

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	NG YONG LAM
NRIC / Passport No. :	970906-38-5128
Nationality :	MALAYSIAN
Residential Address :	Blk 128 Ang Mo Kio Ave 3 #01-1843 Singapore 560128.
Contact :	91421468
Email :	lamlamny1997@gmail.com
Date of Birth :	1997-09-06
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2010-01-01	2014-12-31	SMK Shing Chung	Primary/Secondary School/ 'O' Level	SPM - Sijil Pelajaran Malaysia
2015-07-01	2016-07-01	Sunway College Ipoh	Professional Certificate/NiTEC	CAT - Certified Accounting Technician
2021-05-14	2021-05-16	London School of Business and Finance	Professional Degree	ACCA - The Association of Chartered Certified Accountant

## 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				

2016-11-01	2017-08-04	Sanctuary Health Sdn Bhd	Account Assistant	<p>1. Record purchase and expenses transactions into ERP system accurately by matching all the supporting documents.</p> <p>2. Prepare payment to supplier according to payment term and to make sure invoices descriptions (quantity ordered and price) are correct before make payment.</p> <p>3. Send payment advice to supplier by email and fax on time to maintain good relationship with suppliers.</p> <p>4. Chase supplier invoice to make sure the account close on time.</p> <p>5. Reconciliation of supplier statement to make sure outstanding amount are correct.</p> <p>6. Conduct in analysis procedure to make sure all the customer invoices are complete and have shipping documents.</p> <p>7. Make sure all the supplier/customer invoices are record completely and accurately into ERP system.</p> <p>8. Review on petty cash payment are authorised with signature and supporting documents and record transaction into ERP system.</p> <p>9. Filing documents according to company filing system for control purpose.</p> <p>10. Seeking Quotation of logistics company.</p>	Willing to work in Singapore.
2016-07-01	2016-09-30	Taxpac Services Sdn Bhd	Account Clerk	<p>1. Assists in filing annual return to SSM.</p> <p>2. Prepare full set account of sole proprietor.</p> <p>3. Assists in filling statistic form for clients.</p> <p>4. Gain of AGM knowledge.</p>	Looking for better environment work place.

2017-08-07	2019-04-30	Fineline Construction Pte Ltd	Admin and Account Assistant	1. As an Account Receivable. 2. As an Account Payable. 3.Help to prepare GST submission. 4.Manage Cash Flow. 5.Prepare forecast cash flow and financial statement. 6.Prepare and manage Project Costing for Project. 7.Apply work permit for foreign worker, able to liaise with MOM officer. 8.Calculate and prepare worker salaries and reimbursements. 9.Handle worker insurance with company insurance agent. 10.As a Purchaser to order material for carpentry works. 11.Bank reconciliation. 12.Submit CPF for worker.	Looking for better opportunity and exposure.
2019-05-10	2021-06-07	T.Y.Kan & Co	Account Executive	1. Prepare full set account and schedule of different industry by monthly, quarterly and yearly. 2. Compilation of Unaudited Financial Statements in accordance to Singapore Financial Reporting Standards. 3. Prepare and filling of GST by quarterly basis. 4. Prepare tax computation and filing of Form C/C-S. 5. Prepare management account and submit for client approval. 6. Consult and answering clients' queries and maintain good relationships with clients. 7. Perform stock take at client warehouses.	Looking for better career opportunity and exposure.

#### PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Ng Yong Jing	Younger sister	17	Student
Ng wei Yao	Brother	26	Cooker

Chew Pui Mun	Mother	43	Hawker
--------------	--------	----	--------

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
David Wong Quek Kheong		82683929		Lecturer of ACCA paper - Audit and Assurance	1

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Cantonese	8	8	8
Malay	6	7	7
Chinese	8	8	8
English	6	7	7

**REMUNERATION**

Current salary	2,450.00
Expected salary	2,900.00

**OTHERS**

1. Tell us a little bit about yourself?

I am working as an Account Executive in a Public Accounting Firm and have about 5 years experience in accounting fields and in the midst of studying ACCA. Besides, I am a positive thinking person, patience with problem solving, accountable and passion with my job.

2. Why do you want this job?

To be an Audit associate is one of the way to be a professional body, and I understand that auditing can discover something new and unexpected then figuring out how to report and resolve it presents a challenge which I enjoy as well.

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 have a good memory once I understood the concept and the way to perform the job scope with a proper guidance and training provided.

4. What do you consider to be your weaknesses?

My weakness is sometimes focus too much on details regarding my job scope but it have been improved with my current position experience gained.

5. What is your greatest professional or academic achievement?

Certified Accounting Technician (CAT) and completed of ACCA Applied skill level paper - Financial Management.

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

One of my biggest challenge is when I be an Account Executive in Public Accounting firm and I lack of experience in compilation of unaudited financial statement, and don't know how to perform some procedure and don't how to deal with client regarding some question in their financial statement, I am so confuse on that time I feel that maybe accounting fields are not suitable for me. Luckily, undergo a process and tempering and guidance by my director, who always encourage me and now I am able to do the compilation and gained a lot of experience from there and now I being more patience with problem solving and learnt the skill of communication.

7. Where do you see yourself in five years?

Over the next few year, I will explore and develop skills in auditing. Besides, I want to have gained experience on auditing of different industry and this cloud assists me in pursuing my career goals to be an audit manager or account manager.

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

Lack of resource for me to be more professional and exposure.

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

I am looking for a position that where I can grow my professional development, it is really important for me since I hope that to have a better life in future.

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

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

I will go to do exercise as this let my feel relax after exercised.

12. How do you get to know us?

From Jobstreet and company website.