



**JAC Recruitment**  
**Agensi Pekerjaan JAC Sdn Bhd**  
 www.jac-recruitment.my (Co.No.153554-D)

**Kuala Lumpur HQ (JTK 537) :**  
 Letter Box No. 15, 17th Floor, UBN Tower, 10, Jalan P. Ramlee, 50250 Kuala Lumpur.  
 Tel: 03-2715 5525 Fax: 03-2715 5776

**Penang Branch (JTK 2102) :**  
 1-2-38, I-Avenue, Medan Kampung Relau 1, 11900 Bayan Lepas, Penang.  
 Tel: 04-641 0150 Fax: 04-641 0152

**Johor Branch (JTK 2138) :**  
 Suite No. 23A.06A, Level 23A, Johor Bahru City Square, Jalan Wong Ah Fook, 80000 Johor Bahru, Johor.  
 Tel: 07-278 1122 Fax: 07-278 1123

**Private &  
 Confidential**

## APPLICATION FORM

Y6

103/105

E/0596



### POSITION APPLIED FOR

(State in order of preference)

1. IT Technician
2. Helpdesk
3. IT Executive / Officer

LOCATION PREFERRED: 1. KULAI 2. SENAI 3. JB

NOTICE PERIOD \_\_\_\_\_ MONTH(S) / WEEK(S)

### PERSONAL PARTICULARS

Name (Underline Surname): <u>CHONG ZHUANG YAN</u>		Chinese Characters: <u>张仕雁</u> (If applicable)
Address: <u>65, JLN BUNGA KEKWA 5, TMN BUKIT 81000, KULAIJAYA, JOHOR</u>		Telephone Number (Home) : <u>07-6634884</u> (Office) : (H/P) : <u>016-738341</u> (Other) :
email: (If any) <u>z.yan 90 @ hotmail.com</u>		
NRIC No: <u>900909-01-6148</u> Passport No:	Date of Birth: <u>09-09-1990</u>	Age: <u>22</u>
Sex: <u>FEMALE</u>	Citizenship: <u>MALAYSIAN</u>	Marital Status: <u>SINGLE</u>
Race: <u>CHINESE</u>	Religion: <u>BUDDHA</u>	Dialect: <u>HAKKA</u>
Last Salary Basic : <u>1200</u> Allow/Comm : <u>-</u> Others : <u>-</u> Total : <u>1200</u>		Expected Salary Basic : <u>1700</u> Allow/Comm : Others : Total :
		Type of Driving Licence: <u>D</u>  Own Vehicle: <u>Yes</u> / No

### PARTICULARS OF IMMEDIATE FAMILY (Spouse, children, parents, brothers and sisters)

Name	Relationship	Age	Occupation	Name of Company/Location
CHONG WEE YEW	FATHER	56	Driver	Elite Tuition Center, Kulai
YEE MEI YOUNG	MOTHER	45	Clerk	Kulai
CHONG ZHUANG LI	SISTER	20	Student	UUM, Kedah
CHONG ZHUANG XIONG	BROTHER	18	Student	STARP, Kulai
CHONG ZHUANG YING	SISTER	15	Student	STARP, Kulai

## ACADEMIC OR OTHER EDUCATION

Month & Year (From - To)	Name of School / College / Univ.	Examination Results / Certificate Awarded
2003 - 2009	STARP	SPM, STPM
May 2010 - Sept 2012	METROPOINT COLLEGE	Diploma in Information Technology <i>transcript Dec 2012.</i>
	7 sems & sub/sem ~ 28 subjects.	C++, Java, networking, Hardware/system support. Sat & Sun.
		X Javascript, HTML.
	Event organisation system = MS Access. programming.	

