

MALAYA MNE ENGINEERING SDN BHD

D-03-02, Menara Mitraland, No.13A, Jln PJU 5/1,
Kota Damansara, 47810, Petaling Jaya,
Selangor Darul Ehsan, Malaysia
Tel: 03-7688 1388 Fax: 03-7688 1383



Date: 17th October 2024

Dear Sir/Madam,

Looking for Internship Student

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

- (1) Degree / Diploma / Certificate Electrical Engineering.**
- (2) Degree / Diploma / Certificate Mechanical Engineering.**

Job Description

Electrical, Mechanical

- 1) To assist for the following task: to perform maintenance, service, troubleshooting and repair of all mechanical and electrical wiring plumbing, sanitary, air-conditioning and utilities.
- 2) Trouble shooting and repair works for all mechanical and electrical package: Mechanical and electrical wiring, plumbing and sanitary and fire related system.
- 3) Perform regular cleaning of the equipment & Collect data for reports.
- 4) Maintain job worksheets detailing nature of assignment, parts utilized, time expended and type of work performed.
- 5) Verify manpower counts daily, and report to Superintendent.
- 6) Contribute to building good communications between Project Manager, Superintendent, Subcontractors, and Suppliers, to ensure construction complies with plans, specifications and company quality standards.

Our client includes residential and commercial partners such as GAMUDA BERHAD and WCT HOLDING BERHAD. Our current site located in various location inside and outside Klang Valley, including, Genting Highland, LRT Line 3, Klia Gateway & Kota Bharu Airport.

We hope that during their industrial training, they would gain enough working experiences with us which is a beneficial for their career development towards their graduation. We look forward to hearing from you and your institution with regards to our application. All application can be email to hr@malayaac.com.my. Any further information, can refer to our company website www.malayaac.com.my and please not hesitate to contact **03-7688 1388 / 016-397 0123: Ms. Lea**

Thank you.

Yours Faithfully,

MALAYA MNE ENGINEERING SDN BHD

Siti Ruzana

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SITI RUZANA BT BABJAN KHAN

Human Resource Executive