

JOB APPLICATION FORM



POSITION APPLIED FOR : AUDIT ASSOCIATE

PERSONAL INFORMATION

Full Name :	TONG PUI KEE
NRIC / Passport No. :	S9776522G
Nationality :	MALAYSIAN
Residential Address :	43,JALAN NUSA PERINTIS 9/3,TAMAN NUSA PERINTIS 2,81550 Gelang Patah
Contact :	+601111973297
Email :	Kee083197@hotmail.com
Date of Birth :	1997-08-31
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-04-30	2017-04-01	KAPLAN SINGAPORE	Diploma	ACCOUNTANCY
2017-05-01	2018-12-15	UNIVERSITY OF PORSTMOUTH	Bachelor's Degree	ACCOUNTING & FINANCIAL MANAGEMENT

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				
2019-01-01	2020-06-15	SINEUROPE PTE LTD	ACCOUNT ASSISTANT	- AP PART - AR PART	WENT BACK TO MSIA DUE TO MCO LOCKDOWN
2020-07-29	2022-04-30	J&T EXPRESS MALAYSIA SDN BHD	ACCOUNT EXECUTIVE	- AP PART -GL PART -PARTIAL OF AR PART	TRY TO CROSS DIFFERENT INDUSTRY TO LEARN DIFFERENT THING.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
TONG YIN CHI	BROTHER	15	STUDENT
TONG PUI YEE	SISTER	23	SERVICE CREW
SOO WAI LING	MOTHER	55	BUS DRIVER

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
TAN ZIA HAO	N/A	+60109332820	nil@nil	FINANCE MANAGER	2

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
MALAY	3	3	5
ENGLISH	5	5	9
CHIENSE	10	10	10

REMUNERATION

Current salary	3,000.00
Expected salary	2,700.00

OTHERS

NIL

1. Tell us a little bit about yourself?

I'm a workaholic due to my current workload is more than mountain, I have to do OT to ensure everything done before month-end but also a team player too, as I'm a leader of GL/AP team ,I have to lead and guide my teammates to finish everything under monitoring. If my teammate face some issue, we also settle it together before submit the report to my manager.

2. Why do you want this job?

I have account experience for almost 3 year, so it's time to jump out of current zone to learn different industry such as Audit line. It's not just a job to me but also a new challenge to me. From Audit line, I could able to learn different financial report from different industry.

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?

analysis skill excel skill positive attitude

4. What do you consider to be your weaknesses?

lack of confidence. communication skill not really good. impatient

5. What is your greatest professional or academic achievement?

NIL

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

I will try to figure out with my team if the issue is not a big deal but in the end still cannot figure out a solution, will discuss it with my manager how to do it.

7. Where do you see yourself in five years?

still staying in Audit line to expand my future career path until limitless

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

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

Audit Associate

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

positive attitude. hardworking kindness

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

try to eat something to distract me from stress like bubble tea

12. How do you get to know us?

from jobstreet.