

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Senior / Supervisor

PERSONAL INFORMATION

Full Name :	NG SEOW PIN
NRIC / Passport No. :	S9282657J
Nationality :	MALAYSIAN
Residential Address :	Blk 24 Balam Road #10-112 Singapore 370024
Contact :	81662434
Email :	pingirl_920712@hotmail.com
Date of Birth :	1992-07-12
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2011-09-01	2014-06-30	Sheffield Hallam University	Bachelor's Degree	Accounting

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
-	-	-	-

EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2019-03-01	2021-02-26	S C Mohan PAC	Audit Senior	Monitor and oversee the auditing process from commencement to completion. Set up audit planning, audit working paper templates. Review works of audit junior.	Management issue
2016-02-22	2019-02-28	S C Mohan PAC	Audit Associate / Audit Semi senior	Assisting and in charge of audit assignments. Preparing consolidation accounts. Drafting financial statement in accordance to FRS.	Promoted to Audit Senior
2014-09-01	2015-12-31	S H Tan & Partner	Audit Assistant	Assisting and in charge of audit assignments. Drafting financial statements in accordance with approved accounting standards. Analysing financial condition of the company by collecting and interpreting financial data. Maintained and kept the financial information of the company confidential.	Looking for better opportunity in Singapore
2013-06-03	2013-08-31	S H Tan & Partner	Tax assistant (Intern)	Preparing tax computation for companies and individuals using software. Perform e-filing tasks. Addressed complex tax issues and tax deduction problems of clients. Answer client queries regarding tax matters.	End of internship

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Ng Hong Tat	Brother	29	Self employed
Ng Seow Hung	Sister	31	Property Executive
Ng Shall Xiang	Sister	33	Accountant

Ng Shen Tat	Brother	35	Technician
Eng Siok Geik	M0ther	68	Housewife

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Faustina Wong		9384 3799	faustinawyy@gmail.com	Auditor	5

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
	1	1	1

REMUNERATION

Current salary	3,350.00
Expected salary	3,700.00

OTHERS

1. Tell us a little bit about yourself?

I have been in audit industry for more than 6 years. My auditing clients are in various industries such as trading, investment holding, construction, services, schools, money changer, temple etc.

2. Why do you want this job?

As a career progression.

3. What are your greatest professional strengths which is NOT the standard answer found on any job portal, such as you are fast learner, hard worker, etc?

I am responsible, honest, efficient and have a long history of getting things done whilst working under pressure and to deadlines.

4. What do you consider to be your weaknesses?

I prefer to complete the job on my own without junior's help.

5. What is your greatest professional or academic achievement?

First Class Honour in B.A. (Hons) Accounting

6. Tell us about a challenge or conflict you faced, and how you dealt with it?

When having conflict with client about accounting issues, I will do some research, discuss with manager and partner before reply to client.

7. Where do you see yourself in five years?

Become the audit manager.

8. Why are you leaving your current job? (if applicable)

Management issue

9. What are you looking for in a new position?

To further gain audit experience in various industries.

10. How would your boss and co-workers describe you? (if applicable)

11. How do you deal with pressure or stressful situations?

Communicate with management Hang out with friends

12. How do you get to know us?

Through jobstreet