

JOB APPLICATION FORM



POSITION APPLIED FOR : ACCOUNT CUM ADMISTRATIVE

PERSONAL INFORMATION

Full Name :	TEO XING YI
NRIC / Passport No. :	950721-01-7216
Nationality :	MALAYSIAN
Residential Address :	Blk 218 SERANGOON AVENUE 4 11-176
Contact :	81662851
Email :	teoxingyi0721@gmail.com
Date of Birth :	1995-07-21
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2013-05-01	2014-12-31	Sijil Tinggi Persekolahan Malaysia (STPM)	Higher Secondary/Pre-U/'A' Level	
2016-01-04	2019-05-31	Universiti Tunku Abdul Rahman	Bachelor's Degree	Commerce 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				
2015-01-01	2015-10-30	United Plastics Sdn.Bhd	Account Clerk	<ul style="list-style-type: none"> • Data entry • Reconcile and record petty cash expenses • Liaise with production manager about inventory quantity 	to continue study
2017-09-18	2018-01-19	YB Management Service	Auditor Assistant	<ul style="list-style-type: none"> • Find supporting documents as evidences for the transactions • Liaise with client 	To continue study
2019-07-22		Skyway Credit & Leasing Pte. Ltd	Account Assistant	<ul style="list-style-type: none"> • Mainly responsible in hirer's Giro application submission and ensure loan installment to be deducted monthly. • Monitor and follow up on outstanding payments from hirer. • Update Receipt Voucher on to Excel, MYOB, SSB and SSB system. • Prepare monthly schedule of interest income, accrual interest and trade receivable 	Immerse myself in different work scope and environment.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Teo Xing NIng	Sister	22	Architectural technical coordinator

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
-	-	-	-

REMUNERATION

Current salary	2,000.00
Expected salary	2,400.00

OTHERS

1. Tell us a little bit about yourself?

I've been in a vehicle financing company for over two years, primarily working in account receivable. I handled the rental-related job for more than 70 vehicles in the first year, and I'm in charge of the rental-related job for more than 1000 vehicles now.

2. Why do you want this job?

I would like to learn and apply my account knowledge in practice as I have limited opportunities to access more account-related jobs in my current position.

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'm a process-oriented person. I always believe the right procedures bring the right outcome.

4. What do you consider to be your weaknesses?

Slow to adapt to a new environment.

5. What is your greatest professional or academic achievement?

Bachelor of degree in commerce accounting

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

facing different people and situations requires different solutions.

7. Where do you see yourself in five years?

Develop myself and be able to handle full set account independently.

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

Immerse me in different work scopes and environments.

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

I'm looking for the next step where I can continue to grow and use the knowledge and skill that I learned to contribute to the company.

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

Detail-oriented

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

Listen to music

12. How do you get to know us?

Jobstreet