Unit Latihan Industri
Politeknik Sultan Idris Shah,
Sungai Lang, 45100 Sungai Ayir Tawar, Selangor

Date: 1st November 2019

Dear Ms Norhayati,

Looking for Internship Student

We are here to request for the internship student from your institution, who are going to do their industrial training programme. We are open to accept the placement of Industrial Trainees with the following academic field.

1) Islamic Banking
2) Secretarial
3) Administration

Job Description

Islamic Banking, Secretarial, Administration

1) Understand and execute basic account and admin process. Eg: claim/leave/application/payment execution/basic posting.
2) Proper record and closely monitoring and updating cashbook/petty cash/weekly cash planning.
3) Able to monitor PV and Cheque with efficient manner.
4) Prepare request for payment for monthly overheads and admin purchases as per required.
5) Check and recalculation staffs claim and execute on time.
6) Able to handle fuel set of account.
7) Responsible to issue management report on time with accuracy before adjustment is more than 90%.
8) Able to manage project report (profit & loss/ledger) and regularly update cost incurred.
9) Maintaining a proper filing system.
10) Other duties as assigned.
We hope that during their industrial training, they would gain enough hands-on working experiences with us which is beneficial for their career development towards their graduation. We look forward to hearing from you and your institution with regards to our application. Any further information, please not hesitate to contact (018-244 7055 - Ms Syazwana).

(Note: Allowance provide is RM 550)

Thank You.

Yours Faithfully,

ADDIN TYRES AND SERVICES

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NUR SYAZWANA BINTI MOHAMED RIZAL

Human Resource Officer