

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	HENG EK NA
NRIC / Passport No. :	990409-01-7488
Nationality :	MALAYSIAN
Residential Address :	438, Jalan Kurau, Sungai Rengit 81620 Pengerang, Johor.
Contact :	(+60)16-7483981
Email :	hengekna@hotmail.com
Date of Birth :	1999-04-09
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2012-01-01	2016-12-31	SMK Tanjung Datuk	Primary/Secondary School/ 'O' Level	Sijil Pelajaran Malaysia (SPM)
2017-03-27	2019-02-28	Sunway College Johor Bahru	Diploma	Business Administration
2019-03-01	2020-12-31	Sunway College Johor Bahru	Bachelor's Degree	Accounting

MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2016-12-01	2017-02-28	Conmax Resources Sdn. Bhd.	Part-time Admin Assistant	- manage daily transactions - key in debtors, creditors, stock information using Million Software - provide monthly debtors statement to the customers - issue invoice, delivery order, purchase order - create and assign barcode for the products - update the information using Microsoft Office - prepare quotation to the customers - backup software data	further study

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Heng Ek Hong	Sister	27	Account Cum Admin Assistant
Heng Ek Lian	Sister	31	Manicurist
Lee Mui Chin	Mother	50	Housewife
Heng Hock Seng	Father	60	Driver

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Loh Kee Bee	No 2, Jalan Pengerang, Kampung Sungai Rengit, 81600 Pengerang, Johor.	(+60)10-4045808	conmaxresources@hotmail.com	Owner of Conmax Resources Sdn. Bhd.	5
Chong Sio Hing	3, Jalan Austin Heights Utama, Taman Mount Austin, 81100 Johor Bahru, Johor.	(+60)16-4128627	siohingc@sunway.edu.my	Lecturer	5

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	7	7	7
Mandarin	9	7	7
Bahasa Malaysia	6	6	6

REMUNERATION

Current salary	
Expected salary	2,600.00

OTHERS

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1. Tell us a little bit about yourself?

My name is Heng Ek Na. I am graduated from Sunway College Johor Bahru with a Bachelor of Business in major Accounting. I am currently pursuing ACCA qualification to improve my accounting knowledge. I am a good team player and able to work with others effectively to complete the tasks in a timely and orderly manner. I am a self-motivated individual who always embrace change and able to work under high pressure. I actively seek to learn more new things and accept the challenging task.

2. Why do you want this job?

I want this job because I can improve my accounting and auditing knowledge which will help me easier to understand the theory in Advanced Audit and Assurance paper that I plan to take in the future.

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?

In my opinion, my greatest strength is attention to detail. I have always been detail-oriented in my work, such as I will double check my work before submission to ensure the task is complete and the quality is within the target. Moreover, I can repeat doing the same thing over and over again.

4. What do you consider to be your weaknesses?

In my opinion, my weakness include need more time to complete my task compare to other people because I will double check my documents before submission, although I am able to submit the task in time, but I still try to improve myself in this area. Moreover, my presentation skill is poor, it is because I talk very softly that cause my audiences cannot hear my presentation clearly, thus I practice to speak a little louder to improve my presentation skill.

5. What is your greatest professional or academic achievement?

In my opinion, my greatest academic achievement is complete and submit the assignment in time, and does not have any late submission record.

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

A conflict that I faced before is I had a different opinion with my teammate during the assignment discussion. I would always try to solve the problem quickly so we can move forward. Thus, I try to find out the reason why we have a different opinion, I try to think from different standpoint to understand the opinion of my teammate, and I would explain to my teammate what I am thinking. After that, I would discuss with my teammate to find out a suitable solution that we both comfortable with.

7. Where do you see yourself in five years?

In 5 years, I would like to become a true expert and hopefully having gained promotion to a senior level. I plan to develop new skills and build a lasting relationship with my team. I also plan to complete the ACCA qualification in 5 years and obtain a membership. I will be looking for opportunities to expand my responsibilities within this role.

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

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

I am looking for the opportunity to learn more new things to improve myself.

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

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

For example, I feel stress when I need to handle multiple university assignments at the same time. Thus, I will classify the assignments into 4 categories which are important and urgent, important and not urgent, not important but urgent, and not important and not urgent. After classification, I know which assignment is important and urgent that I need to complete first. From this method, my work becomes more manageable and also help me to reduce the stress.

12. How do you get to know us?

JobStreet