

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	CHEONG SUET YEE
NRIC / Passport No. :	A51530177
Nationality :	MALAYSIAN
Residential Address :	DT 2688, Jalan SB 5, Taman Sri Bayan, 76100 Melaka, Malaysia.
Contact :	+60 1110778072
Email :	csyee98@gmail.com
Date of Birth :	1998-06-29
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2018-11-19	2022-05-28	Multimedia University	Bachelor's Degree	Bachelor of Accounting (Honours)

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				
2021-04-01	2021-11-11	Sim & Teo PLT Chartered Accountants	Internship Trainee	I was assigned to perform audit work for SMEs. The most task I did was assist audit seniors to prepare Audit Working Papers (AWP) for financial statements auditing.	This is my Degree internship and I left when the internship training ended.
2018-03-19	2018-06-14	TAHMA Management	Part Time Internship	I was assigned to perform accounting works for sole proprietors, partnerships, and private limited companies. I was responsible for recording and analyzing financial data (double entry bookkeeping), preparing financial statement reports and other related accounting tasks.	I worked for this company during my Diploma internship and semester break. I left the company when my semester break ended.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Foo Seck Wee	Mother	50	Accounting Clerk
Cheong Choon Kiong	Father	54	Sales Coordinator

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Cantonese	6	6	6
Malay	6	6	6
Chinese	8	8	8
English	7	7	7

REMUNERATION

Current salary	
Expected salary	2,800.00

OTHERS

1. Tell us a little bit about yourself?

I am recent graduate with a Bachelor's Degree in Accounting and seeking a position as Audit Associate or other audit related job.

2. Why do you want this job?

Apply the knowledge and skills I learned in University in a real work environment and improve myself at the same time.

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?

Highly motivated to practice, acquire and improve skills and able to work in a fast-paced environment to set deadlines.

4. What do you consider to be your weaknesses?

Since I am a fresh graduate, it may takes some time to learn new knowledge and skills

5. What is your greatest professional or academic achievement?

Get a good result on my Degree internship.

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

Some difficult assignments during my university study and I take time to do more research to solve the problem.

7. Where do you see yourself in five years?

Familiarity with the audit area and completing my ACCA qualification.

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

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

Knowledge and skill of audit

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

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

Take a breath calm.

12. How do you get to know us?

From JobStreet.