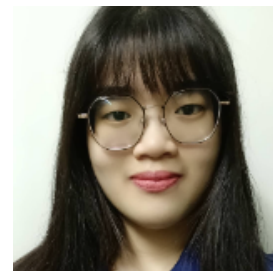


JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	LEE YI JIE
NRIC / Passport No. :	990307017014
Nationality :	MALAYSIAN
Residential Address :	NO. 16 JALAN SURIA 7, TAMAN SURIA 86200 SIMPANG RENGGAM, JOHOR
Contact :	+60108237979
Email :	yijielee99@gmail.com
Date of Birth :	1999-03-07
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2019-05-01	2022-05-31	Tunku Abdul Rahman University College, KL Main Campus	Bachelor's Degree	Bachelor in Accounting (Honours)
2017-05-01	2019-04-30	Tunku Abdul Rahman University College, Johor Branches	Diploma	Diploma in Business Studies (Accounting)

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				
2020-10-26	2021-05-29	CK Hong Management Services	Internship	<ul style="list-style-type: none"> • Assist manager to prepare the documents related to company secretary for client to sign such as transfer share, strike off or incorporate company and etc. Create and submit the annual return. • Reply the query email and follow up the sent mail. • Assist manager prepared documents related to tax computation and do the e-filing. • Assist audit senior for prepared the audit working papers, draft audit report, do analyses for audit adjustment, print out related documents and vouching the transaction. 	Continue Education

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Lee Shunin	Sister	29	Beautician
Lee Shu Zun	Brother	31	Student
Teng Lay Kiow	Mother	59	Housewife
Lee Kim Chun	Father	59	Supervisor (Pineapple Farm)

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Mandarin	9	9	9
English	7	7	7
Malay	7	7	7

REMUNERATION

Current salary	
Expected salary	2,800.00

OTHERS

1. Tell us a little bit about yourself?

I am Lee Yi Jie and I am a fresh graduate with a bachelor's degree in accounting from Tunku Abdul Rahman University College. Now I am to seek an entry/mid-level position as an audit associate with your organization. I had been employed by CK Hong Management Services as an internship position to responsible in company secretary, audit and taxation.

2. Why do you want this job?

Interest with it, because handle different audit cases will face with different challenges.

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 a hard worker and I also have a strong adaptable skill when I enter into a new environment.

4. What do you consider to be your weaknesses?

I am a fresh graduate, lack of working experiences.

5. What is your greatest professional or academic achievement?

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

7. Where do you see yourself in five years?

In five years, I want to learn and earn all the skill and knowledge in auditing while to confirm that I am interest and suitable with this career.

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

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

Improve my ability, skill, knowledge and growth together with the organization.

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

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

Read some novels, books, comics or listen to songs

12. How do you get to know us?

Through the jobstreet