

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	SAMUEL FRANCIS
NRIC / Passport No. :	S9530876G
Nationality :	SINGAPORE CITIZEN
Residential Address :	Block 524A, Pasir Ris Street 51, 09-623, S(51154)
Contact :	81576195
Email :	sam.119@hotmail.com
Date of Birth :	1995-09-01
Gender :	Male
Race :	Indian
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2002-01-01	2007-12-31	St.Andrew's Junior School	Primary/Secondary School/ 'O' Level	-
2008-01-01	2012-12-31	St.Andrew's Secondary School	Primary/Secondary School/ 'O' Level	-
2013-04-01	2016-04-01	Temasek Polytechnic	Diploma	Accounting and Finance
2018-09-01	2021-08-01	University of London	Bachelor's Degree	Accounting and Finance

**MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES**

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
2020-07-22	2021-07-22	Ongoing	ICAEW

**EMPLOYMENT HISTORY**

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2015-10-26	2016-01-29	Parker Randall	Audit Intern	Auditing for various firms in the F&B, IT, Construction Sectors	Part of Temasek Polytechnic's Internship Programme
2019-05-15	2019-08-31	Fiducia LLP	Audit Associate-Intern	Audited for various Charitable Organisations in Singapore	Left to continue studies in BSc Accounting & Finance
2020-08-03	2021-01-29	Assurance Partners LLP	Audit Associate-Intern	Special Purpose Auditing for Childcares and Kindergartens, on behalf of the Ministry of Social and Family Development	Left to continue my final year of studies in BSc Accounting & Finance

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Francis Dorairaj	Father	58	RC Manager

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Gilmark Espeleta	140 Paya Lebar Rd, #05-16 AZ@Paya Lebar, Singapore 409015	84189371	gilmark.espeleta@assurancepartners.sg	Audit Director	1

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Italian	3	4	8
Spanish	3	4	8
Tamil	8	8	10
English	10	10	10

**REMUNERATION**

Current salary	0
Expected salary	2,800.00

**OTHERS**

Nil
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## 1. Tell us a little bit about yourself?

I am looking to start a fruitful career in this field. I would consider myself a reliable and conscientious individual, with full determination and dedication to achieve organizational and personal goals. I am currently a final year student in University of London, doing my BSc (Hons) in Accounting and Finance. I have also done my Diploma in Accounting and Finance from Temasek Polytechnic, achieving the "Pass with Commendation" grade, the highest possible grade, for my Student Internship Programme for my outstanding work performance during my stint. I was also the Top Student of the GCE "N" Levels and "O" Levels in 2011 and 2012 respectively, in St.Andrew's Secondary School, being awarded the prestigious R.K.S Adams Award 2 years in a row.

## 2. Why do you want this job?

I want this job as i would like to start off my career in this field and i feel that this company would enable me to bring out the best of my abilities and in turn, achieve the organisational goals as well.

## 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 feel that my greatest professional strength is that i am a dedicated individual with such a driven-attitude once i set my mind to completing a task, i will not be at ease until i am satisfied that the task has been competed successfully.

## 4. What do you consider to be your weaknesses?

I feel that my greatest weakness is that i have trouble rejecting/saying no to clients involved. I have experienced this on several occasions as i was stuck between satisfying the client but also doing something that was impossible, and my seniors had to assist me in explaining to the clients on why we had to reject whatever they had asked for.

## 5. What is your greatest professional or academic achievement?

I was the top Student in St.Andrew's Secondary School 2 years in a row, for the GCE "N" Levels in 2011 and the GCE "O" Levels in 2012. I was also awarded the highest possible grade for my student internship programme under Temasek Polytechnic for my outstanding work performance in Parker Randall.

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

During my first ever field Audit with Parker Randall, i was dealing with a massive construction company, and there were instances where i had to constantly ask the Chief Financial Officer (CFO) for information and documents. But on one particular day, he got really annoyed and yelled at me for constantly disturbing him and the entire office was made aware of the situation, he called me an "annoying intern" out loud, and i was then in a confused position. However, i decided to remain calm and apologised to him in order to ease his tension, and my senior had intervened and the CFO then apologised to me several hours later. It was a memorable moment for me as this was my first time ever conducting an audit and i experienced something like this, but i knew that i had to constantly stay professional and not act hastily.

7. Where do you see yourself in five years?

I see myself being in a Senior position in the company, taking on more difficult tasks and handling more responsibilities. I would also would have completed my ICAEW qualifications, while putting in more effort to work towards my goal in becoming a Partner one day.

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

Nil

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

I am looking for an audit associate position that would help me to learn more about conducting audits, and also to grow professionally while also being able to bring out the best version of myself.

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

A cheerful worker who brings positive energy to wherever he is placed and a diligent worker who is dedicated to getting the job assigned to him, done as quickly and efficiently as possible.

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

I tend to take a pause ,take a few deep breaths and then proceed on with my work as i feel that that few seconds of pause would help me to slowly think, regroup and it would lead to me producing good results even in that stressful position.

12. How do you get to know us?

I came to know about your company through the mycareersfuture portal.