

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : account cum admin

### **PERSONAL INFORMATION**

|                       |                          |
|-----------------------|--------------------------|
| Full Name :           | YANG PEI YUEN            |
| NRIC / Passport No. : | G8567839L                |
| Nationality :         | MALAYSIAN                |
| Residential Address : | BLK310 JURONG STRRET 32  |
| Contact :             | 91551029                 |
| Email :               | yangpeiyuen111@gmail.com |
| Date of Birth :       | 1994-10-25               |
| Gender :              | Female                   |
| Race :                | CHINESE                  |
| Marital Status :      | SINGLE                   |

### **ACADEMIC QUALIFICATION**

| Date       |            | Schools / Institution<br>Attended | Qualifications Obtained | Subjects / Grade |
|------------|------------|-----------------------------------|-------------------------|------------------|
| Form       | To         |                                   |                         |                  |
| 2014-10-01 | 2017-07-28 | SEGI UNIVERSITY                   | Bachelor's Degree       | 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         |                            |                   |  |  |
| 2019-08-01 | 2021-03-11 | HG METAL MANUFACTURING LTD | SALES COORDINATOR | -PROCESS ALL SALES ORDER FROM SALES TEAM<br>-PREPARE TEMPLATE OF CN AND DEBIT NOTE<br>-MONTHLY BILLING FOR RENTAL OF MILD STEEL PLATE<br>-PREPARE CONTRACT FOR RENTAL OF STEEL PLATE -DO GRN FOR INCOMING STOCK FROM OVERSEA OR LOCAL -LIAISE WITH SITE PERSON FOR THE DELIVERY OF RENTAL STEEL PLATE -DO MONTHLY REPORT FOR STOCK AND SALES REPORT<br>-PAYMENT COLLECTION REPORT BASE ON AGEING | -LOOKING FOR OPPORTUNITY TO PROGRESS BY UTILIZE MY SKILL AND ABILITIES TO NEW CAREER PATH FOR NEW COMPANY GROWTH |
| 2018-06-01 | 2019-07-31 | SLS BEARINGS               | CUSTOMER SERVICE  | -PROCESS ORDER FOR MALAYSIA BRANCHES<br>-PLANNING STOCK TO RELEASE -LOCAL PURCHASE FOR SMALL QUANTITY<br>-PREPARE DOCUMENT FOR FORWARDER SHIP TO MALAYSIA<br>-MARKUP PRICE FOR THE FREIGHT SHIPMENT ITEM   | LOOKING FOR DIFFERENT CAREER PATH IN NEW ENVIRONMENT AND DIFFERENT JOB SCOPE                                     |

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

| Name          | Relationship | Age | Occupation |
|---------------|--------------|-----|------------|
| WONG SIEW LAN | MOTHER       | 51  | HOUSEWIFE  |

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

|          |        |         |      |
|----------|--------|---------|------|
| Language | Spoken | Written | Read |
| MALAY    | 5      | 5       | 5    |
| MANDARIN | 5      | 5       | 5    |
| ENGLISH  | 5      | 5       | 5    |

**REMUNERATION**

|                 |          |
|-----------------|----------|
| Current salary  | 2,350.00 |
| Expected salary | 2,600.00 |

**OTHERS**

|  |
|--|
| PASS HOLDER IS MY MAIN CONCERN TO MY NEW CAREER. I HAVE INTEND TO APPLY SPR IN FUTURE, SO HOPING CAN GET AT LEAST SPASS IN MY NEW CAREER |
|--|

1. Tell us a little bit about yourself?

WORKING EXPERIENCE ABOUT 2 YEARS PLUS, GRADUATE UNDER SEGI UNIVERSITY ON 2017. CURRENTLY MY JOB MORE TO ADMIN JOB SCOPE. MAINLY IN CHARGE OF RENTAL OF STEEL PLATE AT CURRENT COMPANY. I'M LOOKING FOR BETTER OPPORTUNITY IN NEW ORGANIZATION. I ALWAYS APPLIED "POLC" IN MY CAREER WHICH IS P-PLAN MY JOB TASK, O- ORGANIZE - ORGANIZE MY DAILY JOB TO ENSURE ACCOMPLISHMENT OF MY OBJECTIVE ON MY DAILY JOB, L - LEADING- LEAD MYSELF IN PROPER JOB DIRECTION TO COMPLETE ALL THE TASK WITHOUT ANY INSTRUCTION AND COMPLETE ON TIME C- CONTROLLING - CONTROL MY EMOTION EVEN THOUGH FEEL STRESSFUL WHEN FACING WORKLOAD. I BELIEVE AN ORGANIZATION WITH STRONG TEAM WORK SPIRIT CAN LEAD COMPANY GROW FROM TIME TO TIME. IN MY PERFORMANCE REVIEW, MY SUPERVISOR APPRECIATE MY ENTHUSIASM AND RESPONSIBILITIES TOWARDS MY JOB.

2. Why do you want this job?

LOOKING NEW CAREER PATH IN NEW ENVIRONMENT

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?

FAST LEARNER STRONG SENSE OF RESPONSIBILITIES STRONG SENSE OF INTEGRITY

4. What do you consider to be your weaknesses?

LACK OS SELF CONFIDENCE

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?

I WILL TAKE IT AS CHALLENGES AND LEARN FROM IT. I BELIEVE ALL CONFLICT AND CHALLENGES IS A LESSON.

7. Where do you see yourself in five years?

I HOPE THIS IS THE BEGINNING OF MY LONG CAREER WORKING FOR THIS NEW ORGANIZATION WHICH PROGRESS LOGICALLY.

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

LOOKING FOR BETTER OPPORTUNITY IN NEW ORGANIZATION BY DEMONSTRATE MY SKILL AND ABILITIES TO HELP COMPANY GROWTH

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

LOOKING TO WORK IN NEW WORKPLACE AND SOMETHING DIFFERENT FROM MY CURRENT AND PREVIOUS JOB SCOPE. DEMONSTRATE MY SKILL AND ABILITIES IN NEW JOB CAREER TO HELP COMPANY GROWTH

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

HARDWORKING HIGH RESPONSIBILITY ABLE TO WORK INDEPENDENTLY

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

I WILL SETTLE DOWN AND FIND BEST WAY TO SOLVE ALL THE PROBLEM CAUSE STRESSFUL TO ME. EXAMPLE I WILL FEEL STRESSFUL WHEN FACED WORKLOAD, I WILL WORK OVERTIME TO COMPLETE MY JOB TASK

12. How do you get to know us?

FROM JOBSTREET, I HOPE I CAN JOIN YOUR COMPANY AS MY NEW CAREER PATH ON MY WORK JOURNEY.