

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	Tan Wei Chew
NRIC / Passport No. :	A53389850
Nationality :	MALAYSIAN
Residential Address :	A-33A-10, Seasons Garden Residence, Jalan 26/26, Seksyen 10, Wangsa Maju, 53300 Kuala Lumpur
Contact :	01110898370
Email :	chew961231@gmail.com
Date of Birth :	1996-12-31
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-10-01	2019-12-12	Tunku Abdul Rahman University College	Bachelor's Degree	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				
2021-11-01	2022-04-30	SJ & Co.	Audit Associate	- Performed statutory audit - Reviewed and analysed clients' financial information and request for explanation on significant financial changes compared to previous financial year. - Prepared sample testing - Requested supporting documents from clients based on sample selected - Prepared audit queries regarding company financial information. - Prepared working paper - Prepared audit report for review. - Performed tax review and analysis, and prepared tax computation draft for tax manager review.	Intend to gain further skills and knowledge in audit area
2020-07-01	2021-10-31	Wai Ho Yong & Co.	Accounting Cum Administrative Assistant	- Performed yearly account for client companies. - Prepared Form EA to client companies for submission of their staff's personal employment income tax. - Submitted Malaysia tax files such as Form C, Form CP204, CP204B, Form E. - Helped clients to renew various types of license within valid license period, such as KPKT money lender license, CIDB license, MOF license, Data Protection license.	Intend to gain experience and knowledge in Audit area

2018-03-01	2018-09-30	YYC & Co.	Account Intern	Performed the monthly and yearly account Reported obtained financial information to the clients Assisted tax accountant in preparing tax returns Performed data processing in Microsoft Excel.	End of internship
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Tan Wei Meng	Brother	22	Student
Tan Wei Hong	Brother	29	Cheif
Chai Sow Cheng	Mother	56	Housewife
Tan Tiong Ik	Father	55	Hawker

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Micky		0122418916		Audit Senior	1

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Bahasa Melayu	5	5	7
English	6	6	7
Chinese	9	8	9

REMUNERATION

Current salary	
Expected salary	2,500.00

OTHERS

1. Tell us a little bit about yourself?

I am Eric, I am positive and self-motivated person. I have graduated on Bachelor of Accounting in Tunku Abdul Rahman University College, I started my career as account assistant. Through this position, I gained the accounting related skills and experience in accounting industries. This position also gave me an opportunity to use my accounting knowledge learned from college into practice. But I wanted more growth and developmental opportunities, then I moved to SJ & Co to take the position as Audit Associate. In this position, I gained an experience on audit areas such as performing statutory audit, sample testing, review financial information and trends, perform audit adjustment, stock take, prepare financial report and others. I have also successfully handled the audit of 7 subsidiaries of the Malaysia Big Retail Group within limited deadline. Currently I am looking for the position that can further develop my skills and experience.

2. Why do you want this job?

I have researched on your company before applying. Your company emphasize on understanding your clients, always seeking for improvement in order to provide best services to clients which is aligned my own values. Your company also care about your employee and be supportive to your employees. finally, I am seeking a long-term employment with a driven company. I believe your company is the place that I will be able to continually grow and develop for hopefully a long time into 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?

I describe myself as a collaborative person. From my previous role, I have always tried to provide supports and opinion into the team, because I strongly believe that a team can achieve brilliant goals when the team members support each other, respect everyone's opinions and contributions and focus on the some goals.

4. What do you consider to be your weaknesses?

I find it difficult to manage my time. Most of my jobs are done cut too close to the deadline. In order to solve this problem, I would use sticky notes to stick on my laptop and use phone note to write my daily, short term, and long term tasks. By doing these, I feel I can prioritize my Jobs better and be able to finish the most important jobs sooner and have more time to do the less important jobs.

5. What is your greatest professional or academic achievement?

Currently, I am pursuing professional paper (P paper) in ACCA. I plan I can passed all paper and obtained certificate in 2024.

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

The most biggest challenge faced in my career is my team members am I were required to finished the audit of subsidiaries of Malaysia Retail Group in 1 months, deadline is April 2022. This retail group has around 50 subsidiaries, each of the members handled 7 subsidiaries. During this period, we need to perform audit overtime in order to ensure our works are kept in progress. Honestly, I feel quite stress in this moment, as this is also my first time to handle these files. In order to improve my work progress, I discussed with my seniors who have experience on the files to understand what should I do, which parts should I take more attention, and which ways can be more efficient to perform audit on the files. Finally I can handled them better and completed their audit on time.

7. Where do you see yourself in five years?

If I can successfully joined into your company, In 1 to 2 years, I will continue to develop my professional skills and experience in account industry. Once I have enough experience and in-depth understanding on accounting sector, In 3 to 5 years, I wish I can take some managerial responsibilities, such as planning the strategies for my audit team, managing the portfolio of clients and maintain client relationship.

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

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

I am looking for the position that can develop my professional knowledge, skills and experience in accounting industries, in order to achieve my career goals.

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

My boss and co-workers describe me as a gentle person.

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

I understand stress and pressure is normal and unavoidable in every job, especially audit positions. For example, in my previous role, the files were arranged to me with very limited deadline. In order to handle my stress and pressure, I will make sure I am truly understand the tasks I should perform and give more attention of and plan my work accordingly. I will also keep calm and in control of my actions and my emotions.

12. How do you get to know us?

In Jobstreet job posting.