

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	LEONG CHIN YUN
NRIC / Passport No. :	950118015830
Nationality :	MALAYSIAN
Residential Address :	43, Jalan Megah 11, Taman Megah 83000 Batu Pahat Johor.
Contact :	01110940399
Email :	mincasleong@outlook.com
Date of Birth :	1995-01-18
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-10-10	2020-10-31	Tunku Abdul Rahman University College	Bachelor's Degree	Accounting
2013-01-01	2014-07-31	Sekolah Menengah Kebangsaan Datin Onn Jaafar	Higher Secondary/Pre-U/'A' Level	Business

**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				
2014-08-01	2015-08-31	BP Management Service	Account Clerk	Collect and sort invoices from client and proceed to the data entry.	Continue further study.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Leong Chin Huey	Sister	31	Unemployed
Tang Jee Lew	Mother	58	Housewife
Leong Tham Toong	Father	60	Electrician

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Sandy Koh	NA	+65 9631 4974	Sandykoh@wlna.com.sg	Finance Manager	1

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
English	8	8	8
Mandarin	8	8	8
Bahasa Melayu	8	8	8

**REMUNERATION**

Current salary	
Expected salary	2,600.00

**OTHERS**

1. Tell us a little bit about yourself?

I was an account assistant at Warehouse Logistic before I proceeded to my university. I am a highly adaptable, active and willing to learn about developing my career.

2. Why do you want this job?

This opportunity is really exciting for me as I will be able to carry out my abilities to company and bring high efficiency and benefit to company.

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?

My greatest professional strengths is the ability to handle pressure and work under a tight deadline.

4. What do you consider to be your weaknesses?

I'm not so familiar with the software that most companies using like UBS system and etc.

5. What is your greatest professional or academic achievement?

My last role was as an Audit intern, during the peak period I am still able to assist senior to complete the workpapers that senior assigned to me.

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

The common conflict that I faced which is different opinions during the assignment discussion, but we will refer to the lecture or tutor with the sources and get he/she opinion and only we decide the most suitable.

7. Where do you see yourself in five years?

Some of my future goals for the next five years include leading a team and complete the ACCA papers.

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

NA

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

I am looking for a position that I can perform what I learned from my university. And definitely a position where I can grow which I hope to take on managerial responsibilities in future.

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

Cheerful and initiative.

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

Under the tight deadline, I will prioritize and finish the most urgent and important work and I will make sure my progress stay in loop with my seniors or leader.

12. How do you get to know us?

I got to know your company through Jobstreet.