JOB APPLICATION FORM



POSITION APPLIED FOR: Senior Account Executive

PERSONAL INFORMATION

Full Name :	TAN KOK SENG
NRIC / Passport No. :	940411045255
Nationality:	MALAYSIAN
Residential Address :	21, JALAN INDAH 5/10 TAMAN BUKIT INDAH. 81200 JOHOR BAHRU JOHOR.
Contact :	60167027481
Email :	seng94.st@gmail.com
Date of Birth :	1994-04-11
Gender:	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution	Qualifications Obtained	Subjects / Grade
Form	То	Attended		
2007-01-01	2011-12-31	SMK Taman Bukit Indah	Primary/Secondary School/ 'O' Level	Accounting
2019-09-01	2023-08-31	Open University Malaysia	Bachelor's Degree	Accounting
2012-08-01	2014-12-31	Southern University College	Diploma	Business Administrative

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Da	ite	Qualifications / Awards Obtained	Awarding Institution
Form	То		
-	-	1	-

EMPLOYMENT HISTORY

Da	ate	Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	То				
2015-05-0	2016-05-3	Tiong Nam Logistics Holdings	Warehouse Coordinator	Processing packing list, invoice, delivery order, debit note, etc as per request. Assisting in monthly stock take. Coordinating and follow up for every incoming, outgoing, transferring shipment, returned stocks among warehouse colleague, customers, and suppliers.	
2016-10-0	2018-09-3 0	Marketasia Books Pte Ltd	Customer Service Executive	Admin work, eg, issue documents such as invoices, consignment note, credit note, debit not, replenishing office supplies, and ad hoc duties. Handling customers' enquiries, if any. assisting for recording of stock in/our records. System maintenance - update stock code, vendor's/customers' account, etc.	
2019-02-1 8	2022-04-3 0	Jordans Management (M) Sdn Bhd	Account Executive	Performing bookkeeping service, preparation of GST, consolidated worksheet and compilation for unaudited financial statement, Payroll, XBRL, FRS116, assistance in reviewing peer's working.	Seeking for new environment and a better opportunity.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
-	-	-	-

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Mei Jin		0167900275	meijin@jordans.co	Manager	3
			m.sg		

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
-	-	-	-

REMUNERATION

Current salary	3,000.00
Expected salary	3,500.00

OTHERS

I can't fill up the language part		

1. Tell us a little bit about yourself?
An easy going person
2. Why do you want this job?
I'm seeking for a new environment to continue for my career.
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?
Fast learner, and a good listener. Would seek for the answer for most of the complex tasks by investigating and doing some researches.
4. What do you consider to be your weaknesses?
Compared to fresh graduates, I'm not that young, but experience.
5. What is your greatest professional or academic achievement?
currently, I don't think I have a great achievement but pursuing for it. for example, a qualified public accountant/auditor/tax personnel
accountant account at personner
6. Tell us about a challenge or conflict you faced, and how you dealt with it?
Handling both working and studying at the same time. I dealt it by managing my time properly.

7. Where do you see yourself in five years?
completion for at least one of the professional paper, e.g, ACCA/CIMA/CPA
8. Why are you leaving your current job? (if applicable)
Seeking for the new opportunity for my career
9. What are you looking for in a new position?
a better remuneration + improving of my professional knowledge in problem solving as well as technical part
10. How would your boss and co-workers describe you? (if applicable)
11. How do you deal with pressure or stressful situations?
traveling
12. How do you get to know us?
jobstreet - job advertisement