



人材紹介業許可 JTKSM 431

Agensi Pekerjaan Career Medi (M) Sdn Bhd 200101014405 (550162-U)

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CAREER MEDI NEWSLETTER

October - 2024

弊社データベースには、日本語堪能なマレーシア人／日本語不可マレーシア人が多数登録しております。

現在求職中の登録者の一部をご紹介しますので、
履歴書の閲覧、面接をご希望されます場合、
お気軽に下記までご連絡下さい。

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Here in Career Medi, we have a strong candidate database consists of
Japanese Speaking and Non Japanese Speaking Malaysians
who are actively seeking for a job now.

We are here to share a handful of candidates' information with you.
Feel free to contact us for viewing of resumes and interview arrangement.

Tel : +603 6151 9876

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E-mail : newsletter@careermedi.com.my

Ref. No. :	MC-NT-NJS-HR-101006				
Job Title :	HR Manager				
Gender / Age / Race :	Male	37	Malay		
Preferred Work Location :	Kuala Lumpur	Selangor			
Languages :	English	Malay			
Highest Education :	Diploma in Management				
Certificates Obtained :	Certificates 40 hours business Communication Skill				
Expected Salary :	RM8,000				
Working Experiences :	11 years in HR in recruitment process, Talent Acquisition, Employee Support and services Handling Foreign workers working permit, passport, fomema, MYEG and FWCS				

Ref. No. :	MC-NT-NJS-PE-101098				
Job Title :	HR/ Procurement/ Purchasing				
Gender / Age / Race :	Female	27	Malay		
Preferred Work Location :	Ampang	Kuala Lumpur			
Languages :	English	Malay			
Highest Education :	Bachelor of Business Administration (Business Economics)				
Certificates Obtained :	Foundation in Law				
Expected Salary :	RM4000				
Working Experiences :	3 months in Talent Development & Engagement Coordinator 2 months in Account cum Admin 2.5 years in purchasing officer				

Ref. No. :	MC-NT-JS-DM-101059				
Job Title :	Japanese Speaking Oversea Marketing Manager				
Gender / Age / Race :	Male	45	Chinese		
Preferred Work Location :	Kuala Lumpur	Selangor			
Languages :	English	Mandarin	Japanese	Cantonese	Malay
Highest Education :	Master of Economics in Tokyo, Japan				
Certificates Obtained :	Degree in Economics in Tokyo, Japan JLPT – N1				
Expected Salary :	RM16,000				
Working Experiences :	OEM & ODM Marketing professional with over 15 years experience of B2B & B2C manufacturing				

Ref. No. :	MC-T-NJS-SE-101303				
Job Title :	Senior Sales Project Manager				
Gender / Age / Race :	Male	31	Chinese		
Preferred Work Location :	Penang				
Languages :	English	Mandarin	Malay		
Highest Education :	Bachelor of Engineering in Electronic Engineering (First Class)				
Certificates Obtained :	Diploma in Electronic Engineering				
Expected Salary :	RM9,500				
Working Experiences :	About 9 Years of working experience Drive and grow sales of training and coaching programs, B2B and B2C sales, organize marketing events, office operation and training room set Set up new machine, B2B corporate sales, troubleshoot machine, provide machine training, propose solution on their process flow High adaptability in different industries & environment. Capable in build & maintain business relationship with clients. Have management skill leading team to achieve sales targets set by company. Detail-oriented, responsible, and committed individual with a get-it-done, on-time, and high-quality output with proven achievements				

Ref. No. :	MC-T-NJS-PE-101082			
Job Title :	Planning Engineer/Regulatory Affairs Executive/Document Controller			
Gender / Age / Race :	Female	29	Malay	
Preferred Work Location :	Shah Alam	Petaling Jaya	Bangsar	
Languages :	English	Malay		
Highest Education :	Bachelor of Engineering – Chemical			
Certificates Obtained :	Diploma in Applied Science			
Expected Salary :	RM4,000			
Working Experiences :	<p>2.5 years in production engineer</p> <p>An experienced Production Engineer in the manufacturing industry since 2020 who is keen to explore new opportunities and career change. Full of commitment in gaining self-development and seeking a whole new possibility where I can contribute the best of my knowledge, skills and effort towards the industry and your organization within my capabilities. Being a good team player is within me, stepping up as a leader is also a prospect that I crave.</p>			

Ref. No. :	MC-NT-NJS-SM-101054			
Job Title :	Business Development Manager/ Sales Marketing			
Gender / Age / Race :	Male	42	Chinese	
Preferred Work Location :	Kuala Lumpur	Petaling Jaya	Klang Valley	
Languages :	English	Mandarin	Malay	Cantonese
Highest Education :	Post Graduate Diploma in Business Studies/Administration			
Certificates Obtained :	Diploma in Business Studies/Administration			
Expected Salary :	RM15,000			
Working Experiences :	<p>1 year in BD – VSC interior in design, Furniture & Build Service.</p> <p>18 years of Sales & Marketing experience in Automotive, Building & Construction.</p> <p>He is a detail-oriented, responsible, and committed individual with a get-it-done, on-time, and high-quality output, and over a decade of combined experience in sales and marketing in B2B, B2C, and retail store/ franchise marketing and management and have given the opportunity to set up the 1st Retail Store in China and fully handling Marketing and Operation.</p> <p>When he into task/project, he will analysis everything, check for possibility and alternatives ways to fulfilled the task</p>			

Ref. No. :	MC-NT-NJS-PM-101051			
Job Title :	Senior Project Manager			
Gender / Age / Race :	Male	41	Indian	
Preferred Work Location :	Puchong	Subang Jaya	Petaling Jaya	
Languages :	English	Malay	Tamil	
Highest Education :	Degree in Biology			
Certificates Obtained :	Certified Project Management Professional			
Expected Salary :	RM13,000			
Working Experiences :	<p>5 years as Senior Manager in Transportation/Logistic</p> <p>7 years as Project Manager in Manufacturing/Production</p> <p>2 years as Implementation Project Manager in Banking</p> <p>2.5 years as Technical Consultancy</p>			

Ref. No. :	MC-NT-NJS-QA-101018			
Job Title :	QA Manager			
Gender / Age / Race :	Female	36	Chinese	
Preferred Work Location :	Kuala Lumpur	Selangor		
Languages :	English	Malay	Mandarin	
Highest Education :	Bachelor Degree In Food Science And Nutrition			
Certificates Obtained :	Ministry Of Health Ceritfied Food Handler Trainer Human Resources Development Fund - Certified Trainer Iso 22000:2018 Awareness Training Halal Awareness Training Iso 9001:2015 Awareenes Training & Internal Audit Ms 1480:2007 Awareness And Internal Audit Train The Trainer Trading Program			
Expected Salary :	RM8,500			
Working Experiences :	11 Years In Food Industry And Gains Knowledge And Experience Towards Quality Management, Food Hygiene And Food Safety			

Ref. No. :	MC-NT-NJS-HR-101034			
Job Title :	Personal Assistant, Administration Manager			
Gender / Age / Race :	Female	47	Chinese	
Preferred Work Location :	Petaling Jaya	Bandar Sri Damansara	Shah Alam	
Languages :	English	Malay	Mandarin	
Highest Education :	Diploma In Business Studies			
Certificates Obtained :	Certified Human Resources Manager			
Expected Salary :	RM8,000			
Working Experiences :	24 Years of Pa Cum Administration Manager			

Ref. No. :	MC-NT-NJS-AC-101037			
Job Title :	Senior Tax Executive			
Gender / Age / Race :	Female	41	Indian	
Preferred Work Location :	Kota Damansara	Petaling Jaya	Selangor	
Languages :	English	Malay	Tamil	
Highest Education :	Bachelor Of Accounting			
Certificates Obtained :	Diploma In Accountancy			
Expected Salary :	RM6,500			
Working Experiences :	5 Years Experience Of Audited Accounts By Restructuring Accounts 7 Years In Conducting Tax Audits On Corporate Companies 2 Years In Review Tax computation, Guidance In Tax Compliance And Tax Administration			

Ref. No. :	MC-NT-JS-GM-101089			
Job Title :	Japanese Speaking - Manufacturing Manager/Operation Manager			
Gender / Age / Race :	Male	38	Chinese	
Preferred Work Location :	Puchong	Subang Jaya	Shaha Alam	
Languages :	English	Japanese	Malay	Mandarin
Highest Education :	Degree Bachelor of Engineering (Hons) Mechanical Engineering			
Certificates Obtained :	STPM JLPT – N2			
Expected Salary :	RM16,500			
Working Experiences :	12 years with Japanese MNC, joined in as production engineer handling 3 production lines, and being promoted up to business unit responsible person. In between transfer to Japan for mechatronic and manufacturing training for a year. And was trained on overall product life cycle especially on manufacturing processes, start from R&D, production setup, purchasing, operation, QAQC, safety, up to delivery and sales.			

