

WE'RE HIRING

INTERNS

Join Our Team now

Are you a final-year student or a fresh graduate seeking hands-on experience in accounting and administration? Join our dynamic team in Kuala Lumpur and gain practical exposure in a fast-paced, supportive environment.



OPEN POSITIONS

- Accounts & Administration Assistant

RESPONSIBILITY

- Support the accounts team in daily bookkeeping and accounting functions
- Assist with invoice processing, payment tracking, and record-keeping
- Provide administrative support including document preparation, filing, and correspondence
- Coordinate internal office operations and maintain inventory/supplies
- Assist with ad-hoc finance and admin tasks as required

REQUIREMENTS

- Currently pursuing or recently completed a Diploma/Degree in Accounting, Finance, Business Administration, or related fields
- Strong attention to detail, organization, and time management
- Proficient in Microsoft Excel and Microsoft Word.
- Eager to learn and work in a collaborative team environment.
- 📍 Location: Petaling Jaya, S'gor
- 📅 Duration: Minimum 6 months
- ⌚ Commitment: Full-time or near full-time (flexibility available for class schedules)
- 💰 Compensation: Paid internship – commensurate with academic qualifications

Send Your Resume To: careers@synergyap.com