

# timesletter

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A traditional resume (or linkedin profile) may be necessarily for anyone who's looking for a job, but in my 10 years as a business owner, I've never relied on either one to hire.

Part of the problem is that it's human nature to exaggerate or even glorify a simple role. But the bigger issue is that there are a lot of things resumes cant tell you about a candidate – like whether he's the type of person you want to work with or whether she'll fit in with your company style.

Instead, I've used a few non-traditional techniques that help me look beyond the resume to find great employees. Here are some tips for finding the best hires for your business without relying solely on a piece of paper or virtual profile.

### Pay extra attention to the application

The first step in the hiring process often involves an application. In the tech industry, where an ad for a job usually in a high volume of applications, I pay close attention to how people handle this initial interaction. Do applicants craft a personalized, interesting cover letter and follow up with an email or phone call a week later? Or do they simply fire off their resume without taking the time to interact beyond that? Someone who doesn't take the time to be 'remembered' not only seems less eager, but is most likely not a serious candidate.

One sneaky way to weed out the candidates who are just blasting out their cover letters is to add a special code or a hashtag to your application. I've been known to say something like 'to be sure include #iactuallyreadthis on your cover letter. 'I know immediately that the people who don't put my special code in their letter aren't paying attention to detail. And that fact alone tells me they probably aren't right for us.

### Use Trial Periods.

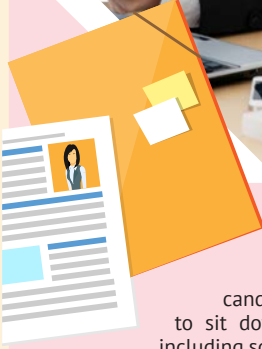
Almost impossible to run, but, if possible, take the potential employee for a test drive before hiring full-time. Trial periods are almost like internships, but better paid and more serious. They can last for a few weeks or a few months, but can give you a good idea of whether the person is the right fit for your office.

For example, we give potential graphic designers and developers a few (paid) freelance projects to start with and then see if they have the skills we're looking for. Look at it form an investment standpoint. If the salary is MYR 60,000 and you invest MYR 1,000 in a freelance project and discover that the person isn't the right fit, you're not out MYR 1,000 – you just saved yourself MYR 59,000.

It's also important to pay from a legal standpoint. The person could have a great idea that you want to move forward with, but if he or she wasn't paid and you don't end up making a full-time offer, you could run into legal issues if you end up using the idea.

If you do go down this path, try not to mention the possibility of a full-time position so if the person doesn't work out, it's easier to move on to the next candidate. Make sure to clearly state that the period of work-for-hire is for a certain number of weeks and includes specific responsibilities.

The next time you're looking to hire, think beyond the resume. Resumes are great for providing a list of skills, but building a successful team requires more than a list of traits on paper.



### Do More Than Ask Questions at The Interview.

When you bring your narrow down bunch of candidates in for interviews, you'll definitely want to sit down with them and ask the standard questions, including soliciting specific examples from their previous work experience. But I also like to see how people perform on the job, rather than just have them tell me.



For example, if you're hiring someone to answer phones, have candidates answer a mock phone call and see how they do. If you're looking for developers, have them refactor some code.

Even if you're looking for something less task-based, like a project manager, you can have the candidate look at a current project outline and see what kind of questions or suggestions he or she might have.

You'll also want to look beyond the skills and experiences to make sure the candidate fits well with your company culture. At my company timesconsult, we don't want to see a candidate on her 'best behaviour' – we want to see how she'll be to hang out with during lunch, because that's part of our culture. Sometimes, our whole teams goes out to lunch together.

### Use Reference right

You probably already ask your applicants to provide references but you want to make sure you're using these contacts to their fullest potential to get the information you want.

For example, I'll ask references about the candidate's work performance, but I'll also ask what the person's sense of humor is like. If the person's more of a serious type- or on the other end of the spectrum, the office joker- he or she might not be a good fit for your organization.

I also like to ask if a candidate's work area was clean or messy, how he or she interacted with the rest of the staff, and if he or she participated in any external activities, such as football or volunteering. Think of what matters to you and your company culture, and use that as a guide for questions.

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## Potential Candidates

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## CENTRAL REGION

### ACCOUNTING/FINANCE

#### **ASSISTANT FINANCE MANAGER (KAJANG) – DV0402**

Partial ACCA holder. Late 30's with more than 10 years of working experience in accounting field with various industries such as heavy machinery & engineering, construction, multi-level marketing & printing and trading. Responsible to handle monthly management reports, budget & forecast, financial report, cash flow, GST transaction, AP & AR reviewing, company tax.

Expected Salary: RM5,500

#### **ASSISTANT FINANCE MANAGER (SERI KEMBANGAN) – DV0403**

Partial ACCA holder. Early 30's with 11 years of working experience in accounting role with 4 years of experience in construction industry. Experienced in handling project accounting, full set accounts, cash flow, GST submission, monthly management accounts, reporting, tax computation. Familiar with ACCPAC, Auto count, EMAS and UBS accounting system.

Expected Salary: RM5,500

#### **SENIOR ANALYST, GENERAL LEDGER (PETALING JAYA) – DV0404**

LCCI Holder. Early 20's with 4 years of working experience in accounting line. Experienced in handling full sets account which included journal entry, monthly closing, account reconciliation, P & L, balance sheet, GST, compilation of reports for various clients from healthcare & construction industry.

Expected Salary: RM3,600

#### **SENIOR ANALYST, GENERAL LEDGER (PETALING JAYA) – DV0405**

Diploma in Accounting. Late 20's with approximately 5 years of accounting experience. Experienced in handling full sets of account which covers AP, AR, GL, Malaysia GST, financial transactions, financial analysis, cash flow, budgeting. Familiar with MYOB, SQL & UBS accounting system.

Expected Salary: RM4,000

#### **CORPORATE FINANCE MANAGER (PETALING JAYA) – PM0401**

Bachelor Degree in Finance and Accountancy. Early 40's with 21 years of working experience in accounting and finance with at least 17 years in a managerial position. Leading a team of 4 Accounts Executives and direct reporting to CFO & Group Financial Controller. Experience in management accounting (project costing, budgetary control, accounts consolidation, tax planning), corporate finance and banking, and corporate affairs. Acts as a Financial Controller to take charge company's subsidiaries in other Asia and European countries.

Expected Salary: RM16,000

#### **SENIOR FINANCE MANAGER (KUALA LUMPUR) – PM0402**

Association of Chartered Certified Accountants (ACCA). Late 30's with 14 years of experience in accounting and finance with 7 years of experience in a managerial position. Currently working in a listed engineering and construction company in Malaysia. Leading a team of 3 and direct reporting to Head of Finance. Responsible in monitoring overall group cash flow, reviewing monthly management accounts, planning budgets and forecasts, and others management and operation matters.