Ref. No. :	MC-T-NJS-IT-101208			
Job Title :	IT Executive			
Gender / Age / Race :	Female	27	Malay	
Preferred Work Location :	Shah Alam	Subang Jaya	Puchong	
Languages :	English	Malay		
Highest Education :	Bachelor Degree of Computer Engineering Technology in Computer Systems			
Certificates Obtained :	Diploma in Computer Networking			
Expected Salary :	RM4,000			
Working Experiences :	<p>About 2 years' experience in IT She has experience in IT management, budgeting and procurement Well, manage and support to end users for software, hardware and ticketing system She has entry IT skilled in technical support and have knowledge in programming language Always Willing To Explore & Accept New Challenges In Career Path</p>			

Ref. No. :	MC-T-NJS-TE-101224			
Job Title :	Technician (Electronic)			
Gender / Age / Race :	Male	25	Malay	
Preferred Work Location :	Shah Alam	Bukit Jelutong	Petaling Jaya	
Languages :	English	Malay		
Highest Education :	Diploma in Electronic Engineering (Communication)			
Certificates Obtained :				
Expected Salary :	RM3,200			
Working Experiences :	<p>3 years experience on technician electronic for repair PCB PCBA repair activity to support all the repaired products and adhere to ESD regulations. Troubleshoot Ericsson Radio System.</p>			

Ref. No. :	MC-T-NJS-IT-101225			
Job Title :	IT Manager			
Gender / Age / Race :	Male	52	Chinese	
Preferred Work Location :	Kuala Lumpur	Subang Jaya	Petaling Jaya	
Languages :	English	Mandarin	Malay	Cantonese
Highest Education :	Diploma in Computer Studies			
Certificates Obtained :	Certified Cyber-Security Specialist			
Expected Salary :	RM18,000			
Working Experiences :	<p>16 years experience in IT Responsible for digital transformation in the group of company technology, project execution, implementation and maintaining/updating the company with the latest tools/solution and compliance with Cybersecurity and IPO. Also responsible in driving and straitening long-term information technology need through developing and managing IT portfolio to support business objectives. Manage entire Business Applications & ensures the reliable performance of Microsoft Dynamic GP (ERP) & Point of Sales (POS) systems. Manage & supporting Microsoft Office 365 Ensures the reliable performance of Microsoft Dynamic GP, XES ERP and Point of Sales (POS) systems. Troubleshoots and resolves any system related hardware, software, user access or other problems. Provide after-sales technical support, maintenance ad trouble shooting</p>			

Ref. No. :	MC-NT-JS-AD-101213				
Job Title :	Japanese Speaking Admin, Translator				
Gender / Age / Race :	Female	32	Malay		
Preferred Work Location :	Shah Alam				
Languages :	Japanese	Malay	English		
Highest Education :	Master of Science in Records and Documents Management				
Certificates Obtained :	Degree of Information Science Diploma in Information Management Elementary & Junior High School in Japan Certified JLPT N1,				
Expected Salary :	RM7,000				
Working Experiences :	8 years working experience in records and information industry She is certified as Occupational Safety and Health (OSH) Coordinator to meet government regulation Well handling in documents and maintain good relationship with customers and vendors She has experience including HR, admin, recruitment, marketing support, safety, security rules and regulations, staff orientation and training				

Ref. No. :	MC-T-NJS-IT-101237				
Job Title :	IT Senior Manager				
Gender / Age / Race :	Male	45	Chinese		
Preferred Work Location :	Shah Alam	Petaling Jaya	Kuala Lumpur		
Languages :	English	Malay	Mandarin	Cantonese	
Highest Education :	Degree Bsc (Hons) Computing				
Certificates Obtained :	Diploma Computer Studies				
Expected Salary :	RM20,000				
Working Experiences :	Over 18-year experience in IT operation support were included with networking (LAN, WAN protocol & trouble shooting network set up). Experienced in integration with REPNET together with ERP system to improve manual processing time & data accuracy. Well planning, organization support in IT infrastructure systems, networking, application software Well handling and maintaining good relationship with customers, vendors ,staff and management etc Experienced in implementation involve Cloud & security With skill of management where leading team and provide training in IT support. Experience in programming and scripting languages				

Ref. No. :	MC-NT-JS-SM-101367				
Job Title :	Japanese Speaking Sales Assistant Manager				
Gender / Age / Race :	Male	44	Chinese		
Preferred Work Location :	Kuala Lumpur	Selangor			
Languages :	English	Mandarin	Malay	Cantonese	Japanese
Highest Education :	In Business Administration				
Certificates Obtained :	Certified JLPT N2 - Fluent speaking and writing with Japanese Language				
Expected Salary :	RM12,500				
Working Experiences :	18 years' experience in Sales & Marketing in electrical & electronic product Well, manage in creation and distribution of presentations and supporting documents. Manage and lead sales team and providing guidance, training and support Capable in build & maintain business relationship with clients. Solid working experience related to sales development and management.				

Ref. No. :	CH-NT-NJS-SE-101223				
Job Title :	Brand Manager or Business Development				
Gender / Age / Race :	Female	41	Chinese		
Preferred Work Location :	Petaling Jaya	Kuala Lumpur			
Languages :	English	Mandarin	Malay	Cantonese	
Highest Education :	Degree in Marketing & Business				
Certificates Obtained :	Advanced Diploma In Business Administration				
Expected Salary :	RM8,500				
Working Experiences :	<p>Business Management – Monitor daily business operation</p> <p>Staff management – supervise a team of F&B staff, including server, bartender and chef</p> <p>Foster a positive environment work environment & encouraging teamwork.</p> <p>Menu planning & pricing – work on products costing vs price setting (wines, cocktails, spirits & foods)</p> <p>Set pricing strategies that balance profitability with competitive pricing in the market.</p> <p>Inventory management – Inventory tracking and reorder in due time to ensure stock availability</p> <p>Report management- Daily sales, inventory, cash report & staff service commission</p> <p>Work on monthly Profit & Loss statement</p> <p>Marketing & Promotion- To create promotions ideas to support sales revenue</p> <p>Advertisement – Work with blogger platform (Eat drink KL, KL now) for advertising activities.</p>				

Ref. No. :	CH-NT-NJS-SE-101228				
Job Title :	Sales & Marketing				
Gender / Age / Race :	Female	33	Chinese		
Preferred Work Location :	Penang	Singapore			
Languages :	English	Mandarin	Malay	Hokkien	
Highest Education :	Master Degree of Science				
Certificates Obtained :	Advanced Diploma In Business Administration				
Expected Salary :	RM6,000				
Working Experiences :	<p>Procure essential supplies, optimize stock levels, develop sales strategies, promote products, oversee marketing campaigns, manage documents, curate social media presence, and ensure customer satisfaction through effective communication and order processing</p> <p>Overseeing new product development for OEM and in- house brands, managing project timelines, collaborating with customer product development teams, coordinating with various internal teams, presenting new product concepts, and creating skincare, beauty, and cosmetics aligned with client goals</p>				

Ref. No. :	CH-NT-NJS-SE-101229				
Job Title :	HOD of Sales & Business Development (IT)				
Gender / Age / Race :	Male	47	Chinese		
Preferred Work Location :	Kuala Lumpur	Selangor			
Languages :	English	Mandarin	Malay	Cantonese	
Highest Education :	Diploma in graphic design				
Certificates Obtained :					
Expected Salary :	RM12,000				
Working Experiences :	<p>Responsible in acquire sales from new/current customers & develop business with strategic planning plus new products.</p> <p>Lead & motivate a team of sales strategically focus in acquiring new prospects to drive additional revenue.</p> <p>Provide guidance and mentor ship to new sales team members.</p>				

Ref. No. :	CH-T-JS-QM-101212			
Job Title :	HOD of Sales & Business (IT)			
Gender / Age / Race :	Male	41	Chinese	
Preferred Work Location :	Penang	Kedah		
Languages :	English	Malay	Mandarin	
Highest Education :	Degree (Electronic Engineering)			
Certificates Obtained :	Diploma (Electrical & Electronic)			
Expected Salary :	RM10,000			
Working Experiences :	Procurement Analysis supplier SWOT Manage Team activity Sourcing new supplier and price negotiation Site Manager Manage site Engineer activity Report and dealing with customer. Setting department yearly sales target and KPI			

Ref. No. :	MC-NT-NJS-EK-101384			
Job Title :	Quality Assurance/Quality Control/Auditor			
Gender / Age / Race :	Female	33	Malay	
Preferred Work Location :	Teluk Panglima Garang	Shah Alam		
Languages :	English	Malay		
Highest Education :	Master of Science			
Certificates Obtained :	Degree in Chemical Engineering (Biotechnology)			
Expected Salary :	RM6,500			
Working Experiences :	She has 6 years' experience in Quality Control with a track record of success in the Medical Devices and Food industry Capable of working under pressure and with little supervision to ensure product quality compliance with safety rules, specifications, standards and halal. Quality control and assurance, standards, regulations, audits, safety, schedule waste management, radiation, Halal, MDR, environmental control (clean-room), equipment calibration and maintenance are all areas of expertise			

