

JOB APPLICATION FORM



POSITION APPLIED FOR : Accounts Adminstrator

PERSONAL INFORMATION

Full Name :	IVAN ONG SZE KEAT
NRIC / Passport No. :	941001-08-5419
Nationality :	MALAYSIAN
Residential Address :	Blk 877 Ylshun Streer 81,#06-277,Singapore 760877
Contact :	92297079
Email :	keat_1001@hotmail.com
Date of Birth :	1994-10-01
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2007-01-01	2011-12-01	SMK Ringlet	Primary/Secondary School/ 'O' Level	Accounts
2012-01-01	2013-12-01	SMK Sultan Ahmad Shah	Higher Secondary/Pre-U/'A' Level	Business

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2020-09-24	2021-10-01	Magna Precision Engineering (S) Pte Ltd	Accounts Assistant	-Provide administrative support to ensure efficient operation of the office. -Entry of AR and AP data (receiving, payment, invoicing) · Monthly Closing of Accounts (journal, AR & AP aging report) -Bank Reconciliation -Preparation of monthly statement of accounts -Processing transactions, issuing cheques, and updating ledgers, budgets, etc	looking for better career prospect
2020-03-01	2020-09-23	TranZplus Engineering (S) Pte Ltd	Accounts Assistant	-Providing support to the Accounting Department. · Performing basic office tasks, such as filing, data entry, answering phones, processing -Providing support to the Accounting Department. -Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc. -Handling communications with clients and vendors via phone, email, and in-person. -Processing transactions, issuing cheques, and updating ledgers, budgets, etc	force unpaid leave from company due to COVID-19

2014-03-01	2020-02-01	Lin Hup Trading Co Pte Ltd	Accounts Receivable cum Admin	-Creditor control (sent out SOA & call customers about outstanding payments). -Handling AP/AR outgoing/incoming payment, creditor control (chasing customer for outstanding payments – making calls & dropping email reminder). -Maintain and distribute accurate listing of overdue accounts. -Organized files, developed spreadsheets,faxed reports and scanned documents. -Entering and checking of daily invoices -Answering and dealings with calls for the office Admin Relevant Duties: -Filling All Documents. -Prepare Cheques and Payment Voucher (handwritten) through Microsoft Navision System. -Process vendor and supplier invoices. -Prepares cheques and associated reports	company no quota,unable to renew work pass
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Teen Sai Kam	Aunty	45	Housewife

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Chen Zi Ting	Blk 282,Choa Chu Kang Ave 3,Singapore 680282	83530259	ziting_96@hotmail.com	Senior Acccount Executive	2

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Malay	6	6	6
English	7	6	7
Chinese	9	8	9

REMUNERATION

Current salary	2,500.00
Expected salary	2,700.00

OTHERS

1. Tell us a little bit about yourself?

friendly,good in communication & interaction skills,higly self-motivated & independent

2. Why do you want this job?

to learn new skills & experiences

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?

a well associated team player

4. What do you consider to be your weaknesses?

i have trouble with politic environment

5. What is your greatest professional or academic achievement?

STPM

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

for my opinion being communicate with others always a best way to solve problem

7. Where do you see yourself in five years?

i hope to grow with company

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

looking for better career prospect

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

more skills,multitask & knowledge

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

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

take a break & try my best to deal with pressure

12. How do you get to know us?

jobstreet