Expected Salary: RM15,000

#### **ACCOUNTS EXECUTIVE (KLANG VALLEY) – FK0404**

Bachelor's Degree in Applied Accounting. Late 20's with more than 4 years of working experience in accounting and audit role. Works on AP functions in current company. Assist in monthly closing and reporting. In charge for bank reconciliation and part of GL function as well. Experienced in auditing. Knowledge in JDEdwards, UBS and SQL accounting system.

Expected Salary: RM4,000

#### **ACCOUNTS EXECUTIVE (KLANG VALLEY) – FK0405**

Diploma in Business Studies. Late 30's with around 13 years of accounting experience in different industries. Able to handle full set account (AR/AP, P&L, GL, Journal), monthly closing, bank reconciliation, assisting in audit schedule, etc. Able to deal with auditor on auditing related matters. Knowledge in UBS, 3A Accounting & Goldsoft accounting system.

Expected Salary: RM3,700

#### **SENIOR ACCOUNTS EXECUTIVE (KLANG VALLEY) – FK0409**

Bachelor's Degree in Finance & Accountancy. 30's with 7 years of working experience in Audit and Accounting role. The only account executive in current company, handling full set accounts by reporting directly to CEO. Familiar with GST paper work and submission. Deal with tax agent on company tax computation. Experienced in auditing. Basic knowledge in SAP System, familiar with AXP audit express (audit software), A-Plus, UBS, MYOB, QuickBooks, and QnE accounting system.

Expected Salary: RM6,000

#### **SENIOR ACCOUNTS EXECUTIVE (KLANG VALLEY) – FK0410**

Advanced Diploma in Finance & Accountancy. Early 40's with more than 24 years of working experience in Accounting role. Candidate is handling full set accounts for 14 subsidiaries under current company. Able to handle full set account and GST paper work and submission. Familiar to deal with tax agent on company tax computation. Support and liaise with auditor on audit schedule. Basic knowledge in SAP System, familiar with MYOB, UBS, AS400 and ACCPAC accounting system.

Expected Salary: RM6,000

#### **SENIOR ACCOUNTS EXECUTIVE (KLANG VALLEY) – FK0411**

Bachelor's Degree in Marketing. Early 30's with 8 years of working experience in accounting role. Experienced in handling full set account and office administration job. Knowledge in GST return and submission. Able to deal with company secretary and tax agent for taxation issues. Dealing with auditor on company auditing schedule. Knowledge in ICS, IFAS, AutoCount accounting system.

Expected Salary: RM5,000

**ACCOUNTS MANAGER (KLANG VALLEY) – FK0412**

LCCI Holder. Mid 30's with more than 16.5 years of working experience in Accounting role. The only account staff in current company handling full set accounts and company HR/Admin functions. Able to handle full set account and GST paper work and submission. Familiar to deal with tax agent on company tax computation. Support and liaise with auditor on audit schedule. Knowledge in UBS and SQL accounting system.

Expected Salary: RM6,500

**ACCOUNT EXECUTIVE (WANGSA MAJU) – JY0401**

Degree in Accountancy. Late 20's with 4 years of working experience in accounting line. Experienced in handling AP&AR, journal entry, monthly closing, account reconciliation, P & L, balance sheet, GST, compilation of reports for main company. Handle staff's claim, in charge in collecting income from oversea, prepare payment voucher for company taxation and prepare monthly fixed asset schedule.

Expected Salary: RM3,200

**ACCOUNT EXECUTIVE (TAMAN DESA) – JY0402**

Partial ACCA holder. Late 20's with 4.5 years of working experience in accounting line. Experienced in handling full set accounts including comparison of current year and previous year analysis, finalization of accounts, AP&AR, Profit and loss, Balance sheet, Notes to accounts and able to produce a complete management accounts. Maintain Hire purchase Schedule and Term loan entries.

Expected Salary: RM2,900

**ACCOUNT EXECUTIVE (WANGSA MAJU) – JY0403**

Degree in Business Administration (Finance). Late 20's with 4.5 years of working experience in accounting line. Experienced in handling full set accounts including prepare tax invoices for internal company and prepare cheque payment listing twice a month to make payment for creditors. Handle AP&AR, Profit and loss, Balance sheet, Notes to accounts and able to produce a complete management accounts. Checking Statement of Account for unpaid creditors.

Expected Salary: RM3,100

**FRAUD ANALYST (BUKIT BINTANG) – JY0404**

Degree in Banking & Finance. Mid 20's with 1 year of working experience in bank & financial line. Experienced in detecting suspicious transaction through specific system and creating fraud reporting. Becoming VOE (Voice of Employee) member of the department by listening to employees' opinion and suggestion on how to improve an event or bonding between employees.

Expected Salary: RM2,500

**CREDIT CONTROL EXECUTIVE (SHAH ALAM) – YP0405**

Diploma In Business Studies. Late 30's with 14 years of working experience inclusive of 8 years' experience in the credit control/collection field. Currently an individual contributor in the HQ of an accounting firm with responsible in handling up to 800 clients and required to call out to about 30 debtors daily. Monthly KPI is collection amounted up to 200k.

Expected Salary: RM3,600

**FINANCE MANAGER (KLANG VALLEY) – BC0401**

ACCA holder. Early 30's with 4.5 years of finance experience in property and insurance industries, including 2 years of audit experience with Big 4. Currently reporting to Financial Controller and managing a team of 8. Over 4 years of group consolidating experience, both in commercial and consulting fields.

Expected Salary: RM10,500

**FINANCE MANAGER (KLANG VALLEY) – BC0402**

Degree in Accountancy and a MIA holder. Mid 30's with over 10 year of finance experience in hotel and property industries. Currently reporting to Vice President, Finance and leading a team of 22. Well versed in management accounting and financial reporting. Above average communication skills.

Expected Salary: RM11,000

**FINANCE MANAGER (KLANG VALLEY) – BC0403**

Degree in Finance. Early 40's with nearly 10 years of finance experience in property industry, including 5 years at managerial level. Experienced in accounts consolidation and well versed in GST implementation. Familiar with IFCA system. Above average communication skills.

Expected Salary: RM9,000

**FINANCE MANAGER (KLANG VALLEY) – BC0404**

ACCA holder. Early 30's with 7 years of experience in financial reporting, consolidated accounts, auditing and advisory, including 3 years of consulting experience with Big 4. 3.5 years at managerial level. Well versed with IFRS and IAS standards. Good communication skills.

Expected Salary: RM7,000

**ACCOUNT ASSOCIATE (AMPANG) – CH0403**

Bachelor's Degree in Business Studies. Late 20's with more than 5 years of working experience as account associate. Establish and manage vendor information and standard payment terms, also responsible in validate all invoices to ensure accuracy and assign correct vendor code for the business transaction.