Ref. No. :	MC-NT-JS-TG-101388			
Job Title :	Japanese Translator & Interpretation			
Gender / Age / Race :	Male	45	Indian	
Preferred Work Location :	Kuala Lumpur	Petaling Jaya		
Languages :	Japanese	English	Mandarin	Malay
Highest Education :	Teikyo Japanese Language			
Certificates Obtained :	JLPT – N2			
Expected Salary :	RM10,000			
Working Experiences :	He has 18 years of experience as Japanese Translator & Interpreter An accomplished Japanese Interpreter and Translator with expertise in formal interpretation and translation, particularly in financial, IT and legal domains. My professional highlights include successful involvement in mergers and acquisitions, serving as the official interpreter for the CEO and the Governor of the Central Bank of Sri Lanka, and managing diverse business discussions and negotiations with government officials and corporate entities in Malaysia, Japan and Sri Lanka. With language proficiency that extends to English, Malay, Mandarin and Tamil, and translated a range of materials, including business documents, agreements, manuals, and official government documents			

Ref. No. :	MC-NT-NJS-EI-101385			
Job Title :	Process Engineer			
Gender / Age / Race :	Female	37	Malay	
Preferred Work Location :	Seremban	Bangi	Kajang	
Languages :	English	Malay		
Highest Education :	Degree in Engineering (Mechanical)			
Certificates Obtained :				
Expected Salary :	RM5,500			
Working Experiences :	<p>13 years of experience in various process knowledge, mechanical technical skills and experienced in production, machinery and management skills Establish SOP for production & process. Responsible answering customer complains 8D report. Products new release/monitoring. Planned & organize disposal for abnormal lot to ensure smoothly running with low risk/escapee. Planned & coordinate product/material sources to achieve weekly production plan. Built & set-up SOP & working condition Lead QCC improvement activity (quality/output/cost) Supporting for any process rejection, complaint & problem analysis Planned & coordinate all material sources in order to win daily production Run testing for 'defect root cause findings. Analyze & repairing minor defect from daily production line Process improvement, pokayoke & kaizen activity that may contribute to improve process yield</p>			

Ref. No. :	MC-NT-NJS-MC-101433			
Job Title :	Chief Financial Official			
Gender / Age / Race :	Male	62	Chinese	
Preferred Work Location :	Klang	Petaling Jaya	Subang	
Languages :	English	Malay		
Highest Education :	Master in Business Administration			
Certificates Obtained :	CIMA			
Expected Salary :	RM20,000			
Working Experiences :	<p>13 years of Management level Well Manage and oversees in financial operations such as tax, and treasury functions, including budgeting and management reporting, ensuring operational efficiency Well manage securing private placements to fund company initiatives</p>			

Ref. No. :	MC-NT-NJS-PD-101448			
Job Title :	Insight Manager/Project Manager/Brand Manager/Category Manager			
Gender / Age / Race :	Female	28	Chinese	
Preferred Work Location :	Sri Petaling	Kuala Lumpur		
Languages :	English	Malay	Mandarin	Cantonese
Highest Education :	Bachelor Degree in International Business, Minor in Marketing			
Certificates Obtained :	Foundation in Business			
Expected Salary :	RM8,500			
Working Experiences :	<p>She has over 6 years' experience in commercial strategy & operations With 2.5 years of experience in project management and data analysis. Successfully led cross-functional teams to deliver impactful commercial projects within assigned deadline and budget Expertise lies in leveraging data-driven insights to support strategic decision- making and optimizing operations-efficiency</p>			

Ref. No. :	MC-T-NJS-IT-101208			
Job Title :	IT Executive			
Gender / Age / Race :	Female	27	Malay	
Preferred Work Location :	Shah Alam	Subang Jaya	Puchong	
Languages :	English	Malay		
Highest Education :	Bachelor Degree of Computer Engineering Technology in Computer Systems			
Certificates Obtained :	Diploma in Computer Networking			
Expected Salary :	RM4,000			
Working Experiences :	<p>About 2 years' experience in IT</p> <p>She has experience in IT management, budgeting and procurement</p> <p>Well, manage and support to end users for software, hardware and ticketing system</p> <p>She has entry IT skilled in technical support and have knowledge in programming language</p> <p>Skilled in Project Management Office (PMO) functions, UI/UX sketching, and effective communication with management and developer teams</p>			

Ref. No. :	MC-NT-NJS-HR101455			
Job Title :	Senior HR Executive			
Gender / Age / Race :	Female	36	Chinese	
Preferred Work Location :	Shah Alam	Subang Jaya		
Languages :	English	Mandarin	Malay	Cantonese
Highest Education :	Degree in Human Resources Development			
Certificates Obtained :	STPM			
Expected Salary :	RM7,000			
Working Experiences :	<p>13Years' Experience In HR payroll, admin, recruitment, staffing compensation benefit, employment welfare, foreign worker matter, staff orientation, performance appraisal, policies and procedures and training, taxation, Government Statutory.</p>			

Ref. No. :	MC-T-NJS-EK-101475			
Job Title :	QAQC Executive			
Gender / Age / Race :	Female	27	Malay	
Preferred Work Location :	Port Klang	Teluk Panglima Garang	Banting	
Languages :	English	Malay		
Highest Education :	Bachelor Science Pharmacology			
Certificates Obtained :	Diploma in Pharmacy			
Expected Salary :	RM4,000			
Working Experiences :	<p>She has over 3 years' experience in QA</p> <p>: She has skill in conducting inspection, flow of QC process in manufacturing.</p> <p>: Well manage and handle submissions of MIDA, NPRA, Ectrade KPDN and JKKP</p> <p>: She has passionate to learn new technologies, techniques and best practice to enhance my knowledge and performance for delivering quality excellent</p> <p>: She has knowledge and oversee QMS ISO 13485 9001, 14001, GMP and GDPMD</p>			

Ref. No. :	MC-NT-NJS-ML-101576			
Job Title :	Medical Laboratory Technologist/Scientist			
Gender / Age / Race :	Female	22	Chinese	
Preferred Work Location :	Kuala Lumpur	Subang Jaya	Shah Alam	
Languages :	English	Mandarin	Malay	
Highest Education :	Degree in Biology : Concentration in Physiology			
Certificates Obtained :	American Degree Transfer Program – Natural Sciences			
Expected Salary :	RM3,800			
Working Experiences :	<p>A Fresh graduate student who is looking for to contribute skills in laboratory testing, drug discovery and clinical research.</p>			

Ref. No. :	MC-T-NJS-SB-101491				
Job Title :	Sales Manager				
Gender / Age / Race :	Male	46	Chinese		
Preferred Work Location :	Cheras	KL	Selangor		
Languages :	English	Malay	Mandarin	Cantonese	
Highest Education :	Cert – Graphic Design				
Certificates Obtained :					
Expected Salary :	RM10,000				
Working Experiences :	<p>Manage the whole sales department Maintain high level of customer service Shipment & Logistic New market research, sales analysis, quality control Project Management</p>				

Ref. No. :	MC-T-NJS-EL-101493				
Job Title :	Quality Control/Assurance/Research & Development Executive				
Gender / Age / Race :	Female	24	Malay		
Preferred Work Location :	Shah Alam	KL	Johor Bahru		
Languages :	English	Malay			
Highest Education :	Bachelor of Food Science (Food Technology)				
Certificates Obtained :					
Expected Salary :	RM3,500				
Working Experiences :	<p>Internship experience as a Quality Assurance Conducted daily inspections at the food production facility to ensure strict adherence to Good Manufacturing Practices (GMP) with a focus on safety and cleanliness</p>				

Ref. No. :	MC-T-NJS-OO-101488				
Job Title :	Digital Marketing Executive				
Gender / Age / Race :	Male	23	Chinese		
Preferred Work Location :	Damansara	KL	Petaling Jaya		
Languages :	English	Malay	Mandarin		
Highest Education :	Bachelor of Arts in Business Administration				
Certificates Obtained :					
Expected Salary :	RM4,200				
Working Experiences :	<p>A Business Administration graduate seeking a digital marketing role. Equipped with proficiency in meta-advertising skill, Excel, CRM, and content creating, as well as hands-on experience in market research, data interpretation, and report generation. Demonstrates strong problem-solving abilities and a keen eye for detail.</p>				

