

# MAXVUE VISION SDN BHD

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## INTERNSHIP OPPORTUNITIES

### 1. Accounting Intern

Responsibilities:

- Assist with data entry and financial records
- Support invoice processing and payment tracking
- Assist with bank reconciliation
- Help prepare basic financial reports

Requirements:

- Diploma/Degree in Accounting, Finance, or related field
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### 2. Multimedia / Graphic Design / Digital Marketing Intern

Responsibilities:

- Create visual content for marketing
- Design graphics for social media & materials
- Assist in video editing and content creation
- Support social media management & ads

Requirements:

- Diploma/Degree in Multimedia, Graphic Design, Digital Marketing, Mass Comm, or related field
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### 3. Inventory cum IT Intern

Responsibilities:

- Assist in inventory tracking and stock updates
- Support stock count and reporting
- Maintain inventory records and organization
- Provide basic IT support (setup devices, troubleshoot minor issues)

- Assist in maintaining IT assets and systems

Requirements:

- Diploma/Degree in IT, Computer Science, Business Admin, Logistics, or related field
  - Basic computer knowledge (Microsoft Office)
  - Responsible, organized, and willing to learn
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### **Internship Details**

#### **Working Hours:**

- Monday – Friday: 9.00 AM – 6.00 PM
- Alternate Saturdays (2 per month)

#### **Allowance:**

- Diploma: RM 500/month
- Degree: RM 600/month

#### **Location:**

Maxvue Vision Sdn Bhd  
280, Jalan Haruan 1, Oakland Industrial Park  
70300 Seremban, Negeri Sembilan

#### **Benefits**

- Hands-on working experience
- Exposure to real industry environment
- Opportunity for full-time employment

#### **Application**

Interested candidates may send their resume and relevant documents to:

WhatsApp: +60 19-221 6797

Email: [pa@maxvuevision.com](mailto:pa@maxvuevision.com) (Attn: Ms. Anbarasie)