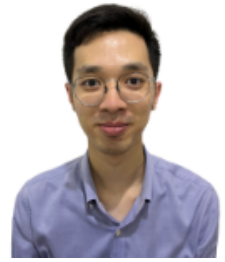


JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associates

PERSONAL INFORMATION

Full Name :	NIGEL TAN WEE KANG
NRIC / Passport No. :	A52401228
Nationality :	MALAYSIAN
Residential Address :	80, Jalan Impian Emas 11, Taman Impian Emas, 81300 Skudai, Johor.
Contact :	+60167739335
Email :	nigeltanwk@gmail.com
Date of Birth :	1997-11-14
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2010-01-04	2015-12-31	Foon Yew High School - JB	Higher Secondary/Pre-U/'A' Level	Art & Commerce
2016-04-01	2020-09-30	University of London	Bachelor's Degree	Accounting & Finance

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				
2019-07-01	2020-03-13	Coolblog Dessert Sdn Bhd	Internship Account & Part Time Account	Assisted senior with day-to-day cash sales transactions and inter-company purchases. Ensured all e-wallet and food delivery services record tally with POS system record	Study and due to pandemic.
2020-10-05	2022-08-12	SY Pro Advisory Sdn Bhd	Account & Audit Associate	Compiling and reviewing financial information. Preparing financial forms, documents, and reports. Ensure financial statements free from error.	I love my role and coworkers, but I've come to a point where there are no longer growth opportunities on my team. Besides, I'm looking for a new opportunity to expand my skills in the auditing path.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Tan Kaylyn	Sister	22	Sourcing
Lawrence Tan Wee Ee	Brother	38	Mortgage Advisory Manage
Johnie Tan Wee Liang	Brother	36	Company Secretary
Tan Kien Ann	Father	60	Plumber & Electrician
Goh Giok Hong	Mother	53	Housewife

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Jerrene Pang Hsiao Yuin		+60127757793	jerrenep@gmail.com	Company Director	6

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Malay	4	4	4
Chinese	7	7	7
English	6	6	7

REMUNERATION

Current salary	2,700.00
Expected salary	3,300.00

OTHERS

I'm currently employed in Malaysia, therefore my current salary is nominated in MYR, and the expected salary is in SGD.

1. Tell us a little bit about yourself?

I graduated from the University of London with a Bachelor of Science in Accounting & Finance. I'm currently pursuing ACCA and have completed 9 out of 11 papers. I'm currently working as an audit & account associate, but mainly my duty is to prepare the financial statement and prepare the relevant listing and schedule before passing it to my manager. I have handled over 50 SME companies include sole proprietor, partnership & private limited company.

2. Why do you want this job?

I'm always interested in finding a position that's a good fit for my skills and interests. As I have done various company financial statements, but most of it is from trading company. I am curious what is the difference between each sector. I need to get a sense of fulfilment from the job.

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 can adapt to a new system and environment quickly. For example, during my internship, the company collaborate with the new e-wallet payment method and food delivery from a third party. I was in charge to modified the cash sales listing in order to reorganize the data to useful information.

4. What do you consider to be your weaknesses?

One of my weaknesses is that I focus too much on the small details of the general ledger and spend too much time certifying the accuracy of accounts. On the other hand, I have been striving to improve myself by giving myself to check on the bigger picture. That way I can ensure all my work is quality and finish it within the time given.

5. What is your greatest professional or academic achievement?

I think my greatest accomplishment is that I handled a complicated company in my current job. I received this task from my manager and the management account of the client company is not yet finalised for audit. I have to seek the information from the client and update the account accordingly. As the company is trading in motorcycles, it includes hire purchases from third parties, and I need to understand how the procedure works in order to record in the account correctly. In the end, my senior and I spent a lot of time working on this case and I get a sense of fulfilment when I'm done it.

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

I was doing the bank reconciliation of a new company. The client had done the transaction in the accounting system but without doing the bank reconciliation and I found out the amount is not tally with the transaction in the system. I ask my manager if there was a better way to finish the job assigned. She told me that I could reconcile the transaction by writing down those unrecorded transactions in excel first. After a few hours of grinding, I successfully did the bank reconciliation correct way.

7. Where do you see yourself in five years?

Over the next 5 years, I want to explore and develop skills in the audit field. I want to have gained experience to provide audit services for major clients. I will be looking for opportunities to expand my responsibilities and my network within this role to work towards my goal. Therefore, I am excited about the opportunity this position presents for developing my expertise.

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

The current company actually gave me a lot of training and growth opportunities but as a young person, I think I should use these years to get more experience in the audit sector, do something practical and challenge myself to see my potential. I want to step out of my comfort zone and take on new challenges. I am seeking a career where I can continue to advance my skills and have more chances for advancement.

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

I look for challenges, and opportunities to grow professionally and personally. We will spend most of our waking hours at the workplace, the job makes up the core of one's life in many ways. Then it has to bring some meaning to my life, not just a paycheck. I need to get a sense of fulfilment from the job.

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

My co-workers describe that I'm able to analyse large data by using Microsoft Excel. There was a company with a large number of transactions need to check and tally with the accounts, I utilize the excel with appropriate formula to execute and eliminate similar data. It saved a lot of time and we managed to get it done in one try.

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

When I'm dealing with a tight deadline, I use my time management skills to stay focused on my task and get the most important and urgent ones done first. I find that the most important thing is to communicate with my team member regularly, it helps me manage my stress and keeps situations under control.

12. How do you get to know us?

I saw your job advertised on Jobstreet. The job description meets my expectation of mine. Therefore, I started spending time doing research and understanding the appearance of the company.