Ref. No. :	MC-T-NJS-IT-101495				
Job Title :	IT Manager				
Gender / Age / Race :	Male	47	Chinese		
Preferred Work Location :	Subang Jaya	KL	Kepong		
Languages :	English	Malay	Mandarin	Cantonese	
Highest Education :	Diploma in Computer Science				
Certificates Obtained :					
Expected Salary :	RM11,000				
Working Experiences :	<p>Over 25 years of expertise in IT management, specializing in developing and implementing IT strategies, managing budgets, overseeing network infrastructure, and ensuring data integrity and security. Skills include proficiency in operating systems (Windows 10, 11), server administration (Windows Server 2012, 2016, 2019), MS Office, MS Access, HTML, FoxPro programming, Adobe Photoshop, LAN management, PHP, MySQL, and website development using platforms like WordPress, Joomla, and Open cart</p>				

Ref. No. :	MC-NT-JS-DA-101497				
Job Title :	Japanese Speaking Graphic / Multimedia Designer				
Gender / Age / Race :	Male	31		Chinese	
Preferred Work Location :	Sri Petaling	KL		Petaling Jaya	
Languages :	English	Malay	Mandarin	Japanese	Cantonese
Highest Education :	Bachelor of Creative Multimedia in Multimedia Design				
Certificates Obtained :	Diploma in Multimedia Design				
Expected Salary :	RM4,200				
Working Experiences :	Graphic & Platform Designer Video Editing, Advertising, Website design and Graphic Design and Call Center Operator				

Ref. No. :	MC-NT-NJS-OO-101514				
Job Title :	Warehouse Executive				
Gender / Age / Race :	Male	29		Chinese	
Preferred Work Location :	Puchong	Cheras		Petaling Jaya	
Languages :	English	Malay	Mandarin	Cantonese	
Highest Education :	Diploma in Patisserie				
Certificates Obtained :					
Expected Salary :	RM4,500				
Working Experiences :	3 years' experience in logistic industry Experience in warehouse operations including shipment inbound and outbound Well handling and prepare Invoice, Purchase Order, Stock track, custom exemption, customs declaration forms an etc Have experience in handling customs clearance also customs on declare tax, K8 customs application He is able to drive forklift (2.5, 5 and 8 ton) reach truck and scissors lift He has WMS skill				

Ref. No. :	MC-NT-NJS-SC-101520				
Job Title :	Customer Service				
Gender / Age / Race :	Male	39		Chinese	
Preferred Work Location :	Seri Petaling	Bukit Jalil		Petaling Jaya	
Languages :	English	Malay	Mandarin	Cantonese	
Highest Education :	Diploma in Hospitality				
Certificates Obtained :					
Expected Salary :	RM4,500				
Working Experiences :	He has over 8 years working experience in customer service Proven track record in managing customer enquiries, resolving service issues promptly, and enhancing customer satisfaction through effective communication and problem-solving skills He has skilled in handling multi-channel customer orders, managing billing processes, costing and implementing feedback-driven improvements to elevate service quality. Strong ability to work collaboratively with onsite teams to achieve sales and revenue targets.				

Ref. No. :	MC-T-JS-EN-101562				
Job Title :	Japanese Speaking Mechanical Engineer				
Gender / Age / Race :	Female	27		Chinese	
Preferred Work Location :	Puchong	Subang Jaya		Shah Alam	
Languages :	Japanese	English	Mandarin	Malay	
Highest Education :	Degree in Precision Mechanics				
Certificates Obtained :	Certified JLPT N2 - Fluent speaking and writing with Japanese Language				
Expected Salary :	RM6,000				
Working Experiences :	<p>She has 4 years' experience; career develop from Security Operation/Assistant and Project engineer in various industries</p> <ul style="list-style-type: none"> : Well handling, support, planning and management overall project schedule, material requisition, cost control and documentation : Work closely with designers on machine design to assembly : Have experience in semiconductor / manufacturing process, configure access controls and security measures : She has technical skills such as Auto Cad 2D, Abaqus and etc 				

Ref. No. :	MC-NT-JS-RA-101566				
Job Title :	Japanese Speaking Sales Coordinator				
Gender / Age / Race :	Female	28		Chinese	
Preferred Work Location :	Petaling Jaya	Subang Jaya		Shah Alam	
Languages :	Japanese	English	Mandarin	Malay	
Highest Education :	Bachelor of Science - Business Studies				
Certificates Obtained :	Certified JLPT N2 - Fluent speaking and writing with Japanese Language				
Expected Salary :	RM6,000				
Working Experiences :	<p>4 years' experience in supporting office operations in various industries which related to sales administrative / coordination and HR matters.</p> <ul style="list-style-type: none"> : Experience in sales support, accounting, planning, back-end office tasks in various department : Well, manage in creation and distribution of presentations and supporting documents from Japanese to English. : Well handling in process supporting sales team on sales activities e.g. issuing invoicing & processing Sales order, Stock track & update sales team on delivery etc. : Well, performing and utilize Japanese language in monitoring, handling Japanese market from attending customers' inquiries till solution & negotiation stage with customers 				

Ref. No. :	MC-NT-NJS-EJ-101567				
Job Title :	Project Engineer / Project Management				
Gender / Age / Race :	Female	27		Malay	
Preferred Work Location :	Klang	Petaling Jaya		Subang Jaya	
Languages :	English	Malay			
Highest Education :	Degree in Electrical and Electronics Engineering				
Certificates Obtained :	Foundation in Science Technology				
Expected Salary :	RM6,000				
Working Experiences :	<p>Detail-oriented Project Management Officer with 3 years of experience in project engineering and project management, specializing in overseeing the full life-cycle of engineering projects.</p> <p>Proven ability to align projects with strategic objectives, optimize resource allocation, and ensure efficiency across all phases of project execution. Strong problem-solver with a track record of improving cost, time, and quality metrics.</p> <p>Fluent in both Bahasa Malaysia and English, and equipped with excellent communication skills, enabling effective collaboration with clients and cross-functional teams. Eager to contribute to the team by driving project management excellence and continuous improvement.</p>				

Ref. No. :	MC-NT-NJS-AC-101569				
Job Title :	HR / Administration				
Gender / Age / Race :	Female	22	Chinese		
Preferred Work Location :	Puchong	Subang Jaya	Shah Alam		
Languages :	English	Cantonese	Mandarin	Malay	
Highest Education :	Degree in General Psychology, Minor in Management				
Certificates Obtained :	Degree in Transfer Program				
Expected Salary :	RM4,000				
Working Experiences :	<p>Intern - 3 months as Administration</p> <p>: She has experience in handling procurement liaise with buyer, suppliers and handling stock deliveries status to both internal and external customers</p> <p>: Well handling processing Invoices, Sales order, Purchase Order, Stock track & issuing quotations to customers</p>				

Ref. No. :	MC-NT-NJS-SA-101570				
Job Title :	Sales Coordinator / Administration / Production Planner / Purchasing				
Gender / Age / Race :	Female	26	Chinese		
Preferred Work Location :	Klang	Subang Jaya	Shah Alam		
Languages :	English	Mandarin	Malay		
Highest Education :	Degree in Human Resource Management				
Certificates Obtained :	Diploma in Accounting				
Expected Salary :	RM4,000				
Working Experiences :	<p>She has more than 4 years' working experience in back-end office</p> <p>: Assisted in implementing a standardized SKU coding system to streamline product identification to seamlessly with inventory and sales tracking system.</p> <p>: To coordinate production planning and scheduling to achieve desired productivity.</p> <p>: Well handling processing Sales order, Purchase Order, Stock track & issuing quotations to customer</p> <p>: Provide support to other HR officers with administrative tasks, including documentation filing, data entry, invoice payment, and email handling.</p> <p>: Managed the full recruitment lifecycle, including job postings, resume screening, interview scheduling, references check.</p>				

Ref. No. :	MC-NT-NJS-AA-101571				
Job Title :	Sales Coordinator / Administration / HR / Accounts				
Gender / Age / Race :	Female	25	Chinese		
Preferred Work Location :	Old Klang Road	Subang Jaya	Bangsar		
Languages :	English	Mandarin	Malay	Cantonese	
Highest Education :	Bachelor of Science Actuarial Science and Finance				
Certificates Obtained :					
Expected Salary :	RM5,000				
Working Experiences :	<p>She has more than 4 years' working experience in Various industry</p> <p>She has Excellent in communication and interpersonal skills</p> <p>She has experience in Customer Service, Market Research and analysis, Market Expansion, Product Development, Financial Management, Payroll and HR Administration and Tax Compliance</p>				

Ref. No. :	JL-NT-NJS-SM-101343			
Job Title :	Business Development Manager			
Gender / Age / Race :	Male	47	Chinese	
Preferred Work Location :	PJ			
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Business Administration			
Expected Salary :	RM8,000			
Working Experiences :	<p>-He is Identification of potential clients, business and business partners opportunities.</p> <p>-Collaborate and co-lead marketing team, initiate business and marketing plans.</p> <p>-Identifying and mapping business strategy for the Asia market. Managing distributors and partners in the Asia region. Identify, evaluate, recommend and recruit suitable external parties as distributors and partners.</p> <p>-Coaching distributors, delivering indirect sales strategy and financial performance targets. Collaborates, supports distributors, collaborates in respective geographically and territory sales activities.</p>			

