

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Admin

### **PERSONAL INFORMATION**

Full Name :	VERINE LIM
NRIC / Passport No. :	S8685406f
Nationality :	MALAYSIAN
Residential Address :	Blk 121 Bedok north rd, #07-159 Singapore 460121
Contact :	98899498
Email :	VERINELIM0218@YAHOO.COM
Date of Birth :	1986-02-18
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2006-05-16	2010-02-08	Management and science University	Bachelor's Degree	Finance

**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				
2019-04-08	2019-04-08	Zhicheng private school	Admin	Handle the administrations of student admission procedures	Company restructuring
2021-05-04	2021-05-08	Neuro code research Pte Ltd	Admin	To manage office administration such as purchasing of admin related equipment and supplies	Retrenchment

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Lim Xuan ruu	Sister	19	Admin
Lim Su yee	Sister	25	Sales
Lim Peng Khoon	Brother	30	Bus driver
Lim wei Shen	Brother	32	Sales
Loo Huey Chyu	Mother	54	Housewife

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Rachel	Tiong Bahru	90682183		Accounts	4

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
-	-	-	-

**REMUNERATION**

Current salary	2,600.00
Expected salary	2,600.00

**OTHERS**

1. Tell us a little bit about yourself?

My work experience is more about admin or accounts like handle customer invoices and supplier.

2. Why do you want this job?

Because with my previous experience

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 am able to multi task .

4. What do you consider to be your weaknesses?

Sometimes lack of confidence

5. What is your greatest professional or academic achievement?

I get the dean list award during in the university.

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

Sometimes got the misunderstanding of communication but I will slowly explain and get solve the problem like discuss it .

7. Where do you see yourself in five years?

I will get more experience and skill with my job.

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

Retrenchment

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

Stable and can learn something.

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

Tolerate

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

I will calm down and listening music at home

12. How do you get to know us?

Career future