX                                 |
| 3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                   |
| 4. XXXXXXXXXXXXXXX , XXXXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXX                                         |
| 5. XXXXXXXXXXXXXXX ,XXXXXXXXXXXX ,XXXXXXXXXXXXXXXXXXXX<br>XXXXXXXXXXXX                                       |
| 6. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX<br>XXXXXX                                         |
| 7. XXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX<br>8. XXXXXXXXXXXXXXXXXXXXXXX - XX XX XXXX XX .XXXXXXXXXXXX XXXXX |

XXXXXXXXXXXXXXXXXXXX (Key Responsibilities)

|                               |                               |                            |
|-------------------------------|-------------------------------|----------------------------|
| XXXXXX (Key Responsibilities) | XXXXXXXXXXXX (Key Activities) | XXXXXX<br>XXXXXXXXXX<br>XX |
|-------------------------------|-------------------------------|----------------------------|

1.   
  
 -

1.  
  
  
  
 (  
  
  
 BC  )  
•   
  
  
  
  
  
  
  
  
  
•   
  
  
(  
   
  )  
•

2.  
  
  
  
•

- ,



2.

XXXXXXXXXXXXXXXXXXXX  
XXXXX /  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX  
XXXXXXXXXX

/

1. XXXXXXXXXXXXXXX  
XXXX

- XXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXX X  
XXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
X (  
XXXXXXXXXXXXXXXXXXXX  
XXXXX )
- XXXXXXXXXXXXXXX  
XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX
- XXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXX  
XXXXXXXXXXXXXXXXXXXX

BC

XXXXXXXXXX  
X - XXXX -  
XXXXXXXXXX  
XXXXXXXXXX  
X  
XXXXXXXXXX  
X ,  
XXXXXXXXXX  
XXXXXXXXXX  
X

2.

- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXX
  - XXXXXXXXXXXXXXX  
XXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
ORT=  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXX ORN =  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXX XXXXXXXX

3. XXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXX

/

|                                                                                  |                                                                                                                                                                                                                                                                                           |                                                                                                     |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <div>3.</div> <div><div></div><div></div><div></div><div></div></div>            | <div>1.</div> <div><div></div><div></div><div></div></div> <div>2.</div> <div><div></div><div></div></div> <div>3.</div> <div><div></div><div></div></div> <div>4.</div> <div><div></div><div></div></div>                                                                                | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> |
| <div>4.</div> <div><div></div><div></div><div></div><div></div><div></div></div> | <div>1.</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>2.</div> <div><div></div><div></div><div></div></div> <div>3.</div> <div><div></div><div></div><div></div><div></div><div></div></div>                                                   | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>            |
| <div>5.</div> <div><div></div><div></div><div></div></div>                       | <div>1. Statement</div> <div><div></div><div></div><div></div></div> <div>2.</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div><div></div></div>                                             |

6.

[illegible]

2.

7.

1.

-  30000 

2.



Four rows of empty boxes for writing, each row containing 15 boxes.

10 /

[illegible]

11



Page 10 of 10

3.

A 10x10 grid of squares, with the last row containing only 5 squares.



|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |
|--|--|
|  |  |
|--|--|

—

  
 -     
 .   


[illegible]

- 
- 

|                                                                                     |                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

|                                                                                     |                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

|                                                                                     |                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

|                                                                                     |                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|                                                                                     |                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |
|  |  |                                                                                      |

|                                                                                     |                                                                                                                                                                            |                                                                                       |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | <br> |  |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

**(Education Background)**

/ 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

### (Professional Experiences)

1 ☐ ☐

**(Competencies)**

| <b>(Knowledge)</b>                                      | <b>(Skills)</b>                                                                             | <b>(Mental Abilities/Personalities)</b>                                                                                                                                             |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -<br>[Progress Bar]<br>[Progress Bar]<br>[Progress Bar] | - [Progress Bar]<br>Microsoft Office<br>- [Progress Bar] ,<br>[Progress Bar] [Progress Bar] | - [Progress Bar]<br>-<br>[Progress Bar]<br>[Progress Bar]<br>- [Progress Bar] /<br>[Progress Bar]<br>-<br>[Progress Bar]<br>[Progress Bar]<br>-<br>[Progress Bar]<br>[Progress Bar] |

☐ (Others)

BC Account 

|                                                                                                                          |                                                                                                                          |                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; width: 60px; height: 20px; margin-bottom: 5px;"></div> (Prepare By)                 | <div style="border: 1px solid black; width: 80px; height: 20px; margin-bottom: 5px;"></div> (Approved By)                | <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> (Acknowledged By)            |
| (.....)<br><div style="border: 1px solid black; width: 60px; height: 20px; margin-bottom: 5px;"></div> ...../...../..... | (.....)<br><div style="border: 1px solid black; width: 80px; height: 20px; margin-bottom: 5px;"></div> ...../...../..... | (.....)<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> ...../...../..... |

????????????????????-  
????????????????

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div> <div>(</div> <div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div></div></div><div>-</div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div><div>)</div><div>Cashier Receive Staff</div></div></div>                                                                                                              |
| <div><div><div></div><div></div><div></div></div></div> <div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div>-</div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div>-</div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div></div></div></div> |
| <div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div></div></div><div>G3</div></div></div>                                                                                                                                                                                                                                                                                                                                            |


(Job Purpose)

1.     
  
  
 Rebate  /

2.  E-mail, Fax.

3.

4.   /  
  
 .

5.

6.