Expected Salary: RM4,000

**ACCOUNT PAYABLE ANALYST (KUALA LUMPUR) – CH0404**

Bachelor's Degree in International Finance. Late 20's with 4 years of working experience as account payable analyst in engineering consultancy and logistics industries. Perform accurate completion of high volume invoice payments to ensure timely processing or auditing of invoices in line with weekly and month-end deadlines. Knowledge in Oracle Applications, Discoverer and Lara Systems.

Expected Salary: RM4,200

**ACCOUNT EXECUTIVE (KUALA LUMPUR) – CH0405**

Partial ACCA holder. Late 20's with 10 years of working experience as account executive in various industries. Handle full sets of account for group's subsidiary company. Update quarterly RPK report and prepare monthly GST analysis report. Besides, responsible in prepare bank reconciliation and inter-company's reconciliation.

Expected Salary: RM3,600

**SENIOR MANAGER, FUND ACCOUNTING (KLANG VALLEY) – YY0401**

Partial ACCA holder with Degree in Accounting and Finance. Mid 30's with 10 years of audit and accounting experience mainly in banking shared services and multinational audit and consulting firm. Currently overseeing 3 assistant fund managers, 3 senior fund accountants. Experienced in fund accounting (equities, bond, money market, etc.) for clients from Hong Kong, Singapore and Malaysia.

Expected Salary: RM14,000

**SENIOR MANAGER, AUDIT (KLANG VALLEY) – YY0402**

ACCA and CIA certified with Degree in Applied Accounting. Late 20's with 7 years of audit experience mainly in Big 4 and multinational oil and gas company. Experienced in internal control audits, financial statement audits, etc. Involved in the audit of the Middle East Africa audit, North America, Latin America and the Asia Pacific audit. Involved in include Fixed Assets, Purchasing and Payables, Treasury, Revenue and Receivables, Inventory and the Ledger Maintenance audits.

Expected Salary: RM10,500

**MANAGER, AUDIT (KLANG VALLEY) – YY0403**

MSc in Accountancy and Finance. Early 30's with 6.5 years of audit experience mainly in Big 4. Experienced in as internal audit, enterprise risk management, review of standard operating procedures, agreed upon procedures; and United States Sarbanes Oxley. Experienced in auditing various industries such as facilities management, retail, hospitality, financial services, mall management, property development, construction, manufacturing, etc.

Expected Salary: RM10,000

**MANAGER, FINANCE (KUALA LUMPUR) – YY0404**

Degree in Accountancy. Mid 40's with more than 15 years of finance and accounting experience mainly in financial industry – loan provider, banks, stock, etc. Experienced in overall finance and accounting functions including reconciliation of GL, reporting, leading in new system implementation, enhancement to system, work processes improvement, etc.

Expected Salary: RM9,000

## CUSTOMER SERVICE

### CUSTOMER SERVICE AGENT (KL SENTRAL) – JY0401

17 years experiences in customer service line with 13 years of Professional Customer Service experience. Monitor flow of the outlets, review all reservations, do daily and monthly sales projection. Collaborate with Outlets Managers, meeting and maximizing revenue through up-selling, developing new clients and ensuring current customer to retain.

Expected Salary: RM3,900

### CUSTOMER SERVICE REPRESENTATIVE (SHAH ALAM) – YP0404

Diploma in Information Technology (Networking). Early 20's with close to 2 years of experience as an inside sales representative servicing local and Singapore's customers. Involved in quotation preparation for distributor/personal purchaser and processing order request via phone and email. Required to handle up to 100 requests per day.

Expected Salary: RM2,800

### CALL CENTRE TEAM MANAGER (KUALA LUMPUR) – SL0401

Graduate Diploma in Management. Early 30's with total of 8 years working experience in the call center industry. Exposed to team management, performance management, training & quality assurance, as well as proposing new processes and policies. Experienced in handling a team of maximum 39 agents, familiar with COPC and LEAN Sigma for continuous improvement initiatives.

Expected Salary: RM6,000

## ENGINEERING

### STRUCTURAL ENGINEER (KLANG VALLEY) – NH0401

Degree in Civil Engineering. Late 20's with more than 6 years of total working experience with 4 years as structure design engineer from oil and gas industry. Good in doing analysis and modelling topsides using Structural Analysis Computer System software. Well verse in AUTOCAD and MATHCAD.

Expected Salary: RM6,500

### PRODUCT DESIGN ENGINEER (KLANG VALLEY) – NH0402

Degree in Civil Engineering. Mid 20's with 3 years' of working experience doing structural analysis and calculations with current role involves in steel design mostly supporting for oil and gas industry. Current role includes ensuring each design is according to country's Standard code of practice. Well verse in AUTOCAD, MATHCAD, STAADPro and Esteem software for designing purposes.

Expected Salary: RM4,200

### TECHNICAL SERVICE ENGINEER (SHAH ALAM) – NH0405

Degree in Chemical Engineering. Late 20's with 5 years' of working experience as Technical Service Engineer and Field Service Engineer with specialty chemical manufacturer. Current role involves in providing 50% chemical and 50% mechanical engineering support for customers. Other role includes ensuring facilities in good condition, managing and planning manpower for new project and facilities installation. Currently overseeing 3 technicians and reporting directly to Area Manager.

Expected Salary: RM6,000

### SALES ENGINEER (KUALA LUMPUR) – PM0404

Bachelor of Degree in Mechanical Engineering. Late 20's with 6 years of working experience in engineering field. Experience in hydraulic system for the palm oil industry and covering Peninsular Malaysia. Searching for new clients, providing pre-sales technical assistance and product education, working on after-sales support as well.

Expected Salary: RM4,000

ETC.

**PROJECT EXECUTIVE (KLANG VALLEY) – BG0402**

Degree in Construction Management. Early 30's with more than 10 years of working experience. Experienced in planning and coordinating with clients, consultants, main and sub-contractors on site matters. Responsible for studying and reviewing technical drawings. Responsible for preparing cost estimation, value engineering, scope development and procedures. Reviewing status reports prepared by project personnel and modifies schedules or plans as required. Experienced in supervising and monitoring the projects.

Expected Salary: RM3,500

**QUANTITY SURVEYOR (KLANG VALLEY) – BG0404**

Master in Facilities Management and Bachelor in Quantity Surveying. Early 30's with more than 3 years of working experience. Assist in preparing tender and contract documentation, providing cost analysis and providing contract claim. Experienced in preparing commercial bid evaluative. Providing document for material approval. And interaction for material approval purposes. Familiar with using Microsoft Word, Excel, PowerPoint.

