**PROMOTION RECOMMENDATION FORM**

**Effective date: …../ …./ …….**

This form is used to initiate the promotion recommendation. Please complete all required sections of this form and submit to HR together with the **Job Description of new position**.

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| **PART 1: PROPOSAL** *(Completed by Line Manager and Dept Head)* | |
| Employee Name: Huynh Cong Danh | myHR ID: ECF001190 |
| Department: Management Information System | Division: Strategy & Planning |
| Current position (i.e. job title): MIS Assistant Manager | New position (i.e. job title): Deputy Head of Management Information System Dept |
| Current job grade: Assistant Manager | New job grade: Manager |
| Summary of current responsibilities:   * Manage a reporting team (with 3 members) to function well the following tasks: * Maintain accurately and efficiently all routine reports to all related departments. * Develop new reports to serve business needs for new products or new business activities. * Provide data supports or ad-hoc tasks to find out abnormal trends or key business insights. * Develop SAS VA reports or dashboards to support business management. * Develop mathematical models to support business activities. * Communicate with related departments, stake holders to identify processes or procedures that can be optimized to enhance the business efficiency. * Collecting data and providing business insights for building, testing modeling projects (customer segmentation, classification) to support business activities. * Bring new initiative ideas to enhance business activities and management, enhance the data-driven culture in business making decision. * Recruit, train and supervise new MIS members. * Build and develop a friendly, open-minded working environment. * Boost SAS VA usage training to all department, to flexible create reporting to increase management efficiency. * Implement data governance, build a culture of data usage to avoid leak data and improve performance of data management system. | Summary of new responsibilities:   * Manage company-wide database system:   + Develop tools to provide standards MIS such as dashboard for entire company level   + Operationalize business analytics in order to bring tangible values for relevant business divisions   + Market research and provide outlooks for business strategy   + Monitor/alert operation efficiency and business trends in deep level * Maintain and develop business reports in various aspects in sales, risk, finance, operations:   + Maintain existing reports by coordinating with IT for data management, processing raw data and put processed data into designed templates.   + Develop new reports by analyzing requests from businesses, working with IT for data preparation, designing report templates and doing testing * Provide ad-hoc analysis to concerned departments * Team management:   + Develop the team through on-going coaching, goal setting, performance management and training |
| Summary of key achievement in current role:   * Successfully handling handover reporting tasks from the Credit Risk Analytics team. * Understand fully the calculated logic of fields of data-marts and business routine reports. * Reorganize cleverly the reporting automation process to reduce manual works and make the reporting process more accurately, stably and consistently. * Build successfully two important hourly reports for monitoring easy loans’ application process and monitoring daily authorized loans. The two reports save many working hours and enhance the business management. * Cooperate well with ICT departments to receive handovers from SAS VA vendor. This SAS VA system is a complicated and powerful system, which can enhance the analytic tasks for supporting business needs. * Support manager in buildup 2 Business modeling (Fraud score and Customer segment intensive). * Build success fully new data-mart for Card Operation. That is solid base to build variety report to quickly monitor Card performance. * Supporting well MIS’ team members and build a good working culture:  + Sharing technical knowledge and business insights   + Ready to backup works from team members  + Support team members for working tasks  + Build a friendly and supportive working environment | Evaluation of potential for bigger role   * Having strong technical skills: strong data query skills to collect and gather information from different sources, build report templates according to business needs. * Having strong working experience: 6 years of working experience and knowledge in different consumer finance companies at different positions involving various departments (Sales, Risk, Product …). * Having great experience in different programming languages: C, C++, JAVA and visualization tools such as Tableau, Power BI, and SAS VA. * Having strong problem solving skills, and quantitative and analytical abilities. * Having strong ability to plan and handle numerous processes, people and projects simultaneously. * Excellent communication, collaboration and delegation skills: can motivate people to work with and to get the final team’s goal.   Areas for improvement   * Refine leadership skills * Planning skills * Skill to communicate with senior management team. |
| **Proposed by (*Line Manager*)**  **Full name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Endorsed by (*Dept Head*)**  **Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **PART 2: APPROVAL** *(Completed by HR)* | |
| Start date: | Last promotion date: |
| Last Performance Rating: | Disciplinary record in the last 12 month (Y/N): |
| Highest academic qualification: | Standard job grade of new position: |
| **RECOMMENDATION**  **🗆 Approved**  **🗆 Rejected**  Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Verified by (C&B)**  Full name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Approved by HR Head**  **Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Approved by CEO (for promotions to Manager & above)**  **Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |