



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

POSITION APPLIED FOR

(State in order of preference)

1.
2.
3.

Photograph

LOCATION PREFERRED: 1. _____ 2. _____ 3. _____

NOTICE PERIOD _____ MONTH(S) / WEEK(S)

(1 month before June 2014)

PERSONAL PARTICULARS

- ① Photo
- ② Certs
- ③ Durations
- ④ before year 2007

Name (Underline Surname): <u>KOH CHON CHONG</u> (ANDREW)		Chinese Characters: (If applicable)
Address: NO 8, Jln Johar 6, Taman Desa Cemerlang, 81800, ulu Tiram, Johor		Telephone Number (Home) : (Office) : (H/P) : 012-796 1072 (Other) :
email: (If any) <u>andrewkoh@gmail.com</u> andrewkoh1980@gmail.com		
NRIC No: Passport No: 800310-01-5191	Date of Birth: 10/03/1980	Age:
Sex: <u>MALE</u>	Citizenship: <u>MALAYSIAN</u>	Marital Status: <u>SINGLE</u>
Race: <u>CHINESE</u>	Religion: <u>CATHOLIC</u>	Dialect:
Last Salary Basic : RM 6000 Allow/Comm : RM 1000 ft Others : Shell card. Total :		Expected Salary Basic : Allow/Comm : Others : Total :
		Type of Driving Licence: Own Vehicle: <u>Yes</u> / No

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

Name	Relationship	Age	Occupation	Name of Company/Location
TAN YOCK TEN	mother	66	Housewife	
Koh Peng Seng	Father	70	Businessman	Maju Jaya. muar
	(Relocate to muar)			

ACADEMIC OR OTHER EDUCATION

Month & Year (From - To)	Name of School / College / Univ.	Examination Results / Certificate Awarded
1993-1998	Foon Yew High Sch	SPM, UEC, LCCI
1999-2000	KOLEJ Damansara Utama	Diploma - Business Admin.

WORKING EXPERIENCE

Company: Ipunda Selatan S/B.	Month & Year: (From - To) 2007 - 2010.
Position: Sales Executive	Location: J.B.
Type of Company: Japanese / MNC (Local)	Business Nature: Building Materials Trading.
Job Scope: Selling materials to construction project to whole Malaysia	
Reason for Leaving: Better Prospect.	Salary: RM 3500 +.
Company: Kamen Steel S/B.	Month & Year: (From - To) 2010 - 2013
Position: Assistant Marketing Manager	Location: J.B. - New Plant
Type of Company: Japanese / MNC (Local)	Business Nature: Manufacturer of BRC (MESH).
Job Scope: Follow construction projects of Southern Region & Dealing with Trading House for BRC & Fencing.	
Reason for Leaving: Better Prospect	Salary: RM 5000 + company car.
Company: Metex Steel S/B.	Month & Year: (From - To) 2013 - Now
Position: Assistant Sales Manager	Location: J.B.
Type of Company: Japanese / MNC (Local)	Business Nature: Manufacturer of BRC.
Job Scope: * Same as Kamen Steel - more on trading, customer such as KSC, Kinelun, etc. - H&L in Kuchai Lama, plant in Nilai	
Reason for Leaving: Political problem / production did not support sales team	Salary: (B) RM 6000 + car + phone + shell card.
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: No/Yes, Please Specify:	NO.
Any Major illness/Accident in Last Six Months? No/Yes, Please Specify:	NO.

If you plan to further education, please explain: _____

How do you know about JAC? Newspaper: ☐ JAC's Website: ☐

Others: By ~~Friend~~ Friend
No Timothy Goh Kok Ann

Have you registered with other agency? If yes (Please state agency's name) _____

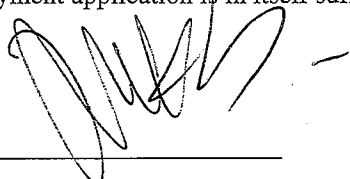
DECLARATION

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

20/5/2014
Date

FOR OFFICIAL USE ONLY (Interviewer's Comments)

Check: _____

Date: ____/____/____

Criteria \ Grading	Excellent	Good	Average	Fair	Poor
Personality					
Appearance					
Fluency in English					
Fluency in Japanese					

Name of Company	CV Date	Interview Date	Time	Remark
BAC Prefab.	20/05/2014			

Other Comments: Medium height, sales look, with serious dark circles.

Outspoken and do a lot of sharing / explanation on his jobscopes / products (withdrawing)

Flexible and willing to travel around Malaysia. Accept job which require him to have

happy hours / entertainment with customers.