

JOB APPLICATION FORM



POSITION APPLIED FOR : Account cum administrative executive

PERSONAL INFORMATION

Full Name :	PANG HUI LING
NRIC / Passport No. :	G3854105L
Nationality :	MALAYSIAN
Residential Address :	BLK 423 JURONG WEST AVENUE 1, #06-212 SINGAPORE 640423.
Contact :	86984236
Email :	panghuiling2@gmail.com
Date of Birth :	1995-11-03
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-01-01	2018-12-31	UNIVERSITY TUNKU ABDUL RAHMAN	Professional Degree	Commerce accounting
2016-01-01	2018-12-31	UNIVERSITY TUNKU ABDUL RAHMAN	Professional Degree	Commerce 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	2021-03-31	WU WAI HONG & CO	AUDIT EXECUTIVE	<ul style="list-style-type: none"> • Performing statutory audit or compliance of financial statement of small and medium size clients • Undertaking various audit engagements such as Gross sales etc • Performing control testing, substantive testing and other audit procedures • Preparing audit working papers • Attending annual stock-taking sessions • Prepare Clients Company tax computation for tax agent submission • Helping in Company corporate secretary prepare some XBRL job and administrative support to companies 	<ul style="list-style-type: none"> • Looking for better opportunity in accounting field, learn more knowledge regarding accounting.

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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
HENG SIEW LUNG	MOTHER	53	OFFICE WORKER
PANG YONG LEE	FATHER	57	OFFICE WORKER
HENG SIEW LUNG	MOTHER	53	OFFICE WORKER
PANG YONG LEE	FATHER	57	OFFICE WORKER

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
MANDARIN	10	10	10
Engliah	8	8	8
Malay	7	7	7
MANDARIN	10	10	10
Engliah	8	8	8
Malay	7	7	7

REMUNERATION

Current salary	2,400.00
Expected salary	2,600.00

OTHERS

1. Tell us a little bit about yourself?

My name is Hui Ling I have 2 years experience in audit field who likes to take initiative and seek out new challenges in accounting/finance field. Hope to develop more professional skills to increase my knowledge, as well as the growth of the Company.

2. Why do you want this job?

When I apply my first job at Singapore, I would like to find an accounting job but at last I choose auditing job due to can learn something new when I was young. After 2 years experience in audit field and now I hope I can know more knowledge regarding accounting job.

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?

Willing to learn, hard worker and Responsible

4. What do you consider to be your weaknesses?

Communication in English

5. What is your greatest professional or academic achievement?

Bachelor of Commerce (Hons) Accounting / CGPA 2.9082

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

Totally no experience in audit field when go into my first job in Singapore. It was very hard for me to complete my first audit case even the unaudited report. However, I try to complete the task given by manager which I try to ask my senior and manager when I meet some problem and learn from them.

7. Where do you see yourself in five years?

Learn more and more knowledge, to get promote such as become senior and can give some advice to my junior and others.

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

I want to learn in accounting field.

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

Hope can learn a lot of experience to increase my professional as well as Company growth.

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

Hard work, good time management

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

Jogging, listen some soft music

12. How do you get to know us?

Jobstreet