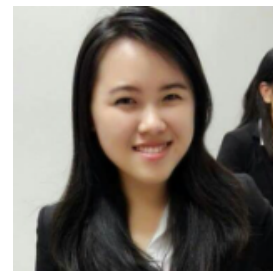


JOB APPLICATION FORM



POSITION APPLIED FOR : Audit senior

PERSONAL INFORMATION

Full Name :	YONG YING QIN
NRIC / Passport No. :	A54620932
Nationality :	MALAYSIAN
Residential Address :	Block 2, 07-4807 Beach Road Singapore 190002
Contact :	+65 84047520
Email :	renyx0515yyq@gmail.com
Date of Birth :	1993-05-15
Gender :	Female
Race :	Buddhist
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2000-01-01	2005-12-31	S.J.K (C) Sin Kwang	Primary/Secondary School/ 'O' Level	
2006-01-01	2011-12-31	Sin Min (Private) High School	Higher Secondary/Pre-U/'A' Level	
2012-10-01	2015-09-30	University Tunku Abdul Rahman	Bachelor's Degree	Bachelor of commerce (honours) 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				
2012-08-01	2012-09-30	First World Hotels & Resorts Sdn. Bhd.	Front office agent	? Maintain a good relationship with customers. ? Process with the guest arrivals and payment ? Handle the room assignments and pre-arrivals ? Offer referral for services and handle requests for information.	Decided to pursue studies.
2016-03-01	2019-04-30	H.T Tan & Associates	Audit semi-senior	? Carry put quality audit and assurance services to clients in multiple industries. ? Conduct full range of audit includes operational, management and financial. ? Preparation of audit working papers and schedules. ? Present findings and making recommendations to unsatisfactory conditions ? Preparation of audit reports.	Seeking for career growth opportunities.
2019-05-14	2020-10-13	Sun Assurance Pac	Audit senior	? Prepare full set of account ? Carry out quality audit and assurance services to clients in multiple industries. ? Provide independent verification of clients' compliance with accounting standards. ? Planning, performing and documentation of audit fieldwork. ? Suggest the correction of unsatisfactory conditions and improvements in operations and managements. ? Preparation of audit reports.	Unable to renew employment pass and the company has insufficient quota for other pass application.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Yong Ewe Gin	Parent	70	Retired

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Woei Huang		+65 86602386		Colleague	1
YJ Chen Shih Kuang		+65 97917781		Audit partner	2
Henry, Choong Chee Pong		+65 97916523		Audit partner	2

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Cantonese	5	1	1
Hokkien	7	1	1
English	5	5	5
Malay	5	5	5
Mandarin	8	8	8

REMUNERATION

Current salary	2,300.00
Expected salary	3,000.00

OTHERS

1. Tell us a little bit about yourself?

I graduated with my degree in commerce accounting from University Tunku Abdul Rahman (UTAR) five years ago. For the past 4.5 years, I've worked both in Malaysia and Singapore as an auditor role. I'm good at finding, solving and minimize the errors in account. This position seems like a great chance for me to continue building my career and challenging myself.

2. Why do you want this job?

Because this is what I'm good at and this role can give me opportunity to get in touch with accounts from different industries, I will definitely benefits from this role on the path to meet my goal.

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 always try to find a way to finish our job more efficiently without affect the quality of the job. Also, strong understanding in accounting entries is my greatest professional strength in both accounting and auditing field.

4. What do you consider to be your weaknesses?

I think the way I talk to other is too straightforward, so I'm trying to improve myself in this respect.

5. What is your greatest professional or academic achievement?

I completed my bachelor degree in 3 years.

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

I have a good relationship with my colleagues and superiors, they are good listeners, we always open to discuss if any trouble and come up with the good solution.

7. Where do you see yourself in five years?

I aim to be a qualified accountant and to pursue ACCA in five years. I believe this position enables me to develop professional skills to meet my goal.

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

Unable to renew employment pass and the company has insufficient quota to apply for other pass.

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

I want to find a company which i can continue grow my career, develop new professional skills and work with people I can really learn from.

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

Diligent an helpful

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

I usually take coffee when feeling stress. I 'm not reject pressure because sometimes pressure makes us improve.

12. How do you get to know us?

I look through the jobsdb.com (job portal) to seeking for audit job.