7.  /  
 PC

**(Key Responsibilities)**

|                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> | <div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1.  

|         |    |
|---------|----|
| 1.1     | PO |
| Invoice |    |
| Invoice |    |
| 1.2     | PO |
| Invoice |    |
| Vendor  |    |
| PO      |    |
| Invoice |    |
| Invoice |    |
| GR      |    |
| 1.3     |    |
| Invoice |    |
| 1.4     |    |
| PO      |    |
| PO      |    |
| GR      |    |
| 1.5     |    |
| Invoice |    |

[illegible]

|                                                                                     |                                                                                                                                         |                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>2.</div> <div><div></div></div> <div><div></div></div> <div>E-mail, Fax.</div> | <div>2.1</div> <div><div></div></div> <div>E-mail/Fax. <div></div></div> <div>2.2</div> <div><div></div></div> <div><div></div>BC</div> | <div><div></div></div> <div><div></div></div> <div><div></div>,</div> <div><div></div></div> <div>,<div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> |
| <div>3.</div> <div><div></div></div> <div><div></div></div>                         | <div>3.1</div> <div><div></div></div> <div><div></div>SPO / PASS</div>                                                                  | <div><div></div></div> <div><div></div></div> <div><div></div>/</div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div>                                                                       |







XXXXXXXXXX

(Others)

- XXXXXXXXXXXXXXXX

BC Account XXXXXXXXXXXXXXXXXXXXXXXX

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

| XXXXXX<br>(Prepare By)     | XXXXXXXX<br>(Approved By)  | XXXXXXXXXXXX<br>(Acknowledged By) |
|----------------------------|----------------------------|-----------------------------------|
| (.....)<br>XXXX ..../../.. | (.....)<br>XXXX ..../../.. | (.....)<br>XXXX ..../../..        |

|                                                                                                                                                      |                                                                                                                                                                                                                                 |                                                                                                                                                      |                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; width: 80px; height: 20px;"></div><br><div style="border: 1px solid black; width: 60px; height: 20px;"></div> ) | <div style="border: 1px solid black; width: 90px; height: 20px;"></div><br><div style="border: 1px solid black; width: 70px; height: 20px;"></div> -<br><div style="border: 1px solid black; width: 80px; height: 20px;"></div> | <div style="border: 1px solid black; width: 80px; height: 20px;"></div><br><div style="border: 1px solid black; width: 70px; height: 20px;"></div> ) | Cashier Receive Staff                                                                                                                                                                                                        |
| <div style="border: 1px solid black; width: 60px; height: 20px;"></div>                                                                              | <div style="border: 1px solid black; width: 70px; height: 20px;"></div> -<br><div style="border: 1px solid black; width: 80px; height: 20px;"></div>                                                                            | <div style="border: 1px solid black; width: 60px; height: 20px;"></div>                                                                              | <div style="border: 1px solid black; width: 80px; height: 20px;"></div> -<br><div style="border: 1px solid black; width: 90px; height: 20px;"></div> <div style="border: 1px solid black; width: 60px; height: 20px;"></div> |
| <div style="border: 1px solid black; width: 90px; height: 20px;"></div><br><div style="border: 1px solid black; width: 30px; height: 20px;"></div>   | <div style="border: 1px solid black; width: 90px; height: 20px;"></div><br><div style="border: 1px solid black; width: 60px; height: 20px;"></div>                                                                              | <div style="border: 1px solid black; width: 80px; height: 20px;"></div><br><div style="border: 1px solid black; width: 40px; height: 20px;"></div>   | G3                                                                                                                                                                                                                           |

1. 

2. 

3. 

4.  ,  , 

5. 

6.  Statement   9888-1  4147-7

|                                                                                                       |                                                                                                                                                 |                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> / | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> |
| <b>(Key Responsibilities and Activities)</b>                                                          | <b>(Key Objectives)</b>                                                                                                                         | <b>(Performance Indicators)</b>                                                                                                                                                  |

|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                     |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>1.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> | <p>1.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>PO</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>Add-on</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>2.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>GR</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>Add-on</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>PO (XXXXXXXXXXXXXXXXXXXX)</p> <p>1)</p> <p>3.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX (</p> <p>XXXXXXXXXXXXXXXXXXXX )</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX PO</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>/XXXXXXXXXXXX invoice</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>/PO</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX -</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX /XXXXXXXXXXXX</p> <p>vendor</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>4.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX (XXXX Vendor</p> <p>XXXXXXXXXXXXXXXXXXXX )</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX 3 XXXXXXX</p> | <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

2.

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXX

1.

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX ( )  
XXXXXXXXXXXXXXXXXXXX  
( )  
XXXXXXXXXXXXXXXXXXXX  
BC  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX -XXXXXXXXXXXX  
(  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX E-mail,  
Fax.  
XXXXXXXXXXXXXXXXXXXX  
XXXX -  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX )

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

[illegible]

1.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

- ☐ \_\_\_\_\_

20000   

- 

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

10000

111

- 

[illegible]30000   

- [illegible]

[illegible]

11

2.



□□□□□□□□ /

/

1

5/5

3.

