

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Senior

### **PERSONAL INFORMATION**

Full Name :	ONG ZI QI
NRIC / Passport No. :	S9480352G
Nationality :	MALAYSIAN
Residential Address :	Blk 3 Jalan Batu #08-77 Singapore 431003
Contact :	81124285
Email :	ziqu1015@gmail.com
Date of Birth :	1994-06-18
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-12-01	2018-03-30	Tunku Abdul Rahman University College	Professional Certificate/NITEC	ACCA
2012-05-01	2014-04-30	Tunku Abdul Rahman University College	Diploma	Accounting
2014-05-01	2017-04-30	Tunku Abdul Rahman University College	Bachelor's Degree	Accounting

**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				
2019-04-01	2020-11-09	BDO LLP	Audit Senior 1	<ul style="list-style-type: none"> <li>Plan, execute and deliver audit engagements in both team and individual assignments</li> <li>Interact with client in order to collect necessary information and understand client's reporting requirements and expected deliverables</li> <li>Review, assess and recommend changes in processes and controls in a business unit</li> </ul>	For a change of environment.
2019-03-29	2019-03-29	Ivan Law & Co	Audit Associate 2	<ul style="list-style-type: none"> <li>Plan and organize work accordingly without close supervision and seek out methods to do work more efficiently</li> <li>Demonstrate understanding clients' business, industry their needs and expectations</li> <li>Handle work under pressure and maintain the professional and positive manner</li> </ul>	For more exposure

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Ong Jun Hang	Younger Brother	21	Student
Tai Nyok Hua	Mother	58	Customer Service Officer

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Chinese	8	1	6
English	8	7	9

**REMUNERATION**

Current salary	3,500.00
Expected salary	3,800.00

**OTHERS**

I'm currently collecting my practical experience and looking forward to get enrolled to ACCA Membership in one and a half year time. Thereafter, I'm looking forward to take up the Singapore Qualification Programme to be one of the Chartered Accountant.
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1. Tell us a little bit about yourself?

I'm currently working with BDO as a Senior for the past one year. Being in this position enable me to gain more knowledge on how an audit shall work from the planning stage to audit finalisation stage. I'm able to work closely with the audit managers where their guidance has been very useful for my future path.

2. Why do you want this job?

To be involved in auditing of more diversified portfolio and to have more sense of belonging to the firm.

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?

The greatest professional strength will be good communication skill as auditor is required to communicate with clients all the time to request for necessary documents and completing the audit. Besides, good time management has also enable me to complete the audit engagements in the shortest time possible.

4. What do you consider to be your weaknesses?

Weakness shall be I lose confidence sometime and having hard time to say no to people.

5. What is your greatest professional or academic achievement?

I've completed the ACCA examination and looking forward to collect my practical experience and will then being converted into ACCA member.

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

7. Where do you see yourself in five years?

I see myself as an Audit Manager in five years where I'll be able to work as a reviewer and managing the audit portfolios for the firm.

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

To change a working environment.

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

For more work life balance.

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

Friendly and good to communicate with.

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

I normally try to manage my time accordingly to avoid a stressful situation. However, if there is a stressful situation, I will try to talk to my peers who are able to understand me and take a short break to refresh myself.

12. How do you get to know us?

Through job portal.