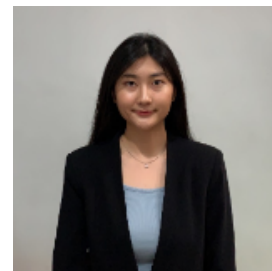


JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	Yu Quin Ng
NRIC / Passport No. :	950925105672
Nationality :	MALAYSIAN
Residential Address :	7 Lorong Samarinda 35A, Taman Mesra, Klang Selangor, Malaysia
Contact :	+60172393518
Email :	yuquin3518@hotmail.com
Date of Birth :	1995-09-25
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2019-06-01	2020-04-30	Sunway University College	Professional Certificate/NITEC	Association of Chartered Certified Accountants (Affiliate)
2015-05-01	2017-06-30	Tunku Abdul Rahman University College	Bachelor's Degree	Commerce (Accounting & Finance)
2013-03-01	2015-05-31	Tunku Abdul Rahman University College	Diploma	Accounting
2008-01-01	2012-12-31	SMK (P) Methodist Klang	Primary/Secondary School/ 'O' Level	

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				
2017-10-01	2019-06-30	Charoen Pokphand MJ Group - Tip Top Meat Sdn Bhd, Malaysia	Account Officer	<ul style="list-style-type: none"> Worked in costing department. Ensure sales and purchase data are correctly captured in system before interface and conduct monthly reconciliations. Approved cost and retail price change from operation department. Update daily sales report. Uphold inventory controls by overseeing monthly physical stock count. Make comparison and adjustments of stock data before interface. Calculate monthly product cost. Update monthly presentation slides and assist in analysing outlet performance. 	Completing my ACCA professional papers.
2016-01-01	2016-04-30	AJ Isma & Partners, Malaysia	Audit Intern	<ul style="list-style-type: none"> Worked in finance department. Prepare tax computations for companies and individuals. Prepare accounts for companies. Prepare audit report for dormant companies. Maintain good relationships with clients and colleagues. 	Completing my degree studies.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Ng Yu Lin	Sister	22	Production Coordinator
Ng Ken Wee	Brother	24	Back Office Leader Team
Woon Siew Chiew	Mother	55	Administrator

Ng Kok Kiong	Father	63	Sales Manager
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CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Tan Chern Pin	Puchong, Malaysia	+6016-616 1433	tan.chern.pin@cp- mjgroup.com	Assistant Section Manager	2
Lee Nyok Chun	Setia Alam, Malaysia	+6016-608 7213		Teacher	10

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Mandarin	7	5	5
Malay	9	9	9
English	9	9	9

REMUNERATION

Current salary	2,710.00
Expected salary	2,200.00

OTHERS

Proficient in the use of SAP software, Auto Count, UBS Accounting, SQL software, Microsoft Words, Microsoft Excel and Microsoft PowerPoint.

1. Tell us a little bit about yourself?

Hello, my name is Yu Quin but you can call me Josephine in short and I would sum myself as saying that I am hard-working, passionate, and also someone who is highly motivated and disciplined to enhance my knowledge and skills in new working environment.

2. Why do you want this job?

I feel that this job would give me an excellent opportunity and this company is a place where my qualifications can make a difference. I think the job will be a gear challenge. This is the opportunity I am looking forward too.

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 would say my greatest strength is that I work in an organized manner and I can manage my time efficiently. I am also a fast learner who is able to adapt quickly in new dynamic environment.

4. What do you consider to be your weaknesses?

I feel like I am still lacking in experience because employers nowadays are looking for people with more experience in their specified work field. However, I am willing to learn new things as quickly as I can in order to enhance my skills and knowledge.

5. What is your greatest professional or academic achievement?

My greatest achievement I would say is that I had manage to complete all my ACCA professional papers within the 1-year time frame that I had set for myself.

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

There was a time when me and my teammates were involved in a group project where we all had to do a group presentation. However at the final hour, one of my teammate had to go back to his hometown due to a case of family emergency that could not be avoided. And although we had all been assigned to our parts, I felt that it was my responsibility to make a suggestion that we had to present his part as well in order for the assignment to be completed. This would have help us in our overall group presentation. From there, the remainder of us had a discussion on which additional parts each of us should handle and we had to put in the additional hours to practice those last minute scripts. As a result, our final presentation went on smoothly and we manage to score decently for that particular subject.

7. Where do you see yourself in five years?

In five years time, I hope to be as competent as I can be in my role as soon as possible and be accepted by my team and line managers and to also enjoy my work as much as possible. If the opportunity present itself for me to progress within the organization that would ne amazing. All in all, I plan to stay with the company long term if I am successful at my interview.

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

The reason I left my previous job was because instead of juggling in between work and studies, I had decided to pursue my studies full time in order to complete my ACCA papers sooner.

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

I am looking for a position where I can grow in terms of professional development which is something that is very important to me and to be able to apply the skills and knowledge that I had learn and to be able to experience the audit world with guidance from seniors.

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

My co-worker would say that I am someone who is dependable, easy-going and loyal.

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

Rather than succumbing to the stress under pressure, I try my best to stay calm, organize my thoughts and learn to prioritize my responsibilities and task is how I best deal with stress, as I know not having a clear plan ahead would lead to unnecessary stress to build up. Knowing what is most important and then working from there helps me to take it one step at a time and stay calm if the situation ever gets overwhelming.

12. How do you get to know us?

Through JobStreet.com