Expected Salary: RM4,500

**PROJECT PLANNER (KLANG VALLEY) – NH0403**

Degree in Construction Management. Late 20's with 5 years' of experience in construction industry with 2.5 years as Project Planner. Experienced in the overall project planning for construction of commercial and residential buildings. Familiar with working on-site and flexible to travel when required. Good knowledge in using Primavera software and Microsoft Project for planning purposes.

Expected Salary: RM5,000

**ASSISTANT PROJECT MANAGER (KLANG VALLEY) – NH0404**

Master in Civil Engineering. Late 20's with more than 4 years of experience in construction industry. Experienced in handling high rise residential and mixed development. Overseeing engineering team and 10 construction supervisors in ensuring timely development of projects. Good knowledge in using Microsoft Project.

Expected Salary: RM6,500

**ART DIRECTOR (CHERAS) - ML0401**

Early 30's with a Bachelor's Degree in Multimedia. An experienced Web/Interactive Designer with more than 7 years of experience across internationally renowned creative agencies and IT consulting firm. Currently leading and managing digital creative initiatives in web design, mobile, eDM, visual, email direct marketing, performance media, etc. over a multitude of industries for international clients and involved in global brands across SEA market. In charge of a team of 6 direct reports, consisting of web, visual & graphic designers, while reporting to a Creative Director.

Expected Salary: RM9,500

**ART DIRECTOR (AMPANG) - ML0402**

Early 30's with a Diploma In Interactive Multimedia Design. Collectively 12 years of working experience in interactive and web designing capacity within international creative agencies. Currently a Digital Art Director, reporting to Head of Creative, overseeing 1 Junior Art Director & 2 Designers. Catering to clients largely from telco & airline industries. Experienced in websites, online media, social & digital platform, TV commercials, UI/UX, mobile apps (iOS & Android), etc. Responsible for art direction and aligning corporate identity to all media.

Expected Salary: RM8,500

**WEB DIRECTOR (PETALING JAYA) - ML0403**

Early 30's with a Bachelor's Art in Graphic Design. An experienced Web Designer with 6 years in boutique creative agency with another 4 prior years of in-house web-designing and marketing operations in an online gaming industry. Possess around 6 years of leadership experience and experienced in branding and UI/UX. Currently a Web Director in a boutique agency, and spearheaded the web team and helped the company to re-vamp the whole website outlook. Handled web & digital designs, ATL, BTL, Typography, social media, etc., covering for a range of clients such as automotive, FMCG, etc. and assisted regional projects for some clients based in Thailand, Vietnam & Laos. Currently leading a team of 9 designers, reporting to Creative Director & Managing Director. Previously in has more than 4 years in a Taiwan-based online gaming industry and was one of the early pioneers that was involved from designs to operation, as well as mass marketing covering SEA countries and Malaysia.

Expected Salary: RM9,000

**SALES TRAINER (KLANG VALLEY) – SK0405**

International Executive MBA, Marketing. Mid 30's with more than 10 years of working experiences in ITES / BPO / Call-center environment specializing in Inside Sales, from hands on to coaching. Been exposed to trainer / coaching role throughout his whole career life since 2008. Hands on planning and delivering training needs and classes to inside sales agents (12-20/class), averagely twice a month. Training modules including prompt clients to speak more of their problems, uncover the needs of clients etc. Also conducted refresher training (to touch base with inside sales agent, keeping them motivated) and product training.

Expected Salary: RM9,500

**BUSINESS MANAGER (PETALING JAYA) – CL0401**

Bachelor in Science Management. Mid 30s. 15 years of professional working experiences across various industries i.e. Telco, FMCG and Banking. Strong core forte in marketing & business development, channel management, pre-sales and B2B B2C marketing. Currently in charge of channel marketing, new market analysis and product developments. Was also tasked to analyse existing overall market environment to identify potential business opportunities.

Expected Salary: RM11,000



## SENIOR MANAGER – MARKET INTELLIGENCE (CHERAS) – CL0402

Bachelor in Business Studies. Early 40s. Shown ability in communicating with c-suits and senior stakeholders. Was reporting directly to the Presidents of a renowned conglomerate. Professional experiences in business intelligence, mixture of market analysis & strategic planning, business developments and entrepreneurship. Versatile and flexible in adapting to different industries. Developed various commercial business plans.

Expected Salary: RM15,000

## R&D EXECUTIVE (KUALA LUMPUR) – SL0402

Bachelor of Food Science & Technology. Mid 20's with total of 2 years working experience in the bakery industry. Exposed to handling emulsifiers and enzymes applications for bakery. Experienced in baking approximately 2 – 3 formulations per day for product testing, compiling the related data and prepare the full report on the product performance as well as other samples that had patterned out. Involved in products trial run and providing technical training on new developed products.

Expected Salary: RM4,300

## HUMAN RESOURCES

### HR MANAGER (KLANG VALLEY) – FK0401

Diploma in Business Studies. Mid 30's with more than 16 years of working experience in HR role, including of 4.5 years as HR Manager in F&B chain outlets. Previously worked as HR Manager with a Holding company with over 100 outlets operation in Malaysia, candidate was reporting to the CEO directly by leading a team of 5 HR staffs. Well verse with full spectrum of General HR functions including of foreign worker & expatriates matter (direct recruiting from oversea, application, FOMEMA, C&B, etc.). Knowledgeable in Malaysian Labour law, DOSH, Immigration Act & other government statutory act. Was travelled frequently among Malaysia outlets, involved in outlets operation and management activities. Familiar in Japanese restaurant & Lounge operation. In-charged for expatriates recruitment and C&B matters.

Expected Salary: RM7,000

### HR EXECUTIVE (KLANG VALLEY) – FK0403

Diploma in Hospitality Management. Mid 20's with 3 years of working experience in general HR functions with F&B chain outlet. Responsible for Recruitment, Payroll, General Administration, Training, etc. Candidate also assists the manager in foreign workers and C&B issues. Knowledge in using Xilnex System and Times Software.

Expected Salary: RM3,800

### HR MANAGER (KLANG VALLEY) – FK0406

Diploma in Business Studies. Mid 30's with 14 years of HR experiences. Included 6 years of managerial experience in F&B and Retail industries. Possessed hands-on experience in full spectrum of HR general functions. Experienced in handled foreign workers and expatriate issues. Used to recruit foreign worker on-site (Nepal & Philippine) and handle the subsequent application, FOMEMA, C&B management, etc. Experienced in handled Domestic Enquiries (DI) cases, disciplinary issues, etc. Ability to clear up the whole HR department mess (documentation & HRIS) and outstanding issues after joined the company for 4 months' time. Well verse with Malaysian Labour Law, Labour Act, etc. Able to deal with different government authorities on HR relevant matters.

