

JOB APPLICATION FORM



POSITION APPLIED FOR : AUDIT ASSOCIATE

PERSONAL INFORMATION

Full Name :	INES HOW YOU MIN
NRIC / Passport No. :	970108015536
Nationality :	MALAYSIAN
Residential Address :	E-311, Jalan 21/13, Sea Park, 46300 Petaling Jaya, Selangor
Contact :	6018-9744097
Email :	Howym.ines@gmail.com
Date of Birth :	1997-02-08
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-07-01	2020-07-31	MULTIMEDIA UNIVERSITY	Bachelor's Degree	BACHERLOR IN ACCOUNTING
2015-06-15	2016-06-17	MULTIMEDIA UNIVERSITY	Higher Secondary/Pre-U/'A' Level	FOUNDATION IN MANAGEMENT
2010-01-04	2014-12-19	SMK CANOSSIAN CONVENT	Primary/Secondary School/ 'O' Level	ACCOUNTS

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				
2021-08-02	2022-04-22	GRANT THORNTON MALAYSIA	AUDIT ASSOCIATE	- Involved in planning, execution and completion stages of statutory audits. - Review transactions, documents, records, reports and methods for accuracy and effectiveness. - Prepares acceptable working papers that record and summarize data on the assigned audit segment. - Reports audit findings and makes recommendations for the correction of unsatisfactory conditions. - Keep self-updating on the latest accounting policy. - Drafted and reviewed financial statement compilations before being approved by partners. - Supervised, trained, and mentored junior associates and interns on audit process and assessed their performance for engagement reviews. - Maintained productive relationships with client contacts while obtaining an understanding of the business and collecting audit evidence.	- Decide to relocate to a new city and looking for a job with better career growth opportunities.
2020-08-01	2021-07-30	FAST FORWARD ELECTRONIC SERVICE & TRADING	ACCOUNT CLERK	- Maintain data entry for sales and purchase. - Prepare expenses voucher. - Cash Book and Bank Reconciliation. - Assist in monthly payroll.	- Desire to work in a different industry

2019-04-01	2019-09-30	GRANT THORNTON MALAYSIA	AUDIT TRAINEE	<ul style="list-style-type: none"> - Reconciled records of bank transactions and cash transactions. - Reconciled company's revenues, expenses, and ensured accuracy and completeness. - Perform control and substantive testing on financial statement line items. - Performed duties as assigned such as statutory audit and stock taking. 	Internship
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
EMILY HOW LI MIN	SIBLINGS	24	AUDITOR
CALISTA HOW FONG MIN	SIBLINGS	27	ACCOUNT ANALYST
FELICIA HOW PEI MIN	SIBLINGS	30	DENTIST
BE CHEW HONG	PARENTS	53	BUSINESS EXECUTIVE
LOUIS HOW	PARENTS	57	BUSINESSMAN

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
MANDARIN	10	9	10
ENGLISH	8	8	8
MALAY	8	8	8

REMUNERATION

Current salary	3,100.00
Expected salary	3,000.00

OTHERS

1. Tell us a little bit about yourself?

I was graduated from Multimedia university since 2020. After graduated, assist in family business and work an as account clerk. In August 2021, started my professional career as an audit associate in Grant Thornton Malaysia until present. I am a passionate and optimistic person. I believe having a positive mindset will encourage myself and colleague to work effectively and will reduce stress environment. Sometimes, I will join yoga class and Latin class to enrich my life.

2. Why do you want this job?

I chose to be an auditor because it gives me wider exposure to variety of industries. Besides, audit provide a wide range of learning opportunities that can help develop as a professional.

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?

- Optimistic attitude. - Passionate.

4. What do you consider to be your weaknesses?

- Focus too much on the details. - Sometimes lack of confidence. - It has been difficult for me to work with certain personalities.

5. What is your greatest professional or academic achievement?

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

Handling duplicate engagement files within a week without assisting. Seeking for help from colleague and communicate the trouble with management to assign a assistant for help.

7. Where do you see yourself in five years?

- Want to explore and develop new skills and knowledge in audit field. - Planning to complete ACCA.

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

- Decide to a new city to continue my career path. - Personal financial stress. - Personality didn't align with the company culture.

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

Looking for a job with better opportunities to learn and grow my skills, collaborative, team-focused culture and positive management culture.

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

N/A

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

- Eating and exercise - Talk it out

12. How do you get to know us?

Jobstreet