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AGENSI PEKERJAAN SOURCEPARK  
SDN BHD

# Career Handshake Program X Agensi Pekerjaan Sourcepark Sdn. Bhd.

**Job Opportunities for UiTM Students & Graduates**

Submit your resume, attend interview & get a chance to be hired!

## List of Job Vacancies:

- Management Trainee – Accountant (Protégé)
- Management Trainee – Recruiter Consultant (Protégé)
- Sales Advisor
- Program Coordinator

**Apply Now!**

→ SCAN HERE



For any inquiries, contact 03 – 3258 4075 (Ms. Izzati)  
or email to (izzatishaharuddin@uitm.edu.my) / (ukk.ucs@uitm.edu.my)



# Attijari Management Services

## Brief info regarding Company's profile:

Attijari Management Services (AMS) operating in Shah Alam, provides company secretarial service for business owner and corporate organization. Expert in various Professional Services such as Accounting, Company Secretary and Taxation.

## Position offer:

### **Management Trainee — Accountant (Protégé)**

This is an exciting Career Ladder for you to step up into to become Future Accountant! We want your Energetic, Passionate in number.

#### **Benefit:**

1. Undergo comprehensive training; soft skill & hard skill to achieve your dreams.
2. Salary Package: RM 1800 - RM 2500

#### **Requirement :**

1. Candidate must possess a Bachelor degree in Accounting (HONS)
2. Open for Fresh Graduate or working experience at least One (1)- preferably in an Accounting Firm
3. Female candidates
4. Responsible, Meticulous and Dynamic person

#### **Job Description:**

1. Handle full set of account
2. Maintain and handle daily account transaction
3. Responsible for daily accounting operations and to ensure compliance with the Company policies and statutory requirements / guidelines
4. Preparation of timely and accurate monthly management report and cash flow management
5. Liaison with clients and auditor, preparation of the yearly accounting and presentation to external auditors
6. Maintain efficient filing systems for account / audit and statutory requirement

# Agensi Pekerjaan Sourcepark Sdn. Bhd.

## Breif info regarding Company's profile:

Agensi Pekerjaan Sourcepark Sdn Bhd (APS) is a employment agency that was established back on the 26th August 2020 under the Companies Acts 2016 and also under the JTK license (JTKSM 1022). APS is a Bumiputra status company directed by Encik Yazid Bin Abd Rashid, Director of Agensi Pekerjaan Sourcespark Sdn.Bhd.

The establishment of the APS can help employers and SMEs of corporate companies from the point of recruiting process that are more flexible and yet adaptive, speed up the process of recruitment to level the needs of urgency and without compromising the core value of quality and qualified workers. APS will be the center of the attraction to candidates or jobseekers to find his or hers dreams jobs as well as employer desired and trusted employment agency.

## Position offer:

### **Management Trainee — Recruiter Consultant (Protégé)**

This position will be focusing on those candidates who wish to become Recruiter in their Career. The successful candidate are also expected to play an active role in brainstorming session and decision making process.

#### **Benefit:**

1. Undergo comprehensive training and one-to-one coaching directly with the director of the company
2. Monthly Allowance: RM 1800

#### **Requirement :**

1. Diploma/ Degree in any field.
2. Minimum CGPA: 2.75
3. Good command in (both spoken & written) English and Bahasa Melayu
4. Possess strong interpersonal & communication skills
5. Demonstrated passion for talent acquisition & development

#### **Job Description:**

1. Recruiter: vacancy posting, filtering and shortlisting
2. Lead in the interview sessions online & offline
3. Managing internship application
4. Provide support for career fairs, employer branding and other recruitment initiatives
5. Participate in teambuilding activities, bring positive & proactive to the job assigned, company, teams and further influence people
6. To engage with clients (employer), HR, University / college for Career Program or Events



# AFK Asia Group Sdn. Bhd.

## Breif info regarding Company's profile:

AFK Asia Group is a HRDF Training Provide. Provide experiential learning in a cyclical process that capitalizes on the participants' experiences for acquisition of knowledge. The process involves setting goals, thinking, planning, experimentation, reflection, observation and review.

## Positions offer:

### ● Sales Advisor

#### Benefit:

1. Salary : RM1500 - RM1800
2. Commission
3. Allowances (traveling, meal, attendance)
4. Accommodation provided

#### Requirement :

1. A minimum SPM / Diploma in any disciplines
2. Working experience at least One (1) year

#### *Job Description:*

1. Assist in day to day administration tasks and manage admin documents and filling
2. To plan to achieve assigned monthly target
3. To visit provide necessary business consultations to clients
4. To practice excellent sales and customer service
5. To acquire and identify new business opportunity maintain good customer relationship with existing clients
6. To travel all over Malaysia for training programs, closing sales

### ● Program Coordinator

#### Benefit:

1. Salary : RM2500 - RM3000
2. Accommodation provided

#### Requirement :

1. A minimum of Diploma or Degree in any disciplines
2. Preferably candidate working in training industries
3. Able to speak English and Malay

#### *Job Description:*

1. Responsible for the establishment of the training system of the branch including training, curriculum, assessment and evaluation system
2. Design a questionnaire for training needs according to the development strategy and annual business objectives of the branch
3. Selection and management of trainings, formulation and implementation of training plans
4. Coordinate programs, events and liaison with external trainers and hotel booking

# Career Handshake Program X Agensi Pekerjaan Sourcepark Sdn. Bhd.

Company's address :

08-15 Plaza Azalea, Persiaran Bandaraya seksyen 14, 40000 Shah Alam Selangor



click above blue icon to visit company's website



click on above Q & A button for any inquiries  
regarding Career Handshake Program 2/2022,  
UiTM Cawangan Selangor