

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	SAI CHANG YING
NRIC / Passport No. :	981030017606
Nationality :	MALAYSIAN
Residential Address :	P192,KELAPA SAWIT 81030,KULAI,JOHOR.
Contact :	0143858263
Email :	cyingsai@gmail.com
Date of Birth :	1998-10-30
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2019-11-01	2021-06-30	KTC Accountant Institution	Professional Certificate/NITEC	CAT-ACCA (RQF Level 4)
2016-05-02	2018-05-31	Tunku Abdul Rahman University College	Diploma	Diploma In Banking & Finance

**MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES**

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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**EMPLOYMENT HISTORY**

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				
2020-02-26	2021-11-30	Tips Industry (M) Sdn Bhd	Account Officer	Responsible for all AP duties that include issue cheque, payment voucher, key in invoice, officially receipt, debit note and credit note into SAP system. I also able to perform stock count and assist Manager in preparing stock report every month. I also able to closing account on time and handle job with independently and experience.	Continue study ACCA and prepare exam.
2018-07-02	2019-12-31	Long Heng Tyre Sdn Bhd	General Clerk	Responsible for all general clerical duties that include issue delivery note, invoice. I also able to do goods receive note, purchase invoice, officially receipt and credit note.	Learning more related to my studies.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Sai Chang Bao	Sister	15	Student
Sai Chang Yong	Brother	19	Salesman
Sai Chang Min	Sister	22	Admin Assistance
Lai Soo Ching	Mother	47	Admin Clerk
Sai Meng Chong	Father	48	Lorry Driver

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Susan Wong		017 7313631	lhprocar@gmail.com	Account Manger	4
Lily Toh		016 7256699	lilytoh@gmail.com	Account & HR Manager	2

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Malay	10	10	10
English	7	8	8
Chinese	10	10	10

**REMUNERATION**

Current salary	
Expected salary	2,500.00

**OTHERS**

LAST SALARY:MYR 2600
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1. Tell us a little bit about yourself?

I currently pursuing ACCA and looking for a challenging job to apply knowledge that I learn.

2. Why do you want this job?

I want this job because I want learn more about my studies and I think I can learn more from audit.

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 strength is able to complete job on time and completely.

4. What do you consider to be your weaknesses?

My weakness is lack of communication skill and I think I need to improve in this skill.

5. What is your greatest professional or academic achievement?

My greatest accomplishment is graduating in Diploma in Banking and Finance with CGPA of 3.4691.

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

At my first job, I worked as general clerk. I was right out of school and did not have any experience of solving customer problem. I need learn how to handling customer problem. Thus ,I learned how to think quickly and empathize with the clients so that they were satisfied with the end results.

7. Where do you see yourself in five years?

I hope I can achieve more higher position in my career and I hope I can reach position of assistant manager in 5 year time.

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

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

I'm definitely looking for a position where I can grow and learn, professional development is something that's really important to me since I hope to take on more important responsibilities in the future.

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

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

I think stress is a motivation in work because I can work more effectively and work better under pressure. Moreover, I will try to react to the situation and if possible, try to solve it without stressful.

12. How do you get to know us?

From Jobstreet