

INTERNSHIP/JOB PLACEMENT FORM

A. ORGANISATION DETAILS				
NAME	:	VISION TECHNOLOGY CONSULTING SDN BHD		
ADDRESS	:	Vision Technology Consulting Sdn Bhd (Klang Valley) E-32-03 & E-32-3A, Menara Suezcap 2, KL Gateway, No 2, Jalan Kerinchi, Gerbang Kerinchi Lestari, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia		
CONTACT	:	Name: Susan Chong Email: susan@vtcholding.com Name: Ayatul Fatehah Binti Razali Email: ayatul.fatehah-razali@vtcholding.com		
OFFICE NO.	:	03-79319331 / 03-79320931	FAX NO.	:

B. JOB DETAILS	
JOB TITLE	: Human Resource cum Admin Intern
JOB DESCRIPTION	: 1. Provide daily support in general HR and Administrative tasks. 2. Able to perform ad-hoc tasks assigned by the management team.
REQUIREMENT	: 1. Candidate must possess or currently pursuing a Bachelor's Degree in Business Studies/Administration /Management, Human Resource Management or equivalent. 2. Required skill(s): MS Office. 3. Preferred language(s): English. 4. Applicants must be willing to work in Klang Valley.
INTAKE	: Middle of October 2026 onwards
DURATION	: 3 months / 4 months / 6 months
SALARY/ALLOWANCE	: RM 700 - RM 800