

JOB APPLICATION FORM



POSITION APPLIED FOR : Account, finance and audit

PERSONAL INFORMATION

Full Name :	TAN SOOK MEEI
NRIC / Passport No. :	970924045450
Nationality :	MALAYSIAN
Residential Address :	263-C, Sin Hoe Garden, Bukit Baru, 75150 Melaka.
Contact :	0169143692
Email :	tansookmeei@gmail.com
Date of Birth :	1997-09-24
Gender :	Female
Race :	Chinese
Marital Status :	Single

ACADEMIC QUALIFICATION

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2015-06-22	2020-07-10	Multimedia University	Bachelor's Degree	Bachelor 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				
2021-04-05	2022-01-07	P.S.Tan&Co	Audit	Audit company account and make audit adjustment	

PARTICULAR OF IMMEDIATE FAMILY MEMBER

Name	Relationship	Age	Occupation
Tan Chee Guan	Brother	24	Salesman

CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
Tan Chee Guan	263-C, Sin Hoe Garden, Bukit Baru, 75150 Melaka	01155051432			24

LANGUAGE PROFICIENCY

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

REMUNERATION

Current salary	
Expected salary	2,600.00

OTHERS

1. Tell us a little bit about yourself?

I am hardworking and friendly. Like to learn new things.

2. Why do you want this job?

Prefer challenge

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?

4. What do you consider to be your weaknesses?

Slow learner

5. What is your greatest professional or academic achievement?

Bachelor in Accounting

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

My friend tell me that audit was very difficult job. However, I still apply for audit job because I need to learn the detail of audit work and apply what I had learn in study.

7. Where do you see yourself in five years?

Enhance more knowledge

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

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

account, finance and audit

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

very friendly

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

Watch TV and hear song

12. How do you get to know us?

Jobstreet