

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associate

PERSONAL INFORMATION

Full Name :	WOON CHUN YONG
NRIC / Passport No. :	960620017005
Nationality :	MALAYSIAN
Residential Address :	
Contact :	+6017-7802057
Email :	jameswcy620@gmail.com
Date of Birth :	1996-06-20
Gender :	Male
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2016-09-01	2020-03-31	Tunku Abdul Rahman University College	Bachelor's Degree	Bachelor of Accounting
2014-03-01	2016-08-31	Tunku Abdul Rahman University College	Diploma	Diploma in Business Studies (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				
2020-06-01	2022-04-30	Kitar Teliti Sdn Bhd	Account Junior Executive	Bookeeping works like Preparing the account works and reports. Preparing of cheque, Giro payment. Perform general administrative duties task, such as fill up form, filing, scanning, photocopy	
2018-03-01	2018-08-31	Lwee Management Sdn Bhd	Internship	Assist audit senior executive to complete the audit works.	

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Woon Khee Kuang	Father	58	grocery store clerk

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
English	7	7	7
Chinese	8	8	8

REMUNERATION

Current salary	2,100.00
Expected salary	2,500.00

OTHERS

I really want this job so if there any position available hope you can give me the opportunity.

1. Tell us a little bit about yourself?

I completed diploma of Business Studies(Accounting) and Bachelor Of Accounting. I managed to get a job in SME firm, but I realize the job could not give the opportunity to grow in my accounting career. So, I decided to find a new job to grow my accounting career.

2. Why do you want this job?

I believe this job can let me grow in my accounting career and increase my experience.

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 believe my strength is able to observe change in people's emotion that this could be my advantage when come to the team player. This skill also helping me to improve my problem solving skills to stay calm and rational to work together in the team.

4. What do you consider to be your weaknesses?

I am sometime less confidence that make me always do more research or ask another people and senior about the assignment need to be complete within the deadline. Sometime I will point my views and opinion when discuss with another people to ensure make the appropriate decision.

5. What is your greatest professional or academic achievement?

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

I faced to complete an assignment within a short due date. I try to hold my pressure on it by self motivated and willing to do anything to complete the assignment within the due date.

7. Where do you see yourself in five years?

I want to get experience and becoming an expert so I can get promoted to become a manager to improve my lifestyle and career also.

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

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

Seeking a career change or a new challenge to grow in accounting career.

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

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

I try to stay calm and fresh my mindset to find the solution rather than letting the pressure pushing me. because the in pressure emotion might affect my decision making. Such as discuss with people or senior that experienced the problems before.

12. How do you get to know us?

I knowing your company through the company profile in the Jobstreet website.