[illegible][illegible]

□□□□ -

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <p>4.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX ,XXXXXXXXXXXX ,</p> <p>XXXXXX</p>                                 | <p>1.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX -XXXXXX</p> <ul style="list-style-type: none"> <li>• XXXXXXXXXXXX /</li> <li>XXXXXXXXXXXX</li> <li>□ XXXXXXXXXXXX</li> <li>• XXXXXXXXXXXX</li> <li>□</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXX /XXXXXXXXXX /</li> <li>XXXXXXXXXX /</li> <li>XXXXXXXXXX XXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX □</li> <li>.</li> <li>XXXXXXXXXXXX</li> <li>XXXX Vendor XXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXX</li> </ul> | <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p>                                               |
| <p>5.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> | <p>1.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> <ul style="list-style-type: none"> <li>• XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXX /</li> <li>XXXXXXXXXXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXXXXXXXX</li> <li>XXXXXX</li> <li>• XXXXXXXXXXXX</li> <li>XXXXXXXXXX</li> </ul> <p>2.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□</p>                                                                                                  | <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>□</p> <p>XXXXXXXXXXXXXXXXXXXX</p> |

|                                                          |                                     |                                                                                                                                          |                                                                         |
|----------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 6. <div></div> <div></div> <div></div> <div>4147-7</div> | Statement<br><br>9888-1 <div></div> | 1. <div></div> <div></div> <div></div> <div>(</div> <div></div> <div></div> <div>)</div> <div></div> <div></div> <div></div> <div></div> | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> |
|----------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|

/

/

(Major Challenges)

BC  -

(Subordinate's Responsibilities)

| <div></div> (Position) | <div></div> (Job Scope) |
|------------------------|-------------------------|
|                        |                         |
|                        |                         |

(Financial Responsibilities/Authorization)

| <div></div> (Item) | <div></div> (Amount/Authorized level) |                                     |                                 |
|--------------------|---------------------------------------|-------------------------------------|---------------------------------|
|                    | <div></div> (Own Decision)            | <div></div> (Consulted by Superior) | <div></div> (Superior Approval) |
|                    |                                       |                                     |                                 |
|                    |                                       |                                     |                                 |

(Working Relationship)

|                                       |                         |             |
|---------------------------------------|-------------------------|-------------|
| <div></div> / <div></div> <div></div> | <div></div> <div></div> | <div></div> |
| 1. <div></div>                        | <div></div> <div></div> | <div></div> |
| 2. <div></div>                        | <div></div> <div></div> | <div></div> |

|                         |                                                                        |                      |
|-------------------------|------------------------------------------------------------------------|----------------------|
| 3. <input type="text"/> | <input type="text"/><br><input type="text"/> ,<br><input type="text"/> | <input type="text"/> |
| 4. <input type="text"/> | <input type="text"/><br><input type="text"/>                           | <input type="text"/> |

(Job Specifications)

(Education Background)

--

//

(Certification/Licensing)

(Professional Experiences)

1

(Competencies)

| <input type="text"/><br>(Knowledge)                                                                                                                                                                                                                                                                                                        | <input type="text"/><br>(Skills)                                                                                  | <input type="text"/><br>/ <input type="text"/><br>(Mental Abilities/Personalities)                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - <input type="text"/><br><input type="text"/> ,<br><input type="text"/><br><input type="text"/><br><br>- <input type="text"/><br><input type="text"/><br><input type="text"/><br><br>- <input type="text"/><br><input type="text"/><br><input type="text"/><br><br>- <input type="text"/><br><input type="text"/><br><input type="text"/> | - <input type="text"/><br>Microsoft Office<br>- <input type="text"/><br><input type="text"/> <input type="text"/> | - <input type="text"/><br>- <input type="text"/><br><input type="text"/><br><input type="text"/><br>- <input type="text"/> /<br><input type="text"/><br>- <input type="text"/><br><input type="text"/><br>- <input type="text"/><br><input type="text"/><br>- <input type="text"/><br><input type="text"/><br><input type="text"/> |

(Others)

-

BC Account

-

-

|                                             |                                                |                                                      |
|---------------------------------------------|------------------------------------------------|------------------------------------------------------|
| <div>XXXXXXXX</div> <div>(Prepare By)</div> | <div>XXXXXXXXXX</div> <div>(Approved By)</div> | <div>XXXXXXXXXXXX</div> <div>(Acknowledged By)</div> |
| <div>(.....)</div> <div>XXXX .....</div>    | <div>(.....)</div> <div>XXXX .....</div>       | <div>(.....)</div> <div>XXXX .....</div>             |

????????????????????-  
????????????????SCG

|              |                               |              |                       |
|--------------|-------------------------------|--------------|-----------------------|
| ???????? ( ) | ???????? -<br>????????<br>SCG | ???????? ( ) | Cashier Receive Staff |
| ???          | ???? -<br>????                | ???          | ???? -<br>????        |
| ????<br>??   | ????<br>??                    | ????<br>??   | G3                    |

???????? (Job Purpose)

1. ??????  
?? SCG
2. ?????  
????  
????  
????  
???? Rebate ????? SCG /
3. ????? E-mail ????? SCG
4. ????? (ZAP)????
5. ????? /
6. ?????
7. ????? SCG ?????
8. ????? SCG ?????

???????? (Key Responsibilities)

|                             |                       |      |
|-----------------------------|-----------------------|------|
| ???? (Key Responsibilities) | ???? (Key Activities) | ???? |
|                             |                       | ???? |
|                             |                       | ???? |



|                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX      XXXXXXXXXXXX</p>               | <p>1.</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>2.</p> <p>XXXXXXXXXXXXXXXX</p> <p>Internet</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XX</p> <p>3. XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> | <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>/</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p> </p>                               |
| <p>5.</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> | <p>XXXXXXXXXXXXXXXX</p> <p>SCG</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX      Internet</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XX</p> <p>XXXXXXXXXXXXXXXX</p>                                                                                                                                                                                                                                   | <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p> </p> <p>XXXXXX</p> <p>XXXXXX</p> <p>SCG</p> |
| <p>6. XXXX      Apply</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX      1 XX      XXXXXX      SCG</p>      | <p>-</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX      Apply</p> <p>XX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXX      GR</p> <p>XXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXX</p> <p>XX</p>                                                                                                                                                                                                            | <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XX      Apply</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XXXXXX</p> <p>XX</p> <p>XXXXXX</p> <p>XXXXXX</p>              |

|                                                        |                                                                                                                             |                                                                                                                                                                 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. <div> <div></div> <div></div> <div>SCG</div> </div> | <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>SCG</div> | <div> <div></div> <div></div> <div>SCG</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |
| 8. <div> <div></div> <div>SCG</div> </div>             | <div> <div></div> <div>SCG</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>                         | <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>                                                                |

