

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit senior/ Account executive

PERSONAL INFORMATION

Full Name :	Phang Yong Yiau
NRIC / Passport No. :	G3475915x
Nationality :	MALAYSIAN
Residential Address :	6B BOON TIONG ROAD #20-59 SINGAPORE 165006
Contact :	98124728
Email :	gloryphang2@gmail.com
Date of Birth :	1994-07-08
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2013-05-01	2016-05-31	University Tunku Abdul Rahman	Bachelor's 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				
2018-06-01	2020-05-31	Wu Wai Hong & Co	Audit executive	<p>Detailed audit planing</p> <ul style="list-style-type: none"> - Identified audit risk factors and developed suitable audit programs to cover the firm's risk based on the factors documented and past experiences. - Conducting the audit - Collect financial data and analyse trends. - Assess compliance with financial regulations and controls. - Test various financial documents and reports for accuracy and compliance. - Examine wide range of documentation. - Identify ongoing compliance issues, process weaknesses and inefficiencies. <p>Preparation of Report - Prepared audit report and consolidated financial statement in line with the accounting standard.</p> <ul style="list-style-type: none"> - Prepared compilation report - Performed tax computation - Preparation of management letter and engagement letter 	Contract ended and intend to look for better opportunities.

2020-08-01		N.F.LEE&Co	Audit senior	<ul style="list-style-type: none"> • Conduct financial statement audit on private traded clients in various industries including distribution, healthcare, Nonprofit organization, and manufacturing. • Identify risk matters to the business • Schedule, plan, and complete risk-based internal audits • Report and present findings to the business, making recommendations for solutions and improvements to policies/procedures • Understand the commercial objectives of the business and the impact made by internal audit • Liaise with client FDs or company directors • Liaise with external advisors as needed • Plan and deliver internal audits of determined business area or department • Ensure the business complies with all relevant internal requirements, industry regulations, and government legislation • Lead, manage and develop the team of junior auditors • Assist with other audit matters and projects • Enable the business to fulfill their commitments to international and government compliance 	Looking better opportunities and offer
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Phang sik ann	Brother	22	Chef
Lim sieu kiok	Parent	55	House wife
Phang saw ban	Parents	63	Restaurant owner

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Malay	8	8	8
English	8	8	8
Chinese	10	10	10

REMUNERATION

Current salary	2,800.00
Expected salary	3,500.00

OTHERS

2 months notice period for current job
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1. Tell us a little bit about yourself?

I've been working in accounting and auditing role for nearly four years. At my current job in the audit department of a local company, I conduct financial statement audit on private traded clients in various industries including distribution, healthcare, Nonprofit organization, and manufacturing. With this experience under my belt, I'm looking for an opportunity to take the next step in my career. I'm hoping to do so in an organization like yours that works to improve the environment, which is something I'm passionate about."

2. Why do you want this job?

This organization is known to have rewarded its employees by acknowledging their work. I am really looking forward to work in such atmosphere. I want to feel more involved and attached to my workplace, and I have a gut feeling that this organization is the right place for me to feel motivated and deliver to my fullest potential.

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?

Systematic and patient

4. What do you consider to be your weaknesses?

Too focused

5. What is your greatest professional or academic achievement?

Bachelor degree in commerce accounting

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

Lack of manpower during peak period for my current company. Working overtime to meet the deadline of filling.

7. Where do you see yourself in five years?

Complete my ACCA and become chartered accountant

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

Looking better offers

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

Enhance my professional experience.

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

Helpful and responsible

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

From a personal perspective, I manage stress by visiting the basketball every evening. It's a great stress reducer.

12. How do you get to know us?

JobStreet