

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	KUAN WEI LE
NRIC / Passport No. :	980811016089
Nationality :	MALAYSIAN
Residential Address :	No H-302 Jalan Persisiran Titiwangsa Utama Taman Tampoi Indah
Contact :	01110783092
Email :	Weile980@hotmail.com
Date of Birth :	1998-08-11
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2020-01-01	2020-06-30	SUNWAY COLLEGE JOHOR BAHRU	Bachelor's Degree	Oxford Brookes University BSC (HONS) In Applied Accounting
2018-01-01	2020-01-01	SUNWAY COLLEGE JOHOR BAHRU	Advanced/Higher/Graduate Diploma	Advanced Diploma In Association of Chartered Certified Accountants

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				
2021-10-01	2022-07-01	Mypost Online Sdn Bhd	Account Executive	?1) Supervise and work with account staff to handle daily operational account receivable and account payable tasks. ?2) Ensure timely recording of accounting entries into account system. ?3) Maintain good documentation and filing system. ?4) Perform monthly reconciliation and reports. ?5) Undertake tasks assigned by management ?6) Liaise with auditor, tax agent, bankers and relevant government authorities	I realised that my technical skill and knowledge is limited, then i discussed my situation to my director, and he supported me to pursue high level skill, so i decide to leave.
2021-06-01	2021-09-30	CT & CO Chartered Accountants	Audit Internship	1) Vouch purchase and sales invoices for matching with the samples. 2)? Work with senior to deal with audit procedures, especially bank and cash, inventory, and so on. 3)? Work with senior to address potential audit risk in financial statement	Internship End

2020-07-01	2020-11-01	Enhance Business Management	Account Internship	1) Tidy up every invoice and bill payment to each of the month. 2)? Key in sales invoice and purchase invoice in Autocount accounting software. 3)? Handle bank reconciliation such as match the opening balance and closing balance. 4)? Document and filing the invoice and bill payment in the file to each of the month for easily my senior finalising. 5)? Liaise with the client and explain the question from client.	Internship End
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Kuan Yee Kiong	Father	50	Goldsmith
Wong Hui Hsien	Mother	42	Admin in Transportation Company
Kuan Jie Ru	Sister	22	Student

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	7	8	8
Mandarin	9	9	9
Malay	7	6	1

REMUNERATION

Current salary	2,600.00
Expected salary	2,500.00

OTHERS

Can do any task assigned , but my job must specified in auditing

1. Tell us a little bit about yourself?

i am optimistic and cheerful, sincere to others, good at communication and negotiation; Adaptability and pressure resistance; Team spirit and self-motivated is also strong, and have a correct attitude towards work. I am willing to accept challenges to get training and grow together with the company

2. Why do you want this job?

I don't like repetitive work and sitting in the office all the time, Auditing will make me feel interesting and challenging.

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 am hard worker and can work in pressure. because i chose to study ACCA, even i don't like study. When i am studying in College, my parent just sponsored me course fee only, and i need to do part time job to earn some living.

4. What do you consider to be your weaknesses?

I am quick temper, sometimes i will speak very quickly, makes it hard for other to understand.

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 participate in sales price adjusting meeting, because the supplier raise his price, resulted our cost increased substantially. my director ask me to cooperate with marketing department to provide subjection to increase the suitable sales price which will not affect company image in one week. So i contact supplier and discuss it the reason behind and try to get discount from them , after that, i also compare and list out all of the supplier quotation price and our sales price to work up the most suitable price to submit to marketing department, and i also asked customer service department to help us explain our situation to customer, hoping to get their understanding. Lastly, we kept our loss to the minimum, and we didn't get any complaints about the price increase.

7. Where do you see yourself in five years?

i hope i can become an expert in auditing ,tax and accounting.

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

I realised that my technical skill and knowledge is limited, then i discussed my situation to my director, and he supported me to pursue high level skill, so i decide to leave.

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

I hope I can help the company and grow up with the company?

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

helpful and hardwork.

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

convert it into energy by thought?

12. How do you get to know us?

Jobstreet