(Major Challenge) :

- 
- 
- 

(Financial Responsibilities/Authorization)

| <div></div> <div>(Item)</div> | (Amount/Authorized level)                         |                                                            |                                                        |
|-------------------------------|---------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------|
|                               | <div></div> <div></div> <div>(Own Decision)</div> | <div></div> <div></div> <div>(Consulted by Superior)</div> | <div></div> <div></div> <div>(Superior Approval)</div> |
|                               |                                                   |                                                            |                                                        |
|                               |                                                   |                                                            |                                                        |

(Working Relationship)

|                                                               |                                      |             |
|---------------------------------------------------------------|--------------------------------------|-------------|
| <div> <div></div> <div></div> <div></div> </div> <div>/</div> | <div> <div></div> <div></div> </div> | <div></div> |
| 1. <div></div>                                                | <div> <div></div> <div></div> </div> | <div></div> |
| 2. <div></div>                                                | <div> <div></div> <div></div> </div> | <div></div> |

|                |                                                 |             |
|----------------|-------------------------------------------------|-------------|
| 3. <div></div> | <div></div> <div></div> <div></div>             | <div></div> |
| 4. <div></div> | <div></div> <div></div> <div></div>             | <div></div> |
| 5. <div></div> | <div></div> <div></div> <div></div> <div></div> | <div></div> |

(Job Specifications)

(Education Background)

-

-

/

/

(Certification/Licensing)

(Professional Experiences)

1

(Competencies)

| <div></div> <div>(Knowledge)</div>                                                                                                                                                                                                                    | <div></div> <div>(Skills)</div>                                                                                                                   | <div></div> <div>/</div> <div><div></div></div> <div>(Mental Abilities/Personalities)</div>                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>-</div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div>-</div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div>-</div> <div><div></div></div> <div><div></div></div> <div><div></div></div> | <div>-</div> <div><div></div></div> <div>Microsoft Office</div> <div>-</div> <div><div></div></div> <div><div></div></div> <div><div></div></div> | <div>-</div> <div><div></div></div> <div>-</div> <div><div></div></div> <div><div></div></div> <div><div></div></div> <div>-</div> <div><div></div></div> <div>/</div> <div><div></div></div> <div>-</div> <div><div></div></div> <div><div></div></div> <div>-</div> <div><div></div></div> <div><div></div></div> |

(Others)

-

-

-

BC Account

|                                                                      |                                                                      |                                                                      |
|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|
| <div><div></div><div>(Prepare By)</div></div>                        | <div><div></div><div>(Approved By)</div></div>                       | <div><div></div><div>(Acknowledged By)</div></div>                   |
| <div><div>(.....)</div><div><div></div>...../...../.....</div></div> | <div><div>(.....)</div><div><div></div>...../...../.....</div></div> | <div><div>(.....)</div><div><div></div>...../...../.....</div></div> |

????????????????????

|                    |                     |                      |                         |
|--------------------|---------------------|----------------------|-------------------------|
| XXXXXXXXXX ( XXX ) | XXXXXXXXXX XXXXXXXX | XXXXXXXXXX ( XXXXX ) | Chief Cashier           |
| XXXX               | XXXXXX - XXXXXXXX   | XXXX                 | XXXXXX - XXXXXXXX XXXXX |
| XXXXXXXXXX XX      | XXXXXXXXXXXX XXXXX  | XXXXXXXXXXXX XXX     | G4                      |

XXXXXXXXXXXXXXXXXXXX (Job Purpose)

|                                              |
|----------------------------------------------|
| XXXXXXXXXXXXXXXXXXXXXXXXXXXX, XXXX           |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXX                 |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |

XXXXXXXXXXXXXXXX (Key Responsibilities)

| XXXXXX (Key Responsibilities)                                 | XXXXXXXXXX (Key Activities)                                                                                                                                                                                                                                                                                                                                                                                                 | XXXXXXXXXX XXXXXXXX XXX                                          |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| XXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXX | XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX | XXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXX |

[illegible]

**(Major Challenge) :**

- 
- 
- 

|             |                                                   |
|-------------|---------------------------------------------------|
| <div></div> | <b>(Financial Responsibilities/Authorization)</b> |
|-------------|---------------------------------------------------|

| <div> <div></div><div></div><div></div><div></div> </div><br>(Item) | <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div><br>(Amount/Authorized level) |                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                     | <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div><br><div> <div></div> </div><br>(Own Decision)      | <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div><br><div> <div></div> </div><br>(Consulted by Superior) | <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div><br><div> <div></div><div></div><div></div><div></div><div></div><div></div> </div><br>(Superior Approval) |
|                                                                     |                                                                                                                                                                                |                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
|                                                                     |                                                                                                                                                                                |                                                                                                                                                                                    |                                                                                                                                                                                                                                       |