Ref. No. :	JL-NT-NJS-PM-101350			
Job Title :	Purchasing Manager			
Gender / Age / Race :	Female	41	Chinese	
Preferred Work Location :	Selangor			
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Computer Science			
Expected Salary :	RM11,000			
Working Experiences :	<p>-Responsible for leading and managing procurement department, ensuring efficient and cost-effective acquisition of goods and services required by the Group.</p> <p>-Her role involves strategic planning, vendor management, contract negotiation, procurement system administrator and ensuring compliance and governance of good procurement practice as per Group's Policies</p> <p>-Contract negotiations with suppliers to secure favorable terms and conditions</p> <p>-Manage supplier relationships to ensure alignment with organizational needs</p> <p>-Set performance goals and provide guidance and feedback to the team.</p>			

Ref. No. :	JL-NT-NJS-IT-101361			
Job Title :	IT Manager			
Gender / Age / Race :	Male	36	Chinese	
Preferred Work Location :	KL	Selangor		
Languages :	English	Malay	Mandarin	
Highest Education :	MBA			
Certificates Obtained :	Strategic and Project Management.			
Expected Salary :	RM12,000			
Working Experiences :	<p>-System development involving robotic applications, robotic application teaching and servicing</p> <p>-The planning and executing of a project of automation includes design, wiring, installation, programming, and commissioning.</p>			

Ref. No. :	JL-NT-JS-ASM-101369				
Job Title :	Japanese Speaking Sales Manager				
Gender / Age / Race :	Female	37	Chinese		
Preferred Work Location :	PJ	SJ			
Languages :	Japanese	English	Malay	Mandarin	
Highest Education :	Degree				
Certificates Obtained :	Social Science				
Expected Salary :	RM12,000				
Working Experiences :	<p>-She has experiences handling sales activities and sales support in the F&B, S&P Trading, and tourism industries.</p> <p>-She responsibility to find new business prospects and to promote the company's products to increase sales</p> <p>-She to assist Japanese companies in developing their brands in Malaysia</p> <p>-She responsibility is to develop the export and import logistics market for food and beverage</p> <p>-Well adapted to the work environment of Japanese companies.</p> <p>-Translated Japanese for non-Japanese speakers.</p>				

Ref. No. :	JL-NT-NJS-AA-101373				
Job Title :	Senior Accounts Executive				
Gender / Age / Race :	Female	37	Chinese		
Preferred Work Location :	Seri Kembangan				
Languages :	Mandarin	English	Malay		
Highest Education :	Diploma				
Certificates Obtained :	LCCI				
Expected Salary :	RM5,000				
Working Experiences :	<p>-More than 10 years of experience in various fields such as construction, manufacturing</p> <p>- She handles the full set of accounts, including GL, P&L, BS, AR/AP, Cash & Bank, Reconciliation, and Financial Analysis.</p> <p>-She is responsible for submitting applications for tax payable, clearances, and audits</p> <p>-She has accounting and audit software application skill such as SQL, MYOB, JDE, Quickbook and etc</p>				

Ref. No. :	JL-NT-NJS-PD-101375				
Job Title :	IT Project Manager				
Gender / Age / Race :	Female	45	Chinese		
Preferred Work Location :					
Languages :	Mandarin	English	Malay	JLPT-N5	
Highest Education :	Master				
Certificates Obtained :	Business Administration				
Expected Salary :	RM13,000 (Negotiable)				
Working Experiences :	<p>-With a background in IT for 20 years, implementation experience on different projects like HR, web development, e-commerce, etc."</p> <p>-She has practical experience and a passion in IT project management and system implementation.</p> <p>-Throughout her career and various roles have provided with the opportunity to develop strong system implementation and project management skills, besides communication, problem-solving, teamwork as such, allowing her to thrive in dynamic work environments.</p> <p>-Furthermore, she also adaptable and thrive in collaborative settings</p>				

Ref. No. :	JL-NT-NJS-AC-101382		
Job Title :	Account Assistant		
Gender / Age / Race :	Female	30	Chinese
Preferred Work Location :	Rawang	Sg Buloh	Puncak Alam
Languages :	Mandarin	English	Malay
Highest Education :	Foundation In Business		
Certificates Obtained :			
Expected Salary :	RM4,000		
Working Experiences :	<p>-She has basic knowledge in Accounting process</p> <p>-Well handling in process staff claim, petty cash, rental and utilities and other suppliers' payment</p> <p>-Well handling in issuing & processing Sales order, Purchase Order, Stock track & update sales team on delivery etc</p>		

Ref. No. :	JL-NT-NJS-MF-101386		
Job Title :	GM / MD / DIRECTOR /SCIENTISTS		
Gender / Age / Race :	Male	55	Chinese
Preferred Work Location :	Malaysia	Singapore	Thailand
Languages :	English	Malay	Mandarin
Highest Education :	PhD in Bioprocess Engineering		
Certificates Obtained :	Scientists in Food and Biotech		
Expected Salary :	RM20,000		
Working Experiences :	<p>-currently at Hong Kong now as Senior Consultant for Hong Kong Productivity counsel.</p> <p>-Having 18 years of experience in engineering and manufacturing suggests a wealth of knowledge and expertise in the field. Over such a substantial period, he likely encountered and overcome various challenges, gained insights into evolving technologies, and contributed significantly to the projects and teams.</p> <p>-Having 9 years of experience as a consultant in the Food and Beverage (F&B) industry is noteworthy. This indicates a deep understanding of the dynamics within the sector, including trends, challenges, and opportunities. As an F&B consultant, he likely played a crucial role in advising clients on various aspects of their business, such as operations, marketing, menu development, and overall business strategy.</p>		

Ref. No. :	JL-NT-NJS-AM-101302		
Job Title :	Account Executive		
Gender / Age / Race :	Female	34	Chinese
Preferred Work Location :	Rawang		
Languages :	English	Malay	Mandarin
Highest Education :	LCCI		
Certificates Obtained :	Accounting		
Expected Salary :	RM7,000		
Working Experiences :	<p>11 years of accounting experience in different industries. Positive and optimistic person. Multi-talented and consistently rewarded for success in planning and operational improvements. Experience in policy development and staff management procedures positively impacting overall morale and productivity. Ability to plan and priorities workload and adhere to deadline</p>		

Ref. No. :	JL-NT-NJS-PE-101281			
Job Title :	Purchasing Executive			
Gender / Age / Race :	Female	42	Chinese	
Preferred Work Location :	Melaka			
Languages :	English	Malay	Mandarin	
Highest Education :	Bachelor Degree			
Certificates Obtained :	Engineering			
Expected Salary :	RM4,500			
Working Experiences :	<p>-3 Years -Sourcing and negotiate materials price for new projects</p> <p>-Interface with QA team and supplier for quality matter sand continuous improvements.</p> <p>-Negotiate with board supplier to get cost down for bulk purchase material</p>			

Ref. No. :	JL-NT-NJS-AE-101301			
Job Title :	Account Executive			
Gender / Age / Race :	Female	22	Chinese	
Preferred Work Location :	Sg Buluh	Rawang		
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Bachelor of commerce			
Expected Salary :	RM3,500			
Working Experiences :	Fresh grade			

Ref. No. :	JL-NT-NJS-PD-101415			
Job Title :	Project Manager			
Gender / Age / Race :	Male	32	Chinese	
Preferred Work Location :	KL	Selangor		
Languages :	English	B.Malaysia	Mandarin	
Highest Education :	Bachelor			
Certificates Obtained :	of Engineering (Hons) Chemical Engineering			
Expected Salary :	RM13,000			
Working Experiences :	<p>-Oversee all aspects of projects for Group Malaysia Oil Mill, from the tender process to implementation and commissioning.</p> <p>-managing design and analytics, evaluation analysis, engineering support, legal documentation, procurement, and machinery/parts installation.</p> <p>-Develop and maintain project plans, timelines, and budgets to monitor progress effectively.</p> <p>-Negotiate with contractors and suppliers to ensure favourable terms and collaborate with engineers and contractors to ensure project execution aligns with specifications and timelines.</p> <p>-Conduct feasibility studies on equipment and technologies relevant to the industry. Examples include renewable energy projects such as biogas production, assessing their viability and potential impact on operations.</p>			

Ref. No. :	JL-NT-NJS-EO-101422		
Job Title :	Sr Software Engineer/ Analyst Programmer (web)		
Gender / Age / Race :	Male	25	Chinese
Preferred Work Location :	Sg Besi	Bangsar	KLCC
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Information Technology		
Expected Salary :	RM7,000 (negotiable)		
Working Experiences :	<ul style="list-style-type: none"> -He familiar with barcode system for warehouse and development for the barcode system as well -Having experience with the SDLC process, he understands it well -Fullstack development of custom web systems using LAMP stack. -Gather requirements for project via communication with stakeholders and observation of their daily operations. 		

