

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate & Audit Senior

PERSONAL INFORMATION

Full Name :	LING HOE YIN
NRIC / Passport No. :	S9282026B
Nationality :	MALAYSIAN
Residential Address :	Blk 305, Hougang Avenue 5, S530305
Contact :	96519615
Email :	linghoeyin@gmail.com
Date of Birth :	1992-11-03
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2013-08-01	2015-12-31	Swinburne University of Technology Sarawak Campus	Bachelor's Degree	Accounting and 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				
2020-03-01		Ecovis Bizcorp Pte Ltd	Senior Account Executive	- Handling full set of accounts - Knowledge in Airline AP Account (Cost Centre, Estimation cost and etc) - Assist to prepare forecast cashflow - Update audit schedules - Prepare Payroll and CPF Submission - GST Submission - Prepare Unaudited Financial Statement and XBRL	NIL

2018-09-01	2019-11-30	Durasafe Pte Ltd	Senior Account Executive	<ul style="list-style-type: none"> - Handling full set of accounts - Handling daily bank reconciliation (SGD & USD) - Monthly financial reporting - Handle refund to customers - Dealing with Bankers, Law firm, IRAS and MOM - Knowledge in apply/cancel in Work Pass for foreign workers - Knowledge in submission PSG Grant claims, Government Paid Child Care claim, NS Claim and etc - Knowledge in submission filing IR21 tax clearance for foreign workers who resign - Knowledge in Microsoft Dynamics GP Software, MYOB & Quickbook - Knowledge in using Info Tech HR Software System - Prepare payroll, CPF Submission & IR8A (ard 30 headcount) - Follow up with long outstanding overdue payment from customers - File small claims tribunal to recover long outstanding overdue - Knowledge in submission GST - Prepare audit schedule for auditor - Prepare the relevant documents to law firm for sales property 	Seek for better opportunities to grow my accounting experience
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2016-03-01	2018-08-31	Y C Foo & Co	Audit & Account Associate	- Auditing & Tax Computation - Handling full sets of Accounts (Church, Trading, Hospital) - Cheque Issuance - Prepare Tax Invoice & Credit Note - GST Submission - Prepare payroll (Giro & Cheque) and CPF Submission - Prepare IR8A Forms - Church Accounts Consolidate - Guiding Junior in Accounting - Calculate 4 Line Statement for client (Sole Proprietor	Wanted to try account in commercial company
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
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CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Sammie Ang	NIL	64230030	sammie.ang@eco vis-bizcorp.com	Account and Payroll Director	1

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Bahasa Melayu	6	6	6
Chinese	10	10	10
English	7	7	10

REMUNERATION

Current salary	3,500.00
Expected salary	3,700.00

OTHERS

1. Tell us a little bit about yourself?

I'm a team player, and I will not run away from any challenge faced during work. I may be shy at first which may result myself in not willing to find help among colleague at the beginning.

2. Why do you want this job?

career advancement, and experience in handling different customer portfolio.

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 tend to find solution myself first before seeking help from the management for any challenge faced.

4. What do you consider to be your weaknesses?

Low EQ

5. What is your greatest professional or academic achievement?

bachelor degree in accounting and finance

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

when handling customer whose admin does not know what to provide when i'm helping them with their book. i will spend more time communicating with the admin first and even their direct supervisor in the event the admin does not understand what is required.

7. Where do you see yourself in five years?

managerial position handling and leading a team

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

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

Seeking for the opportunities to growth and learn various accounting policies in various industries.

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

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

i'll try to understand the situation calmly first and take baby steps to clear each hurdle/obstacle.

12. How do you get to know us?

jobstreet