

Date 10th July 2013

Chong Chew Fong
No.21, Jalan Laman Setia 5/13,
Taman Laman Setia,
81550 Gelang Patah,
Johor Bahru,
Johor.

Dear Sir/Madam,

RE : APPLICATION FOR THE POST OF ACCOUNT EXECUTIVE/AR/AP

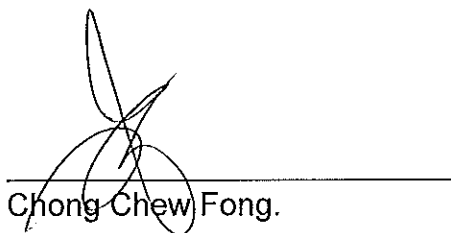
I am responding to your advertisement at Job Street Johor.

I am a LCCI graduate . With this qualification, I am sufficiently equipped with the accounting knowledge expect of this position.

I can be a team player as well as independent in carrying out the tasks given to me. Where work pressure is concerned, I take stride and should be able to adapt to the challenges of this job.

Should I be given the appportunity to work for the company, I will commit my utmost ability to live up to what is expected of me.

Please allow me to introduce myself to you in person in order for you assess me better. Thank you for your time and hope to hear from you.



Chong Chew Fong.

MY RESUME

Name : Chong Chew Fong

Adress : No.21 Jalan Laman Setia 5/13,
Taman Laman Setia,
81550 Gelang Patah,
Johor Bahru,
Johor.

Date of Birth : 19-02-1972

Gender : Female

Marital Status : Marriage

Contact No : Home : 07-5561718
H/phone :012-7993382

Expected Salaly : RM 3,500.00 - RM4,500.00

EDUCATION

School/College	Year	Grade
S.R.J .K (C) Hwa Nan Batu Anam	1979-1984	A
Sekolah Menengah Batu Anam	1985-1988	A
Sekolah Menengah Batu Anam	1989-1990	2
Systematic Computer centre Sdn Bhd - LCCI Higher Diploma Accouting & Business Cumputing	1991-1992	Certificate
Institute Perdagangan G & O -LCCI Higher Diploma Accouting	2002-2003	Certificate

COMPUTER SKILLS

Proficient with UBS Accounting System, MS Excel & MS Words

LANGUAGE SKILLS

Fluent in Mandarin, English, Bahasa Malaysia, Hakka & Contonese.

Employment History

Company Name : Kuan Ling (M) Sdn Bhd
Position : Account Assistant Clerk
Specialization : AP & AR
Industry : Trading
Monthly Salary : RM800.00
Date Of Jointed : Year 1992

Company Name : Yongle Contruction (M) Sdn Bhd
Position : Admin & Account Clerk
Specialization : Full Set Accounts, Administration ,Payroll
Industry : Contruction
Monthly Salary : RM1,300.00
Date Of Jointed : Year 1995

Company Name : Realistics Farm Sdn Bhd
Position : Senior Admin & Account Clerk
Specialization : Full Set Accounts, Administration ,Payroll
Industry : Chicken Farm/Trading
Monthly Salary : RM1,800.00
Date Of Jointed : Year 2000

Company Name : VT Logistics (M) Sdn Bhd
Position : Admin & Account Executive
Specialization : Full Set Accounts, Administration ,Payroll
Industry : Logistics & Forwarding
Monthly Salary : RM2,500.00++
Date Of Jointed : Year 2006

Reference :

Azeli Bin Azman
Executice Director
07-2417420