

JOB APPLICATION FORM



POSITION APPLIED FOR : AUDIT ASSOCIATES

PERSONAL INFORMATION

Full Name :	YEON WAN GEE
NRIC / Passport No. :	A55255954
Nationality :	MALAYSIAN
Residential Address :	171 B EDGEDALE PLAINS SINGAPORE 822171
Contact :	88911052
Email :	vallie629@gmail.com
Date of Birth :	1997-06-29
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-10-01	2018-09-18	UNIVERSITY OF PORTSMOUTH	Bachelor's Degree	ACCOUNTANCY AND FINANCIAL MANAGEMENT
2015-10-28	2016-07-01	KAPLAN HIGHER EDUCATIONAL ACADEMY	Diploma	DIPLOMA IN 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				
2019-09-30	2021-06-01	CENTRAL MERCANTILE CORPORATION (S) LTD	ACCOUNTS ASSISTANT	AP & AR KEY IN DAILY LEDGER ENTRIES PREPARE APPLICATION FOR PAYMENT VERIFY ACCOUNTS BY RECONCILING THE STATEMENT AND TRANSACTION	I would love to meet new challenges in order to learn new things to improve my skill sets, sometimes changing a new working environment is more appropriate for me.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
YEON YEE KANG	BROTHER	27	INTERIOR DESIGNER
YEON HOONG FATT	FATHER	59	TECHNICIAN
KUA AH SUAN	MOTHER	53	HOUSEWIFE

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
ENGLISH	6	7	8
CHINESE	10	8	10
MALAY	4	4	4

REMUNERATION

Current salary	1,900.00
Expected salary	2,400.00

OTHERS

Thank you for considering me for an interview.

1. Tell us a little bit about yourself?

I am always passionate and enjoying what I do. I am very keen to learn and seek for self-improvement all the time to make sure I contribute the best I could for my job.

2. Why do you want this job?

I hope to learn more and meet new challenges in this field in order to grow in my career, in this situation, by changing a new working environment.

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 hardworker and keen learner, I adopt new skills quickly and always listen to any advices that will improve myself as a professional. Besides, I am also a team player who works well with other team members to achieve the same goal we have.

4. What do you consider to be your weaknesses?

Sometimes I am meticulous at what I do and take a bit longer time than needed, I find myself hard to let go of a project when I feel that there is a room for improvement.

5. What is your greatest professional or academic achievement?

I have helped my previous company to simultaneously operate both payable and receivable departments for several months when the person in charge was being moved to another department during a manpower shortage.

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

Within the case mentioned in Question 5, I found myself handling things that were considered impossible because of the workload. But after discussing the strategy with my manager, we sorted out things that are in higher priority and things that could be done more efficiently. It was still very challenging to pull it off but in the end we managed to do it on target.

7. Where do you see yourself in five years?

I see myself having much career improvement over the next five years in terms of skill sets, experience, having a greater responsibility in a company with nothing but contribution as my only interest.

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

As mentioned in Question 2, I would love to meet new challenges in order to learn new things to improve my skill sets, sometimes changing a new working environment is more appropriate for me.

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

I look for new growth, new guidance to excel my career to the next level and at the same time contribute the best I could.

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

A hardworker and very easy to work with, also willing to listen to any advices given.

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

I will take a deep breathe to calm myself down and try to have a clearer mind in order to think about the strategy in planning and managing things on hand more quickly and efficiently within the given timeframe.

12. How do you get to know us?

I got to know your firm via an online job searching website and found it aligns with my goal.