 (Working Relationship)

|                                                                                                                                                                                                                                                                   |   |                                                                                                                                                                            |                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <br><br> | / | <br> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>- 1990-1991 年</p> <p>1992-1993 年</p> <p>1994-1995 年</p> <p>- 1996-1997 年</p> <p>1998-1999 年</p> <p>2000-2001 年</p> <p>- 2002-2003 年</p> <p>2004-2005 年</p> <p>2006-2007 年</p> <p>2008-2009 年</p> <p>2010-2011 年</p> <p>2012-2013 年</p> <p>2014-2015 年</p> <p>2016-2017 年</p> <p>2018-2019 年</p> <p>2020-2021 年</p> <p>2022-2023 年</p> <p>2024-2025 年</p> <p>2026-2027 年</p> <p>2028-2029 年</p> <p>2030-2031 年</p> <p>2032-2033 年</p> <p>2034-2035 年</p> <p>2036-2037 年</p> <p>2038-2039 年</p> <p>2040-2041 年</p> <p>2042-2043 年</p> <p>2044-2045 年</p> <p>2046-2047 年</p> <p>2048-2049 年</p> <p>2050-2051 年</p> <p>2052-2053 年</p> <p>2054-2055 年</p> <p>2056-2057 年</p> <p>2058-2059 年</p> <p>2060-2061 年</p> <p>2062-2063 年</p> <p>2064-2065 年</p> <p>2066-2067 年</p> <p>2068-2069 年</p> <p>2070-2071 年</p> <p>2072-2073 年</p> <p>2074-2075 年</p> <p>2076-2077 年</p> <p>2078-2079 年</p> <p>2080-2081 年</p> <p>2082-2083 年</p> <p>2084-2085 年</p> <p>2086-2087 年</p> <p>2088-2089 年</p> <p>2090-2091 年</p> <p>2092-2093 年</p> <p>2094-2095 年</p> <p>2096-2097 年</p> <p>2098-2099 年</p> <p>2100-2101 年</p> <p>2102-2103 年</p> <p>2104-2105 年</p> <p>2106-2107 年</p> <p>2108-2109 年</p> <p>2110-2111 年</p> <p>2112-2113 年</p> <p>2114-2115 年</p> <p>2116-2117 年</p> <p>2118-2119 年</p> <p>2120-2121 年</p> <p>2122-2123 年</p> <p>2124-2125 年</p> <p>2126-2127 年</p> <p>2128-2129 年</p> <p>2130-2131 年</p> <p>2132-2133 年</p> <p>2134-2135 年</p> <p>2136-2137 年</p> <p>2138-2139 年</p> <p>2140-2141 年</p> <p>2142-2143 年</p> <p>2144-2145 年</p> <p>2146-2147 年</p> <p>2148-2149 年</p> <p>2150-2151 年</p> <p>2152-2153 年</p> <p>2154-2155 年</p> <p>2156-2157 年</p> <p>2158-2159 年</p> <p>2160-2161 年</p> <p>2162-2163 年</p> <p>2164-2165 年</p> <p>2166-2167 年</p> <p>2168-2169 年</p> <p>2170-2171 年</p> <p>2172-2173 年</p> <p>2174-2175 年</p> <p>2176-2177 年</p> <p>2178-2179 年</p> <p>2180-2181 年</p> <p>2182-2183 年</p> <p>2184-2185 年</p> <p>2186-2187 年</p> <p>2188-2189 年</p> <p>2190-2191 年</p> <p>2192-2193 年</p> <p>2194-2195 年</p> <p>2196-2197 年</p> <p>2198-2199 年</p> <p>2200-2201 年</p> <p>2202-2203 年</p> <p>2204-2205 年</p> <p>2206-2207 年</p> <p>2208-2209 年</p> <p>2210-2211 年</p> <p>2212-2213 年</p> <p>2214-2215 年</p> <p>2216-2217 年</p> <p>2218-2219 年</p> <p>2220-2221 年</p> <p>2222-2223 年</p> <p>2224-2225 年</p> <p>2226-2227 年</p> <p>2228-2229 年</p> <p>2230-2231 年</p> <p>2232-2233 年</p> <p>2234-2235 年</p> <p>2236-2237 年</p> <p>2238-2239 年</p> <p>2240-2241 年</p> <p>2242-2243 年</p> <p>2244-2245 年</p> <p>2246-2247 年</p> <p>2248-2249 年</p> <p>2250-2251 年</p> <p>2252-2253 年</p> <p>2254-2255 年</p> <p>2256-2257 年</p> <p>2258-2259 年</p> <p>2260-2261 年</p> <p>2262-2263 年</p> <p>2264-2265 年</p> <p>2266-2267 年</p> <p>2268-2269 年</p> <p>2270-2271 年</p> <p>2272-2273 年</p> <p>2274-2275 年</p> <p>2276-2277 年</p> <p>2278-2279 年</p> <p>2280-2281 年</p> <p>2282-2283 年</p> <p>2284-2285 年</p> <p>2286-2287 年</p> <p>2288-2289 年</p> <p>2290-2291 年</p> <p>2292-2293 年</p> <p>2294-2295 年</p> <p>2296-2297 年</p> <p>2298-2299 年</p> <p>2300-2301 年</p> <p>2302-2303 年</p> <p>2304-2305 年</p> <p>2306-2307 年</p> <p>2308-2309 年</p> <p>2310-2311 年</p> <p>2312-2313 年</p> <p>2314-2315 年</p> <p>2316-2317 年</p> <p>2318-2319 年</p> <p>2320-2321 年</p> <p>2322-2323 年</p> <p>2324-2325 年</p> <p>2326-2327 年</p> <p>2328-2329 年</p> <p>2330-2331 年</p> <p>2332-2333 年</p> <p>2334-2335 年</p> <p>2336-2337 年</p> <p>2338-2339 年</p> <p>2340-2341 年</p> <p>2342-2343 年</p> <p>2344-2345 年</p> <p>2346-2347 年</p> <p>2348-2349 年</p> <p>2350-2351 年</p> <p>2352-2353 年</p> <p>2354-2355 年</p> <p>2356-2357 年</p> <p>2358-2359 年</p> <p>2360-2361 年</p> <p>2362-2363 年</p> <p>2364-2365 年</p> <p>2366-2367 年</p> <p>2368-2369 年</p> <p>2370-2371 年</p> <p>2372-2373 年</p> <p>2374-2375 年</p> <p>2376-2377 年</p> <p>2378-2379 年</p> <p>2380-2381 年</p> <p>2382-2383 年</p> <p>2384-2385 年</p> <p>2386-2387 年</p> <p>2388-2389 年</p> <p>2390-2391 年</p> <p>2392-2393 年</p> <p>2394-2395 年</p> <p>2396-2397 年</p> <p>2398-2399 年</p> <p>2400-2401 年</p> <p>2402-2403 年</p> <p>2404-2405 年</p> <p>2406-2407 年</p> <p>2408-2409 年</p> <p>2410-2411 年</p> <p>2412-2413 年</p> <p>2414-2415 年</p> <p>2416-2417 年</p> <p>2418-2419 年</p> <p>2420-2421 年</p> <p>2422-2423 年</p> <p>2424-2425 年</p> <p>2426-2427 年</p> <p>2428-2429 年</p> <p>2430-2431 年</p> <p>2432-2433 年</p> <p>2434-2435 年</p> <p>2436-2437 年</p> <p>2438-2439 年</p> <p>2440-2441 年</p> <p>2442-2443 年</p> <p>2444-2445 年</p> <p>2446-2447 年</p> <p>2448-2449 年</p> <p>2450-2451 年</p> <p>2452-2453 年</p> <p>2454-2455 年</p> <p>2456-2457 年</p> <p>2458-2459 年</p> <p>2460-2461 年</p> <p>2462-2463 年</p> <p>2464-2465 年</p> <p>2466-2467 年</p> <p>2468-2469 年</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

