

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Executive

### **PERSONAL INFORMATION**

Full Name :	KONG JIA HUI (JANICE)
NRIC / Passport No. :	G3846514M
Nationality :	MALAYSIAN
Residential Address :	14-34 Blk 128, Bukit Merah View 150128 Singapore
Contact :	86460229
Email :	janice_kong@hotmail.com
Date of Birth :	2020-11-14
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2009-01-01	2013-12-31	SMK Sultan Ibrahim	Primary/Secondary School/ 'O' Level	Secondary school
2014-08-01	2016-07-31	Sunway College JB	Diploma	Business Administration
2017-02-01	2018-11-30	Victoria University Australia (Sunway College JB)	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				
2018-02-12		Tan, Chan and Partners	Audit Executive	-Involve in PLC, MCST and NPO (non-profit organisation) audit, including CLG, charities, churches, temples, associates, societies and etc. -Prepare of tax computation. -Perform audit planning, meeting with clients -Draft AFS, AJE, LOR, LOC	I would like to explore more in PLC audit.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Kong De Zhi	Brother	26	Buyer
Pang Meow Mee	Mother	53	Admin officer
Kong Sin Onn	Father	54	Technician

## CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Ms Ng Ching Xuan		+65 8492 8584	cxng50@yahoo.com	Auditor	2
Mr Wong Jiunn Shyong	No.3380 Lot 58864 Jalan Pekeliling Tanjung 27/2 kawasan Perindustrian Indahpura, 81000, Johor, Malaysia	+06 019 755 2770	winnershinco@gmail.com	Engineer	4

## LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Bahasa Malaysia	7	7	7
Chinese	9	9	9
English	8	8	8

## REMUNERATION

Current salary	2,800.00
Expected salary	3,000.00

## OTHERS

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1. Tell us a little bit about yourself?

I am Janice, 24 years old. I am a Bachelor's degree holder in Accounting and currently work as an audit executive in Tan, Chan and Partners.

2. Why do you want this job?

I would like to explore more in company audit, as my current position are more towards MCST and NPO audit.

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 believe I am a fast learner, and willing to learn new knowledge. Also, I will accept changing and challenges.

4. What do you consider to be your weaknesses?

I would say my greatest weakness is too easy to be stressful and still searching the best way to destress myself from work.

5. What is your greatest professional or academic achievement?

I got an entrance scholarship during Diploma.

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

The current challenge and conflict I faced was a disagreement between director and manager. At the end, we discuss together and to solve the problems.

7. Where do you see yourself in five years?

I am planning to work consistently in a company and grow up to be senior in the company too.

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

The most important thing is lack of opportunity to learn new things in my current company. I was assigned to do MCST and NPO audit since the first day I joined. I have only did for a few company audit. Although I have tried to ask for some company audit, but due to lack of manpower, I did not get the chance to explore company audit.

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

New challenge and more training

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

Friendly, helpful, hardworking.

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

Currently, I joined Pilates classes which I feel it can destress myself.

12. How do you get to know us?

Searching in Jobstreet