

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : AUDIT ASSOCIATE

### **PERSONAL INFORMATION**

Full Name :	LAU WEI JUAN
NRIC / Passport No. :	A51589780
Nationality :	MALAYSIAN
Residential Address :	35,JALAN NUSA JAYA MAS 4/4, TAMAN NUSA JAYA MAS, 81300 SKUDAI,JOHOR.
Contact :	0167563798
Email :	lauweijuan@hotmail.com
Date of Birth :	1995-11-25
Gender :	Female
Race :	CINA
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-11-01	2018-04-01	SIM	Bachelor's Degree	ACCOUNTING AND FINANCE

**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				
2020-08-01	2022-05-11	J&T EXPRESS(MALAYSIA ) SDN BHD	ACCOUNT EXECUTIVE	-IN CHARGE OF MONTHLY CLOSING -ANALYSE REPORT -VERIFY PAYMENT -FORECAST	CHANGE ENVIRONMENT
2018-11-01	2020-04-01	NYAN KIDS(M) SDN BHD	ACCOUNT ASSISTANT	-DATA ENTRY -PREPARE PV AND TELEGRAPHIC TRANSFER -PREPARE INVOICE FINANCING -BANK RECONCILIATION	CHANGE ENVIRONMENT

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
LEE KAM LIAN	MOTHER	57	OPERATOR

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
JEFF TAN ZIA HAO	N/A	0109332820		FINANCE MANAGER	2

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
MALAY	6	5	5
ENGLISH	6	5	5
CHINESE	9	8	8

**REMUNERATION**

Current salary	3,100.00
Expected salary	2,700.00

**OTHERS**

1. Tell us a little bit about yourself?

3.5 YEARS ACCOUNTING WORKING EXPERIENCE IN COMMERCIAL COMPANY. IN CURRENT COMPANY, JOB DELEGATED MORE ON ANALYSE,CHECKING AND BACK UP OTHER TEAM MEMBER.

2. Why do you want this job?

LOOK FOR A NEW INDUSTRY AND DIFFERENT NATURE OF WORK

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?

FAST LEARNER

4. What do you consider to be your weaknesses?

PRESENTATION AND COMMUNICATION SKILL

5. What is your greatest professional or academic achievement?

DEGREE

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

TOO MUCH JOB, SO NEED TO KNOW WHICH IS THE PRIORITY

7. Where do you see yourself in five years?

IN A HIGHER AUDIT POSITION

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

CHANGE ENVIRONMENT

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

LEARN AUDIT PROCEDURE

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

N/A

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

EAT SOMETHING

12. How do you get to know us?

JOBSTREET