Expected Salary: RM9,000

### SENIOR HR EXECUTIVE (KLANG VALLEY) – FK0407

Certificate in Tourism. Mid 30's with total 13.5 years of working experience, included 7 years in HR/Administration role with F&B Chains. Currently attached with a chain restaurant, candidate joined the company as receptionist and been promoted to Senior HR Executive. Candidate is the only HR staff in the company handling full spectrum of HR functions. Experienced in handling foreign worker direct recruitment (Nepal, Philippines, Myanmar, etc.) and subsequent C&B management (hostel, injection, payroll, working permit, visa, etc.). Able to deal with immigration and other government authorities on working permit/foreign workers' issues and business licenses application & renewal. Able to work closely with government authorities to meet deadlines given. Used to assist company GM in handling DI cases.

Expected Salary: RM4,000

## INFORMATION TECHNOLOGY

### SOFTWARE ENGINEER (KLANG VALLEY) – BG0401

Degree in Computing Science, Software Engineering. Currently pursuing Master of Software Engineering. Certified CCNA, Microsoft Certified Technology Specialist: .NET Framework 3.5. Late 20's with more than 4 years of working experience in IT industry. Experienced in developing stored procedures in PL/SQL to extract the XML data. Proposing and designing solution for system. Supporting for SIT, UAT and Change Request. Able to work closely with other team members. Familiar with Oracle and SQL database. Experienced in using C#, ASP.NET programming language.

Expected Salary: RM4,200

### TEST LEAD (KLANG VALLEY) – BG0403

Degree in Computer Science. Mid 30's with more than 10 years of working experience. Experienced in planning the test, analyzing the requirement and prepare Test cases. Experienced in performing integration and regression testing. Knowledge in formware testing and run drive test scripts. Familiar with Test Management tool such as HP ALM. Familiar with Linux/RedHat/UNIX and Windows platform. Knowledge in Java, C++, Perl, HTML/Web application.

Expected Salary: RM8,000

### SYSTEM & NETWORK ADMINISTRATOR (KLANG VALLEY) – BG0406

Diploma in Computer Science. Early 40's with more than 18 years of working experience. Experienced in installing, relocating, maintaining and troubleshooting for hardware and software. Responsible for administrating system and network. Responsible for troubleshooting server hardware and OS issues. Experienced in taking care VMware exsi 5.5 server. Handling 24x7 system and network administrator. Able to provide support to internal and external customers. Able to support Red Hat Linux, Centos, Sun Solaris and IBM AIX.

Expected Salary: RM7,000

**UAT TEST SPECIALIST (KLANG VALLEY) – SK0404**

Degree in Information & Communication Technology. Early 30's with more than 6 years of working experiences in Insurance industry (operations). Hands on experience in UAT Tests for new project / existing system enhancement. Actively handling UAT since June 2015 and performed around 7 tests/ month on average. Having knowledge in claims and other insurance operation processes too. Last titled Team Lead under billing – employee benefits operation. Familiar with G4000 system.

Expected Salary: RM4,800

**SENIOR WEB DEVELOPER (SELANGOR) – PH0402**

Diploma in Computer Science, currently part-time study Bachelor Degree of Information System majored in Programming. Late 20's with full stack Web Developer with 4 years of working experience in Software House company. Familiar in PHP, MYSQL, Laravel, GIT, CSS, JAVA, HTML and Linux.

Expected Salary: RM6,500

**PROGRAMMER (KUALA LUMPUR) – PH0403**

Bachelor Degree in Business Information System. Early 20's, a fresh graduate seeking to develop career as programmer. Possess programming language skill in: C++, Visual Basic, Java, HTML, PHP and CSS. Database skill in MySQL. Possess good communication skills.

Expected Salary: RM4,500

**SOFTWARE ENGINEERING (KUALA LUMPUR) – PH0404**

Master Degree in Business Administration. Mid 20's, a fresh graduate seeking a career opportunity as Programmer. Possessed some casual working experience as Web Developer (Java, HTML5), Android Phone Application Developer.

Expected Salary: RM4,000

**BUSINESS ANALYST (SELANGOR) – PH0405**

Bachelor Degree in Computer Science. Mid 30's with total of 12 years working experience as Application Consultant & Business Analyst, solid working experience coming from vendor background. Familiar with ERP system, SQL Database and C++. Someone with experience handle project management from initial until project completed.

Expected Salary: RM8,000

**APPLICATION DELIVERY MANAGER (KLANG VALLEY) – CL0403**

Bachelor Degree in Computing. Early 40s. Total 17 years of Java application development and delivery exposure of various environment of both vendor based and In house – Shared Services. Was leading the Java Technical team of 6 members by providing technical design, construction and delivery of Service Maintenance Releases and Projects. Practicing agile development methodology, SCRUM. Exposure in web based front end system development / E-commerce system. Gained global exposure via constant engagement with global United State team.

Salary: RM16,000

**DATA CENTER FACILITIES (KLANG VALLEY) – MC0401**

Degree in Computer Studies. Mid 30's with more than 8 years of working experience in Data Center. Experienced in strategic planning, technical engineering design and architecture, DC Facilities Design & Architecture Governance, DC technology roadmap development to drive the continuous development and maturity of DC Facilities, Engineering & Tools Architecture. Good understand of the facility systems involved in data center operations and pre-sales support cloud technology solutions. Possess expertise in Microsoft Operating Systems / Active Directory Windows 2000/2003, Cloud and Network Appliance (NetApp).

Expected Salary: RM16,000

**DATA CENTER FACILITIES (KLANG VALLEY) – MC0402**

Bachelor Degree in Information Technology. Late 30's with more than 10 years of working experience in Data Centre. Equipped data center administration skills on server, storage, fiber channel switches and managing an application support team with 10 application support engineers, which based across few countries (Malaysia, Indonesia, Hong Kong). Hands on experience on design/redesign systems for better cost saving or performance gain based on requirement, design, construction and acceptance flow standardization. Possess expertise in Linux, Windows, and Sketchup, SAN Storage, VMware ESX farm architecture design, implementation, configuration and maintenance.

Expected Salary: RM15,000

**BUSINESS PROCESS SUPPORT (KLANG VALLEY) – MC0403**

Bachelor Degree in Information Technology. Early 30's with more than 8 years of working experience in shared service centers. Hands-on experience for user administration, authorization checking, profile maintenance of users in Production and Non Production, consults, analyses, advise, troubleshoots and fix security access request/issues across all supported landscapes for Application Support. Good communication skills.

Expected Salary: RM5,000

**BUSINESS PROCESS SUPPORT (KLANG VALLEY) – MC0404**

Bachelor Degree in Information Technology. Mid 20's with more than 3 years of working experience as SAP Consultant. Hands-on experience to provide 24/7 SAP application support for all the end user in Asia Pacific country for example, China, Thailand, Japan, Singapore, Malaysia and so forth. Identify the problem and issue in SAP application and provide the solution in various area for example, Master data record maintenance, identify error from user, idoc problem, basic configuration and so forth. Good communication skills.