☐ (Others)

-  BC Account

-

-

|                                                                                                                          |                                                                                                                          |                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; width: 60px; height: 20px; margin-bottom: 5px;"></div> (Prepare By)                 | <div style="border: 1px solid black; width: 80px; height: 20px; margin-bottom: 5px;"></div> (Approved By)                | <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> (Acknowledged By)            |
| (.....)<br><div style="border: 1px solid black; width: 60px; height: 20px; margin-bottom: 5px;"></div> ...../...../..... | (.....)<br><div style="border: 1px solid black; width: 80px; height: 20px; margin-bottom: 5px;"></div> ...../...../..... | (.....)<br><div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> ...../...../..... |

????????????????

|                                       |                                               |                                          |                                            |
|---------------------------------------|-----------------------------------------------|------------------------------------------|--------------------------------------------|
| <div>XXXXXXXXXX</div> <div>XX )</div> | <div>XXXXXXXXXXXX</div> <div>XX</div>         | <div>XXXXXXXXXX</div> <div>XXXXX )</div> | Cashier                                    |
| <div>XXX</div>                        | <div>XXXXXX -</div> <div>XXXXXX</div>         | <div>XXX</div>                           | <div>XXXXXX -</div> <div>XXXXXX XXXX</div> |
| <div>XXXXXXXXXXXX</div> <div>XX</div> | <div>XXXXXXXXXXXX</div> <div>XXXXXXXXXX</div> | <div>XXXXXXXXXXXX</div> <div>XX</div>    |                                            |


(Job Purpose)

 (Key Responsibilities)

| Responsibilities (Key)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Activities (Key)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>                     1. <b>Project Management:</b> Oversee the entire project lifecycle, from initiation to closure, ensuring timely completion and budget adherence.                 </p> <p>                     2. <b>Team Leadership:</b> Lead, motivate, and manage a team of professionals, providing guidance and support.                 </p> <p>                     3. <b>Client Relations:</b> Establish and maintain strong relationships with clients, ensuring their needs are met and expectations are managed.                 </p> <p>                     4. <b>Resource Allocation:</b> Efficiently allocate and manage project resources, including personnel, equipment, and materials.                 </p> <p>                     5. <b>Risk Management:</b> Identify, assess, and mitigate potential risks to the project's success.                 </p> | <p>                     1. <b>Project Planning:</b> Develop a comprehensive project plan, including scope, timeline, and budget.                 </p> <p>                     2. <b>Team Coordination:</b> Assign tasks, monitor progress, and facilitate communication among team members.                 </p> <p>                     3. <b>Client Communication:</b> Regularly update clients on project status, address concerns, and provide recommendations.                 </p> <p>                     4. <b>Resource Management:</b> Track resource usage, optimize allocation, and ensure availability of necessary tools and materials.                 </p> <p>                     5. <b>Risk Assessment:</b> Conduct regular risk assessments and implement mitigation strategies.                 </p> <p>                     6. <b>Quality Control:</b> Implement quality assurance processes to ensure project deliverables meet the required standards.                 </p> <p>                     7. <b>Reporting:</b> Prepare and present detailed project reports to stakeholders, highlighting progress, challenges, and next steps.                 </p> <p>                     8. <b>Problem Solving:</b> Proactively identify and resolve issues that arise during the project execution.                 </p> <p>                     9. <b>Documentation:</b> Maintain accurate and up-to-date project documentation, including plans, reports, and communication records.                 </p> <p>                     10. <b>Stakeholder Engagement:</b> Foster collaboration and engagement with all project stakeholders.                 </p> | <p>                     -                 </p> <p>                     1. <b>Project Charter:</b> Develop a clear project charter defining the project's purpose, goals, and scope.                 </p> <p>                     2. <b>Work Breakdown Structure (WBS):</b> Create a detailed WBS to decompose the project into manageable tasks.                 </p> <p>                     3. <b>Gantt Chart:</b> Utilize a Gantt chart to visualize the project schedule and track progress.                 </p> <p>                     4. <b>Resource Histogram:</b> Use a resource histogram to analyze resource allocation and identify potential bottlenecks.                 </p> <p>                     5. <b>Risk Register:</b> Maintain a risk register to track identified risks and their mitigation efforts.                 </p> <p>                     6. <b>Communication Plan:</b> Develop a communication plan to ensure effective information flow among project participants.                 </p> <p>                     7. <b>Quality Management Plan:</b> Establish a quality management plan to define quality standards and inspection processes.                 </p> <p>                     8. <b>Project Dashboard:</b> Create a project dashboard to provide a high-level overview of project performance.                 </p> <p>                     9. <b>Stakeholder Register:</b> Maintain a stakeholder register to identify and manage the interests of project stakeholders.                 </p> <p>                     10. <b>Project Closure Report:</b> Prepare a comprehensive project closure report summarizing the project's outcomes and lessons learned.                 </p> |

