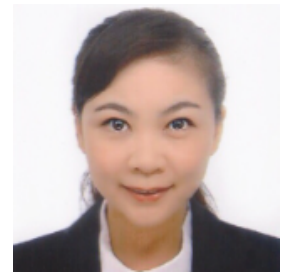


JOB APPLICATION FORM



POSITION APPLIED FOR : Administrative Assistant

PERSONAL INFORMATION

Full Name :	Lee Szu Yun Siri
NRIC / Passport No. :	S8786393Z
Nationality :	CHINESE/TAIWANESE
Residential Address :	BLK 780D, WOODLANDS CRES., #15-59, SINGAPORE 734780
Contact :	84624248
Email :	szuyun1016@gmail.com
Date of Birth :	1987-10-16
Gender :	Female
Race :	Chinese
Marital Status :	Married

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2003-08-01	2008-08-01	Takming University of Science and Technology	Bachelor's Degree	International Trade
2010-11-01	2012-07-01	Dimensions International College	Diploma	Hospitality 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				
2015-10-01	2017-12-01	Greenexpress Pte Ltd	Administrative Executive	<ul style="list-style-type: none"> To ensure smooth running of the company's operation Phone handling / Handle inventory and ordering Handling customer complaints Support daily operation of the Finance/ Issue invoices and process payments Prepare delivery order (DO) 	The company buy over by F&B group
2018-03-01	2021-06-02	Pan Pacific Serviced Suites Orchard	Administrative Executive cum Assistant Housekeeper	<ul style="list-style-type: none"> Filing and checking of documents Assist staff in HR matters – annual leave/ medical leave / special leave/ work pass applications / overtime processing/ insurance claim. Create purchase requisitions (PR), track purchase orders (PO) closure,GRN, submit the invoice and review open POs. Order and control office supplies Manage the guest supplies/linen/chemical/equipment inventory and ensure department follows proper cost control procedures. Assist to interview job applicants, hires new employees, and recommends promotions, transfers, and dismissals. Establish standards and procedures for work of housekeeping staff. Supervise train and retrain Junior Housekeepers, Housekeeping Attendants, Linen 	I need to go back Taiwan to settle personal issue

				<p>Attendant. • Conduct training and on-the-job training to explain policies, work procedures, and to demonstrate use and maintenance of equipment. • Schedule and carry out periodical cleaning programs. • Check and pay special attention to VIP apartments. • Attend Housekeeping Associates' meetings / Operation Meetings to discuss company policies, work procedures and guests' complaints. • Investigate complaints regarding housekeeping service and equipment, and take corrective action.</p>	
2012-01-02	2012-07-01	Sushi Tei Pte Ltd	Waitress (Industry Attachment)	<ul style="list-style-type: none"> • Providing excellent customer service to cater guest's need • Cash register and auditing diary accounts • To clean up section area after service and maintain cleanliness of the area • To ensure that all pre-opening duties are completed on daily basis 	I finish the attachment

2012-09-01	2015-09-01	Park Avenue Hotel & Suites	Housekeeping Supervisor	<ul style="list-style-type: none"> • Assign daily schedules for room attendants • Conduct daily routine briefing for room attendants and reminding of any special rooms request • To ensure the operation of the housekeeping running efficiency • Update system for status of rooms and ensure that rooms are available and ready for guest check-in • Manage the inventory that the department needed • Train the new room attendants to provide guests with quality service 	Find a new job
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Lim Seng Kin	Spouse	34	Engineer

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Mandarin	10	10	10
English	7	7	8

REMUNERATION

Current salary	2,500.00
Expected salary	2,800.00

OTHERS

1. Tell us a little bit about yourself?

On my previous job, during my department manager absence for 6 months I was appointed by her as an acting department manager. After my manager resume back to her duty, I was promoted by her as a second in charge of the department. On a personal level, I am a detail-oriented, organized, and precise in my work. I can work well under time constraints. I'm able to multi-task, priorities and work independently in a fast-paced environment. I'm a fast learner and willing to learn new things with positive attitude.

2. Why do you want this job?

The feeling of accomplishment that comes with arrange the work in orderly manner and this is one of the reason that drew me to a career in administrator.

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 have a keen observation that can help me that can help me find out the needs of customers/colleague early and provide improvements.

4. What do you consider to be your weaknesses?

I am a curious person. I hope I can get into work as soon as possible, so I will keep asking if I don't understand. Although it makes my colleague very annoying and think I am stupid, but from my perspective, I just want to learn everything then I can work independently.

5. What is your greatest professional or academic achievement?

I was awarded special recognition in 2019 December by groups. I consider this my greatest accomplishment because I value hard work and making the team more harmonious and bring more good comments from the guests.

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

In my previous job, during my department manager absence for 6 months I was appointed by her as an acting department manager that makes some colleague who are join company earlier than me are not happy. I worked hard, step by step to solve all the problems. To be proactive show them I can do it and why I deserve it.

7. Where do you see yourself in five years?

Achieved a higher position.

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

Because I need to go back to Taiwan to settle my personal issue, but the company is not allowed me to take more than one months leaves during covid-19.

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

I'm looking for a position where I can have the opportunity to use my organize skills.

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

I am always enthusiastic to help others. And since I join the company I bring joy all around.

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

I actually work better under pressure, and I've found that I enjoy working in a challenging environment. For example, I worked in hospitality industry before. Most of the problem must seatle on the day thrive under tight deadlines. I find that when I have to work to a deadline, I can find multiple solutions. I used the pressure of that deadline to harness my creativity and focus.

12. How do you get to know us?

I am looking actively for jobs and found it on a careers website on My Careers future.