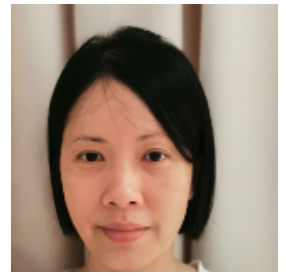


JOB APPLICATION FORM



POSITION APPLIED FOR : Assistant Secretarial

PERSONAL INFORMATION

Full Name :	Kong Hui Chin
NRIC / Passport No. :	Sxxx1964Z
Nationality :	MALAYSIAN
Residential Address :	348 Balestier Road, #13-02, Singapore 329778
Contact :	93572890
Email :	kellykonghc@hotmail.com
Date of Birth :	1977-08-27
Gender :	Female
Race :	Chinese
Marital Status :	Married

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
1990-01-01	1995-12-31	Wong Nai Siong Secondary School	Primary/Secondary School/ 'O' Level	'O' level
2001-01-01	2001-12-31	Institute of Tinggi Abadi	Diploma	Diploma in Business Study

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				
2003-06-01	2005-02-28	Robin Chia & Company	Accounts Assistant	Full set of accounts / admin works	
2005-04-01	2021-02-28	Accntax Consultancy Pte Ltd	Accounts Executive cum Secretarial	Full set of accounts / prepare unaudited financial statements / secretarial works	

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Ling Ming Chai	Husband	43	Manager
Khiun Yin Theh	Mother	67	Housewife

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
	7	7	7

REMUNERATION

Current salary	3,250.00
Expected salary	2,950.00

OTHERS

1. Tell us a little bit about yourself?

I have been working as an accounts executive cum secretarial over sixteen years. I take my work very seriously and I am always looking to improve my skills and qualifications so I can work to the highest standards possible in my role. I consider myself hard-working / reliable / helpful / honest / cooperative.

2. Why do you want this job?

I believe my skills are well suitable for this job because I have over sixteen years experience in secretarial.

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?

Hard worker

4. What do you consider to be your weaknesses?

-

5. What is your greatest professional or academic achievement?

Over sixteen years experience in accounts and secretarial.

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

Miscommunication with client. Will check & resolve it at the soonest.

7. Where do you see yourself in five years?

I want to have learned and grown within my work, to have increased my responsibilities and skills. I enjoy challenge and would like to know that I am constantly meeting new challenges. My goal is to be the best at whatever level I am working at within the same company.

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

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

To further enhance my skills in secretarial.

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

-

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

Exercise & eating.

12. How do you get to know us?

Friend introduce via advertisement.