

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Account cum Administrative Executive

### **PERSONAL INFORMATION**

Full Name :	ALTHEA CHAN
NRIC / Passport No. :	G2418505U
Nationality :	MALAYSIAN
Residential Address :	THE ESTUARY 86, S(769134)
Contact :	86798619
Email :	althea.army15@gmail.com
Date of Birth :	1995-05-09
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2014-08-25	2016-02-28	KAPLAN HIGHER EDUCATION INSTITUTE	Diploma	BUSINESS ADMINISTRATION

**MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES**

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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**EMPLOYMENT HISTORY**

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2020-04-06	2021-03-31	GHK Events Pte Ltd	Senior Admin cum Account Executive	<ul style="list-style-type: none"> <li>• Ensure proper data management and assist in generating operational and sales report;</li> <li>• Training promoters and admin to ensure attention to detail and adherence to company policy;</li> <li>• Process Payroll (monthly and adhoc) for promoters in a timely and accurate basic for approximately 30 headcounts</li> <li>• Responsible of the Accounts Receivables functions, invoicing, Profit &amp; loss;</li> <li>• Assist Online Platform Business- Facebook, market research;</li> <li>• Responsible general office administration and facility management duties</li> </ul>	Looking a job with better career growth opportunities.
2019-06-01	2020-04-01	Rediffusion (2012) Pte Ltd	Operation Executive	<ul style="list-style-type: none"> <li>• Plans, coordinates and supervises activities;</li> <li>• Ensure proper data management and assist in generating operational and sales report;</li> <li>• Ensure good customer experience, satisfaction and customer loyalty;</li> <li>• Managing of social media platforms and company website;</li> <li>• Basic editing videos/photos for posters/campaign for the company;</li> </ul>	Business was affected by COVID 19.

2016-12-01	2019-02-28	KLCII	Sales Admin Executive	<ul style="list-style-type: none"> <li>• To execute recruitment activities of the sales department to recruit International students;</li> <li>• To work closely with registered agents of KLCII and to administer and follow up with students' enrollment and ensure timely submission of application;</li> <li>• Ensure proper data management and assist in generating operational and sales reports ;</li> <li>• Achieve sales target set and recommend initiatives to generate more sales;</li> <li>• Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations;</li> <li>• Handled study project and PSC project.</li> </ul>	Looking for a new challenge job.
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**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
CHAN YEE FANG	SISTER	19	STUDENT
PANG POH LEE	MOTHER	53	HOUSEWIFE

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
DESMOND SEAH	Crestar Biulding, 587 Upper Serangoon Rd, Singapore 534564	NA	desmond.seah@kl c.edu.sg	S&M Vice President	4

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
English	5	6	6
Chinese	8	9	9

**REMUNERATION**

Current salary	3,000.00
Expected salary	2,800.00

**OTHERS**

1. Tell us a little bit about yourself?

Hi Sir/ Madam, my name is Althea Chan. I am 26 years old, born in Malaysia. I have been work in Singapore more than 6 years. My higher qualifications is Diploma in BA, graduated from Kaplan Higher Education Institute- Singapore. With 5 years of experience administration, recruitment and selection, preparing reports, and maintaining the utmost confidentiality.

2. Why do you want this job?

I am looking for a company where I not only enjoy what I am doing but I can also grow into new positions.

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 a positive and willing to learn person. Able work to tight deadlines under pressure, learn and process quickly.

4. What do you consider to be your weaknesses?

I am lack experience in Account part, need more time learning and growing.

5. What is your greatest professional or academic achievement?

My greatest professional achievement was completing my Diploma in Singapore. This taught me to prioritize my time, stay focused on my goals. I'm proud of this accomplishment and I feel that what I learned is going to give me a advantage in my career.

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

In my current job, most of promoters are olders. After discuss with manager and CEO, i'm be responsible for training matter. Prepare PowerPoint slides, arrange training schedule, prepare documents. training. Afterthat, we do proper counting for all report.

7. Where do you see yourself in five years?

Become a professional accountant.

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

I am looking a job with better career growth opportunities.

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

I am looking a job with better career growth opportunities.

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

Creative thinking, responsibility and talkative person.

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

I actually always work under pressure, and I enjoy working in a challenging environment. Pressure can push me to learn and growth career.

12. How do you get to know us?

[www.Jobsreer.com.sg](http://www.Jobsreer.com.sg)