Expected Salary: RM4,500

**CONTENT VIDEO OPERATIONS MANAGER (PETALING JAYA) – MC0405**

Bachelor Degree in Mass Communications. Mid 30's with total 10 years of IT working experience including in video editing or content operation. Hands on experience in leading and managing to ensure a seamless delivery of content across all areas of VOD Operations with specific attention to Content Editing/Censorship, Ingestion and Material Co-ordination. Responsible in managing office operations and report to the Chief of Content, maintaining media assets stock and amortization records to support financial accounting. Good communication skills.

Expected Salary: RM15,000

**SYSTEM SUPPORT ENGINEER (SERI KEMBANGAN) – CH0401**

Diploma in Information Technology. Early 30's with 8 years of working experience as support analyst and web developer. Provide customer support services and troubleshooting which includes diagnosis of hardware, software and process issues. Involve with functional team in performing user test in system development stage.

Expected Salary: RM5,000

**IT SUPPORT EXECUTIVE (CHERAS) – CH0402**

Diploma in Telecom Engineering. Early 30's with more than 10 years of working experience in IT field. Experienced in test and maintain hardware peripherals, software and networks to ensure the optimal operation. Monitor and ensure all communication medium such as telephone system and Internet line are working in good condition.

Expected Salary: RM5,500

**MANAGER, TESTING (KLANG VALLEY) – YY0405**

Degree in Information System Engineering. Early 30's with 10 years of software testing experience mainly in banking and life insurance industry. Experienced in manual testing, automated testing and UAT. Successfully implemented projects including global projects such as Sales Portal, Claim System, etc. with proven track record.

Expected Salary: RM12,000

**LEGAL**

**LEGAL MANAGER (KUALA LUMPUR) – DV0401**

Bachelor Degree in Law & CLP holder. Mid 30's with 11 years of working experience in legal role. Involved in corporate, commercial, general litigation & arbitration. Responsible to handle commercial and corporate drafting such as shareholder's agreements, commercial tenancy agreements, leases, sale and purchase agreements.

Expected Salary: RM10,000

**PUBLIC RELATION/COMMUNICATIONS**

**SOCIAL MEDIA EXECUTIVE (PUCHONG) – SC0405**

Degree in Communications and Media Management. Late 20's with more than 3 years of working experience in social media field with a SEO company that responsible to handle company's and client's social media channels such as Facebook, Twitter and Google+. Clients' industries are E-Commerce, Internet Service Provider, Automotive, Home & Furniture, etc. Good communication skills.

Expected Salary: RM3,500

**SENIOR PR & ARTIST RELATIONS MANAGER (KUALA LUMPUR) – SL0403**

Bachelor Degree in Sciences (major in Applied Psychology). Early 40's with total of 18 years working experience, actively in Marketing role since year 2002. Experienced in initiating, executing, coordinating and reviewing of outcome for campaigns & events. Involved in both ATL & BTL initiatives. Exposed to team management budget management, organizing and hosting international events (such as MTV Asia Awards, IIFA Awards) Dealing closely with Media and Influencer/Key Opinion Leaders (KOL), as well as make-up artists, merchandiser and designer. Possess strong PR and AR skills, with active planning and engagements in campaigns, sponsorships and events

Expected Salary: RM14,000

**MARKETING COMMUNICATION MANAGER (KUALA LUMPUR) – SL0404**

Bachelor Degree in Mass Communication. Early 30's with total of 7 years working experience in external agencies and corporate MNC, exposed to branding and events management role. Experienced in strategic planning, conceptualizing, budgeting and liaising with external creative agencies to ensure they are meeting the requirements. Proficient in ATL & BTL Branding initiatives, as well as past campaigns/events evaluation and management reporting.

Expected Salary: RM9,000

## SALES/MARKETING

### ASSIST MANAGER (KLANG VALLEY) – BG0405

Bachelor in Electrical and Electronic Engineering. Late 40's with more than 20 years of working experience. Responsible for account management among the targeted customers. Involving in identifying and developing new customers. Responsible for promoting company's total and integrated solutions. Preparing proposals, tender quotation and cost calculations. Experienced in identifying the potential market for new product release. Providing pre-sales support by making sales presentations, conducting products demo to customers and recommending products solutions to customers.

Expected Salary: RM7,800

### BUSINESS ANALYST (SHAH ALAM) - ML0404

Early 30's and a Master's Degree graduate in General Management with an excellent academic track record. Has more than 3 years of business analyst experience with pharmaceutical/FMCG company, with 4 prior years in product marketing background in other FMCG industries. Mainly involved in analysis of potential products prior launching as well as researching the performance of matured products. Touches into market performance, competitor intelligence, estimating the right pricing for the drugs, estimating resources required for A&P and manpower. Currently reporting to Head of Commercial Solution (of Sales & Marketing Department). Computer literate in MS Office applications (Word, Powerpoint, Excel – including pivot table, V-lookup), SAP and Cognos Powerplay. Enjoys role involving strategic & analytical thinking.

Expected Salary: RM7,000

### SENIOR MARKET ANALYST (KLANG VALLEY) - ML0405

Early 30's with a Professional Qualification in Finance (equivalent to a Degree). Has more than 5 years as Market Analyst with automotive tyre producer. Has 6 progressive years with current company, and was promoted as Senior Market Analyst in Jun 2015 and was given the authority to set pricing. Major scopes involved in handling pricing for a large amount of SKU by analyzing large set of market data, and ensuring that they are competitively priced to fight competitors. Reporting to Marketing Manager & MD. Advanced user in SAP and Microsoft Excel.

Expected Salary: RM7,000

### SENIOR KEY ACCOUNT EXECUTIVE (PUCHONG) – SC0403

Degree in Biochemistry. Early 30's with more than 7 years of working experience in key account management with one of the leading pharmaceutical company. Responsible to maintain good relationship with existing customers, as well as source for new potential customer and add into key accounts. Good communication skills.

Expected Salary: RM5,000

### SALES & MARKETING EXECUTIVE (KEPONG) – SC0404

Degree in Biotechnology. Mid 20's with more than 6 years of working experience in sales and marketing with plastic manufacturing and medical industry. Responsible to seek for new business opportunity, and involve in marketing activities. Has successfully brought in 12 accounts in 6 month time. Good communication skills.

Expected Salary: RM4,500

### MARKETING ASSOCIATE (KUALA LUMPUR) – PM0405

Bachelor of Business and Commerce. Mid 20's with 3 years of marketing experience with one of the largest communication companies in Malaysia. Experience in executing the Go-To-Market strategy for products, developing brand plan, managing end-to-end of the marketing campaign, involving in company brand launch of the new logo, etc.

