

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : External Audit Associate

### **PERSONAL INFORMATION**

Full Name :	LEE PUI SHI
NRIC / Passport No. :	950810-03-5280
Nationality :	MALAYSIAN
Residential Address :	A-17-08 PV13 Platinum Lake Condominium, Jalan Danau Saujana 1 Setapak 53300 Kuala Lumpur.
Contact :	+6010-5639434
Email :	pshi_lee0810@outlook.my
Date of Birth :	1995-08-10
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-06-01	2018-06-01	Tunku Abdul Rahman University College	Professional Degree	Bachelor in Commerce (Honours)
2014-03-01	2016-05-30	Tunku Abdul Rahman University College	Diploma	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				
2019-10-01	2020-10-19	RSM Malaysia	External Audit Associate	<ul style="list-style-type: none"> <li>•Auditing the organization's balance sheet, profit and loss statements and ledger accounts</li> <li>•Evaluated client's internal controls and financial reporting system</li> <li>•Evaluated payroll, sales and purchase records, and financial investment of clients</li> <li>•Reviewing financial documents and judging the liquidity, solvency and credibility of the organization</li> <li>•Drafting of financial statements and prepare other related reports such as engagement letters, management letters and audit adjustment schedules.</li> <li>•Keep updated with the current amendments to Accounting Standards. (i.e. MRFS 15 Revenue from Contract with Customers and MFRS 16 Leases)</li> <li>•I have the opportunity to be part of the audit engagement in listed companies, for both Company and Group Consolidation level.</li> <li>•Lastly, I have a well exposure in industry area such as manufacturing, trading, and service and highway construction.</li> </ul>	I am seeking for a better platform where it could enable me to utilize my skills and knowledge for my career advancement and personal growth.

2018-07-01	2019-09-30	Wirecard Payment Solution Malaysia	Account Receivable Executive	<ul style="list-style-type: none"> <li>•Enrolled in account billing, customer payment processing, and related order-to-cash (O2C) work processes and support our finance team on managing daily accounting tasks in the accounts receivable team.</li> <li>•Involve in system migration (Sage to Coda)</li> <li>•Involve in SOP improvement</li> </ul>	I am seeking for a platform which could enable me to expose to different kind of industries.
2017-02-01	2017-06-30	Crowe Malaysia	Audit Trainee	<ul style="list-style-type: none"> <li>•Assist in audit procedural tests with guidance from senior, including walk-through test, test of control, test of details of accounts balances, analytical reviews &amp; audit verification by physical inspection (i.e. PPE sighting, stock count of inventories)</li> <li>•Assist in the preparation of audit work papers &amp; completion of audit programmes.</li> <li>•Assist in the drafting of financial statements</li> </ul>	Internship Completed.

#### PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Lee Pui Yee	Sister	32	Public Bank Banker
Lee Pui Ying	Sister	35	Housewife
Lee Choon How	Brother	38	Business Man
Loong Sow Fung	Mother	56	Housewife
Lee Kar Fook	Father	59	Business Man

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
-	-	-	-

**REMUNERATION**

Current salary	2,800.00
Expected salary	2,800.00

**OTHERS**

## 1. Tell us a little bit about yourself?

After I graduated from degree, I joined a share service company as an account receivable executive. I decided to change my career field after one year working in a share service company because I wanted to leave out my comfort zone and look for a platform where it could enable me to expose to different industries. I am currently an external audit associate in RSM Malaysia. I have 1 year plus audit experience. Throughout my audit experience, I was involved in different type of industries such as manufacturing, trading, service and construction. Also, I have the opportunity to be part of the audit engagement in listed companies, for both Company and Group Consolidation level. I am a people-person. I like to meet new friends. I can always find common ground with strangers, and I like to make people feel comfortable in my presence. I find this skill is very helpful when dealing with new clients. In my previous job, I always work well with my client and maintain a good relationship.

## 2. Why do you want this job?

As comparing to work in a commercial firm and an audit firm, eventually I found that audit industry is the correct pathway that I should continue in pursuing in my future career path. I am kind of ambitious and driven person. I will constantly set goals for myself so that I have something to strive toward. I found satisfaction when I overcome all the challenges and gained new knowledge. All in all, I want this job is because I believe that only being an auditor, we will face different challenges in every engagement as compared with commercial firm which performing same task every day. Other than that, I decided to apply job in Singapore is mainly due to I wish to broaden my horizon in oversea.

## 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?

For me, I think my greatest professional strengths is I have a questioning mind and I have passion in learning new things. I am always seeking answers for every question and my mind is always clouded with "how" and "why". I have desire to please my inner curiosity and dig deeper until my thirst for answer quenches. With this characteristic, I believe that audit industry is the most suitable pathway for my career as I know that curiosity mind is one of the crucial requirement in audit industry.

## 4. What do you consider to be your weaknesses?

For me, I think my weaknesses is perfectionism in working paper. I want my working paper to be perfect and standardize all the time. Therefore, sometime I would need longer time in preparing my working paper presentation. Because of this characteristic, I am willing to spend more time to modify my working paper after working hour.

## 5. What is your greatest professional or academic achievement?

Graduated from Bachelor in Commerce (Honours) with second upper class. I am currently pursuing ACCA Qualification.

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

As Malaysia Government has lifted Movement Control Order for past few months, I, being an auditor also facing the difficulties, as such we cannot go to the client's premises to work and the client eventually also temporarily ceased their operation for the period. As a result, there are many engagements are being delayed. However, when Malaysia Government has announced the plan for the Conditional Movement Control Order, which it enables us to go back to work. I have been accumulated 5 engagements which need to be settled within the time frame given. I need to manage my own time wisely, as in to prioritize which of the engagements to be completed first. I need to be responsible to few managers as different engagements got different managers, I will need to keep updating the progress of the engagements to them. Eventually, I had overcome it, and I think this experience has enhanced my time management skills and multitasking skills.

7. Where do you see yourself in five years?

My short term goal: I wanted to accomplish my ACCA qualification in 2 years. My long term goal: In 5 years, I would want to gain as much knowledge as possible and I would like to become the company expert that other can approach for ideas, help and strategy, I will take my previous senior or manager as my role model and I would like to be able to provide similar guidance, potentially taking on a leadership role. Other than that, I will continue pursuing other professional qualification in future such as CFA.

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

I am seeking for a platform where it could enable me to utilize my skills and knowledge for my career advancement and personal growth. As far I know, Singapore is known as Financial Hub in Asean, I believe that working in Singapore would enable me gain more exposure.

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

I am looking for a position of External Audit Associate.

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

I am a "questioning" girl among my colleagues. I would always ask when I get confuse during my work. I used to ask "why" instead of just blindly follow the prior year's working paper. I feel not comfortable when I being requested to compromise something that I do not understand. Other than that, my colleagues always called me as "excel expert" as I had joined excel training in my previous firm.

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

I used to listen to music when I feel stress. I will use the music to isolate myself away from the outside world so that I can 100% focus on my job. I would try to calm down myself and utilize the decision matrix to prioritize my work. I will created a schedule and break down each task into small assignments.

12. How do you get to know us?

By LinkedIn