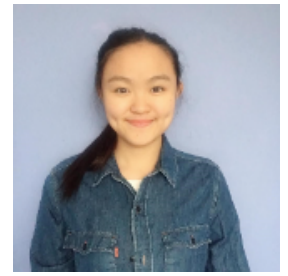


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : Audit Associate

### **PERSONAL INFORMATION**

Full Name :	Law Zhi Xuan
NRIC / Passport No. :	A52398745
Nationality :	MALAYSIAN
Residential Address :	No2 Jalan Redang 3/8, Taman Redang 81100, Johor Bahru, Johor, Malaysia
Contact :	+60167398414
Email :	lawzx99@hotmail.com
Date of Birth :	1999-08-19
Gender :	Female
Race :	Chinese
Marital Status :	Single

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2018-01-15	2021-12-15	University Tunku Abdul Rahman	Bachelor's Degree	Degree in Accounting
2018-01-15	2021-12-15	University Tunku Abdul Rahman	Bachelor's Degree	Degree in 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				
2020-06-15	2020-12-14	KPMG Johor Bahru	Audit Trainee	Assist senior on vouching and do bank and cash section	completion of Internship
2020-06-15	2020-12-14	KPMG Johor Bahru	Audit Trainee	Assist senior on vouching and do bank and cash section	completion of Internship

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
Law Yu En	sister	16	student
Law Kai Ren	Brother	18	student
Law Zhi Xin	sister	20	student
Tay Soo Ling	Mother	48	Housewife
Law Tik Long	Father	49	Accountant
Law Yu En	sister	16	student
Law Kai Ren	Brother	18	student
Law Zhi Xin	sister	20	student
Tay Soo Ling	Mother	48	Housewife
Law Tik Long	Father	49	Accountant

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
English	6	6	7
Mandarin	10	9	9
Malay	7	7	8
English	6	6	7
Mandarin	10	9	9
Malay	7	7	8

**REMUNERATION**

Current salary	0
Expected salary	2,800.00

**OTHERS**

1. Tell us a little bit about yourself?

I am Law Zhi Xuan. I am 23 years old. I am a fresh graduate from Universiti Tunku Abdul Rahman. I have a related working experience in KPMG Johor Bahru for six months as an audit trainee.

2. Why do you want this job?

I need this job because I love audit and I like the challenging in auditing the companies. By having this job, I am able to gain experience in auditing company and able to lead a team to audit any company in future. Besides, the currency in Singapore is higher than currency in Malaysia.

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 am able to work under pressure. When I receive many tasks from senior, I can complete all the task under the pressure. Next, I am good in communication skill. I able to communicate with the client to get the related documents. Besides, I am good in time management. I able to complete the tasks before the due date.

4. What do you consider to be your weaknesses?

I am careless when I doing the working paper. But, I have improved myself to reduce my careless. For example, when I do some careless mistakes, I will take note in a sticky note to reduce my careless mistakes in the future.

5. What is your greatest professional or academic achievement?

My greatest academic achievement is gaining Bachelor's Degree of Accounting

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

I have the experience to outstation to audit a company. The time given is short and we must complete all the audit work within a week. I work hard and manage my time wisely to complete the tasks. Finally, we complete all the tasks within a week.

7. Where do you see yourself in five years?

I hope that I can obtain practicing certificate. I also hope that I can become an audit partner of the audit company and can sign the audit report.

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

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

Audit Associate

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

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

When I am under pressure, I will listen to relaxing music which can relieve my stress drastically. Music can turn my mood become better and I am able to focus in my working.

12. How do you get to know us?

Job street