

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit associate

PERSONAL INFORMATION

Full Name :	LIM HUI CHI
NRIC / Passport No. :	961129016058
Nationality :	MALAYSIAN
Residential Address :	Bukit Kepong, 84030 Muar, Johor
Contact :	+60177217791
Email :	jolim1996@hotmail.com
Date of Birth :	1996-11-29
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2015-06-01	2019-05-30	Multimedia University	Bachelor's Degree	Bachelor of Accounting
2014-06-01	2015-05-30	Multimedia University	Higher Secondary/Pre-U/'A' Level	Foundation in business

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				
2019-11-01		MW.SG	Audit associate	-Engaging in audit the company of diversified industry. -Work in team in field audit to complete the task in short period. -Attend stock-count individually in client's warehouse.	To experience a new work environment.
2018-04-01	2018-09-30	Lee & Lim GST Consultants Sdn Bhd	Trainee	-Estimate, prepare and submission of estimated tax payable to government organization. -Vouching accounting documents.	End of internship
2016-03-15	2016-05-14	Genting Berhad	Promoter	Promote people to join in Genting membership program.	End of university holiday

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Lim Cheng Hui	Brother	20	Car service man
Lim Cheng Poh	Brother	22	
Lim Hui Luan	Sister	24	Waitress
Chua Swee Hoi	Mother	59	Housewife
Lim Ee Peng	Father	59	Farmer

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Chum Xiao Yun	Kota Tinggi, Johor, Malaysia	+607-333 2922		Audit manager	2

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	7	7	7
Chinese	8	7	8
Bahasa Malaysia	7	7	7

REMUNERATION

Current salary	2,700.00
Expected salary	2,800.00

OTHERS

N/A

1. Tell us a little bit about yourself?

My name is HuiChi and everyone call me - Jo and I am 26 years old. For the past 2 years, I have been working as a audit assistance at MW.SG. It is also my first official job after graduated from University. I have some background in accounting, taxation and auditing, with a degree from Multimedia University. What really got me into the field, though, is the internship I did at Lee & Lim GST Consultants Sdn Bhd. Throughout my career, I've noticed that I've always been good with self-discipline and time management. For example, when I was working at MW.SG, I can finish the job assigned to me on time. In year 2021, my performance is nearly to KPI 3.0 which mean I help the Company earn total profit 3 times of my salary received. Total profit around RM 110K. Moving forward, I hope to expand my experience across different country which is why I'm interested in your Company.

2. Why do you want this job?

I get to know your Company is from my friend named Victoria who is an existing audit staff in your Company, I must admit that I didn't know much about your company. I have been asking Victoria about your Company, and I need to say that I'm impressed your working environment and culture there. I'm genuinely interested in your Company as an experienced audit associate with 2 years of experience, I know I can bring a lot of value to the team.

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?

My greatest professional strength is the ability to handle pressure and work under a tight deadline. I think that would help me succeed in this position because of the large number of clients and deadlines I'd be working with here. Also, all the auditing problems have been faced throughout my career, it make me more stronger and I did learn something from the issues faced. Also, I believe that all problems become smaller when I confront them instead of dodging them.

4. What do you consider to be your weaknesses?

My weakness is I often struggled with forgetting to write down certain tasks. I really received some friendly reminder from my manager regarding job status. I eventually got it done in time, but I had no impression on the date I had done it. Sometime I do not put some admin task assigned by manager in my urgent list, because it still have time to do it and I like to finish my on hand job instead of doing things half-half. For example, for some client we will prepare and arrange client to sign in advance for certain audit report's signing pages before start the case which all base on the instruction of boss or manager. For me, sometime will finish my on hand job first and leave the task of arranging signing document to the next day. After some reflection, I realised that being forgetful is a problem to me in workplace. I didn't note down tasks. I started keeping meticulous notes of every meeting and prepare a job status listing. It keeps me on my toes.

5. What is your greatest professional or academic achievement?

My academic achievement is successful graduated from university with Bachelor of Accounting. All the knowledge gain is my basic stone in my path of career.

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

I actively readjust my attitude during a conflict situation. This means that I strive to listen to the other person's point of view without becoming defensive. I remember in year 2021, due to out-breck of pandemic, most of the people need to work from home so am I. At that time, I was deal with one accountant for some audit query. During the call, the accountant is getting nervous and anxiety about that she got difficulty to answer all the audit query completely since all documents is left in office. The conflict is happen and I decided to hold the query first and just settle what can be settle. I think put ourselves in other shoes is the better way to deal with conflict.

7. Where do you see yourself in five years?

My ultimate goal for the next five years is to master my position and advance into a managerial role.

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

Wanting to experience a new work environment after spending some times in my current company already.

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

I am excited by the opportunity to work with an successful company such as your own. I look forward to utilizing the experience I have in auditing to help an audit firm.

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

In my most recent performance review in January 2022, my boss is happy with my performance in year 2021 which is higher than year 2020. Therefore he has offer me an increment above average in this year. He also encourage me to ask more big cases from manager since our case is assigned by manager. I remember he said we must fight for what we want, trying something challenging is a chance to show our ability and capable. I appreciate the word from my boss, because it make me feel like I being recognised by my boss. Moreover, I think my co-worker would describe me as a friendly, high-cooperative and who is capable person. My senior is willing to be a team with me when perform field audit. It is a wonderful experience for me.

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

Normally, I will feel stress when come to the issues faced on job, then I would share my problems to my college and ask for their opinion.

12. How do you get to know us?

From my university friend name Victoria who is an existing staff in your company.