

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : ADMIN EXECUTIVE

### **PERSONAL INFORMATION**

Full Name :	YEE YONG KONG
NRIC / Passport No. :	720525085357
Nationality :	MALAYSIAN
Residential Address :	B-7-8, Sri Jati II Condominium Jalan Sri Jati, Taman Sri Jati, 58200 Kuala Lumpur Malaysia
Contact :	016-6388886
Email :	kelvinyee@aaa-global.com
Date of Birth :	1972-05-25
Gender :	Male
Race :	Chinese
Marital Status :	Married

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
1990-10-01	1993-12-15	Linton Institute of Technology	Diploma	Electronics Engineering

**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				
2001-08-01	2006-08-01	AE Automotion (M) Sdn Bhd	Sales Engineer	Marketing and sales support to field.	Better offer.
2006-08-01	2013-11-30	Chi-Tak Control Instruments (Sel) Sdn Bhd	Assistant Sales Manager	Sales & Marketing for the Electrical relate products .	Seek to have better career advancement.
2014-06-02	2015-06-30	GD Express Sdn Bhd	Branch Manager	Manage the branch daily running operation of work.	Working place distance is too far from home.
2020-10-31	2020-10-31	AEX System Sdn Bhd	Assistant Admin Manager	General Admin/HR Work & etc.	VSS due to company finacial difficulty.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Lester Yee Xin Shun	Son	13	Student
Derrick Yee Xin Yao	Son	19	Student
Jicent Yee Xin Sheng	Son	21	Student
Yeoh Ai Chuan	Wife	50	Admin Cum Account Clerk

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Ms. Lim Swee Tee	Bangsar, KL	012-6045045	lst@hlib.com.my	Stock reminsier	18

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Malay	9	8	9
Mandarin	10	8	9
English	7	6	8

**REMUNERATION**

Current salary	4,550.00
Expected salary	3,800.00

**OTHERS**

1. Tell us a little bit about yourself?

I'm homely person and grown-up in a small village "Kampung" in Perak. Been in the marketplace for 20++ years. Married with 3 children age 13 – 21 years old. I like to cook and gardening.

2. Why do you want this job?

I am looking forward to join your esteem team because I believe my background, experience and skillset match the requirements you're looking for and to use my skills to create more value to the organization and clients. eg: to work efficiently & consistently with the team together to achieve the company goals

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?

Able to maintain company files on sensitive and confidential matters. Open to learn new ideas/ technologies to help improve the workflow. Strong work ethic and strives to complete things to meet the company's standards.

4. What do you consider to be your weaknesses?

Lack of knowledge in auditing & taxation field. Perfectionist.

5. What is your greatest professional or academic achievement?

Graduated and obtained diploma in Electronics Engineering.

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

Subordinate work performance/ attendance issue. - Slow talk with staff and explain to him on the expectation from the company toward him. - Coach and guide him during his journey of improvement.

7. Where do you see yourself in five years?

I will move to next level of my current role.

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

Voluntary Separation Scheme (VSS) due to company financial difficulty.

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

To upskilling my knowledge and skillset. Better benefits & rewards.

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

Honest & Creative.

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

Take it positively and be more resilient in managing challenges.

12. How do you get to know us?

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