Expected Salary: RM4,000

### TRADE MARKETING SPECIALIST (KLANG VALLEY) – SK0401

Bachelor's Degree in Marketing. Mid 20's with more than 4 years of marketing experiences in home appliance products, of which latest 2 years as Trade Marketing Executive. Began her career as product specialist, responsible in branding, advertising and handling marketing materials. Moved to trade marketing role on Apr 2015, reporting directly to HOD. Hands on experience in dealing with different distribution channels to make sure smooth running of roadshows and achieving tradeshow objectives. Also, did analysis from data of the trade shows for further improvement.

Expected Salary: RM4,800

### ASSISTANT KEY ACCOUNT MANAGER (KLANG VALLEY) – MM0401

Bachelor of Business Administration major in Marketing. Mid 20's with 3 years of total working experience in Beverages & FMCG Industries. Experienced in sales, account management, people management, customer relationship, planning & budgeting and fund trade. Familiar with modern & traditional trade.

Expected Salary: RM5,500

### SALES MANAGER (KLANG VALLEY) – MM0402

Bachelor Degree of International Business Administration. Late 30's with 16 successful years in FMCG industry with multinational company specializing in both general trade & modern trade management, strategic planning thus heavily involve in Business Unit operational matters. Experienced in managing, coaching, develop a sales team more than 20 people. Very familiar with modern trade & traditional trade exposure and have a good relationship with them. Successfully acquired staff management, leadership and development skills throughout stay in the company.

Expected Salary: RM15,000

### SALES MANAGER (KLANG VALLEY) – MM0403

Bachelor Degree of Humanities major in Anthropology & Sociology. Late 30's with more than 13 years of total working experience. Specializing in both General Trade & Local Key Account. Performance & task oriented, analytical & customer service orientated are among few traits possessed. Experienced in Managing Sales & Merchandising Team, Merchandising, Sales & Merchandising Negotiation, Distributor & Territory Management, Coaching and Personal Development.

Expected Salary: RM12,000

**SALES MANAGER (KLANG VALLEY) – MM0404**

Bachelor Degree of Marketing. Late 40's with more than 9 years mostly from FMCG, Food and Beverages industries. Experienced in sales & marketing activities, sales management, account management, trade marketing, area sales and national sales as well. Hands-on experience in managing & develop a sales team more than 10 people. Good in communication & presentation skills. Well exposed in traditional & modern trades exposure. Good networking with Modern & Traditional Trades.

Expected Salary: RM12,000

**KEY ACCOUNT MANAGER (KLANG VALLEY) – MM0405**

Bachelor Degree of Information Technology. Mid 30's with more than 7 years of total working experience. Has hands-on experience in handling business development, key account management, restaurant management, promotion. Marketing and sales. Good exposure in FMCG, Retail, F&B and services industries.

Expected Salary: RM6,000

**RETAIL STORE MANAGER (KLANG VALLEY) – PH0401**

SPM holder, late 20's with solid 8 years of working experience retail industry, 2 years in F&B industry and latest 6 years in fashion industry. Currently working as Retail Store Manager attached with a MNC Sport Brand leading a team of 10 staff in the outlet. Speak fluent in English.

Expected Salary: RM4,500

**PRODUCT MARKETING MANAGER (SHAH ALAM) – CI0404**

Master Degree in Computer Science. Early 40s. From IT education background, established career in product segment marketing and strategic business planning. Solid understanding of banking & insurance products, product positioning and campaign planning. Experiences in working directly with c-suites and key decision maker. Fundamental understanding on Fintech. Process improvements & cost saving advisory experiences.

Expected Salary: RM12,500

**DIGITAL MARKETING SPECIALIST (KLANG VALLEY) – YP0401**

Bachelor's Degree in Banking, Corporate, Finance and Securities Law. Late 20's with 2 years of experience as a digital marketer with a consumer finance company. Responsible in managing social media platforms, creating online campaigns etc. Exposed in using Google Analytics and Google Tag Manager.

Expected Salary: RM4,500

**MARKETING EXECUTIVE (KUALA LUMPUR) – YP0402**

Bachelor's Degree in Mass Communication. Late 20's with 3 years of working experience mainly in the sales and marketing field. Currently attach with a travel agency holding a marketing executive role with responsible in preparing mail newsletter, promotional marketing material, servicing clients, updating the information on company website regularly, review and proof reading articles that required to be published etc.

Expected Salary: RM3,800

**SENIOR DIGITAL MARKETING EXECUTIVE (KLANG VALLEY) – YP0403**

Bachelor's Degree in Business Marketing and International Business. Early 20's with close to 3 years of working experience. Currently attach with a beauty company with responsible in managing company's website, planning monthly promotions to hit monthly sales target, working closely with website developer etc. With exposure in creating HTML coding.

Expected Salary: RM4,500

**SENIOR BRAND MANAGER (KLANG VALLEY) – BC0405**

Degree in Marketing. Mid 30's with nearly 10 years of marketing, product and brand management experience in FMCG industry. Well versed in campaign management, media relation and marketing research. Good regional exposure with good communication skills.

Expected Salary: RM15,000

**FASHION E-COMMERCE MERCHANDISER, ASSISTANT MANAGER (KLANG VALLEY) – BY0401**

Graduate Diploma in Business Studies, major in Business Management. Early 30's with 3.5 years of e-commerce sales experience, with 1 year of experience as category manager. Skilled in sourcing & recruit for new sellers/merchants to grow existing base, develop strong relationships with merchants to generate continuous sales revenue. Good communication skills.

Expected Salary: RM5,000

**ON-BOARDING SPECIALIST (KLANG VALLEY) – BY0402**

Bachelor of Art (Honours) in Marketing. Mid 20's with 3.5 years of experience in e-commerce industry, with 2.5 years of experience in merchant acquisition. Skilled in marketing plan, evaluate results, E-commerce business ideas development, clients' relationship management, etc. Experienced in generates continuous sales revenue through more than 150 merchants, for categories such as: home appliance, computers, mobiles, & etc. Currently providing operation training for all categories in company, this included: food & groceries, home & living, fashion, computers, etc.

Expected Salary: RM5,000

**SALES ENGINEER (KLANG VALLEY) – BY0403**

Bachelor of Civil Engineering. Easily 30's with approximately 2 years of corporate sales experience for construction materials, such as Slope Protection and Geosynthetics products. Current position act as individual contributor, responsible in both sales hunting and sales farming. Skilled in handling sales related matters, such as: sales planning, proposal preparation, bid and tender, proposal presentation, purchase order processing, goods delivery coordination, clients relationship management, etc. Generate monthly sales revenue through managing 30 plus clients, recruit at least 3~4 new clients per month, and handling at least 10 key accounts, such as: UEM, Geostrength, MMA Tech, etc.

