

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	WU DE WEI
NRIC / Passport No. :	A56117798
Nationality :	MALAYSIAN
Residential Address :	51, Jalan Utama 19, Taman Utama, 81500, Pontian, Johor, Malaysia
Contact :	+60 167740250
Email :	dewei.wu29@gmail.com
Date of Birth :	1999-01-29
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2021-07-19	2022-06-09	Sunway College Johor Bahru (ACCA)	Professional Degree	Accounting
2018-05-28	2021-06-01	HELP University	Bachelor's Degree	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				
2017-12-18	2018-03-30	Myth Restaurant Sdn Bhd	Kitchen Crew	1. Communicate and collaborate with other staff members in order to get the food to the customers as quickly as possible 2. Speculate and analyze the demand for next day ingredients in order to minimize food waste 3. Ensure fresh and high quality ingredients for the customers.	Further Study
2020-10-01	2021-02-01	Tan Keng Hwee Sdn.Bhd.	Office Assistant	1. Assist senior and manager works, such as office document, data key in and etc. 2. Purchasing of supplementary material 3. Deal with government agency for permit and financial institution	Covid

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Wu Jian Wei	Sibling	20	Student
Wu Yu Foo	Father	52	Supervisor
Teh Kah Eng	Mother	53	Housewife

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Malay	3	4	5
English	4	6	7
Manderin	9	9	9

REMUNERATION

Current salary	700.00
Expected salary	2,500.00

OTHERS

During my university years, I joined the Investment Club as an event organizer, responsible for preparing a suitable venue for the event and ensuring the smooth running of the event. - Successfully organized 6 investment seminars for students. - More than 90% of the participants were satisfied with the events and joined in the follow-up activities. I also join volunteer events, such as Music Run Event by CIMB Bank - Coordinate with over 200 volunteers to ensure event flow successfully - Provide guidelines to the event participant - Ongoing report to the organizer to understand the situation During my secondary school, I was a member and former vice president of the 24 Festival Drum Club. - Have performed in large and small events and - Awarded on the Malaysia Book Record (most people playing the drums at the same time).

1. Tell us a little bit about yourself?

I am a recent graduate in accounting and currently pursuing my ACCA qualification. I have completed 2 professional exams and am waiting for the results of the last 2 papers. I have had some work experience such as office assistant for 6 months, which was responsible for assisting my seniors and manager such as purchasing supplements, dealing with the government for permits and other documents. I usually study finance, such as company financial reports, industry analysis, business news, etc. I am quite an outgoing person, so I will actively participate in extracurricular activities such as winning a national record when I was a member of 24 festival drums.

2. Why do you want this job?

I am interested in this Audit Associate position because I am curious about how the audit team provides assurance to the public. I regularly review annual reports and audit reports of different companies. This has given me some insight into the audit field. I believe this will help me get familiar with the job more quickly, as well as gain a better understanding of the various industries and help companies plan their audit work.

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 think my greatest professional strength is my analytical skills. When I worked part-time for my previous employer, which was a family-based agricultural company, I was responsible for the breeding process part. When I visited the working environment in the area and communicated with the workers, I found that the area did not need many workers. Then, I rearranged their work assignments and form a new schedule for the workers. As a result, one more worker could be relieved and could be transferred to another part of the farm.

4. What do you consider to be your weaknesses?

I think my weakest area is creative thinking. I have a hard time creating a new thing out of thin air. My past study methods and the examination system in high school made me think that memorization was more important than critical thinking. This has led to my mind being limited and making it difficult to come up with a creative idea. After that I kept learning, for example, I read different types of books or learn from other people's experiences to find new ideas to make up for my knowledge.

5. What is your greatest professional or academic achievement?

The greatest academic achievement that I had maybe the part-qualification of ACCA members. Currently, I am waiting for the last 2 professional papers' results, I believe I can pass both of them. And my greatest professional achievement is that I helped my previous employer improve the overall workflow which helped it to save about 10% of the labour cost, which is the case I mentioned in Question 3.

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

When I was in university, I was a member of an investment club and was in charge of internal public relations for an event and served as a team leader. The event persistent wanted me to market their event without identifying and confirming the sponsors and VIPs. I declined the leader's request and tried to discuss and explain to him the consequences, that we could not advertise our event to people in this way, that it was a false advertisement. Finally, the persistent approved my proposal and just provide basic event information and hide guests with 'secret', but unfortunately, the event was cancelled due to COVID.

7. Where do you see yourself in five years?

My ultimate goal for the next 5 years is that I will be able to be a team member of a group audit project. In order to achieve this goal will work towards my ACCA qualification, and I have to complete my remaining papers and the practice experience requirement by ACCA within 3 years. I will also need to continue to build my audit experience because seeing more and knowing more. I believe that I can pursue my career goal and eventually be in an audit senior position within your company over the five years.

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

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

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

The most common comments I get are that I am observant and hardworking. Sometimes I help the company with extra work, and I am willing to work overtime, even if I don't get paid for it.

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

I am used to having a meditation either in the morning or at the night, this can help relieve my negative emotion and make me better for the day. I also will have a gym or sports activity, such as badminton, and long-distance running, these activities may help me to relieve my negative emotion.

12. How do you get to know us?

From the website, Jobstreet.