

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

| | |
|-----------------------|--|
| Full Name : | Wong Joe Yee |
| NRIC / Passport No. : | 990725-14-5828 |
| Nationality : | MALAYSIAN |
| Residential Address : | 32 Jalan DU 4/8 Taman Damai Utama 47180 Puchong Selangor |
| Contact : | +6012 230 7110 |
| Email : | joey.joe0725@gmail.com |
| Date of Birth : | 1999-07-25 |
| Gender : | Female |
| Race : | Buddha |
| Marital Status : | Single |

ACADEMIC QUALIFICATION

| Date | | Schools / Institution Attended | Qualifications Obtained | Subjects / Grade |
|------------|------------|-----------------------------------|-------------------------|------------------------|
| Form | To | | | |
| 2017-05-29 | 2022-06-09 | University Tunku Abdul Rahman | Bachelor's Degree | Bachelor in 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 | | | | |
| 2020-11-01 | 2021-05-31 | TT Foo & Associate | Audit Associate and Account Assitance | In an audit, normally I will do an audit working paper, prepare an annual report, go stocktake, and field audit. In account, I will do some basic work such as data entry, journal entry correction, and computing employee salary. | It was my internship. After the internship, I need to continue studying for my final year. |

PARTICULAR OF IMMEDIATE FAMILY MEMBER

| Name | Relationship | Age | Occupation |
|----------------|-----------------|-----|--|
| Wong Xin Yee | Youngest Sister | 17 | Studying in secondary school |
| Wong Kit Yee | Sister | 20 | Studying in university (Bachelor in IT and Technology) |
| Yan Pei San | Mother | 51 | Business Owner |
| Wong Woon Long | Father | 58 | Business Owner |

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

| Language | Spoken | Written | Read |
|----------|--------|---------|------|
| Malay | 5 | 5 | 7 |
| English | 7 | 8 | 8 |
| Mandarin | 10 | 9 | 9 |

REMUNERATION

| | |
|-----------------|----------|
| Current salary | 0 |
| Expected salary | 2,200.00 |

OTHERS

I'm a Malaysian and I hope the company can help me to apply for the pass for work in Singapore. Thanks a lot

1. Tell us a little bit about yourself?

I'm currently seeking an audit associate with Singapore. Before that, I worked at my internship company where I learned a lot of audit and account knowledge from this company. And I realized that I enjoyed the work of audit and account, so I wish to have the chance to dig in much deeper with one specific audit company.

2. Why do you want this job?

It is because I believe I have the type of knowledge to succeed in this role, so I know that I can learn many things from this company.

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 I'm a fast learner. I'm not bragging, I've been complimented by my former intern colleagues. More than that I am not shy to communicate with clients even though my English is not very strong. I'm not afraid to face difficulties because I know that when I encounter difficulties, it means that I still have room for improvement.

4. What do you consider to be your weaknesses?

My weakness is being careless and sometimes I get the numbers wrong. In order to overcome this shortcoming, I will read the same account many times so as not to reveal anything.

5. What is your greatest professional or academic achievement?

My greatest academic achievement will be graduating from UTAR. As many people know that graduating from UTAR is very difficult, but I did it. Although my grades are not as good as others, I still graduated.

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

I don't think I'm a very good learner, some people take a few hours to understand the coursework and I need to spend more time than time. So it will cause sometimes I do envy them. To overcome this problem, I need to work harder than others and spend more time keeping up with their footsteps.

7. Where do you see yourself in five years?

I will continually improve my qualification which is to study ACCA by partime.

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

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

I hope in this position I can learn as many things as possible.

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

They all think that I am a person who is not afraid of difficulties, and sometimes they think that I am trying too hard.

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

I'll find time to hang out with friends, or I will just relax at home by myself.

12. How do you get to know us?

At first, I get to know this company at job street. Before I decide to apply for this job I also go to the company website to know more about the company information.