

JOB APPLICATION FORM



POSITION APPLIED FOR : Account cum Administrative

PERSONAL INFORMATION

Full Name :	LIM PEI SAN
NRIC / Passport No. :	S8112888Z
Nationality :	SINGAPORE CITIZEN
Residential Address :	Blk 303B Punggol Central #10-790 Singapore 822303
Contact :	9058 5613
Email :	PEISAN81@HOTMAIL.COM
Date of Birth :	1981-05-06
Gender :	Female
Race :	Chinese
Marital Status :	Married

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2003-01-01	2003-12-31	London Chamber of Commerce and Industry	Diploma	Level 1 Practical Book- keeping
2003-01-01	2003-12-31	The Association of Chartered Certified Accountants	Advanced/Higher/Graduate Diploma	Technician Level A

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				
1997-10-01	1998-03-31	Standard Chartered Bank	Admin Clerk (Temp Assignment)	Work as a temp cum part-time clerk, assisting in doing general admin duties such as checking on customer's information, processing of customers documents, recording of lodgment for private property, answering of phone calls, general filling, data entry, and faxes.	Assignment end
1998-04-01	1998-07-31	Citibank	Admin Clerk (Temp Assignment)	Work as a temp cum part-time clerk, assisting in doing general admin duties such as answering of the phone call, general filling, data entry, faxes, and other administrative duties as and when assigned	Assignment end
1998-08-01	1999-10-31	Ac.P Computer Training and Consultancy Pte Ltd	Sales Clerk	Match and post supplier's invoice in the accounting system Reconcile supplier statement Pay vendors by scheduling and preparing cheques Liaise with suppliers regarding payment matters Perform monthly bank reconciliation Prepare invoices and Statements for clients Other ad-hoc accounting and administrative duties as and when assigned	Seeking a different work environment

1999-11-01	2003-09-30	A & One Precision Engineering Pte Ltd	Admin cum Account Assistant	Data entry of invoices into Accpac (Dos) accounting software Issuing of payment voucher and process payments through T/T or cheques Liaise with suppliers regarding payment matters Perform monthly bank reconciliation Prepare invoices and Statements for clients Other ad-hoc accounting and administrative duties as and when assigned	Career change to a new industry
2003-10-01	2007-09-30	Lo Hong Ka Pte Ltd	Account Assistant	Account Receivable (AR) POS sales processing, checking sales report, update/check daily sales worksheet (CASH/Card collection)/ sales receipt entry according to payment mode/ daily sales journal vouchers (excel spreadsheet & ERP accounting software) Account Payable (AP) payment list / payment voucher entry/ update spreadsheet / journal entries (update PA file, intercom biling, giro payment, PV etc) Prepare and submit quarterly GST returns Update bank balances and prepare monthly bank reconciliations	Seek for better career advancement opportunities and exposure

2007-10-01	2013-12-31	Soo Kee Jewellery / Love & Co Pte Ltd	Senior Account Assistant	<p>Account Payable (AP) payment list / payment voucher entry/ update spreadsheet / journal entries (update PA file, intercom billing, giro payment, PV etc)</p> <p>Account Receivable (AR) POS sales processing, checking sales report, update/check daily sales worksheet (CASH/Card collection)/ sales receipt entry according to payment mode/ daily sales journal vouchers (excel spreadsheet & Jemisys accounting system) Cashbook / bank payment advice/ balance/ bank reconciliation Prepare and submit quarterly GST returns and other IRAS matters</p> <p>Preparation of invoices, Purchase Order, Payment Voucher and Cheque Payment to Supplier Managing Petty Cash and staff claim transaction Prepare monthly management reports such as cash flow expenditure, preparation of audit schedule, and attend to queries by auditors. Prepare and posting of related journal entries using in-house accounting software, Eg: Fixed Asset depreciation, Prepayment, Payroll and assist the account executive with the month-end report.</p>	Seek for better career advancement opportunities and exposure
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2014-01-02	2021-09-30	Current Pte Ltd	Admin Manager	<p>Accounts Payable (AP) Handle invoices receiving and matching with delivery order, purchase order, and purchase requisition</p> <p>Reconciliation of supplier's statement</p> <p>Process payments through T/T or cheques</p> <p>Account Receivable (AR)</p> <p>Maintain digital and physical financial records (filling or PO/Contracts), generate sales invoices, prepare the statement of accounts and follow up payments with Clients / Main Contractors</p> <p>Update bank balances and prepare monthly bank reconciliations</p> <p>Income / Expenses entries into QNE accounting system</p> <p>Verify staff claims and prepare petty cash summary for reimbursements</p> <p>Prepare and submit quarterly GST returns and other IRAS matters</p> <p>Liaise with external auditors on audit requirements</p> <p>Prepare CPF e-submission and method for CPF Calculation rate</p> <p>Handle HR issues relating to payroll, leave records, staff claims, work pass application, cancellation, and renewal</p> <p>Prepare and submit statutory documents and all employers related claims (NS makeup, maternity/paternity, childcare leave, etc)</p> <p>Support onboarding program in welcoming news staff, prepare work-desk, name card,</p>	Business to cease operation
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Andy Goh	Spouse	42	Engineer

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Raymond Pang	205 Balestier Road, #02-06 The Mezzo Singapore 329682	93874748	raymond@current.com.sg	Managing Director	8

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Mandarin Chinese	6	5	5
English	6	5	5

REMUNERATION

Current salary	3,000.00
Expected salary	3,000.00

OTHERS

1. Tell us a little bit about yourself?

I have been working as an administrative assistant and accounts for more than 10 years of experience. At my current job in the operations management department of a small company, I am known for being a team player, well-organized and detail-oriented. In my performance reviews, my manager always notes that she appreciates my enthusiasm and professionalism for the job. Because of this experience, I would like to take the next step in my career. I am hoping to do so in a company like yours that works to improve myself.

2. Why do you want this job?

I see being an account cum administrative assistant as a crucial piece of the functioning of an entire office, and it is my job to make that happen. I am tremendously organized, enjoy making things flow more smoothly and have more than 10 years of experience doing this. I stay in this career because I love doing it.

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 attention to detail. I've always been detail-oriented in my work, and it's something I enjoy. I saw on your job description that this role involves a lot of detail-oriented work.

4. What do you consider to be your weaknesses?

Written communication Verbal communication

5. What is your greatest professional or academic achievement?

Revamped the accounting system, which ended up in increased efficiency in handling accounting controls.

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

In one of my recent roles, we had a disgruntled customer who was unhappy with our service. I offered to speak with her and took the time to listen to her concerns. Once she was calm, I offered her various options to help resolve the issue. When she decided on the solution that best suited her, she thanked me for my time.

7. Where do you see yourself in five years?

I enjoy working as part of a team, so one thing that I'm targeting in my next position is a collaborative, team-focused environment. Based on what I saw from researching your company and reviewing the job description, it sounds like that's the type of work culture you promote here, so I'm excited to learn more about the opportunity today.

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

Business to cease operation

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

Three things that I'm looking for in my next job are a collaborative, team-focused culture, opportunities to learn and grow my skills from a technical standpoint, and a chance to learn more leadership skills over time

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

As attached

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

Prioritizing my responsibilities and tasks is how I best deal with stress, as I know it could easily get out of hand if I didn't have a clear plan of action, Knowing what is most important and then working from there helps me to take it one step at a time and stay calm even if the situation is challenging.

12. How do you get to know us?

Via Career future