Ref. No. :	JL-NT-NJS-HB-101423		
Job Title :	HR Executive		
Gender / Age / Race :	Male	47	Chinese
Preferred Work Location :	Selangor	KL	Putrajaya
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Business		
Expected Salary :	RM6,000		
Working Experiences :	<ul style="list-style-type: none"> - Managing expatriates and foreign workers related matters including liaison with Immigration department for work permit application - Handle and resolve staffing related issues and escalations - Responsible for ensuring the health and security of workers in hostel as well as to provide hygiene guidelines and safety precautions. 		

Ref. No. :	JL-NT-NJS-SB-101432		
Job Title :	Senior Sales Manager		
Gender / Age / Race :	Female	47	Chinese
Preferred Work Location :	Setia Alam	Shah Alam	Petaling Jaya
Languages :	English	Mandarin	Malay
Highest Education :	MBA		
Certificates Obtained :	Business Administration		
Expected Salary :	RM9,000		
Working Experiences :	<ul style="list-style-type: none"> -With over 10 years of experience, she has successfully managed sales activities and provided sales support in the manufacturing industries - responsible for handling customer complaints and conducting customer satisfaction surveys. - development and implementation of sales and marketing objectives and strategies for the company's products, aiming to meet set targets 		

Ref. No. :	JL-NT-NJS-AC-101435		
Job Title :	Sales Coordinator		
Gender / Age / Race :	Female	30	Chinese
Preferred Work Location :	Subang Jaya	Pataling Jaya	
Languages :	English	Malay	
Highest Education :	Degree		
Certificates Obtained :	Arts -East Asian Studies		
Expected Salary :	RM4,000		
Working Experiences :	<ul style="list-style-type: none"> -Engage and close Sales with customer through email and phone calls and follow up for smooth Sales process -Maintain supply & delivery control between factories and customer to avoid -Supporting the sales team and coordinating all aspects of the sales process. 		

Ref. No. :	JL-NT-NJS-HB-101437			
Job Title :	HR Executive			
Gender / Age / Race :	Female	27	Chinese	
Preferred Work Location :	KL			
Languages :	English	Malay	Mandarin	
Highest Education :	Diploma			
Certificates Obtained :	Business Admin			
Expected Salary :	RM4,200			
Working Experiences :	<ul style="list-style-type: none"> -Administrating monthly payroll and all associated statutory payments to SOCSO, EPF and EIS. -Monitoring staff attendance and maintaining e-Leave system -Liaise with vendors, contractors, landlords, and local government bodies as necessary -Handle general admin duties such as data entry as well as filing and sorting of documents, to implement outgoing document system in order. -Support HR Manager on matters concerning staff disciplinary, domestic inquiry, misconduct investigation and etc. -Carry out employee benefits and welfare activities which include GH Insurance Policy, medical and dental expenses for panel & non-panel 			

Ref. No. :	JL-T-NJS-EA-101441			
Job Title :	Assistant Engineer /Engineer - Production			
Gender / Age / Race :	Female	23	Chinese	
Preferred Work Location :	Klang	Shah Alam	Rawang	
Languages :	English	Mandarin	Malay	
Highest Education :	Bachelor of Science (Hons) in Analytical Chemistry			
Certificates Obtained :	Analytical Chemistry			
Expected Salary :	RM3,500			
Working Experiences :	<ul style="list-style-type: none"> -Responsible for material matching as per clients requirement -Testing powder coating based on ISO standard -Troubleshoot existing formulation to further improve coating performances -Assist in production, QC on colour matching operators support 			

Ref. No. :	JL-NT-NJS-OO-101443		
Job Title :	MARKETING SPECIALIST		
Gender / Age / Race :	Female	32	Chinese
Preferred Work Location :	PJ		
Languages :	English	Mandarin	Malay
Highest Education :	Bachelor of Communications		
Certificates Obtained :	Professional Communication-Journalism		
Expected Salary :	RM8,500		
Working Experiences :	<p>-Developed and implemented content marketing strategies across digital channels, crafting engaging copy for website, social media and EDMs.</p> <p>-Spearheaded SEO strategy with an external agency, improving organic website traffic.</p> <p>-Led the launch of a new brand of invisible braces, Brudee Aligners - from market research and brand positioning to crafting website content, marketing materials, and customer journey</p>		

Ref. No. :	JL-NT-NJS-SA-101445		
Job Title :	Logistics/Shipping Executive		
Gender / Age / Race :	Female	26	Chinese
Preferred Work Location :	Seri Kembangan	Cyberjaya	Puchong
Languages :	English	Mandarin	Malay
Highest Education :	Diploma		
Certificates Obtained :	HOSPITALITY MANAGEMENT		
Expected Salary :	RM5,500		
Working Experiences :	<p>-Worked with internal and external partners to meet customers' complex needs while adhering to state, national and international constraints and guidelines.</p> <p>-Streamlined logistics processes by implementing efficient inventory management systems and reducing lead times.</p> <p>-Coordinated international shipments, navigating complex customs requirements and ensuring compliance with import/export regulations.</p> <p>-Collaborated with sales and marketing teams to align logistical support with promotional campaigns, ensuring product availability during peak demand periods.</p> <p>-Planning Shipment schedule make sure ETA to customer place on time</p>		

Ref. No. :	JL-NT-NJS-OO-101450		
Job Title :	Sales Coordinator		
Gender / Age / Race :	Female	38	Chinese
Preferred Work Location :	Puchong	Bukit Jalia	
Languages :	English	Mandarin	Malay
Highest Education :	SPM		
Certificates Obtained :	-		
Expected Salary :	RM3500		
Working Experiences :	<p>-To coordinate sales orders, stock control and delivery order from supplier and to customer</p> <p>-Prepare DO, open order, Update Offcom, Update SQL, Drawing by AutoCAD, Design of fabric, printing fabric.</p> <p>-Creating/amend artwork for advertising, brochure, voucher and as needed.</p> <p>-Oversee the operation of various office machines to include copier, computer, fax, phone and others.</p>		

Ref. No. :	JL-NT-NJS-MK-101451			
Job Title :	Sales & Marketing Manager (sport)			
Gender / Age / Race :	Male	46	Chinese	
Preferred Work Location :	KL	Klang Velly		
Languages :	English	Mandarin	Malay	
Highest Education :	Degree			
Certificates Obtained :	Bachelor in Science			
Expected Salary :	RM10,000			
Working Experiences :	<p>-Development, Sales, Marketing, Products & Retail management. An exceptional leader who is able to develop and motivate others to achieve targets</p> <p>-Responsible for consumer right product offers in APAC country market place which bring the brands vision to life at retail</p> <p>-Sets strategy & plans to achieve target market share</p> <p>-Lead Sales Team to implement the commercial plan, train and follow up on key initiatives and products</p> <p>-Develop existing and potential direct accounts as well as provide sales support to distribution partners to participate in closing and order or to facilitate and add value to the selling process</p>			

Ref. No. :	JL-T-NJS-EI-101476			
Job Title :	Sr Production Manager			
Gender / Age / Race :	Male	56	Chinese	
Preferred Work Location :	Penang	KL		
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Business & Management			
Expected Salary :	RM15,000			
Working Experiences :	<p>-He has more than 29 years of experience driven engineering & operations executive with good P&L management and strategy</p> <p>-Lead and motivate the entire team of supervisors, technical staff and direct labor to meet the aggressive quality and production expectations of the customers.</p> <p>-Able to bring the best out of existing staffs, tap their knowledge, strength and weakness and motivate them and put them t the right process and get the best</p> <p>-Responsible for managing the overall performance of the factory to include, revenue, profitability, performance, expenditure and staffing through delegation of tasks and duties.</p> <p>-He has Uses Six-Sigma methodology and Value Stream Mapping to eliminate waste on the production floor</p> <p>-He has Kaizen 5s Housekeeping Japanese Standard for customer's total satisfaction</p>			

Ref. No. :	JL-NT-NJS-MJ-101481		
Job Title :	HR		
Gender / Age / Race :	Female	33	Malay
Preferred Work Location :	Shah Alam	Klang	
Languages :	English	Malay	
Highest Education :	Degree		
Certificates Obtained :	Sciences (Hons) Biochemistry		
Expected Salary :	RM6,000		
Working Experiences :	<p>-She is prepare letters: offer, acceptance of resignation, confirmation/extension probation, promotion, increment & bonus</p> <p>-Keep track the probation period and prepare appraisal form maintain active employees' personal file</p> <p>-Her experience in operations and payroll for many industries gave her an added advantage as she can help a company to propose ways to strengthen the internal processes or procedures.</p> <p>-She may not have much exposure in some areas such as training n development, employee engagement and industrial relations, however with her maturity and exposure in different industries can close these gap.</p> <p>-She started her career with Tricor as Payroll Associate and then moved up Supervisor and her last role was a AM.</p> <p>-She stayed with Tricor for 7 years and left after that as she finds it is time to move to a new pasture.</p>		