|                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>XXXXXXXXXXXXXXXXXXXX /</p> <p>XXXXXXXXXXXX /</p> <p>XXXXXXXXXXXX ,</p> <p>XXXXXXXXXXXXXXXXXXXX ,</p> <p>XXXXXXXXXXXX ,</p> <p>XXXXXXXXXXXX</p> | <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX XXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XX XXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p>                                                              |
| <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX , XXXXXXXX ,</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXX (XXXXXX )</p>                                    | <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>1. XXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> <p>2. XXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX ,</p> <p>XXXXXX , XXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX</p> <p>3. XXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XX (XXXXXXXX )</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX EDC</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXX</p> <p>4. XXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXX XXXXXXXX</p> <p>XXXXXXXXXXXXXXXXXXXX</p> <p>XXXXXXXXXXXX</p> | <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXXXXXXX</p> <p>XXXXX</p> |

[illegible]

|      |                    |      |
|------|--------------------|------|
| 姓名   | 性别<br>民族<br>出生年月   | 身份证号 |
| 学历   | 专业<br>学位<br>毕业院校   | 毕业时间 |
| 工作经历 | 工作单位<br>职务<br>起止时间 | 联系电话 |

应聘职位

(Job Specifications)

教育背景

(Education Background)

最高学历

- 所学专业

- 毕业院校

职业资格证书

/ 其他证书

(Certification/Licensing)

工作经历

(Professional Experiences)

工作经历

1

能力素质

(Competencies)

| 知识<br>(Knowledge)            | 技能<br>(Skills)                                                                                                 | 心理素质/个性<br>(Mental Abilities/Personalities)                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| - 专业知识<br>- 相关领域知识<br>- 其他知识 | - 计算机操作<br>Microsoft Office<br>- 沟通能力<br>- 团队协作<br>- 解决问题的能力<br>- 创新能力<br>- 抗压能力<br>- 学习能力<br>- 适应能力<br>- 其他技能 | - 心理素质<br>- 抗压能力<br>- 沟通能力<br>- 团队协作<br>- 解决问题的能力<br>- 创新能力<br>- 抗压能力<br>- 学习能力<br>- 适应能力<br>- 其他心理素质/个性 |

其他

(Others)

-

-

|                                                                      |                                                                      |                                                                      |
|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|
| <div><div></div><div>(Prepare By)</div></div>                        | <div><div></div><div>(Approved By)</div></div>                       | <div><div></div><div>(Acknowledged By)</div></div>                   |
| <div><div>(.....)</div><div><div></div>...../...../.....</div></div> | <div><div>(.....)</div><div><div></div>...../...../.....</div></div> | <div><div>(.....)</div><div><div></div>...../...../.....</div></div> |

# Support ??????????

|     | Support | Financial Support |
|-----|---------|-------------------|
| ( ) | ( )     | ( )               |
|     | -       | -                 |
|     |         | G4                |

\_\_\_\_\_ (Job Purpose)

1.    
2.      
    
  
3. 
4. Support   
  


(Key Responsibilities)

| <div data-bbox="188 1265 268 1283"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="357 1263 598 1283">(Key Responsibilities)</div> | <div data-bbox="743 1265 868 1283"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1003 1263 1054 1314">(Key Activities)</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <div data-bbox="1121 1265 1200 1283"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1121 1296 1200 1314"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1155 1335 1200 1352"> <div></div> <div></div> <div></div> <div></div> </div>                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div data-bbox="108 1395 233 1413"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>                 | <div data-bbox="713 1395 893 1413"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1429 882 1447"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1462 798 1482"> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1498 821 1516"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1532 844 1552"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1568 722 1585"> <div></div> </div> <div data-bbox="713 1601 893 1621"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1637 743 1655"> <div></div> / </div> <div data-bbox="713 1671 893 1688"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="713 1706 758 1724"> <div></div> <div></div> <div></div> <div></div> </div> | <div data-bbox="1115 1395 1197 1413"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1115 1429 1197 1447"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1115 1462 1197 1482"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1115 1498 1197 1516"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1115 1532 1197 1552"> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div data-bbox="1115 1568 1139 1585"> <div></div> <div></div> </div> |

