

JOB APPLICATION FORM



POSITION APPLIED FOR : Accounting

PERSONAL INFORMATION

Full Name :	KRISHNAMOORTHY KASIAMMA
NRIC / Passport No. :	S7085222E
Nationality :	INDIAN
Residential Address :	Blk 18 #10-59, Bedok South Road, Singapore 460018
Contact :	86049470
Email :	KKASIBS@GMAIL.COM
Date of Birth :	1970-06-19
Gender :	Female
Race :	Indian
Marital Status :	Married

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
1988-06-01	2021-06-30	Madurai Kamaraj University, India.	Bachelor's Degree	Accountancy

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
2008-06-01	2010-12-31	ACCA - Level 2	Association of Chartered Certified Accountant, UK.

EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2015-11-01	2021-04-02	Amity Global Institute Pte Ltd., Singapore	Accounts and Finance Manager	Responsible for Full set of accounts, Financial Statements, Audit schedules, books for audit, liaise with external auditors for audit closure, submission for CPE audit, interview and queries. Tax submission with IRAS for GST & staff, Payroll and CPF, Reconciliation and settlement for bank, related parties, holding company transactions, debtors, creditors, YTD revenue. Cash and Banking work, Implementing new standards FRS 116, FRS 109, CPE Audit, MIS Reporting, Ad-hoc management reporting, Annual report submission to Department of Statistics, Singapore.	Due to impact of Covid 19 Pandemic in business.
2013-09-01	2015-10-31	BS Training Consultancy Pte Ltd., Singapore	Sr Accounts Executive	Responsible for full set of accounts, Financial statement, handling WDA Audit, payroll and CPF, IR8A, handling payments and receipts, issuance of invoice and receipts, Reconciliation and settlement of bank, Subsidy with WDA, debtors and creditors. Annual report submission to Department of statistics, Singapore, other day to day accounting work.	For better prospects.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Vaishnavi Selvakasi	Daughter	20	Student

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Ms. Shanthi Bhaskar	Blk 1 Rhu Cross #12-04 Costa rhu Singapore 437431	81029057	shanthi_bhskr@yahoo.com.sg	Trade & Operations Manager	15

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
-	-	-	-

REMUNERATION

Current salary	5,200.00
Expected salary	5,200.00

OTHERS

Salary can be negotiated.

1. Tell us a little bit about yourself?

I am a Graduate in commerce with accountancy as major and completed my ACCA - Level 2, with experience of more than 15yrs in the field. Handled full set of accounts for SME, Process payroll, CPF, IR8A, IR21, GST filing, reconciliation and settlement, preparation of financial statement and conducting audit.

2. Why do you want this job?

I left the previous job as the Company decided to outsource entire finance function to a third party instead of having in house due to COVID situation. Now, I am again looking for an opportunity in an organization where I can utilize my knowledge & skills for betterment of the organization as well for my personal development.

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?

My strengths I would rate is that I am details oriented and does not believe in short cuts. I am particular about the documentation & backup and does not agree to pressure tactics. I do not hesitate in taking the ownership. I do have good analytical thinking and also focus on problem solving solutions.

4. What do you consider to be your weaknesses?

I am slightly reserved and inexpressive by nature.

5. What is your greatest professional or academic achievement?

I have streamlined the process of commission calculation and plucked the loop holes in the system.

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

The greatest challenge I faced when I resisted to sanction what not there in the policy and also resisted in approving expense which are of personal nature. I could convince the management to amend the policy and have consistency going forward.

7. Where do you see yourself in five years?

I shall be in a good responsible position in this organization in next 5 years

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

Currently I am unemployed due to the impact of Covid 19 Pandemic.

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

I feel my qualification, experience matches with the job profile and I could be an eligible candidate.

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

They look at me as the most dependable, trustworthy & professional person. My co-workers look me as a mentor who always helps and transfer knowledge.

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

Accounting is my passion, I enjoy working, and I have been working hard under pressure and stretched to meet the deadlines and compliance matters without fail as adhering to time line is the most important task of an accountant.

12. How do you get to know us?

I have registered myself with e2i for employment assistance and received the email for interview.