

JOB APPLICATION FORM



POSITION APPLIED FOR : Audit Associates

PERSONAL INFORMATION

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|-----------------------|--|
| Full Name : | Ong Jia Ren |
| NRIC / Passport No. : | A40692194 |
| Nationality : | MALAYSIAN |
| Residential Address : | 16, Jalan Cemara 5, Bandar Botanic, 41200 Klang, Selangor Darul Ehsan. |
| Contact : | +60192056680 |
| Email : | jiarenong96@gmail.com |
| Date of Birth : | 1996-08-26 |
| Gender : | Male |
| Race : | Chinese |
| Marital Status : | Single |

ACADEMIC QUALIFICATION

| Date | | Schools / Institution Attended | Qualifications Obtained | Subjects / Grade |
|------------|------------|-----------------------------------|-------------------------------------|------------------------|
| Form | To | | | |
| 2016-01-11 | 2019-07-19 | Sunway University, Malaysia | Bachelor's Degree | Accounting and Finance |
| 2009-01-05 | 2014-11-28 | Hin Hua High School, Malaysia | Higher Secondary/Pre-U/'A' Level | Art 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 | | | | |
| 2020-02-17 | 2022-05-31 | Uncle Ant Natural & Organic Trading | Sales and Marketing Assistant | -Set up online stores via major shopping platforms (Lazada, Shopee and Facebook marketplace). -Day-to-day management of the online stores to provide better customer shopping experiences. -Created engaging advertisements and promotional pricing to drive sales. -Ensured high customer satisfaction level by maintaining after-sales service. | Looking for career advancement which is relevant to my degree course. |
| 2018-12-15 | 2019-03-29 | Touch' N Go | Promoter for E-wallet | -Introduced the e-wallet mobile application to the customers by sharing its benefits. -Served between 50-60 customers per day to install and demonstrate the application. -Provide guidance when necessary. -Worked with minimal supervision. | To continue with my degree course. |
| 2018-01-08 | 2018-04-27 | SH Management Services | Accounts Assistant | -Assisted with data entry of clients' company invoices, payment vouchers etc. -Performed bank reconciliations and journal entry postings. -Performed basic tax filing and managed correspondences. -Followed up and resolved clients' payment related issues. -Assisted with administrative work when necessary. | To continue with my degree course. |

PARTICULAR OF IMMEDIATE FAMILY MEMBER

| Name | Relationship | Age | Occupation |
|----------------|-----------------|-----|--------------|
| Ong Jia Zhe | Younger Brother | 18 | Student |
| Ong Jia Xian | Elder Brother | 30 | Entrepreneur |
| Ng Soh Poon | Mother | 54 | Manager |
| Ong Chee Keong | Father | 62 | Retiree |

CHARACTERS REFEREE

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

LANGUAGE PROFICIENCY

| Language | Spoken | Written | Read |
|------------------|--------|---------|------|
| English | 9 | 9 | 9 |
| Chinese/Mandarin | 9 | 9 | 9 |
| Malay | 8 | 8 | 8 |

REMUNERATION

| | |
|-----------------|----------|
| Current salary | 3,000.00 |
| Expected salary | 3,000.00 |

OTHERS

1. Tell us a little bit about yourself?

Hi, Jia Ren here who is a fresh graduate with Accounting and Finance degree from Sunway University (Malaysia) and Lancaster University (UK). A self-driven and detail-oriented individual passionate about learning and developing new skills in Audit. Willing to take on responsibilities and accept challenges in a dynamic work environment while utilizing my knowledge as well as analytical skills to learn and grow with the company. Willing to relocate and able to commence work immediately.

2. Why do you want this job?

I would like to gain essential knowledge and develop necessary skills in Audit through on-the-job training.

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 would say I am a detail-oriented person whereby I am well organized, will pay attention to each individual task and will ensure the work done do meet the requirements.

4. What do you consider to be your weaknesses?

Sometimes I do experience lack of confidence in my work but I will try to overcome it by reminding myself.

5. What is your greatest professional or academic achievement?

During my second year of the degree course, I did undergo internship in an Accounting and Audit Firm for four months. Throughout the internship period, I was fortunate enough to be guided by few seniors who assign daily task to me and provide guidance whenever I seek help from them.

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

During my second year and last year of the degree course, I remember having assignments with submission deadline one after another and tests as well. Having to meet the assignment submission deadline and to prepare for the tests, I did prioritise my time, plan ahead of my daily schedule in order to complete all the tasks given.

7. Where do you see yourself in five years?

In five years time, I would want to gain all the essential knowledge and skills required in order to be able to progress to a higher level of management role. I look forward to the on-the-job training that Acumen Alpha Advisory provides to the employees to learn and develop the relevant skills in Audit.

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

I am leaving my current job as I am looking for career advancement which is relevant to my degree course.

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

I am looking for a position where I can learn as much knowledge as possible as well as being able to develop essential skills and grow together with the company.

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

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

For me, I will try to react to the situations rather than to stress. For example, I will try to approach my peers and have some discussion regarding on the difficulties that I am facing with. With this, I find it effective in reducing the stress level.

12. How do you get to know us?

I get to know Acumen Alpha Advisory through Jobstreet career portal.