

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : ACCOUNT EXECUTIVE

### **PERSONAL INFORMATION**

Full Name :	TEE PEI CHING
NRIC / Passport No. :	A39531603
Nationality :	MALAYSIAN
Residential Address :	762 WOODLANDS AVENUE 6 10-92 SINGAPORE 730762
Contact :	6590724158
Email :	Peiching6850@gmail.com
Date of Birth :	1990-08-28
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2012-01-01	2013-08-31	OMEGA INSTITUTE	Diploma	ACCA DIPLOMA IN ACCOUNTING AND BUSINESS
2010-07-01	2011-05-31	OMEGA INSTITUTE	Diploma	LCCI DIPLOMA IN COMPUTERISED ACCOUNTING
2002-01-01	2007-12-31	SMK PADUKA TUAN SEGAMAT JOHOR MALAYSIA	Primary/Secondary School/ 'O' Level	SPM

**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				
2012-02-01	2020-10-08	KODA LTD	ACCOUNT EXECUTIVE	-Perform account payable, account receivable -Perform issue DN & CN for interco and customer -Perform monthly sales report by month/customer/plant -Perform partial BS schedule -Perform Commission by quarterly -Perform Journal Entries when needed -Handles petty cash -Perform yearly stock count & assist in stock adjustment -Handling Item master creation -Coordinate with VN SO team and Receiving team for ERP system issue -Assist in yearly External Audit. -Coordinate with China Finance Manager for accounting issue -Perform review China AP payment -Perform review China payroll -Assist perform China AR schedule -Assist In China's system setup -Assist in China Audit when needed -Oversea Business trip to perform task when needed -Admin filing work -Ad-hoc duties as assigned by Head of Dept	job scope limitation.

2011-08-01	2011-12-31	Eastward Marketing Pte Ltd	Sales admin clerk	<ul style="list-style-type: none"> <li>-Handles quotation assigned by Sales director - Liaised with suppliers for sample</li> <li>-Perform arrange delivery schedule with customer -Coordinate with Shipping agent - Coordinated with Warehouse Manager for warehouse spacing arrangement</li> <li>-Maintenance stock listing in system - Ad-hoc duties assigned by Bosses</li> </ul>	Get a better offer for related Accounting job
2008-05-01	2011-07-31	MENTOR MEDIA	QA Leader's Assistance	<ul style="list-style-type: none"> <li>-Perform random checking in production line to ensure operation run smoothly</li> <li>-Perform random sample size checking for incoming goods with under tolerance</li> <li>-Coordinate with Purchaser for the Quality issue</li> <li>-Coordinate with Specialist Product for the DA &amp; ECN schedule -Perform FA sample approval</li> <li>-Outstation to perform QA job when needed</li> <li>-Assist in yearly stock count arrangement</li> <li>-Compiling end of day report - Any other ad-hoc duties assigned by Leader/Supervisor</li> </ul>	Change the differ fields position

#### PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
TEE WEI CHIN	YOUNGER BROTHER	24	FOREMAN
TEE PEI TENG	SISTER	32	ACCOUNT & ADMIN EXECUTIVE
TEE CHIN MENG	BROTHER	36	FOREMAN
YAP KIM THAI	MOTHER	55	HOUSEWIFE
TEE KIM PUAH	FATHER	56	FOREMAN

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
DAVID LIM		96629823	David.sh.lim@gmail.com	CFO	3

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
English	4	5	5
Chinese	8	8	8

**REMUNERATION**

Current salary	2,700.00
Expected salary	3,000.00

**OTHERS**

1. Tell us a little bit about yourself?

I am incharge for AR & AP in Singapore HQ a/c in the same time i have assigned task for review AP and Payroll for 2 China subsidiary company .i play a role to work in team to meet the monthly closing deadline. i also responsible to coordinated with VN team and China team for ERP system issue.

2. Why do you want this job?

i wish to have opportunity can gain more different specialized field of accounting

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 able be a good team player and willing to accept new task

4. What do you consider to be your weaknesses?

lack of accounting knowledge caused unconfident

5. What is your greatest professional or academic achievement?

ACCA DIPLOMA IN ACCOUNTING

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

I have assigned by Manager to assist to lead the Join venture subsidiary's staff to follow standard accounting procedures. the most challenged task will be communication and need be patience to convince the staff to follow the procedures.

7. Where do you see yourself in five years?

gain more experience and accounting knowledge

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

job scope limitation.

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

gain more experience and accounting knowledge

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

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

i will try to calm down and re organized the priority workload

12. How do you get to know us?

recommend by Ex colleague