

JOB APPLICATION FORM



POSITION APPLIED FOR : ADMINISTRATION EXECUTIVE

PERSONAL INFORMATION

Full Name :	SAMANTHA WONG
NRIC / Passport No. :	850214105344
Nationality :	MALAYSIAN
Residential Address :	35, JALAN PUTERI SENGGANG, BANDAR BARU SERI PETALING, 57000 KUALA LUMPUR.
Contact :	+60163481378
Email :	samanthawong@aaa-global.com
Date of Birth :	1985-02-14
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2005-01-01	2008-12-31	UNIVERSITI TUNKU ABDUL RAHMAN	Bachelor's Degree	BUSINESS ADMINISTRATION (HONS) ENTREPRENEURSHIP
2011-01-01	2012-05-31	UNIVERSITY OF QUEENSLAND	Master's Degree	INTL HOTEL & TOURISM MANAGEMENT (EVENT 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				
2014-02-01	2018-02-28	ECMI ITE ASIA SDN BHD	ASST OPERATIONS MANAGER	- LIAISE WITH TAIWAN & KOREAN AGENT FOR ALL EXHIBITION MATTERS - OVERSEE PRE, DURING & POST EXHIBITION PREPATIONS, REPORTS, VISITOR DATABASE ETC	- DAD HAD STROKE, HAD TO TAKEOVER BUSINESS MATTERS
2018-04-12	2021-02-28	INK MARKETING SDN BHD	TRAFFIC CONTROL MANAGER	LIAISE BETWEEN SUPPLIERS, WAREHOUSING, LOGISTICS, SALES & FINANCE AS WELL PRODUCT TRAINING WHEN REQUIRED	NEED TO SETTLE FAMILY BUSINESS GOVERNMENT PROCEDURES OPEN LIFTING OF MCO

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
WONG POOI LING	SISTER	36	PRIVATE EDUCATOR
WONG ZHUNG YU	BROTHER	42	BRAND MANAGER (ASIA)
WONG KOK YUEN	FATHER	72	RETIREE
MUN KIT YOKE	MOTHER	66	RETIREE

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
WY CHEONG	SUITE 5-01, LEVEL 5, SUNWAY VISIO TOWER, LINGKARAN SV, SUNWAY VELOCITY, 55100 KUALA LUMPUR	+6012-2312810	WYCHEONG@EC MI.COM.MY	HR DIRECTOR	8

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
CANTONESE	9	4	7
BAHASA MALAYSIA	7	7	8
MANDARIN	9	7	8
ENGLISH	8	8	9

REMUNERATION

Current salary	3,675.00
Expected salary	3,000.00

OTHERS

PARKING AMENITIES, OVERTIME

1. Tell us a little bit about yourself?

I'M A CONSTANT LEARNER, A LITTLE OCD ON ORGANIZING AND KEEPING THINGS IN CHECK. I LOVE TRAVELLING EVEN FOR A SHORT DISTANCE BUT MCO HAS OFFERED ME A LOVE FOR SUCCULENT GARDENING.

2. Why do you want this job?

COMPANY SECRETARY IS A WHOLE NEW FIELD WITH LOTS OF CONSTANT LEARNING. I HAVE CHANGED INTO DIFFERENT INDUSTRIES IN ORDER TO LEARN NEW KNOWLEDGE.

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?

INTEREST IN LEARNING NEW KNOWLEDGE & FAST WORK ENVIRONMENT ADJUSTER

4. What do you consider to be your weaknesses?

VERBAL COMMUNICATION & PRIORITIZING WHEN MULTIPLE URGENT REQUESTS RECEIVED AT THE SAME TIME

5. What is your greatest professional or academic achievement?

DEVELOP EXHIBITION DATABASE & WAREHOUSE DATABASE THAT IS STILL IN USE AFTER RESIGNATION

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

VISITOR REGISTRATION LINKED SYSTEM BREAKDOWN DURING OPENING HOURS, WE UPLOADED THE RAW MASTER DATABASE INTO ALL LAPTOPS TO CONTINUE WITH MANUAL REGISTRATION WHILE THE IT TRIED TO RECONNECT THE VISITOR REGISTRATION SYSTEM.

7. Where do you see yourself in five years?

I SEE MYSELF AS HAVING A FEW PROPERTIES TO RENT OUT & GO INTO SEMI-WORK LIFE.

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

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

I'M LOOKING FOR SOMETHING NEW TO LEARN AND THIS FIRM ACTUALLY OFFERS THINGS TO LEARN VIA CASE TO CASE BASIS.

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

DO NOT KNOW WHICH TO PRIORITIZE DUE TO LIMITED/INCOMPLETE KNOWLEDGE OF COSEC TASKS

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

A GOOD NIGHT SLEEP AND A WEEKEND RECHARGE

12. How do you get to know us?

I GOT TO KNOW FROM THE GOVERNMENT SOCSO JOB APPLICATION PORTAL.