

JOB APPLICATION FORM



POSITION APPLIED FOR : Account Assistance

PERSONAL INFORMATION

Full Name :	CHAN HWEE JYE
NRIC / Passport No. :	951023015250
Nationality :	MALAYSIAN
Residential Address :	No 9, Jalan Putera Indah 2/6, Bandar Putera Indah, Tongkang Pechah Batu Pahat Johor.
Contact :	+60 143031023
Email :	Hweejye23@gmail.com
Date of Birth :	1995-10-23
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2014-07-07	2017-07-31	SEGi University	Bachelor's Degree	Accounting and Finance
2014-07-07	2017-07-31	SEGi University	Bachelor's Degree	Accounting and Finance
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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				
2017-10-02	2021-04-21	Koda Ltd	Account Payable	Responsible for all Account Payable Functions including coding and posting for all transactions into Navision system. Also, do necessary adjustments from the General ledger before final posting.	Return to Malaysia to resolve some personal issues. Also looking for better career prospects professional growth, and work opportunities.
2017-10-02	2021-04-21	Koda Ltd	Account Payable	Responsible for all Account Payable Functions including coding and posting for all transactions into Navision system. Also, do necessary adjustments from the General ledger before final posting.	Return to Malaysia to resolve some personal issues. Also looking for better career prospects professional growth, and work opportunities.
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PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Chan Hwee Xian	Sister	29	Business
Soh Sey Hock	Step Father	68	Store keeper
Arunee Chan	Mother	53	Housewife
Chan Hwee Xian	Sister	29	Business
Soh Sey Hock	Step Father	68	Store keeper
Arunee Chan	Mother	53	Housewife
Chan Hwee Xian	Sister	29	Business
Soh Sey Hock	Step Father	68	Store keeper
Arunee Chan	Mother	53	Housewife

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Tan Kian Peng	Block A, B, D, E, & F, Lot 9, Mukim Senai Kulai, P.O Box 79, 81400, 81400 Senai, Johor.	+60 127692800		Group Finance Controller	3
Tan Kian Peng	Block A, B, D, E, & F, Lot 9, Mukim Senai Kulai, P.O Box 79, 81400, 81400 Senai, Johor.	+60 127692800		Group Finance Controller	3
Tan Kian Peng	Block A, B, D, E, & F, Lot 9, Mukim Senai Kulai, P.O Box 79, 81400, 81400 Senai, Johor.	+60 127692800		Group Finance Controller	3

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	7	6	6
Bahasa Malaysia	6	6	6
Chinese	9	6	6
English	7	6	6
Bahasa Malaysia	6	6	6
Chinese	9	6	6
English	7	6	6
Bahasa Malaysia	6	6	6
Chinese	9	6	6

REMUNERATION

Current salary	2,300.00
Expected salary	2,500.00

OTHERS

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1. Tell us a little bit about yourself?

I am Hwee Jye. I graduated from SEGi University, distance study under Teeside university with a degree in Accounting and Finance. For the past 3 years, I have worked in Koda Ltd as an Account Payable. I was responsible for all Accounting Payable Functions, preparing purchase invoices, updating the cash book, and make sure all payment key into the system is accurate. Final checking and posting into the system.

2. Why do you want this job?

I'm now looking to work in an Accounting environment where I can work with a team and continue to build on my skills which is why I'm interested in the position.

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'm a positive attitude person. My biggest strength is my motivation to learn and grow professionally.

4. What do you consider to be your weaknesses?

Shyness is something that I struggle with within a large group of people. I am shy to share my ideas. So I often remain quiet in the past. But I have been trying to speak more in smaller groups to gain my confidence.

5. What is your greatest professional or academic achievement?

One of my key accomplishments during my career as I had strong working ethics. When I commit to a deadline I always deliver within the set time.

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

Adapt to change during this pandemic. As per my previous working experience, within a short notice period for arranged work from home, I am able to switch all the payment methods from cheque to online payment at the same time to seek management approval for each payment through email (before this pandemic all the payment supporting is all by hardcopy) and also able to meet requirement requests by the bosses.

7. Where do you see yourself in five years?

In the next five years, I can complete a full set account on my own and be recognized as a professional in this sector.

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

Return to Malaysia to resolve some personal issues. Also looking for better career prospects, professional growth, and work opportunities.

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

Learns to handles a full set of accounts.

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

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

I feel that sometimes working under pressure can be a good thing. It had taught me how important to prioritize and balance my workload. In my previous working experience, I had a very important task every month end but I completed each assignment on time because I organized and planned how I would tackle each task. Because of my planning, I was able to avoid stress altogether. Besides that, if I feel like my workload is getting unmanageable, I will speak with my team lead to discuss which tasks I can move to the bottom of my priority list.

12. How do you get to know us?

Recommend by David.