

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : AUDIT ASSOCIATE

### **PERSONAL INFORMATION**

Full Name :	TAN YI SING
NRIC / Passport No. :	A54522708
Nationality :	MALAYSIAN
Residential Address :	BLK 17 LORONG 7 TOA PAYOH #20-220, SINGAPORE 310017
Contact :	+65 88761552
Email :	TANYISING5989@GMAIL.COM
Date of Birth :	2000-09-02
Gender :	Male
Race :	CHINESE
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2021-01-01	2022-06-30	ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY (RMIT), SINGAPORE	Bachelor's Degree	BACHELOR OF BUSINESS (ACCOUNTANCY)

**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				
2021-09-01	2021-12-31	FOW ONN ENTERPRISE SDN BHD	ADMINISTRATOR (PART-TIME)	- RECONCILED INVENTORY AND ACCOUNTS. - MANAGED ONLINE CONSUMER QUERIES AND ENSURED THAT ALL CUSTOMER CONCERNS WERE ADDRESSED QUICKLY AND EFFECTIVELY. - UPDATED LATEST PRODUCT INFORMATION ON SHOPEE.	DEGREE COURSE START.
2020-12-01	2020-12-31	WALCH MALAYSIA	SALES PROMOTER (PART-TIME)	- DEMONSTRATED AND PROVIDED INFORMATION ON PROMOTED PRODUCTS. - CREATED A POSITIVE IMAGE AND TAUGHT CONSUMERS TO USE PRODUCTS. - IDENTIFIED INTEREST AND UNDERSTOOD CUSTOMER NEEDS AND REQUIREMENTS. - SET UP BOOTHS OR PROMOTIONAL STANDS AND STOCKED PRODUCTS.	PART-TIME JOB.

2019-01-01	2019-06-30	BAMBAY TRADING	ADMINISTRATOR (PART-TIME)	- HANDLED FILING, DATA ENTRY, ANSWERING PHONES, PROCESSING MAIL, AND OTHER BASIC OFFICE TASKS. - ENSURED THAT PAYMENTS, AMOUNTS, AND RECORDS WERE CORRECT. - MANAGED CUSTOMER AND VENDOR CONTACTS BY PHONE, EMAIL, AND IN PERSON. - PREPARE STATUTORY ACCOUNTS.	DEGREE COURSE START.
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**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
TAN KHI SIAN	SISTER	24	ACCOUNT ASSISTANT
EUNICE TAN YAN NI	SISTER	28	R&D OFFICER
TAN YI GUANG	BROTHER	30	BUSINESS MAN-GROCERY STORE
LIM LEE HUA	MOTHER	56	HOUSE WIFE
TAN CHU BENG	FATHER	56	FISH FARMER

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
ENGLISH	8	8	8
MALAY	6	6	6

**REMUNERATION**

Current salary	
Expected salary	3,000.00

**OTHERS**

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

MY NAME IS TAN YI SING, I AM 21 YEARS OLD AND I AM A FRESH GRADUATE FROM RMIT UNIVERSITY WITH A BACHELOR OF BUSINESS IN ACCOUNTANCY. I'VE BEEN A HARDWORKING STUDENT AND TAKES MY SUBJECT VERY SERIOUSLY. MY CERTIFICATE WILL BE SENT TO ME BY JUNE 2022. HOWEVER, ONCE MY COURSE IS COMPLETED, I WILL BE AVAILABLE TO START THE WORK (JULY 2022). EVEN THOUGH I ONLY HAVE PART-TIME WORK EXPERIENCE, I HAVE MANY BUSINESS-RELATED EXPOSURES DURING MY DEGREE. SO, I WOULD ASSURE YOU THAT BY IMPLEMENTING ALL OF MY KNOWLEDGE MIXED WITH HARD WORK, YOU WILL BE A VALUABLE ASSET TO ACUMEN ALPHA ADVISORY.

## 2. Why do you want this job?

I AM EXCITED TO FIND OUT MORE ABOUT THE AUDIT ASSOCIATE POSITION AND ACUMEN ALPHA ADVISORY PTE. LTD. I ALSO EXCITED ABOUT THE OPPORTUNITY TO HELP ACUMEN ALPHA ADVISORY PTE. LTD'S INDUSTRY-LEADING AUDIT TEAM ACHIEVE ITS OPERATIONAL GOALS BY USING MY KNOWLEDGE AND 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?

MY GREATEST STRENGTH IS MY ABILITY TO MULTI-TASK WITHOUT SACRIFICING THE QUALITY OF MY WORK. I DO THIS BY KEEPING A DAILY CALENDAR OF THE THINGS I NEEDED DONE FOR THE DAY AND SORTING THEM ACCORDING TO PRIORITY. I ALSO MAKE SURE TO FOLLOW-THROUGH WITH THE SCHEDULE AS MUCH AS I CAN AND IN CASE I AM UNABLE TO COMPLETE THEM THAT DAY, I MAKE SURE THEY ARE FIRST ON MY LIST THE NEXT DAY.

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

MY GREATEST WEAKNESS IS MY TENDENCY TO OVER-THINK. I SOMETIMES FIND MYSELF TAKING TOO MUCH TIME STRATEGISING ON HOW TO GO ABOUT A CERTAIN TASK AND TESTING SEVERAL SOLUTIONS BEFORE SETTLING ON SOMETHING WHICH WAS IN FACT ONE OF THE FIRST THINGS I THOUGHT OF.

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

I AM CURRENTLY PURSUING MY LAST SEMESTER OF DEGREE IN RMIT UNIVERSITY (ACCOUNTANCY). I WILL RECEIVE MY CERTIFICATE BY JUNE 2022.

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

DURING A CONFLICT, I ACTIVELY ADJUST MY ATTITUDE. THIS MEANS THAT I MAKE AN EFFORT TO LISTEN TO THE OTHER PERSON'S PERSPECTIVE WITHOUT BECOMING DEFENSIVE. TO MINIMISE MORE ISSUES, I ALSO TRY TO RELOCATE THE CONFRONTATION TO A PRIVATE PLACE.

7. Where do you see yourself in five years?

I INTEND TO CONTINUE MY MASTER AND ACTIVELY PARTICIPATE IN ACCOUNTING COURSES TO IMPROVE MY PROFESSIONAL KNOWLEDGE.

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

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

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

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

A GOOD LEVEL OF STRESS ENCOURAGES ME TO KEEP ON TRACK AND WORK AS EFFICIENTLY AND EFFECTIVELY AS POSSIBLE. FOR EXAMPLE, DEADLINES ARE IMPORTANT TO ME. IF MY MANAGER DOES NOT ASSIGN ME DEADLINES, I SET THEM FOR MYSELF. THAT IS HOW I AM ABLE YO COMPLETE MY DEGREE'S ASSIGNMENTS ON TIME.

12. How do you get to know us?

JOB STREET