

JOB APPLICATION FORM



POSITION APPLIED FOR : Secretarial Assistant

PERSONAL INFORMATION

Full Name :	EVELYN FUNG YE TENG
NRIC / Passport No. :	S9086236G
Nationality :	MALAYSIAN
Residential Address :	Blk 549A Segar Road #16-664 Singapore 671549
Contact :	93893314
Email :	fytevelyn@gmail.com
Date of Birth :	1990-03-27
Gender :	Female
Race :	Chinese
Marital Status :	Married

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2014-01-01	2020-06-30	CPA Australia	Professional Certificate/NITEC	CPA Program
2009-08-01	2012-06-30	Curtin University	Professional Degree	Bachelor of Commerce (Accounting & Finance)

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
2013-01-14		Certified Practising Accountant	CPA

EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2018-10-03		Appro Accounting Pte. Ltd.	Accountant	- prepare and review monthly/quarterly/year-end accounting report (balance sheet, income statement; general ledger, trial balance, etc.); - monitor/analyse accounting data and summarise financial status - maintain accounts payable and receivable; - handle bank reconciliation and payroll data; - communicate with director on work status and client issues that arise; and - support general administration.	To search for new career opportunity which allow me to diversify my skills.
2017-08-01	2018-04-30	Softbank Telecom Singapore Pte. Ltd.	Accountant	- prepare monthly accounting and financial report - reporting financial report to Head Office; - handle management accounting related matters, such as Costing; - support operations (Sales/AP/AR/HR) processing; - support general administration; - prepare payments including payroll, staff claims, suppliers, monthly expenses, etc; and - managing and communicating related internal and external parties.	Job scope is not aligned with the scope of initially offered.

2016-03-01	2017-04-28	SCS Global Professionals (S) Pte. Ltd.	Senior Consultant	<ul style="list-style-type: none"> - prepare monthly accounting report (balance sheet, income statement; general ledger, trial balance, etc.); - prepare and submit quarterly GST report to IRAS; - prepare and maintain accounting schedules (fixed assets, prepayments, accruals, inventories, etc.); - resolve accounting discrepancies; - analyse and check reasonableness of financial data; - liaise with auditors, tax agent and company secretary; - prepare tax provision for audit purpose; - prepare compilation report; - support auditors to facilitate audit process; - examine account books and accounting systems to keep up to date; and - assist manager on accounting projects, like internal audit and strike-off. 	To switch from service line to commercial line.
------------	------------	--	-------------------	--	---

2012-08-01	2016-02-28	Ernst & Young (Malaysia)	Audit Senior	<ul style="list-style-type: none"> - planning, execution and closure of audit procedures; - review and evaluate the effectiveness and competence of the entire system of controls of client; - develop and establish an overall auditing strategy after taking into consideration the financial condition and resources of clients; - ensure that the clients' auditing system is in compliance with company and government rules and regulations; - support staff members by delegating of tasks, providing constructive recommendations for improvements and clear instructions as a work guide; - give recommendations on steps to undertake to correct and resolve data discrepancies, unaccountable transactions, and other errors in accounting and data entry or recording; - perform statutory audit; - propose audit adjusting journal entries and discuss audit findings with clients; and - liaise with bankers, company secretary, lawyers, etc. 	To search for better career opportunity in Singapore.
------------	------------	--------------------------	--------------	---	---

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Arthur Lim	Husband	32	Accountant

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Hiew Chee Vui	N/A	90378755	calvin@apppro.com.sg	Accountant (Current Employer)	3

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	9	9	9
Mandarin	9	9	9
Malay	9	9	9

REMUNERATION

Current salary	2,500.00
Expected salary	3,000.00

OTHERS

Last Drawn Salary: SGD 2,500 [Part-time Employment] SGD 4,000 [Full-time Employment]
--

1. Tell us a little bit about yourself?

I have been working in accounting and auditing for the last 7 years since graduated from Curtin University with a degree in Bachelor of Commerce double majoring in Accounting and Finance. I am currently seeking a new opportunity to develop and grow in my career.

2. Why do you want this job?

I would like to challenge a new role which allow me to diversify my professional skills and I think this position would be a great fit with my goal in terms of my long-term career path.

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 professional strengths are as follows: For hard skills, I am fluent in few languages such as English, Chinese and Malay by verbal and written. I am also familiar with computer skills which I believe would be useful in my future work performance. For soft skills, I have always been known for my work ethic. I am committed to meeting deadlines and taking responsibility for the quality of my performance.

4. What do you consider to be your weaknesses?

I am a detail-oriented person who might focus too much on the small details of a job to ensure everything is perfect and this can often lead to taking more time than needed on something. However, I am learning to prioritise my time so that I can still strive for great quality work to avoid being stuck by the tiny things.

5. What is your greatest professional or academic achievement?

I have completed my professional program, CPA during this year. Being a CPA is a sign of my knowledge, integrity and commitment to maintaining a high level of professional ethics and standards.

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

One of the challenges I have faced in my previous jobs is dealing with different views and opinions in a team. I strive to listen to the other person's point of view without becoming defensive. And also. I believe respectful communication is the key to resolving differences of opinion.

7. Where do you see yourself in five years?

I see myself growing in my understanding on corporate governance and taxation to the point where I can take on additional responsibilities and tasks in a company.

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

I would like to search for new career opportunity which allow me to diversify my skills.

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

I spent 3 years in auditing and 4+ years in accounting and now I would like to challenge new role by diversifying my skills and learning different processes to gain wider and broader experience on corporate governance and tax-related matters.

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

My boss and co-workers would describe me as an organised and a thoughtful person who works well under pressure.

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

I am learning to prioritise my responsibilities and tasks in order for me to deal with pressure/stress. Knowing what is most important and then working from there helps me to take it one step at a time and stay calm even if the situation is challenging.

12. How do you get to know us?

Referred by my ex-colleague.