

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : AUDIT ASSOCIATE

### **PERSONAL INFORMATION**

Full Name :	TAI BOON BIN
NRIC / Passport No. :	970225016159
Nationality :	MALAYSIAN
Residential Address :	No.15, Jalan Sutera Ungu 3, Taman Sutera, 81200 Johor Bahru, Johor, Malaysia.
Contact :	0106667448
Email :	boonbintai97@gmail.com
Date of Birth :	1997-02-25
Gender :	Male
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-04-01	2020-03-18	Multimedia University Melaka Campus	Bachelor's Degree	Bachelor of Accountings

**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				
2021-12-01	2022-03-31	Summit Sunset Trading	Admin and account clerk	1. Prepare a full set of management account. 2. Manage company daily operation such as sales, purchases and expenses. 3. Maintain monthly payroll listing and payment. 4. Prepare customer statement and perform reconciliation with suppliers' accountant.	I am more preferable on audit work.
2020-09-01	2021-11-30	CH & Associates	Audit Associate	1. Perform statutory audit before completing any audit procedures. 2. Coordinate audit procedures and activities with senior audit and manager. 3. Discuss and obtain clarification with accountant regarding audit queries. 4. Prepare tax computation and fill up tax return form for companies being audited within submission deadline.	Trying to find new career path and gain more knowledge from others work.
2019-03-01	2019-09-30	CH & Associates	Tax and audit trainee	1. Handle and submit tax cases with LHDN officer, prepare tax filing, and submit tax return form via online e-filing system within submission date. 2. Prepare audit working paper and vouched to sales and purchase invoices. 3. Draft audit report and complete audit submission within given deadline.	This is an internship program.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
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Ang Sok Hue	Mother	57	Business women
Tai Mui Cheng	Father	62	Business man

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

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

**REMUNERATION**

Current salary	3,000.00
Expected salary	2,800.00

**OTHERS**

1. Familiar in Microsoft Excel, Words and Powerpoint 2. Familiar in accounting software such as Million Accounting Software and SQL Financial Accounting

1. Tell us a little bit about yourself?

I have experience on audit and account area and have motivation to explore in the new working environment. I have four remaining papers to complete my ACCA professional certificate. I am now studying and will complete my ACCA professional certificate as soon as possible.

2. Why do you want this job?

I am looking forward to learn new experience on this job.

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 am able to work independently with less supervision. I am a flexibility and continuous learner.

4. What do you consider to be your weaknesses?

My weaknesses is lack of confident and fear of public speaking.

5. What is your greatest professional or academic achievement?

I have completed my Bachelor of Accountings (HONS) in Multimedia University Melaka Campus with a Second Class Honours.

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

I will deal with my challenge from taking it from different perspective and try to find the most suitable method to solve the problem.

7. Where do you see yourself in five years?

I hope to get my ACCA professional certificate and have a stable job.

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

I am more preferable on audit work.

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

I am interested in audit field area and wish to gain more knowledge in this field area.

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

Responsible, honest and punctual

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

I will get myself some time and space to cooldown. I will also find others things to relieve my stress such as watching drama and playing video games.

12. How do you get to know us?

I get to know Acumen Alpha Advisory Pte. Ltd. from Jobstreet in Singapore.