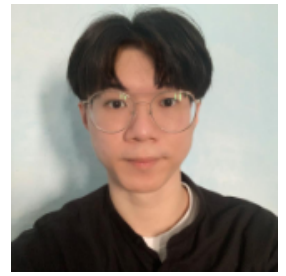


JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	MAN CHAI KIT
NRIC / Passport No. :	981118-01-5883
Nationality :	MALAYSIAN
Residential Address :	3, Jalan Mutiara Emas 3/7 Taman Mount Austin, 81100 Johor Bahru, Johor.
Contact :	0189562118
Email :	manchaikit98@gmail.com
Date of Birth :	1998-11-18
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2019-07-15	2021-12-03	University of Portsmouth	Advanced/Higher/Graduate Diploma	Accountancy and Financial Management

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				
2021-12-27	2022-05-05	Ecovis Malaysia PLT	Audit Associate	Assist senior on vouching and contact with client, handle SME audit work and stock take.	I want to find a job with better career growth opportunities and looking for a better salary.

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Man Yan Yuan	Siblings	17	Student
Man Chai Jun	Siblings	22	Student
Chin Pei Kun	Parents	50	Housewife
Man Weng Cheong	Parents	52	Motor Mechanic

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	6	7	7
Chinese	10	10	10

REMUNERATION

Current salary	2,700.00
Expected salary	2,650.00

OTHERS

I uploaded the academic transcript which are generate from the school website, because I haven't collect my official certificate and transcript. After I go Singapore collect the official certificate and transcript, then I will resend it.

1. Tell us a little bit about yourself?

I currently working as audit associate in a Ecovis Malaysia PLT, which the company is a audit firm. My duties in the company is to assist senior on sampling selection, vouching. Sometimes, i also will handle the auditing process for SME.

2. Why do you want this job?

I am a person who has meticulous attention to detail and I able to work under pressure.

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 have good attention in details, also i am good at communicate with client and build relationships.

4. What do you consider to be your weaknesses?

One of my weaknesses is time management, because when i do things that i was not familiar with. I will be more careful and more details. It means it will spend more time on it.

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?

I almost missed the deadline with a audit report, due to overscheduling issues. After i realize my limits, i avoid to scheduling more task for the week.

7. Where do you see yourself in five years?

I see myself in a senior position, and able to lead a team to do listed companies auditing process.

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

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

Looking for more opportunities to handle different types of industries audit report.

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

Hardworking, willing to help each others and do things systematically.

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

Take a deep breath, keep calm and stay focused on the task. Also i will go exercise and playing games to release my stress so that I will able to stay on track and work as efficiently as possible.

12. How do you get to know us?

I am looking for jobs and I found it on Jobstreet.