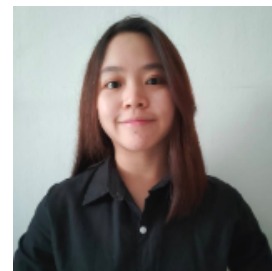


## **JOB APPLICATION FORM**



POSITION APPLIED FOR : AUDIT ASSOCIATE

### **PERSONAL INFORMATION**

Full Name :	Catheline Yong Wen Xuan
NRIC / Passport No. :	991212-01-6814
Nationality :	MALAYSIAN
Residential Address :	No,90 Jalan Gangsa 5,Taman Gunung Pulai,81000,Kulai,Johor
Contact :	+601111506866
Email :	catheliney99@gmail.com
Date of Birth :	1999-12-12
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2020-06-01	2022-05-31	HELP UNIVERSITY	Bachelor's Degree	ACCOUNTING
2018-03-01	2020-05-30	HELP UNIVERSITY	Diploma	BUSINESS
2020-06-01	2022-05-31	HELP UNIVERSITY	Bachelor's Degree	ACCOUNTING
2018-03-01	2020-05-30	HELP UNIVERSITY	Diploma	BUSINESS

**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				
2022-01-03	2022-05-03	ECOVIS MALAYSIA PLT	AUDIT INTERNSHIP	VOUCHING, GROUPING AND UPDATE WORKINGS	GAIN MORE NEW KNOWLEDGE
2022-01-03	2022-05-03	ECOVIS MALAYSIA PLT	AUDIT INTERNSHIP	VOUCHING, GROUPING AND UPDATE WORKINGS	GAIN MORE NEW KNOWLEDGE

**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
EDISON YONG HAO XUAN	BROTHER	19	STUDENT
ADERLINE YONG LING XUAN	SISTER	25	BANKER
LIM SU CHENG	MOTHER	48	CLERK
YONG KEN MING	FATHER	48	OPTICIAN
EDISON YONG HAO XUAN	BROTHER	19	STUDENT
ADERLINE YONG LING XUAN	SISTER	25	BANKER
LIM SU CHENG	MOTHER	48	CLERK
YONG KEN MING	FATHER	48	OPTICIAN

**CHARACTERS REFEREE**

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

**LANGUAGE PROFICIENCY**

Language	Spoken	Written	Read
MALAY	7	7	7
MANDARIN	10	10	10
ENGLISH	7	6	7
MALAY	7	7	7
MANDARIN	10	10	10
ENGLISH	7	6	7

**REMUNERATION**

Current salary	800.00
Expected salary	2,800.00

**OTHERS**

<p>My degree certificate is not completed yet and might need to use work permit or s-pass first. As I am having my internship now, my degree certificate and result might get approximately August or September. Once I get my degree cert or full transcript, then I can just transfer to EP.</p>
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## 1. Tell us a little bit about yourself?

I am Catheline, a student from Help University and expecting to graduate with Bachelor of Accounting this May. I am an observant, enthusiastic and motivated person which enable to avoid from any errors in checking all of the audit workings. Moreover, I do have a working experience during my university life. As a part time employee, I've learned how to overcome the pressure or obstacle while dealing with the people and multiple tasks were assigned to me. I am person who love to apply work life balance enable for me to be a better person in my life. I am currently an audit intern with Ecovis Malaysia PLT. In this internship period, I have gained a lot of skills and knowledges on financial reporting, documenting audit tests and findings and etc. Furthermore, I have gained a lot of outfield experiences with senior for instance Hiwa Toyota group, Foon Yew High School, Swancor IND (M) Sdn Bhd, Fuheng Steel Sdn Bhd and etc. During this period, I enjoyed my stay these few months. However, I am looking for an opportunity to be a practice accounting as a permanent employee in your company.

## 2. Why do you want this job?

I want to gain my skills and knowledge to become a best auditor.

## 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?

strong adaptable, efficiency and careful person

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

lack of public speaking skills, no many working experience

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

Having a second upper result on my diploma

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

Challenges on doing audit workings, some company has a messy general ledger to let me update in audit workings. Then I will dealt it by focus many hours and made myself clear on it.

7. Where do you see yourself in five years?

As an senior level accountant after 5 years, I will ensure my ability is keep improved and ensure that the clients wealth is secure for long term, and reducing the financial risks to ensure their exposure problems.

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

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

I wish to become a better people and wish to have a strong communication skills with employees. Furthermore, become an auditor who improved fast and avoid any errors in my job.

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

People who working efficiently

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

listening music, enjoy my own time, shopping and baking

12. How do you get to know us?

Jobstreet