

JOB APPLICATION FORM



POSITION APPLIED FOR : AUDIT ASSOCIATES

PERSONAL INFORMATION

Full Name :	CHONG LUI QI
NRIC / Passport No. :	970919-30-5078
Nationality :	MALAYSIAN
Residential Address :	NO 10, JALAN KP 32, TAMAN KRUBONG PERDANA, 75260 MELAKA.
Contact :	+60163855078
Email :	vicqi97@gmail.com
Date of Birth :	1997-09-19
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-10-01	2020-10-01	Universiti Tunku Abdul Rahman	Bachelor's Degree	Bachelor of Commerce (HONs) 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				
2021-03-08	2022-08-22	Allied Precision Technologies Sdn Bhd	Account Officer	-Work with SAP system, mainly work on Account Payable -Settle GRIR issue -Prepare analysis report with excel -Assist monthly closing and stock count -Draft accrual listing -Quarterly stock in transit -Liaise with third party: Vendors & Auditor	Searching for career advancement
2019-09-01	2020-01-31	YSL Taxation Sdn. Bhd.	Audit Internship Trainee	-Prepare working paper -Vouching -Posting and Casting -Draft financial statement	Continue to study
2015-12-01	2016-04-30	Syarikat Friendship Commercial Service	Account assistance	-Key in transaction using UBS system -Handling full-set account -GST submission -Filing	Continue to study

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
-	-	-	-

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	5	5	5
Chinese	10	10	10
Malay	5	5	5

REMUNERATION

Current salary	2,500.00
Expected salary	2,600.00

OTHERS

1. Tell us a little bit about yourself?

I'm currently working with a manufacturing company as an account officer. This is my official first job after I graduated from university. I dealing with SAP system mainly in charge on account payable, but also touch on account receivable, costing and so on. I realise that my current position limits me to learn more, and I think it's time for me to move on.

2. Why do you want this job?

I am looking for long-term employment as an Auditor and believed your company could be the one where I can stay working at for a long period of time.

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?

-One of my strengths is problem-solving skill. I enjoy solving problem. When problem arises, I analysis the problem, and evaluate for the best solution. -I able to work independently but at the same time I'm also a team player. I always searching for excel functions or shortcuts on my own to improve work efficiency. I often share with my colleagues', and they shared to me too; I love the atmosphere of brainstorming with my colleagues. -I'm accountable and responsible. I able to accomplished the tasks assign by my manager in time. Responsible for my mistake, I'll look for solutions.

4. What do you consider to be your weaknesses?

-I'm lacking experiences, but I'm enthusiasm and passion to learn. I did spend time self-exploring excel functions and shortcuts to solve difficulty. -I might be careless sometimes, so I do myself a to-do-list to track my work done.

5. What is your greatest professional or academic achievement?

I assigned to draft analysis report, the sample given was complex, I used up 2-3days to complete the analysis, it was time consumed. After I understand the function of the analysis, I re-built the report, with the latest version I drafted, I able to done the analysis in a day.

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

I continue to a work for a leaving colleague which I completely new to me, and the hand over is very rush. I get advice from my senior to fully understand the job. I willingly stay a little bit late to solve the issue as soon as possible.

7. Where do you see yourself in five years?

I planning to accomplish ACCA, I also hope that could be a leader too.

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

I want to learn more, and I feel like I'm ready for new challenges.

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

Challenge, opportunity and growth.

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

My boss would think I'm am a capable employee. She trusted my work performance and assign me task because she believed I'm reliable. My co-workers would say I'm helpful, because we always help each other. I always try my best to help them.

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

Exercise always the best way for me to relief stress. Furthermore, when I'm under tight deadlines, I always reminding myself to calm down, take a deep breath, and put my attention to finding solution.

12. How do you get to know us?

From Jobstreet.