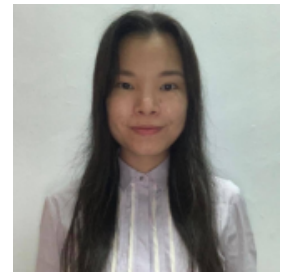


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : AUDIT JUNIOR

### **PERSONAL INFORMATION**

Full Name :	TAN MUI LING
NRIC / Passport No. :	971209107290
Nationality :	MALAYSIAN
Residential Address :	NO 4, JALAN BAWAL 10, TAMAN MUTIARA, 42800 TANJONG SEPAT, SELANGOR.
Contact :	+60182604092
Email :	lingg0297@gmail.com
Date of Birth :	1997-12-09
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-06-27	2020-07-16	MULTIMEDIA UNIVERSITY MELAKA, MALAYSIA	Bachelor's Degree	ACCOUNTING
2016-06-27	2020-07-16	MULTIMEDIA UNIVERSITY MELAKA, MALAYSIA	Bachelor's Degree	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				
2019-04-01	2019-09-30	OUN & PARTNERS	AUDITOR AND TAXATION	- PROVIDING STATUTORY AUDIT OF GENERAL PURPOSE ON THE FINANCIAL STATEMENT - PROVIDING SPECIAL AUDIT SERVICES - PROVIDING COMPANY TAX SUBMISSION	THIS WAS MY EXPERIENCED AS A TRAINEE.
2019-04-01	2019-09-30	OUN & PARTNERS	AUDITOR AND TAXATION	- PROVIDING STATUTORY AUDIT OF GENERAL PURPOSE ON THE FINANCIAL STATEMENT - PROVIDING SPECIAL AUDIT SERVICES - PROVIDING COMPANY TAX SUBMISSION	THIS WAS MY EXPERIENCED AS A TRAINEE.

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
TAN HOCK CHING	YOUNGEST BROTHER	20	NATIONAL SERVICE
TAN MUI HOON	SISTER	25	EXECUTIVE, CRESTAR EDUCATION GROUP
YAP LAEI SEK	MOTHER	48	HEALTH CARE ASSISTANT
TAN GEK LENG	FATHER	51	Unemployed
TAN HOCK CHING	YOUNGEST BROTHER	20	NATIONAL SERVICE
TAN MUI HOON	SISTER	25	EXECUTIVE, CRESTAR EDUCATION GROUP
YAP LAEI SEK	MOTHER	48	HEALTH CARE ASSISTANT
TAN GEK LENG	FATHER	51	Unemployed

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
MANDARIN (PRIMARY)	9	9	9
BAHASA MALAYSIA	8	8	8
MANDARIN (PRIMARY)	9	9	9
BAHASA MALAYSIA	8	8	8

**REMUNERATION**

Current salary	
Expected salary	2,500.00

**OTHERS**

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

I am Mui Ling, a Malaysian accounting degree holder, graduated from Multimedia University Melaka, Malaysia last June. I am the second child in my family. I would like to claim myself as an independent person as my parents were working in Singapore and I am staying with my grandmother since I am born. I have six-months experience as a trainee at Oun & Partners, an audit firm in Melaka.

## 2. Why do you want this job?

The reason I want this job first is because I am interested in exploring the audit knowledge since my internship in an audit firm. Secondly, I am a fresher who want to grab a platform to expose my talents and enhance my skills by acquiring 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?

I am a good team player. I work great in a team, I do not provoke my team leader unnecessarily and I make sure I carry my weight in the team. I am willing to learn and to improve my professional knowledge by taking a professional exam. For example, CPA. I am able to work independently with minimal supervision and able to meet deadlines. I had been handling few audited financial statement's reports and audit working papers during my internship. However, all the communications were done with the seniors instead of clients. I am willing to spent the time to learn new things. Throughout my internship, I had successfully familiarize myself with the management accounting account by using the accounting software (Million).

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

I am lacking of leadership skills. However, I do believe that every organization needs a good leader but at the same time an organization needs good followers. I am able to contribute ideas and follow instructions. Besides, I am trying to improve my leadership skills by joining extra-curricular activities during my university days. I am not an academic high achiever. However, I would like to claim myself as a determined person as I manage to maintain my GPA throughout the years even though the semester is getting tougher and tougher.

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

As I mentioned previously, i am not an academic high achiever and achieving 2.94 only for my CGPA. Final year is the most difficult academic year for us, i manage to score my GPA at 3.63 during Semester 2 of my final year, which is the highest over the years. I hardly obtained As, yet, i manage to get As in Advanced Taxation, Advanced Accounting Information Systems, Management Decision Science and Strategy after completing my six-months internship. Also, from here, i found my interest in audits.

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

One of the conflicts that I faced was a disagreement with my classmates during university days. I stayed calm and maintained steady body language on attending or conducting the discussion. Further, I listened all the opinions given by members and voiced out my opinion as well. Through this process it will lead us try to understand the perspective of everyone involved and generate a better solution.

7. Where do you see yourself in five years?

I want to be an expert in this industry which can provide better advises and solutions to client. I plan to further study, taking CPA in the future as it keeps myself improve.

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

Not Applicable. I'm a fresh graduate and looking for a job.

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

I am looking forward to work for a company that encourages continuous development in expertise.

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

My colleagues described me as a person who always take initiative to ask question and further to solve the problem.

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

Stress is unavoidable and I think stress will make me stay motivated, productive and further push me to meet deadlines. I will manage with the stressful situation by prioritizing and organizing the work respectively. I will also take a step back and remind myself of my goals. Therefore, it will become my motivation.

12. How do you get to know us?

Job Street.