

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	LOO ANN YEE
NRIC / Passport No. :	970728-04-5330
Nationality :	MALAYSIAN
Residential Address :	2294, JALAN 5/4, TAMAN INDAH 73000 TAMPIN, N.S.
Contact :	0189097472
Email :	vivianannyee@gmail.com
Date of Birth :	1997-07-28
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2015-07-01	2020-06-19	Multimedia University	Bachelor's Degree	Bachelor of Accounting (Hons.)
2015-06-15	2016-06-15	Multimedia University	Higher Secondary/Pre-U/'A' Level	Foundation in Management
2010-01-01	2014-01-01	SMJK Pulau Sebang	Primary/Secondary School/ 'O' Level	Science Stream

**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				
2020-11-02	2021-07-26	Crowe Malaysia PLT (Melaka Office)	Audit Associate	<ul style="list-style-type: none"> <li>Working with senior auditors to gather data, analyze documents, evaluate audit findings, and prepare auditing-related reports, includes financial reports.</li> <li>Perform analytical reviews and conduct research on a wide variety of clients across various industries during the audit fieldwork.</li> <li>Documented audit testing findings in work papers with formal audit comments.</li> <li>Communicate audit status with clients and supervisors to ensure open dialogue</li> <li>Collaborate with other audit associates and seniors to ensure all documents are evaluated properly.</li> </ul>	Still present with my current job.
2019-03-25	2019-09-27	Crowe Malaysia PLT (KL office)	Audit Intern	<ul style="list-style-type: none"> <li>Reconciled records of bank transactions and cash transactions.</li> <li>Reconciled company's revenues, expenses, and ensured accuracy and completeness.</li> <li>Perform control and substantive testing on financial statement line items.</li> <li>Performed duties as assigned such as statutory audit and stock taking.</li> </ul>	Internship period ended.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Lee Soo Li	Mother	49	Housewife
Loo King Swee	Father	49	Businessman

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

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

**REMUNERATION**

Current salary	2,700.00
Expected salary	2,900.00

**OTHERS**

1. Tell us a little bit about yourself?

I am an energetic and passionate person, keen to learn new things in different working environments.

2. Why do you want this job?

To get more experience in the audit industry in different countries.

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?

Great teamwork skills, and high emotional intelligence.

4. What do you consider to be your weaknesses?

Tangled in small details. I am not so confident with my English, but I am doing my best to improve it.

5. What is your greatest professional or academic achievement?

Part ACCA qualified. 1st class with Bachelors' of Accounting (Hons).

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

Part-time study while working was a challenge for me. But I'm trying my best to organize my time so that I can finish my works and studies at the same time.

7. Where do you see yourself in five years?

Become an audit senior with extensive accounting knowledge.

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

Not applicable. Still present with my current job.

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

Increased exposure in the auditing industry. Senior guidance is provided.

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

Friendly, hardworking, patience, extrovert.

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

Do some housework. Chat with family members or friends.

12. How do you get to know us?

Through job street.