Expected Salary: RM6,000

**SALES EXECUTIVE (KLANG VALLEY) – BY0404**

Bachelor's Degree in Business and Marketing Management. Late 20's with 3.5 years of FMCG's channel sales experience (modern trade). Skilled in sales & marketing planning, proposal preparation, sales reports, promotion planning, generate sales revenue through current existing client or open new key account, experienced in manage modern trade's key account (Giant and Cold Storage).

Expected Salary: RM3,800

**SALES REPRESENTATIVE (KLANG VALLEY) – BY0405**

Degree in Marketing. Mid 20's with 2.5 years of FMCG's sales experience for diapers products. Experienced in handling both modern trade & general trade. Skilled in sales & marketing planning, penetrate for new sales opportunity, market research, & etc.

Expected Salary: RM3,500

**SUPPLY CHAIN**

**PURCHASING EXECUTIVE (KUALA LUMPUR) – SC0401**

Degree in Chemical Engineering. Mid 20's with more than 3 years of working experience in purchasing with a MNC Electric industry that responsible in handling order processing for non-performance products, sourcing and negotiate on the price, verifying of invoices and monitoring delivery. Good communication skills.

Expected Salary: RM3,500

**PURCHASING EXECUTIVE (KEPONG) – SC0402**

Degree in Communication Management. Mid 30's with more than 5 years of working experience in purchasing with manufacturing and hotel industry where responsible to source for product information, obtain quotations and complete market surveys to ensure high quality product for the best price. Support and help to solve procurement related problem, and to coordinate closely with other departments on items requested and the delivery date. Good communication skills.

Expected Salary: RM4,500

**SENIOR PURCHASING EXECUTIVE (KLANG VALLEY) – SK0402**

Bachelor's Degree in Psychology. Early 30's with more than 6 years of working experiences with global manufacturing MNC, of which latest 5 years in Purchasing. Tasked to buy vendor parts & floor stocks for production, re-scheduling deliveries date (Pull-in/Push-out/Cancel). Hands on tasks including sourcing, analysing, Request for Quotation (RFQ), negotiations etc. Currently using SAP in processing PR to PO (average 50 per day).

Expected Salary: RM5,500

**SPOT BUYER (PETALING JAYA) – CL0405**

Bachelor Degree in Construction Management. Mid 30s. More than 10 years of purchasing and vendor management experiences. With the latest 6 years in supply chain and procurement profession. Solid negotiation and sourcing experiences. Currently an indirect purchaser for Asia Region. Day to day Purchasing Request processes of average 30 to 50s. SAP system experiences.

Expected Salary: RM7,000

**PROCUREMENT ANALYST (KUALA LUMPUR) – SL0405**

Bachelor Degree in Business Administration. Mid 30's with total of 10 years working experience, approximately 6 years in purchasing role. Familiar with Procure to Pay (P2P) end to end process. Actively involved in process improvement initiatives; LEAN management and possess Yellow Belt Certification. Proficient in SAP system. Familiar with Shared Services environment.

Expected Salary: RM6,200

## NORTHERN REGION

### CUSTOMER SERVICE EXECUTIVE (PENANG ISLAND) – FK0402

Advanced Diploma in Computer Studies. Mid 30's with 13 years of working experience in Customer Service & Sales Support role with manufacturing and trading industries. Experienced in handling full spectrum of customer service functions (i.e.: process order, forecast, delivery management, inventory, collection/payment, etc.). Able to deal with customer and suppliers directly. Familiar with purchasing procedure as well.

Expected Salary: RM3,300

### HR ASSISTANT MANAGER (PENANG ISLAND/PRAI) – FK0408

Bachelor's Degree in Business Studies. Late 20's with 4.5 years of working experience in HR role. Works as the HR department head in current company, reporting to Senior Project Manager by leading 2 admin staffs. Hands-on in full spectrum of HR & Admin functions. Able to deal with government authorities for HR related matters. Seeking for new career opportunity in higher position level to enhance exposure in HR and management role.

Expected Salary: RM5,200

### ASSISTANT SALES MANAGER (PENANG ISLAND/PRAI) – FK0413

Diploma in Mechatronic Engineering. 40's with total 18 years of working experience, including of 11 years in engineering role and 7 years in sales engineer role. Working as Assistant Branch Manager with current company, taking care Penang branch's operation and lead a team of sales engineers and technicians. Familiar with manufacturing clients located in Northern Region. Well verse in technical knowledge. Able to lead and guide the sales team to achieve sales target assigned.

Expected Salary: RM5,000

### SALES & APPLICATION ENGINEER (PENANG ISLAND) – FK0414

Diploma in Mechatronic Engineering. Late 20's with 6.5 years of working experiences in sales engineer and engineering role. Experienced in the entire sales activities, maintaining existing clients and development potential new clients. Able to provide sales advise and technical support to clients based on their requirements. Experienced in handling distributors and end-users accounts. Good in technical knowledge, able to read and study mechanical drawing. Well verse and familiar with manufacturing environment. Knowledge in Autodesk Inventor, Solidwork, Autodesk AutoCAD, PIC Programming, PLC (Programmable Logic Controller), Visual Basic Programming, etc.

Expected Salary: RM4,000

## OTHER REGIONS

### FINANCE EXECUTIVE (SEREMBAN) – SK1204

Bachelor of Accounting (Honors). Late 20's with more than 6 years of experience in the accounting field. Experienced in handling full set of accounts, submitting GST returns, preparing audit & tax schedules and bank reconciliation statements. Solid external auditor background and a member of MIA. Skilled in using MYOB and UBS accounting software.

Expected Salary: RM4,000

### PRODUCTION CONTROL MANAGER (MELAKA) – PM0403

Bachelor of Degree in Management. Late 30's with 15 years of working experience in production and manufacturing process. Experience in developing the production planning, monitoring production process, ensuring production efficiency and products produce on time, etc. Knowledge in SAP, IRCWIP, PROMISE System, and quality management system – ISO 9001:2000 and ISO 14000 certification. Certified with OHSAS 18001 - International occupational health and safety management system specification.

Expected Salary: RM7,000

### SENIOR WAREHOUSE EXECUTIVE (MELAKA) – SK0403

Diploma in Electrical & Electronic. Early 40's with more than 20 years of working experience in warehousing/production processes, of which latest 8 years with one of the largest IT hardware manufacturer in Malaysia, as Warehouse and Logistic Supervisor. Extensive experience in warehouse management, supervised a team of 45 manpower (1 Junior supervisor, 5 store keepers and 39 store hand/operators) in a section of 85k square feet warehouse, with total 24k line items (2500 pallets). Hands on experience in receiving, storage, kitting for production. Done cycle count on daily basis and required to do presentation to management weekly. Report directly to Senior Warehouse Manager. Knowledge in SAP WMS.

Expected Salary: RM4,800