

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	KHOR SHWU WEI
NRIC / Passport No. :	920410-07-5606
Nationality :	MALAYSIAN
Residential Address :	B-09-06, Pangsapuri Tepian Bayu
Contact :	+60164392168
Email :	suwei410@gmail.com
Date of Birth :	1992-04-10
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2013-09-30	2015-09-30	IPK College	Diploma	Diploma in Accountancy

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				
-	-	-	-	-	-

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Khor Shwu Yin	Sister	33	Retailer Manager
Khor Shwu Tyng	Sister	34	Senior Quantity Surveyor
Khor Shwu Wen	Sister	39	Senior Logistics Executive
Khor Shwu Shyen	Sister	41	Housewife
Khor Shwu Lin	Sister	45	Admin Executive
Khor Shwu Yong	Sister	46	Senior Admin Executive
Ong Bee Lean	Mother	66	Housewife

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Lim Jishawn		+65 9711 6858	Jishawn1314@gmail.com	Supervisor	8

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Melayu	5	5	5
Chinese	10	10	10
English	8	8	8

REMUNERATION

Current salary	2,600.00
Expected salary	2,800.00

OTHERS

1. Tell us a little bit about yourself?

Well organized and detail-focused account assistant and audit professional with 3 years' experience in a fast paced working environment. And I'm passionate about learning new skills and takes work ethic seriously. I have taking ACCA course to develop my additional knowledge currently.

2. Why do you want this job?

I see the role as a way of developing my career in a forward-thinking company as professional auditor due to the company will provide technical and on-job training with real experience.

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?

My strength which always keep hammer and curious in life. One of my greatest strengths is my perceptiveness. I had a natural ability to pick up on changes in people's emotions by noticing body language or facial expressions.

4. What do you consider to be your weaknesses?

Sometimes I am slower in completing my tasks compared to others because I really want to get things right. I will double or sometimes triple-check documents and files to make sure everything is accurate.

5. What is your greatest professional or academic achievement?

i took a higher level of diploma in Accountancy in 2015. Currently, i taking the ACCA course to continue develop my skills and knowledge for future.

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

I felt that the challenge which is meet with the brutal customer in working. I will listen them they's need and communication with them and then analyse whether can achieve win-win situation to solve the problems.

7. Where do you see yourself in five years?

I have that can be more professional in audit industry to become an expert.

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

My biggest reason for leaving is that I want to learn more and want to develop a new skill that isn't required in my current job.

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

I'm looking for a position where I can have the opportunity to use my knowledge to contribute the company in the same time can develop my career for future.

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

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

i will do the exercise to release the pressure.

12. How do you get to know us?

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