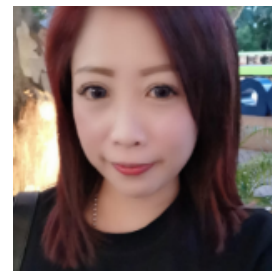


JOB APPLICATION FORM



POSITION APPLIED FOR : Accounts cum Administrative Executive

PERSONAL INFORMATION

Full Name :	KOH LIZA (SHADOW)
NRIC / Passport No. :	S8127106B
Nationality :	SINGAPORE CITIZEN
Residential Address :	Blk 697 Hougang Street 61 #10-42 Singapore 530697
Contact :	90612216
Email :	shadow66koh@gmail.com
Date of Birth :	1981-09-01
Gender :	Female
Race :	Chinese
Marital Status :	Divorced

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-04-01	2016-09-30	ITE Central College	Professional Certificate/NITEC	Higher Nitec Accounting Fundamental
1994-01-01	1997-12-31		Primary/Secondary School/ 'O' Level	GCE O LEVEL
1988-01-01	1993-12-31		Primary/Secondary School/ 'O' Level	PSLE

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				
-	-	-	-	-	-

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Kwek Siew Cheng	Mother	63	Housewife
Koh Kia Huat	Father	65	Self-employed
Kevan Lau Kai Kiat	Son	10	Student
Janice Koh Xin Ying	Daughter	21	Student

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Francis Soh		88761230	sohfrancis66@gmail.com	Sales Manager	3
Jasmine Chua		96975185	jasminechuaa@live.com	Administrator	2

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Chinese	7	7	7
English	7	7	7

REMUNERATION

Current salary	2,450.00
Expected salary	2,600.00

OTHERS

N.A

1. Tell us a little bit about yourself?

I am a single mother with 2 kids aged 10 and 21. During my free time I prefer to arrange activities for family bonding. But sometimes I'd like to have my ME time to watch drama or meeting friends for catch-up session. I am also into sports like running and piloxing.

2. Why do you want this job?

I see the role as a way of developing my career in a well-established industry. I feel I will succeed in the role because I have experience in both accounting and administration work.

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 detailed and organised person. And I will always think out of the box to improve work processes and solve problems.

4. What do you consider to be your weaknesses?

Being a perfectionist, I always strive to do my best to be flawless in everything I do.

5. What is your greatest professional or academic achievement?

N.A

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

Few years back, in the current company my finance and admin team was given an event project. Without any event experience, I sought for help and advices from friends to do the planning, set up and all preparation works within the lead time of 2 weeks.

7. Where do you see yourself in five years?

I'd like to be seen as someone with expertise in the tax and auditing sector, and I know that's something that I'll have an opportunity to do here. I'm also excited to take on more responsibilities in the next few years.

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

It has been 7 years with the company and it's time for me to move on for a job with better prospects to secure my future career.

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

It will be a new challenge in a new industry, therefore I want the opportunities to learn and grow my skills.

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

N.A

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

I take time to recharge, learn to relax and stay positive. If I'm unable to solve the problem, I will talk to my mentor for advices.

12. How do you get to know us?

Through Jobstreet.