

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	Goh Zhen Yu
NRIC / Passport No. :	A39868572
Nationality :	MALAYSIAN
Residential Address :	Blk 97, Bedok North Ave 4, #18-1509, Singapore 460097
Contact :	+65 9105 9466
Email :	adamgoh9@gmail.com
Date of Birth :	1995-08-21
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2008-01-01	2012-12-31	SMK Sri Perhentian	Primary/Secondary School/ 'O' Level	Major in Science
2013-06-01	2014-10-31	SMK Seri Bandar Pontian	Higher Secondary/Pre-U/'A' Level	Major in Science
2015-10-01	2018-09-30	University Tunku Abdul Rahman	Bachelor's Degree	Bachelor of Commerce (Honours) Accounting (With Merit)

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2019-04-01	2020-10-14	Edwin Lee & Co	Audit Associate	<ul style="list-style-type: none"> - Reviewed on Company background (specific in beneficial owner information) before engagement. - Inspected general ledger for accuracy - Performed auditing work in accordance with GAAP (Generally Accepted Auditing Principles) to meet rigorous standards. - Established alternative audit, accounting and internal control procedures and recommended process improvements to aid clients in addressing deficiencies. - Interacted with key client management to gather information, resolve audit-related problems and make recommendations for business and process improvements. - Performed extensive assessments of accounts, including payables and receivables, equity, debt and revenue to verify accuracy in financial reports. - Completed all phases of audit engagements, including planning, budgeting and fieldwork independently. - Followed up on reviews to assess and report on completion or progress of corrective actions. - Worked audit 	<ul style="list-style-type: none"> - Looking for better career prospects, professional growth and work opportunities - Looking for new challenges at work - Current company's growth prospects are poor

				<p>engagements for wide variety of industries, including construction, manufacturing and non-profit organisation. - Use computers and specialized software to prepare and file tax returns. - Analyze corporate and individual taxation, trust tax and estate tax systems. - Adhere to the latest tax regulations and standards</p>	
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Goh Zhen Chen	Brother	9	Student
Goh Zhen Ming	Brother	12	Student
Goh Qian Min	Sister	19	Student
Goh Qian Yi	Sister	21	Student
Goh Zhen Hong	Brother	23	Sole proprietorship
Cheng Hui Chiang	Mother	51	Housewife
Goh Eng Siong	Father	51	Supervisor

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Alvin Chong	N/A	+65 8890 6500	alvinchong93@hotmail.com	Audit Senior	2

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Malay	9	8	9
Chinese	10	9	9
English	8	8	9

REMUNERATION

Current salary	2,500.00
Expected salary	2,800.00

OTHERS

<p>Is the Company have any S-Pass quota for foreigner workers?</p>
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1. Tell us a little bit about yourself?

"A dream does not become reality through magic, it takes sweat, determination and efforts" With extensive experience in the delivery of professional auditing services and tax advices to the client, I have built my knowledges and understand how the business was run after understand the internal control of an entity. Working in a professional organization and looking a challenging for my long term career, for achieving the organizational goals as a priority. I seek to work in an environment that could enhances my skills and motivates me to utilize my capabilities and explore potential skills to the fullest extent to contribute to the company growth both individually as well as a team.

2. Why do you want this job?

The first thing caught my eye when I saw the position was definitely that it was at audit associate. I find out that the Company have delivered the services to assist small business to achieve the goal. By screening through the Company profile, I can feel that the your team was with energetic and spirit with work. Through the innovation by investing in the R&D which could attract me as a freshmen in this industry to join the Company by enabling me to growth with the firm. I interested in joining your team for a while now and have been actively building my own career as a professional accountant for the past one and half year in Singapore. I'm really excited to learn more and see how I 'll be able to contribute 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?

As I understand the audit line was in a fast-moving industry, personally I possess with some characteristics such as multitasking skills and manage to distribute the time to complete the jobs before the deadline. I always plan my schedule as I mentioned below this will make the jobs to be completed within the period. Stressful was being viewed as an motivation for me to move forward to break over the obstacles and enjoy fruitful of result or accomplishment.

4. What do you consider to be your weaknesses?

- Lack of confidence in voice out my ideas or opinions. - Focus too much on details and spent too much time on unnecessary part.

5. What is your greatest professional or academic achievement?

My greatest academic achievement was completing my Bachelor's degree in 3 years with a 3.32 GPA while I studying full time and working part time during my university life in order to reduce the burden on my family. Through the 3 years of university of studying, I build great habits and stay focused on my goals in order to accomplish the target I set for. Thus, throughout the one and half years of working experiences in Edwin Lee & Co. I could said I have survive through the peak period and achieve what the jobs that partner or senior assign to me. As a freshmen in this industry, I spent most of the time on looking the new knowledges and keep myself not to be outdated trend.

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

Challenge : Working full time and study part time for ACCA Solution : 1) Wisely plan and good time-management between work life and studies 2) Discipline on what I want to achieve and be

7. Where do you see yourself in five years?

I'm really excited to take this position as an audit associate, I hope to be seen as someone with deep expertise in the auditing sector could lead me as a mentor to explore new knowledges and with better career exposures. With my short-term goal, I would like to become an audit senior and potentially even take the lead of a team on some of the engagement or projects. I hope that the Company could deliver and appreciate our effort not only treat us like the employees but also the assets of the Company to growth together to achieve something awesome.

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

N/A

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

I've been building my career with auditing for the past of few years when I decided to switch from the science stream student to business. I keep looking for position where I can continue to exercise those knowledges and skills. The important thing for this position not just a work to me, but also deliver my findings and suggestions directly to client. That will be really interesting and motivated by being able to see the impact of my work on the firm and the clients as well. Definitely I looking for the position where I can grow with my career goal that is really important to me since I hope to take on managerial responsibilities in the future. Good working environment that I also look for which can eliminate unnecessary issues around working environment.

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

- Well liked colleague and friendly - Humble to learnt - Teamwork and helpful in solving the problems

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

Good pressure help me stay motivated and productive. Of course, there are times when too much pressure can lead to stress. However, I'm very skilled at balancing multiple assignments and meeting deadlines. As there have a lot of assignments on going at the same time, I will plan the schedule into details and find out how could I complete the assignment within the period in to avoid unnecessary stress. Beside, I will also take out some time to release myself such as go to the gym room or hanging out for some activity to relieve pressure.

12. How do you get to know us?

Recommended by Kelly Tang from KTF Management Services Pte Ltd