

JOB APPLICATION FORM



POSITION APPLIED FOR : Administrative Assistant

PERSONAL INFORMATION

Full Name :	Kelly Yao ShiLing
NRIC / Passport No. :	S8301206D
Nationality :	SINGAPORE CITIZEN
Residential Address :	Blk 889C Woodlands Drive 50 #11-249 S733889
Contact :	92218554
Email :	kelly_yao83@yahoo.com.sg
Date of Birth :	1983-01-17
Gender :	Female
Race :	Chinese
Marital Status :	Married

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2006-02-01	2008-12-31	PSB Academy	Diploma	Diploma in Management, Accounting and Finance
2001-07-01	2003-05-30	ITE East Bishan	Professional Certificate/NiTEC	Higher Nitec in Accounting
2000-01-01	2000-12-30	ITE East Bishan	Professional Certificate/NiTEC	Certificate in Office Skills

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				
2017-08-14		RSM Stone Forest	Audit Administrative Officer	Assisting 200 over Auditors in the company on administrative duties. Handling incoming and outgoing mails. Keying in data entries to do billing. Assist auditors on their timesheets and claims. Assisting my audit manager on engagement letters, clearance letters and resigned clients whenever she is on leave or not around.	Overloaded of work and too many auditors to handle at times
2016-01-01	2017-05-30	Immigration Solution (Singapore) Pte Ltd	Immigration Clerk - Contract	Keying particulars for applicants who want to apply for PR application in Singapore.	Contract ended
2017-05-01	2017-08-11	ST Logistic - Ministry of Law	Senior Logistic Assistant -Contract position	Handling mails. Customer service duties. Scanning of documents.	Contract ended

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Yao Shisi	Younger Sister	35	Claim Assistant
Seah Geok Lan	Mother	69	Cleaner
Yeo Seng Kwee	Father	70	Course Steward

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

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

REMUNERATION

Current salary	2,150.00
Expected salary	2,150.00

OTHERS

1. Tell us a little bit about yourself?

Willing to learn, friendly, get along well with colleagues, can be quiet at times.

2. Why do you want this job?

I like to do administrative duties work.

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 take down notes the work I have learnt and keep learning different work.

4. What do you consider to be your weaknesses?

My English standard is not very high so only can draft simple emails.

5. What is your greatest professional or academic achievement?

None

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

None

7. Where do you see yourself in five years?

To explore and looking for opportunities towards my career goals

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

Overloaded of work and I have been working during on leave, on MC, Friday night and weekend.

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

To learn and grow, gain different experiences. Work life balance.

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

Friendly and can learn.

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

I will try to calm down and think. Will try to discuss the work with the person in charge if there are too many urgent work at a time as to reduce my work level down as well.

12. How do you get to know us?

Career future websites