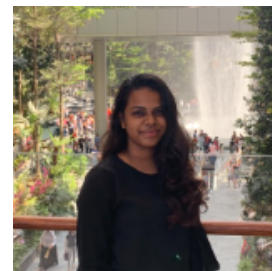


JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	Sahithya Pugazhanthi
NRIC / Passport No. :	S9772684A
Nationality :	SINGAPORE CITIZEN
Residential Address :	BLK 15 Farrer Park Road #09-41 S210015
Contact :	91143551
Email :	nicesahi97@hotmail.com
Date of Birth :	1997-06-28
Gender :	Female
Race :	Indian
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2014-04-01	2017-04-01	Nanyang Polytechnic	Diploma	Financial Informatics
2017-08-01	2020-08-01	University of London, Singapore Institute of Management	Bachelor's Degree	Accounting and Finance (Hons)

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				
2020-10-28		DBS Bank	Audit Trainee	- Assist Team Leaders in various audit projects per audit methodology - Perform audit fieldworks to assist in audit findings - Appreciate risks & controls of areas assigned - Assess the effectiveness of design of control and test both automated and manual controls.	Current Job
2019-10-01	2020-03-31	JCSS Management & Consultancy Pte Ltd	Intern	- Assist with secretarial work such as incorporation and due diligence - Prepared CAF, CDD and compile client information for audit works - Preparation of reimbursement for staffs every month along with adhoc and admin duties	End of Internship
2017-03-01	2017-07-28	Leo Groups Pte Ltd	Accounts and Shipping Assistant	- Prepared Bill of Lading, Letter of Credit and necessary shipping documents - Prepared sales and purchase invoices - Did monthly Bank reconciliation - Adhoc and admin duties such as answering calls and responding to emails	Ended to join University

2016-05-02	2016-08-31	OCBC Bank	Intern	- Worked alongside the police department to gather information about customers and providing the police with the relevant information - Comply to MAS requests on customer information - Replied to court and legal advisories with the account information of deceased customers.	End of Internship
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Pugazhanthi	Father	56	Accounts Manager

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Tamil	10	10	10
English	10	10	10

REMUNERATION

Current salary	3,200.00
Expected salary	3,500.00

OTHERS

Have passed Elements of Tax certification

1. Tell us a little bit about yourself?

I have graduated from University of London, SIM, with a degree in Accounting and Finance (Hons) - Second Upper Class Hons. I have a diploma in Financial Informatics where I gained IT skills together with Finance knowledge. I am currently working in DBS under the Group Audit department as an audit trainee. I am outgoing and friendly which allows me to communicate with my fellow colleagues very easily. I am a team player and able to learn work quickly.

2. Why do you want this job?

I enjoy audit very much as no 2 days are the same. I love working in an environment where I am constantly learning new things and able to apply my learnings in the next project.

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 would say my greatest professional strength is that I am able to communicate with others easily.

4. What do you consider to be your weaknesses?

My weakness is being updated with the latest business / economic news. Trying to read more news to keep up.

5. What is your greatest professional or academic achievement?

My greatest academic achievement would be getting second upper class honours in my Bachelor's Degree.

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

During my internship at OCBC, there were no seniors (makers) after the first half of the month and there were many difficult cases that started to come in. Since there were 2 new interns joining under me I had to teach them as well as do my tasks as well. It was a very challenging time. I gave the easier tasks to the newer interns and took the more difficult cases and went to my supervisor / seniors (checkers) to clarify questions so that I will be able to handle them.

7. Where do you see yourself in five years?

In 5 years I see myself with a greater responsibility in my job position. I would like to pursue my CA Singapore therefore in 5 years I would see myself finishing up with the course. I would also like to develop my management skills and be more exposed in the audit field.

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

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

Looking for a great learning opportunity.

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

They would describe me as hardworking and as a keen learner.

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

I would list down the pending list that I have to do, and prioritise it in order of urgency to get the most urgent job done first and clear one by one in the list.

12. How do you get to know us?

Mycareerfuture.com