## WORKING EXPERIENCE

Company: SJK (C) Kulai 1	Month & Year: (From - To) JAN 2010 - DEC 2011	2 yrs.
Position: GSTT Teacher	Location: Kulai	my subject.
Type of Company: Japanese / MNC / <u>Local</u>	Business Nature:	year 1 & year 2. paper work.
Job Scope: Admin and Tuition teacher		admin job.
Teaching		pressure.
Reason for Leaving: Searching New Job.	Salary: RM 1690	with. <del>average</del> <del>1200</del>
Company: Elite Language Centre	Month & Year: (From - To) JAN 2012 - JULY 2012	7 mths.
Position:	Location: Kulai	
Type of Company: Japanese / MNC / <u>Local</u>	Business Nature:	
Job Scope: Admin and Tuition teacher		temporary class.
Reason for Leaving: Searching New Job.	Salary: RM 1300	pasir.
Company: Apex Electronics.	Month & Year: (From - To)	3 mths. Form 4.
Position: operator.	Location:	
Type of Company: Japanese / MNC / Local	Business Nature:	
Job Scope:		
Reason for Leaving:	Salary:	
Company:	Month & Year: (From - To)	
Position:	Location:	
Type of Company: Japanese / MNC / Local	Business Nature:	
Job Scope:		
Reason for Leaving:	Salary:	



**SKILLS AND QUALIFICATIONS (State Machine model/trade/relevant information)**

✓ = fair    ✓✓ = good    ✓✓✓ = excellent

COMPUTER	
Microsoft Office	✓✓
SAP	✓
ERP	✓
CRM	✓
Database	✓
Programming:	✓
OS:	✓✓✓
Networking:	✓✓

ACCOUNTING	
Costing	✓
Payroll	✓
Trial Balance	✓
Profit & Loss	✓
Full sets of Accounts	✓
Taxation	✓
A/C Softwares:	✓

TECHNICAL	
PLC	
Estimation	
CAD Release	
CAM Release	
QA/QC	
Product Costing	
ISO:	
Tool & Die	

SECRETARIAL / ADMIN	
Typing                      wpm	
Shorthand                  wpm	
Minutes	
Correspondence	

HUMAN RESOURCES	
Recruitment	
Labour Law	
Ind. Relations Act.	
Immigration	
Labour Union	
Training	

BANKING	
Bonds	
Foreign Exchange	
Bills	
Dealing	
Securities	

SHIPPING	
Shipping Documentation	
L/C Opening	
CIF Calculation	
Tariff	
Logistics/Warehousing	

SALES / MARKETING	
Customer Services	
Advertising / Promotion	
Market Research	
Presentation	

OTHERS	
Chinese Software	
Japanese Software	

**LANGUAGE PROFICIENCY**

Languages / Dialects	SPOKEN			WRITTEN			UNDERSTOOD		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
B. Malaysia	✓				✓		✓		
English (                      )		✓			✓			✓	
Mandarin	✓			✓			✓		
Japanese ( JLPT                      )			✓			✓			✓
Others:									

**MEDICAL HISTORY**

Any Physical Disability: <u>No</u> /Yes, Please Specify:
Any Major illness/Accident in Last Six Months? <u>No</u> /Yes, Please Specify:

 If you plan to further education, please explain: work first, 1-2 yrs later.


How do you know about JAC? Newspaper: ☐ JAC's Website: ☐ Others: Recommend by Lecture  
Have you registered with other agency? If yes (Please state agency's name) Singapore job.

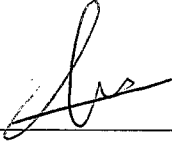
#### DECLARATION

I have/have never been convicted of criminal charge.

I have/have never taken and am presently not taking illegal drugs.

I hereby certify that the above information provided by me is true, complete and accurate to the best of my knowledge.

I further understand that any wilful act on my part in withholding information or making any false statement in this employment application is in itself sufficient ground for dismissal from the Company.



Signature of Applicant

29-10-2012

Date

#### FOR OFFICIAL USE ONLY (Interviewer's Comments)

Check: 76.

Date: 29, 10 12

Criteria \ Grading	Excellent	Good	Average	Fair	Poor
Personality		friendly, polite, not so confident.			
Appearance		casualy dressed. (T-shirt + jeans)			
Fluency in English			✓		
Fluency in Japanese					

Name of Company	CV Date	Interview Date	Time	Remark
Hitachi, IT Asst Officer	2-11-12			
Tpk,	2-11-12			

Other Comments: Referred by her lecturer mr. Annamagan (candidate). She has finished her study & awaiting for convocation. Possesses own car but not prefer to go too far.