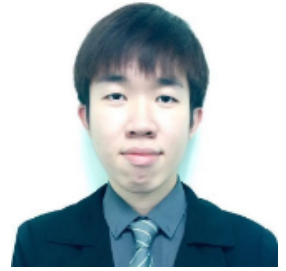


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : AUDIT SENIOR

### **PERSONAL INFORMATION**

Full Name :	TAN TIONG YAW
NRIC / Passport No. :	A53805606
Nationality :	MALAYSIAN
Residential Address :	864, Jalan 35, Bandar Pulai Jaya, 81300 JB, Johor, Malaysia.
Contact :	+60177508288
Email :	tiongyaw01@gmail.com
Date of Birth :	1993-09-28
Gender :	Male
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2006-01-01	2010-12-31	SMK Benut – Pontian, Johor, Malaysia	Primary/Secondary School/ 'O' Level	Sijil Pelajaran Malaysia (SPM)
2011-05-01	2012-07-31	Inti International University, Malaysia	Higher Secondary/Pre-U/'A' Level	Foundation in Business IT
2013-07-01	2016-06-30	Victoria University, Melbourne, Australia	Bachelor's Degree	Bachelor of Business (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				
2016-11-01	2017-12-31	Public Bank Berhad, M'sia	Senior sales & marketing executive	Market the hire purchase products. Develop relationship network with dealers and customers. And also source for quality loans by pre-screening customers to make initial judgement of credit worthiness	Desire to start my career which related to my qualification.
2018-01-01	2021-03-14	YYC & CO. PLT, M'sia	Audit & Tax Senior	Perform analytical review, prepare audit planning, prepare and finalise audit working papers and financial statements. Besides, also have to prepare tax computation. Provide support to the team and work co-operatively.	I still working at YYC & Co and decide to tender resignation when there is a better opportunity.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Tan Hui Yee	Sister	31	Teacher
Aw Yang Kwee Tee	Mother	63	Housewife
Tan Kim Chong	Father	63	Retired

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
James Tan Wee Siang		+60167255431		Audit Partner	2

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Hokkien	10	10	10
Malay	9	9	9
Mandarin	10	10	10
English	9	9	9

**REMUNERATION**

Current salary	3,600.00
Expected salary	2,800.00

**OTHERS**

My current salary at YYC & CO is MYR3,600. My expected salary is SGD2,800.
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1. Tell us a little bit about yourself?

i graduate from Victoria University and take the course of bachelor of business (major in accounting). I have more than 3 years of experience in audit sector. I am punctual, dependable and complete the task given by superior within reasonable timeline given.

2. Why do you want this job?

Technical and on-job training provided

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 adaptable person. I work for 3 manager which is audit assistant manager, audit senior manager and tax assistant manager. They have different management style and expectation. I am able to adjust my approach to meet their needs.

4. What do you consider to be your weaknesses?

i feel not comfortable when I did public speaking at the event or team building activity. I will overcome this problem and voluntary to giving a speech when there is an opportunity.

5. What is your greatest professional or academic achievement?

Bachelor of business (major in accounting)

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

Since I work for 3 manager and they have different management style. I will discuss with them when each of their point of view are slightly different when there is an issue arise during fieldwork.

7. Where do you see yourself in five years?

I want to be an expert at my position and start training myself become advisory personnel for client.

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

Desire for a career change

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

Manage and learn from different portfolio of clients. Besides, train myself familiar with regulatory and reporting environment.

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

Commit to work and take responsibility to ensure job complete within timeline given.

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

Take a short break and review the task going to done.

12. How do you get to know us?

Jobstreet