Ref. No. :	JL-NT-NJS-AB-101484		
Job Title :	Finance Manager		
Gender / Age / Race :	Female	45	Chinese
Preferred Work Location :	Subang	Shah Alam	PJ
Languages :	English	Malay	Mandarin
Highest Education :	Accounting-ACCA		
Certificates Obtained :	ACCA		
Expected Salary :	RM8,000		
Working Experiences :	<p>-She has over 10 years Accounting experience in different industries, in additional she was worked in listed before</p> <p>-Analyzing financial statements, including income statements, balance sheets, and to identify trends, variances and areas for improvement.</p> <p>-Presenting financial information to senior management and assisting them in making informed decisions.</p> <p>-Preparing accurate and timely financial reports for internal and external stakeholders.</p> <p>-Prepare consolidated accounts and quarterly financial statements for Bursa submission</p> <p>-Ensuring compliance with financial regulations, accounting standards and internal controls.</p>		

Ref. No. :	JL-NT-NJS-AB-101485			
Job Title :	Account manager			
Gender / Age / Race :	Female	39	Chinese	
Preferred Work Location :	Klang	Kota Kemuning		
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Accounting			
Expected Salary :	RM8,000			
Working Experiences :	<p>-She is handling full set of accounts, including AR/AP/ P&L /recon and closing</p> <p>-Monitor & arrange sufficient fund for daily bank account statement, payments issued & payments receipts and bank overdraft facility monitoring</p> <p>-Monitor Creditors & Debtors aging and make sure the payments is done & receive follow the term.</p> <p>-Handles audit, tax computation & submission. Liaise with auditor, tax agent, company secretary.</p> <p>-Prepare & present monthly management report in simple summary to directors.</p> <p>-Monitoring the costing for all the production output and production overhead</p> <p>-Manage daily accounting operation including month end & year closing procedures.</p> <p>-Prepare & present Actual vs Budget report in simple summary to directors.</p>			

Ref. No. :	JL-NT-NJS-EK-101494			
Job Title :	Senior Sales Executive			
Gender / Age / Race :	Female	30	Chinese	
Preferred Work Location :	Puchong	PJ	Shah Alam	
Languages :	English	Malay	Mandarin	
Highest Education :	Bachelor			
Certificates Obtained :	Science Food Science			
Expected Salary :	RM5,500			
Working Experiences :	<p>-She is Incorporating ingredients into their new or existing products and understanding the needs of the customer for new product development</p> <p>-She is preparing an accurate sales forecast for each of the customer to maintain the inventory is sufficient to achieve customer order Performed checking artwork label for export and local according country regulations</p> <p>-She is acquiring in-depth knowledge understanding of industries served, including customers' requirements & manufacturing processes</p> <p>-She is responsible to verify raw materials incoming, in-process and quality control</p> <p>-She is responsible to arrange finish goods and raw materials to external party to verified for achieving food safety requirement</p> <p>-Key account management, demonstrate professional selling skills and the ability to achieve customer's request with minimal cost incurred</p>			

Ref. No. :	JL-NT-NJS-PD-101500		
Job Title :	Supply chain manager		
Gender / Age / Race :	Male	29	Chinese
Preferred Work Location :	Penang	KL	Salangor
Languages :	English	Malay	Mandarin
Highest Education :	Bachelor		
Certificates Obtained :	logistics and international shipping		
Expected Salary :	RM7,000		
Working Experiences :	<p>:Supply chain specialist with several years of extensive experience, working in a fast-paced, high-intensity multinational company, managing projects worth up to 50M USD</p> <p>:Responsible for overseeing the project supply chain for Qatar projects, leading a team of four and providing day-to-day leadership</p> <p>:Through detailed supply planning and coordination with supply stakeholders, and well planning without major delays.</p> <p>:He is well planning to reduce 40% obsolete inventory by introducing a systematic quarterly inventory clearance plan.</p> <p>:Build collaborative partnerships with key cross-functional stakeholders including Sales, Manufacturing, Finance, Operations in managing demand & supply planning, establishing high level of quality, accuracy and process consistency for the organization.</p>		

Ref. No. :	JL-NT-NJS-SD-101504		
Job Title :	Creative E-commerce Executive		
Gender / Age / Race :	Male	24	Chinese
Preferred Work Location :	KL		
Languages :	English	Malay	Mandarin
Highest Education :	Advanced Diploma		
Certificates Obtained :	E-Commerce		
Expected Salary :	RM4,000		
Working Experiences :	<p>-Mainly dealing with tasks such as product listing, ads, campaigns, vouchers, store decoration, customer service, etc.</p> <p>-Two platforms Shopee and Lazada. he have also been exposed to TikTok, Facebook, and XHS platforms.</p>		

Ref. No. :	JL-NT-NJS-SE-101507		
Job Title :	Sales		
Gender / Age / Race :	Male	24	Chinese
Preferred Work Location :	Johor		
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Marketing		
Expected Salary :	RM4,500		
Working Experiences :	<p>: He is manage Social Media accounts (Website, Facebook, Instagram, Shopee, Lazada, TikTok) on existing platforms including product catalogue management ,pricing promotions, inventory .</p> <p>: He is collaborate with cross-functional teams such as collaborating with the graphic designer for marketing materials</p> <p>: He develop and implement Creative strategies and contents that increase online sales and drive customer engagement.</p> <p>: He pPrepare the content monthly marketing, planning for major events such as Double Date, Festival Days</p> <p>: He is familiar design software Adobe Photoshop, Canva and Figma,</p>		

Ref. No. :	JL-NT-NJS-MF-101510			
Job Title :	GM-Finance			
Gender / Age / Race :	Male	55	Chinese	
Preferred Work Location :	Klang Valley	KL		
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Accounting			
Expected Salary :	RM18,000			
Working Experiences :	<p>: Extensive experience in the logistics and shipping industry both overseas and locally.</p> <p>: Well versed in financial modeling, feasibility study and performance management.</p> <p>: Successfully delivered business growth options, process & systems alignment, operational efficiency initiatives, and change management projects.</p> <p>: Assist in the collection and follow-up on funds dispersed through close monitoring of client's activity and also from industry feedback</p> <p>: Strategic Planning & Leadership</p> <p>: He has ISO knowledge as well</p>			

Ref. No. :	JL-NT-NJS-SB-101521			
Job Title :	Sales Executive			
Gender / Age / Race :	Male	32	Chinese	
Preferred Work Location :	PJ	Shah Alam	Klang	
Languages :	English	Malay	Mandarin	
Highest Education :	SPM			
Certificates Obtained :	English course			
Expected Salary :	RM5,000			
Working Experiences :	<p>: Explore more new and potential clients to increase market share and sales volume</p> <p>: Maintain good relationship and provide good sales service to existing customers.</p> <p>: Prepare quotation and follow up closely with potential lead</p> <p>: Manage customer credit exposure and improve debtor collection turnover days within target set by management</p> <p>: Provide assistance to buyer in daily management of sales and stock of assigned brand</p>			

Ref. No. :	JL-NT-NJS-AA-101526			
Job Title :	Account Executive			
Gender / Age / Race :	Female	34	Chinese	
Preferred Work Location :	Puchong	Shah Alam	Subang	
Languages :	English	Malay	Mandarin	
Highest Education :	Diploma			
Certificates Obtained :	Accounting			
Expected Salary :	RM5,000			
Working Experiences :	<p>-3 years of handling audit, company secretary and tax for 4 companies, 3 years of full-set accounting experience with good exposure in Auto Count system.</p> <p>-3 years experience of Financing activities</p> <p>-Recognized for problem-solving strengths as well as thoroughness and accuracy.</p>			

Ref. No. :	JL-NT-NJS-MJ-101531		
Job Title :	Warehouse Manager		
Gender / Age / Race :	Male	45	Chinese
Preferred Work Location :	Rawang	PJ	Shah Alam
Languages :	English	Malay	Mandarin
Highest Education :	Advanced Diploma		
Certificates Obtained :	Business Administration		
Expected Salary :	RM9,600		
Working Experiences :	<p>-Having been involved in warehouse operations for more than 15 years, he has a wealth of experience in different industries such as Furniture, Manufacturing and Metal.</p> <p>-He leads a team in setting up ERP systems and excel skills, and brings high adaptability and efficiency to the role.</p> <p>-Besides his expertise in inventory management systems, he is also proficient in data mining and analysis, as well as monitoring stock levels accurately.</p>		

