

JOB APPLICATION FORM



POSITION APPLIED FOR : Accountant

PERSONAL INFORMATION

Full Name :	GONG XIAOCUI (JANE GONG)
NRIC / Passport No. :	S8567116B
Nationality :	CHINESE
Residential Address :	25 Sin Ming Road, Singapore 570025
Contact :	82393595
Email :	jane545218@gmail.com
Date of Birth :	1985-09-19
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2012-10-01	2014-04-30	Edge Hill University (UK)	Bachelor's Degree	Business and Management
2019-07-01	2020-01-31	ACCA	Diploma	Accounting and Business

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				
2010-10-01	2013-11-30	Universal Steel Industries Pte Ltd	Purchaser cum Accounts Assistant	- Issue invoice, purchase order & delivery order in Quickbook - Handle petty cash - Perform accurate data entry and ensure proper filing of documents - Interface with accounts on Vendor payment matters - Cross check on staff claim and make sure the accurate - Coordinate with sales team on goods requirements - Vendor logistics coordination & shipping matters - Assist in sourcing for supplies, validation of vendors and invoices, negotiate pricing and place order with selected suppliers	Go back China
2015-09-01	2019-12-31	Skipio Pte. Ltd.	Asst. Regional Manager	- Handle HK, Taiwan, Myanmar market on sales and do oversea trip if required - In charge of part of Singapore market sales - Handling sales report monthly and daily to management - Handling all transactions between sales team and factory	Shift position within internal company

2020-01-01	2021-04-30	Skipio Pte. Ltd.	Accounts Assistant	<ul style="list-style-type: none"> - Bookkeeping on sales invoice, purchase order, staff claim in Xero - Handle weekly and monthly AR report - Assist to ensure payment & cheque are processed in a timely manner & Prepare payment voucher - Perform monthly bank reconciliation - Verify staff claims for reimbursements - Handle manual journal and accounting stock list adjustment - Assist to ensure proper accounting records are maintained - Monthly accounting inventory reconciliations and control - Prepare and manage annual stock take with auditor - Analyze sales and margin, submit monthly reports to top management - Handle daily and monthly sales report to management - Assist in ad-hoc duties assigned from time to time 	Seeking a position in accounting area where extensive experience will be further developed and utilized.
2021-05-17		Regal Corporate Services Pte. Ltd.	Accountant	<ul style="list-style-type: none"> - Responsible for the timely preparation of monthly and yearly accounting - Performing monthly bank reconciliation and follow up on all outstanding items - Conducting account closing operation and prepare clients' management accounts related documents - Maintaining a neat and proper filing system for all accounting and/or taxation reporting documents - Other activities related to accounting management 	Seeking better development

PARTICULAR OF IMMEDIATE FAMILY MEMBER

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Name	Relationship	Age	Occupation
-	-	-	-

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	7	7	7
Chinese	9	9	9

REMUNERATION

Current salary	2,500.00
Expected salary	3,000.00

OTHERS

1. Tell us a little bit about yourself?

- Proficient in Microsoft Word, Excel & Powerpoint - Familiar with Xero & Quickbook Software

2. Why do you want this job?

Seek better development

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?

keen to learn and responsibility

4. What do you consider to be your weaknesses?

Not very sociable

5. What is your greatest professional or academic achievement?

NA

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

Both stressful work and study should be taken into account at the same time, slow down the speed of study to achieve a balance

7. Where do you see yourself in five years?

To be professional in accounting area

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

Seek better development

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

Seeking a position in accounting area where extensive experience will be further developed and utilized.

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

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

Settle the issues where cause stressful situation

12. How do you get to know us?

Referred by friends