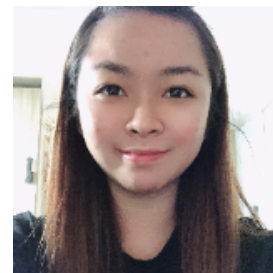


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	YU WEI QI
NRIC / Passport No. :	970901-01-5646
Nationality :	MALAYSIAN
Residential Address :	Blk 124 Bedok Reservoir Road #06-1095 Singapore 470124.
Contact :	9179 7614
Email :	vickyweiqi.yu@gmail.com
Date of Birth :	1997-09-01
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2017-09-04	2019-12-31	UOW Malaysia KDU	Bachelor's Degree	Bachelor in Business (Hons)
2015-05-11	2017-04-24	First City University College	Diploma	Diploma in Business Administration

**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				
2017-05-07	2017-08-31	Lian Mong International Sdn Bhd	Part time- Account Payable	Review, prepare and issue bills and invoices of the company. Assist with incoming earnings and outgoing payments. Organize files, record, and receive cash equivalents to comply with policy and procedure.	to start my degree course
2019-09-02	2019-12-31	QL Maxincome Sdn Bhd	Internship - Account Payable	Learn to work as a part of the Account & Finance team to compile data, analyze data and track information. Cover administrative duties such as filing, documenting, and data entry. Work closely with Account Payable to post the invoices into the system and arrange the invoices in order to make payment for vendors.	Internship.
2020-03-02	2021-07-07	Fullion Holdings (S) Pte Ltd	Accounts Assistant	Handling full set account for 2 subsidiary companies. Job duties include data entry, process payment through cheque, staff claims, and issue letters of credit. Prepare month-end report and submit GST to IRAS. Cover some administrative duties such as issue Sundry PO.	Hard to find my own value in the company. Even though people around me mentioned how much help I had done, I still felt frustrated when there is nothing to do.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Yu Jing Wei	Brother	19	Student
Yu Jing Yi	Sister	22	Barista
Teh Yu Lee	Mother	49	housewife
Yu Ho Guan	Father	51	

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Malay	5	4	5
English	7	7	7
Mandarin	10	10	10

**REMUNERATION**

Current salary	1,900.00
Expected salary	2,500.00

**OTHERS**

1. Tell us a little bit about yourself?

Desired to find my own value. Willing to work independently and enjoy teamwork, and able to deal with pressure.

2. Why do you want this job?

Since currently pursuing ACCA so I believe join an audit firm can gain my knowledge and exposure.

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?

Willing to learn, punctual, and always complete my job before deadlines.

4. What do you consider to be your weaknesses?

Lack of 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?

7. Where do you see yourself in five years?

I do not have a specific plan for the next 5 years. I would like to learn new things. I know that learning is a continuous process and I cannot fast-track it. I want to work with a high-quality professional so that I would be able to reach a stage where I can manage all the responsibility that is handled by me.

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

Hard to find my own value in the company. Even though people around me mentioned how much help I had done, I still felt frustrated when there is nothing to do.

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

A position that is full of new challenges, and can help me to improve my knowledge of accounting

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

Obedient, willing to do discussion, willing to learn attitude

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

I will watch the movie, listening to music, sometimes baking for relaxing purposes.

12. How do you get to know us?

via Jobstreet