

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Association

### **PERSONAL INFORMATION**

Full Name :	LIM SZE TING
NRIC / Passport No. :	A54528195
Nationality :	MALAYSIAN
Residential Address :	115E, Jalan Bakau Condong, 83000 Batu Pahat, Johor, Malaysia
Contact :	+60 177322113
Email :	szeting.lim@yahoo.com
Date of Birth :	1997-03-14
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2010-01-01	2014-12-31	SMK Convent	Primary/Secondary School/ 'O' Level	
2015-05-01	2016-04-30	UCSI University	Higher Secondary/Pre-U/'A' Level	Foundation in Arts
2016-05-01	2019-04-30	UCSI University	Bachelor's Degree	Accounting and Finance

**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				
2017-11-01	2017-12-31	Biztree Management Services	Account	Assist accounting work, maintain accounting files of document	Internship
2019-03-01	2019-06-30	D. R. Seng & Co	Auditor Assistant	Assist with preparing audit report, key in financial data such as data entry	Internship
2019-10-07		Kim Heng Industries Sdn Bhd	Account Execu2	Maintain account of the company, maintain AP and AR records	To change new working environment To challenge and improve skill and knowledge

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Lim Wei Zhi	Brother	20	Student
Lim Wei Kang	Brother	22	Purchasing
Lim Ming Yan	Sister	26	Account
Lim Ming Li	Sister	27	Sales Assistant
Lim Ming Wei	Sister	29	Pantry Chef
Chua Mei Ching	Mother	55	Housewife
Lim Kok Kiong	Father	56	Lorry Driver

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Tan Sin Min		+601116736618		Human Resources	2

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Bahasa Malaysia	6	6	8

**REMUNERATION**

Current salary	2,550.00
Expected salary	2,800.00

**OTHERS**

1. Tell us a little bit about yourself?

I'm Sze Ting, currently staying at Batu Pahat, Johor. I'm working 2 years at a manufacturing sofa and bed company as an account.

2. Why do you want this job?

To challenge and learn more about audit knowledge and skills

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?

Make friend easily and a time management person

4. What do you consider to be your weaknesses?

When not understand how to do need will ask and will take abit time to digest the knowledge and skills

5. What is your greatest professional or academic achievement?

Bachelor of Hons Accounting and Finance

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

The challenge is when I did not know how to do the work I will try to find it out if still can't get it I will ask someone for guiding

7. Where do you see yourself in five years?

To become a successful auditor

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

To improve and learn more knowledge and skills

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

To get more knowledge as an auditor

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

Able to learn more thing to improve myself and a friendly person

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

Be mindfulness and set a mindset to look at different perspectives

12. How do you get to know us?

Jobstreet