

JOB APPLICATION FORM



POSITION APPLIED FOR : Associate

PERSONAL INFORMATION

Full Name :	GAN LAY CHIAN
NRIC / Passport No. :	A54024028
Nationality :	MALAYSIAN
Residential Address :	542 Pasir Ris St 51, #03-12 Singapore.
Contact :	92419037
Email :	ganlaychian@yahoo.com
Date of Birth :	1995-09-16
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2015-06-01	2016-12-31	University of Portsmouth	Bachelor's Degree	Major in Accountancy and Financial Management

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				
2018-01-18	2020-09-30	Scoot Pte Ltd	Flight Attendant	Ensure the safety of the aircraft and provide services to passenger.	Looking for continue learning in accounting industry.
2017-03-01	2017-12-31	SKW Associates	Audit Associate	Prepare audit work done.	Seeking for more challenging work.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Gan Hong Yee	Brother	23	Student
Loke Pai Fung	Mother	48	Hair stylist
Gan Ser chong	Father	52	Businessman

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
-	-	-	-	-	-

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Mandarin	8	8	8
English	8	8	8

REMUNERATION

Current salary	2,400.00
Expected salary	2,500.00

OTHERS

1. Tell us a little bit about yourself?

Hi, you can call me Rachel. I have 2 years customer service experience that train me work well in a team. I am a person who like to know and find out a lot of things to fulfil my curiosity.

2. Why do you want this job?

As since I choose to study accounting, I would like to work in this industry. I prefer to work in a firm that able to learn different kind of account more than commercial line. As accounting firm let people have chance to learn full set account also able to practice more and it is more challenging.

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 greatest strength is I able to take initiative and work independently. I won't wait until people call me to do I just go to process, I would more likely a person who will offer to help people and I'll do some research if I don't understand something before I ask for help.

4. What do you consider to be your weaknesses?

Too considerate.

5. What is your greatest professional or academic achievement?

My greatest achievement should be able to graduate from my degree and currently taking my own step to study cpa and want to qualify as ca in future.

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

For me, jumping down from a three floor height aircraft is consider a challenge. Maybe somebody not afraid of height, but I am. At first, I don't know I need to jump down from the aircraft model, I try to overcome this take a long way. My trainer encourage me plus continue practice at Swimming pool I just able to jump down from so high.

7. Where do you see yourself in five years?

If I could find a career I want, I believe within five years I'll be able to become a senior position in the company and able to help new joiners to build their confidence in this industry.

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

As I started my current job because of curiosity, as I was young I thought that I still had a lot of time to spend, I wish I could walk around the world. Now I prefer to have a career that lets me succeed in the future that's why I want to leave this job.

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

I always want to work as a professional as since last year I already enrolled into some course to catch up on what I studied before. Because I want to have a more challenging job now. I'm looking for a career that allows me to learn until I retire and at least can achieve something different.

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

Active, cheerful and friendly.

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

I'll find some friends to talk to, relax and go for cycling, do some workout at home or playing a music instrument to forget about the stress first.

12. How do you get to know us?

Job portal