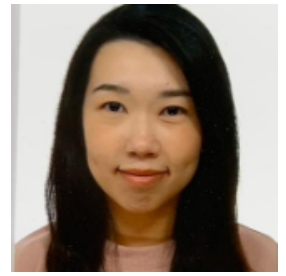


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	CHYE JEE YEE REGINE
NRIC / Passport No. :	A54887456
Nationality :	MALAYSIAN
Residential Address :	9H Yuan Ching Road #19-82 Lakeside Tower, 618650 Singapore.
Contact :	81369560
Email :	regine.yee89@gmail.com
Date of Birth :	1989-09-19
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2011-05-25	2013-04-30	Tunku Abdul Rahman College, Malaysia	Advanced/Higher/Graduate Diploma	Hospitality Management (Hotel Management)
2019-03-26	2020-06-26	Coventry University	Bachelor's Degree	Accounting and Finance

**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				
2018-01-24	2019-03-14	A&I Accounting Services Pte Ltd	Customer Service Executive	- Quote & negotiate prices for company and business. - Attend to clients enquiries. - To assist in interview process. - To perform receptionist duties.	Looking for better opportunities
2019-03-21	2020-11-14	Tat Hong Plant Leasing Pte Ltd	Business Support Executive	- Billing of Invoices. - Monitor movement of the cranes & update accordingly. - Update and calculate the crane operator overtime hours. - Informing the crane movement to the operation team by Issuing Delivery Instruction and Rental Preparation Form.	Looking for better opportunities

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Chye Zheng Xuan	Brother	18	Student
Chye Zheng Feng	Brother	20	Student
Chye Teng Yang	Brother	30	Sales Executive
Tong Yee Har	Mother	59	Housewife
Chye Kai Yin	Father	69	Retiree

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Cantonese	7	7	7
Malay	7	7	7
Chinese	10	10	10
English	7	7	7

**REMUNERATION**

Current salary	2,300.00
Expected salary	2,700.00

**OTHERS**

1. Tell us a little bit about yourself?

My name is Regine Chye Jee Yee from Malaysia. I graduated from Tunku Abdul Rahman College, Malaysia with Advanced Diploma and Diploma in Hospitality Management (Hotel Management) in April 2013. Recently i just obtained my Bachelor Degree in Accounting and Finance from Coventry University (PSB Academy, Singapore) in June 2020. Currently, I am working as Business Support Executive in Tat Hong Plant Leasing Pte Ltd.

2. Why do you want this job?

I would like to kick start my career as an auditor after I obtained my degree certificate.

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 am a fast learner, willing to learn new skill and knowledge and take up new challenges.

4. What do you consider to be your weaknesses?

Less confident in handling certain work situation involving in decision making.

5. What is your greatest professional or academic achievement?

Obtained degree certificate as accounting.

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

I do not possess any administration background when I first join a company in Singapore. This, however, I manage to overcome the difficulties by willing to learn and take up new interest in the job.

7. Where do you see yourself in five years?

I would like to become a professional Certified Accountant.

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

Looking for better opportunities in the field of Accounting.

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

Enhance my professionalism as auditor and eventually become a successful accountant in my career.

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

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

Practice and learning yoga. Will attend aerial yoga class at least twice per week.

12. How do you get to know us?

Jobstreet.