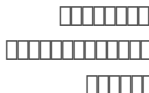
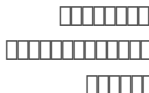
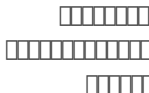
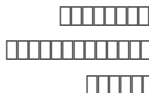
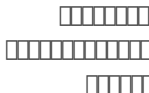
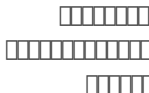
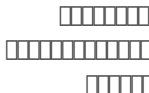
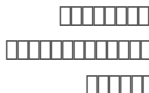
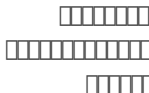
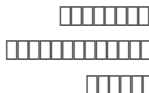
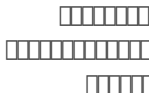
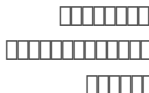
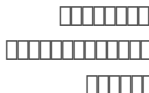
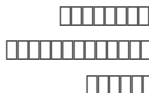
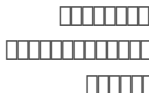
[illegible]

|             |               |             |             |
|-------------|---------------|-------------|-------------|
| <div></div> | -             | <div></div> | <div></div> |
| <div></div> | <div></div>   | <div></div> | <div></div> |
| <div></div> | <div></div>   | <div></div> | <div></div> |
| <div></div> | <div></div>   | <div></div> | <div></div> |
| <div></div> | - <div></div> | <div></div> | /           |
| <div></div> | <div></div>   | /           |             |
| <div></div> | <div></div>   |             |             |
| <div></div> | <div></div>   |             |             |
| <div></div> | <div></div>   | (           |             |
| <div></div> | <div></div>   | /           |             |
| <div></div> | <div></div>   | )           |             |
| <div></div> | -             |             |             |
| <div></div> | <div></div>   |             |             |
| <div></div> | <div></div>   |             |             |
| <div></div> | <div></div>   |             |             |
| <div></div> | <div></div>   |             |             |


 (Financial Responsibilities/Authorization)

| <div> <div></div> <div>(Item)</div> </div> | <div> <div></div> <div>(Amount/Authorized level)</div> </div> |                                                             |                                                                     |
|--------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------|
|                                            | <div> <div></div> <div>(Own Decision)</div> </div>            | <div> <div></div> <div>(Consulted by Superior)</div> </div> | <div> <div></div> <div></div> <div>(Superior Approval)</div> </div> |
| <div> <div></div> <div></div> </div>       |                                                               |                                                             | /                                                                   |
| <div> <div></div> <div></div> </div>       |                                                               |                                                             | /                                                                   |

☐ (Working Relationship)

|                                                                                     |                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <div data-bbox="108 114 255 132" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="108 150 210 168" style="border: 1px solid black; width: 97px; height: 28px;"></div> | <div data-bbox="461 114 542 132" style="border: 1px solid black; width: 77px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 150 542 168" style="border: 1px solid black; width: 77px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 185 608 203" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 219 585 239" style="border: 1px solid black; width: 118px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 255 552 275" style="border: 1px solid black; width: 87px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 291 574 309" style="border: 1px solid black; width: 108px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 327 608 344" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 362 485 380" style="border: 1px solid black; width: 23px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 396 608 416" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 432 608 452" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 468 608 488" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 504 563 524" style="border: 1px solid black; width: 98px; height: 28px;"></div> | <div data-bbox="815 114 884 132" style="border: 1px solid black; width: 64px; height: 28px;"></div> |
| <div data-bbox="108 631 199 649" style="border: 1px solid black; width: 86px; height: 28px;"></div>                                                                                                                          | <div data-bbox="461 631 608 649" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 667 507 685" style="border: 1px solid black; width: 44px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 701 608 721" style="border: 1px solid black; width: 140px; height: 28px; margin-bottom: 5px;"></div> <div data-bbox="461 736 598 757" style="border: 1px solid black; width: 130px; height: 28px;"></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <div data-bbox="815 631 884 649" style="border: 1px solid black; width: 64px; height: 28px;"></div> |

(Job Specifications)

(Education Background)

[illegible][illegible][illegible]

/

(Certification/Licensing)

[illegible]

(Professional Experiences)

3

(Competencies)

|                                                                                                    |                                                                                                 |                                                                                                                           |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <br>(Knowledge) | <br>(Skills) | <br>(Mental Abilities/Personalities) |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                           |                                                                                                               |                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>- ████████████████████<br/>████████████████████ ,<br/>██████ ████████████<br/>- ████████████████████<br/>████████████████████<br/>█<br/>-<br/>████████████████████<br/>████████████████████<br/>██████████████</div> | <div>- ████████████████████<br/>Microsoft Office<br/>- ████████████████████ ,<br/>██████████ ██████████</div> | <div>- ████████████████████<br/>-<br/>████████████████████<br/>██████████<br/>- ████████████ /<br/>██████████████<br/>- ████████████<br/>- ████████████<br/>- ████████████<br/>- ████████████<br/>-<br/>████████████████████<br/>██<br/>-<br/>████████████████████<br/>██<br/>-<br/>████████████████████<br/>██████████████<br/>████████████████████</div> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

██████████████

█ (Others)

|                                                                                                                                 |                                                     |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <div>- ████████████████████<br/>- ████████████████████████████████████████<br/>- ████████████████████████████████████████</div> | BC Account ████████████████████████████████████████ |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|

| ██████████<br>(Prepare By)                      | ██████████<br>(Approved By)                     | ██████████████████<br>(Acknowledged By)         |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| <div>(.....)<br/>██████ ...../...../.....</div> | <div>(.....)<br/>██████ ...../...../.....</div> | <div>(.....)<br/>██████ ...../...../.....</div> |