

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	SHANE JONG KIM CHENG
NRIC / Passport No. :	001102-13-0485
Nationality :	MALAYSIAN
Residential Address :	Lot 1116, Jalan Limau 2, Pujut 5B, 98000 Miri, Sarawak
Contact :	+60111-691-3939
Email :	shanejong3161@gmail.com
Date of Birth :	2000-11-02
Gender :	Male
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2013-01-01	2017-12-31	SMK Saint Columba Miri	Primary/Secondary School/ 'O' Level	Science Stream
2018-03-01	2021-12-01	Curtin University Malaysia	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				
2020-12-01	2021-02-26	KPMG Miri	Vacation Trainee (Audit)	1. Proofreading audit reports and financial statements to verify their accuracy. 2. Assisted in office administration and client communication such as vouching, document sanitization, and casting to help manage auditors' workload. 3. Used Excel to inspect clients' balance sheets and other related financial statements. 4. Assisted in preparing Group Consolidation working papers, reports, and supporting documentation for audit findings.	Continue to study Degree
2020-06-29	2020-07-31	KPMG Mliri	Vacation Trainee (Audit)	1. Proofreading audit reports and financial statements to verify their accuracy. 2. Assisted in office administration and client communication such as vouching, document sanitization, and casting to help manage auditors' workload. 3. Used Excel to inspect clients' balance sheets and other related financial statements. 4. Assisted in preparing Group Consolidation working papers, reports, and supporting documentation for audit findings.	Continue to study Degree

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**


---

Name	Relationship	Age	Occupation
Isaac Jong Kim Hong	Brother	9	Student
Christine Jong Yee Linn	Sister	14	Student
Rachel Jong Yee Jiaa	Sister	17	Student
Michelle Jong Yee Jinkk	Sister	20	Student
Cheryl Jong Yee Wenn	Sister	23	Student
Janice Jong Yee Minn	Sister	24	Audit Associate
Christina Shim Li Phin	Mother	52	Accounts Assistant

**CHARACTERS REFEREE**

Name	Address	Contact	Email	Profession	No of years known
Yip Ka Yii	CDT 250, 98009 Miri, Sarawak	+61416058887	kayiiyip@curtin.ed u.my	Assistant Lecturer at Curtin University Malaysia	2

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
Chinese	10	8	9
Malay	5	7	7
English	7	8	8

**REMUNERATION**

Current salary	0
Expected salary	2,600.00

**OTHERS**

Right-hand impairment (will not affect the ability to work)
---

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

Hi, my name is Shane Jong Kim Cheng. I graduated from Curtin University Malaysia with a Bachelor's Degree in Accounting and Finance with Distinction. Previously, I have worked twice as an audit trainee at KPMG Miri for a total duration of 4 months. My primary responsibilities include proofreading audit reports and financial statements to verify their accuracy. I also assist in client communication and office administration work, such as vouching and casting to manage auditors' workload. In terms of extra-curricular activities, I have been an active member of the CPA Australia Student Charter Club and held various events such as the accounting quiz and virtual industrial visits to promote the benefit of CPA Australia. With my accounting and finance knowledge and experience as an audit trainee, I will be able to collaborate with the external audit team and add value to your company.

## 2. Why do you want this job?

I want this job because it emphasizes applying accounting knowledge and data analytical skills, two of my greatest skill sets. Since I had prior working experience at KPMG, I already know what to expect from this job and what I can do to contribute to the team. I am confident that my skill sets, such as communication and leadership skills, will be helpful to facilitate communication between clients and my seniors, hence adding value to the company.

## 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?

Throughout my two internship experiences at KPMG, I am confident that my strengths are detail-orientation, which helps me analyze clients' data and spot variances quickly. I am also good at using Microsoft Excel formulas, which helps speed up the process of data extraction and mapping. Additionally, I always exercise professional skepticism when listening to clients' explanations regarding their accounting treatment and inspecting whether their accounting treatments are reasonable by confirming with my seniors. These strengths will undoubtedly benefit me in the audit position that I am applying for.

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

Two of my weaknesses are a lack of audit experience and limited audit knowledge. I only have less than one year of working experience in the audit field, and my accounting and audit knowledge is limited to the Degree level only. That said, I believe that everyone's working experience starts from zero. I am confident that with my willingness to learn, I can solve problems along the way and add value to your company. I also intend to pursue ACCA professional qualification papers to enhance my accounting and audit knowledge, bringing more value to your company.

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

My greatest achievement is obtaining the Vice-Chancellor List in semester 1, 2019, and four Dean's List Awards. The Vice-Chancellor List is an award given only to the top one percent of the student studying in the Faculty of Business who achieved more than 85 or higher Semester Weighted Average. Furthermore, students are entitled to Dean's List Award only if that student achieved the highest mark in that particular subject. These awards show that I am very serious about my academics, and I intend to apply my knowledge gained into the work and contribute value to your company.

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

There was a time where I disagreed with my team member about the points that she used for the group essay. She got mad at me for not paying attention to what she had written and criticized me for being too much of a perfectionist. I handled the situation by apologizing for any statement that I used that hurt her feelings. I then briefly go through her points, regain her trust, and suggest new points to enhance the essay. She also apologized for getting too emotional, and together, we collaborated and completed the essay efficiently. It is important not to get emotional and stay calm during the conflict as it will affect our relationship and directly impact the essay's outcome. This situation is also applicable in work where I will objectively judge any situation and solve it with my teammates.

7. Where do you see yourself in five years?

In the first 2-3 years, I see myself becoming familiar with and mastering my role as an audit associate. I plan to immerse myself in the position, really get to know the ins and outs of the audit process, and look for improvements to ensure that the client's financial statements give a true and fair view to the public. For the 2-3 years after that, I see myself as a vital member of the external audit team that ensures every aspect of the audit process is executed efficiently. I also want to share my knowledge and expertise gained from the role with my juniors and train them to become capable auditors that will add value to the Acumen audit team.

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

-

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

I am looking for three things in this audit position; exposure, opportunities to grow my career, and collaborative culture. Since I already have some audit experience during my internship, I am looking forward to honing my audit skills by gaining more exposure to different industries. I am looking forward to growing my career by getting to know more about audit processes and, if possible, looking for ways to improve the audit process for the company. Working in teams will also motivate me to work and broaden my networking. To sum it up, I will be very excited about a position where I can utilize my accounting and analytical skills. I also love to maintain good relationships with clients, and I am thrilled that Acumen's value is being client-oriented, which motivates me to apply for this company.

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

My senior said that I am a dependable assistant throughout the fieldwork based on my previous performance evaluation form. I can complete tasks given on a timely basis and follow every instruction needed. I would seek advice from my seniors whenever I identified the issues. I also follow up on the great stuff with the client and update the status with seniors. I showed the greatest willingness to learn and always be positively minded.

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

I understand stress and pressure are a big part of this job, and I prefer to work under these conditions because the pressure will make me feel like I am making progress and developing. Without pressure, there will be little progress in an organization. It is essential to understand which tasks are more urgent to complete whenever I face tight deadlines. For instance, during my internship, I will prioritize completing tasks needed for fieldwork first, as informed by my manager. I also cope with the pressure by staying positive, as I know that the pressure means that I am making progress and contributing to the company.

12. How do you get to know us?

I get to know about Acumen through Jobstreets and the company's website.