Ref. No. :	JL-T-NJS-EN-101535		
Job Title :	Sales / Project Manager (engineering)		
Gender / Age / Race :	Female	34	Chinese
Preferred Work Location :	Selangor	KL	
Languages :	English	Malay	Mandarin
Highest Education :	Bachelor		
Certificates Obtained :	Engineering with Honors (Polymer Engineering)		
Expected Salary :	RM14,000		
Working Experiences :	<p>: Business Development Executive and Strategic Key Account Manager with 10 years' experience in industrial fluid system components & services and HVAC.</p> <p>: She achieved sales target of RM3.4 million in 2019, RM3.9 million in 2020, and RM3.9 million in 2021.</p> <p>: Preparation of air-conditioning system design, analysis, and quotations</p> <p>: Providing technical assistance to clients to resolve technical issues, Clean Energy of hydrogen, Approaching new clients with technical solutions to resolve technical issues</p> <p>: A proven ability to deliver technical solutions and drive sales in high-pressure, fast-paced environments.</p> <p>: Managing relationships with a diverse customer base, including end users, consultants, and contractors across various industries such as clean energy, oil, gas & chemical, M&E, manufacturing, transportation, and government sectors</p>		

Ref. No. :	JL-NT-NJS-AA-101537		
Job Title :	Sr Account Executive		
Gender / Age / Race :	Female	32	Chinese
Preferred Work Location :	KL		
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Business Management (Hons) Finance		
Expected Salary :	RM6,000		
Working Experiences :	<p>: Experience in the outsourcing of accounting and commercial services for more than five years</p> <p>: She is handle in the full set of accounts, GL, P&L, BS, AR/AP, Cash & Bank, Reconciliation and closing</p> <p>: Coordinate with the auditors on the audit process and with the tax agent to file tax computations for the yearly basic tax</p> <p>: She has skill such as Sage 300(APPAC), SAGE UBS,HR 2000(QuickPay) Microsoft Excel, Microsoft Word, Microsoft PowerPoint and Outlook.</p>		

Ref. No. :	JL-T-NJS-TB-101538		
Job Title :	Services Solution Manager (IT)		
Gender / Age / Race :	Male	43	Chinese
Preferred Work Location :	KL	Selangor	
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Electronics & Control Systems Engineering		
Expected Salary :	RM10,000		
Working Experiences :	<p>: He has more than 10 years of experience in project management, delivery & pre-sales</p> <p>: Manage and coach project team members for process/implementation efficiency, few engineers under him, and he is responsible for the whole Malaysia market</p> <p>: He is responsible for implementing service policies and procedures and to provide technical assistance to customers by service standards/contracts</p> <p>: Prepare reports about project progress and present them to senior management weekly or monthly.</p> <p>: Planning & organize branding activities for product training</p>		

Ref. No. :	JL-T-NJS-PD101540		
Job Title :	Services Manager (IT)		
Gender / Age / Race :	Male	41	Chinese
Preferred Work Location :	Selangor	KL	
Languages :	English	Malay	Mandarin
Highest Education :	Diploma		
Certificates Obtained :	INFORMATION TECHNOLOGY		
Expected Salary :	RM10,000		
Working Experiences :	<p>: He has more than 10 years of experience in the services industry</p> <p>: He manages all aspects of customer experience, providing Customer Support, Technical Support, Installation Services and troubleshooting</p> <p>: Liaise with the Technical Manager Head Office and communicate all technical issues, in particular relating to Warranty</p> <p>; Increase the adoption rate of diagnostic software by 20% to reduce repair errors during the warranty period</p> <p>: Managed service team and warranty administration, including warranty claims, and oversee customer invoicing and where applicable negotiated service agreements</p>		

Ref. No. :	JL-NT-NJS-AA-101545		
Job Title :	Account Executive		
Gender / Age / Race :	Male	29	Chinese
Preferred Work Location :	Puchong	KL	Subang Jaya
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Accounting & Finance		
Expected Salary :	RM3,800		
Working Experiences :	<p>: He is responsible for daily accounts functions included bank reconciliations</p> <p>: Responsible for monthly utilities, rental, claims, wages payrolls, and EPF SOCSO EIS payment</p> <p>: Assist in yearly audit exercise and all related corporate tax submissions.</p> <p>: Experience with accounting software such as UBS, SQL, AutoCount, and MYOB, as well as Microsoft Outlook, Excel, PowerPoint, and Word.</p>		

Ref. No. :	JL-NT-NJS-SB-101549		
Job Title :	Senior Contract Executive		
Gender / Age / Race :	Male	30	Chinese
Preferred Work Location :	Selangor		
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Construction Management		
Expected Salary :	RM9,000		
Working Experiences :	<p>: He is responsible for dealing with Interior Designers, Architects, and Contractors for every project or tender</p> <p>: Maintain good corporate relationships with existing interior designers, architects, and contractors by providing prompt follow-up services.</p> <p>: To ensure the accuracy of the consultant's cost estimates before tender/quotation calling to ensure the design and material specified are within the allocated budget.</p> <p>: Develop new business opportunities with existing and potential clients to enhance the Company's ambition in the market.</p>		

Ref. No. :	JL-NT-NJS-CS-101550		
Job Title :	Customer Services (Logistics)		
Gender / Age / Race :	Female	31	Indian
Preferred Work Location :	Selangor	Klang Velly	
Languages :	English	Malay	
Highest Education :	Bachelor's Degree		
Certificates Obtained :	Transportation and Logistics		
Expected Salary :	RM5,500		
Working Experiences :	<p>: With a many of years' experience in sea-freight, airfreight, and cross-border shipments, she had a sound understanding of import and export shipments.</p> <p>: Maintain a good relationship with customers through effective communication.</p> <p>: Compiling and negotiating road freight quotes for the customers through the preparation of yearly quotations.</p> <p>: She completing training for all new users on how to handle EGS (ELITE GLOBAL SYSTEM), preparing shipping instructions, proofreading, and submitting final documentation to the end user.</p>		

Ref. No. :	JL-NT-NJS-MJ-101553		
Job Title :	Assistant Finance Manager		
Gender / Age / Race :	Femala	37	Chinese
Preferred Work Location :	PJ	KL	
Languages :	English	Malay	Mandarin
Highest Education :	Diploma		
Certificates Obtained :	ACCA		
Expected Salary :	RM8,000		
Working Experiences :	<p>: She has 15th years of accounting, financial operations, and administrative functions across diverse industries</p> <p>: Oversee day-to-day accounting operations, including accounts payable/receivable, payroll, and general ledger maintenance.</p> <p>: Preparation of cash flow forecasts on a weekly / monthly basis for Group Financial Controller review</p> <p>: Review and analyse monthly management reports prepared by finance executives to ensure the accounts are accurate and complete before submitting to management</p> <p>: Liaise with company secretary on preparation of board resolution and other company secretarial documents</p> <p>: Attend to any queries raise by auditors, tax agents, bankers and company secretary</p> <p>: Works closely with different departments of the Company to collect various financial information, such as monthly project expenditure and budget allocation</p> <p>: Manage a team of four finance members and ensure all of them comply of the SOP in relation to finance dept.</p> <p>: She has attended Autocount accounting software's E-invoice webinar.</p>		

Ref. No. :	JL-NT-NJS-HB-101555		
Job Title :	HR & Admin		
Gender / Age / Race :	Female	26	Chinese
Preferred Work Location :	KL		
Languages :	English	Malay	Mandarin
Highest Education :	Diploma		
Certificates Obtained :	Business Management		
Expected Salary :	RM4,000		
Working Experiences :	<p>: She oversees HR matters for around 100 employees at the company</p> <p>: Post job advertisements on careers pages and process resumes received by recruiters</p> <p>: Payroll administration, including attendance & leave records, is part of the responsibilities of managing payroll.</p> <p>: Liaise with statutory authorities such as EPF, LHDN, PERKESO, HRDF</p> <p>: Develop, implement, and manage onboarding, training, and orientation programs for new hires</p>		

Ref. No. :	JL-NT-NJS-SA-101556		
Job Title :	Senior Sales Coordinator		
Gender / Age / Race :	Female	27	Chinese
Preferred Work Location :	Subang	Puchong	
Languages :	English	Malay	Mandarin
Highest Education :	Diploma		
Certificates Obtained :	Marketing		
Expected Salary :	RM4,500		
Working Experiences :	<p>: Issue Delivery Order, Purchase Order, Invoice to customer</p> <p>: Follow up payment with customer & answering clients request</p> <p>: Arrange air freight shipment or courier - Filing</p>		

Ref. No. :	JL-NT-NJS-SE-101558		
Job Title :	Marketing, Planner		
Gender / Age / Race :	Male	26	Chinese
Preferred Work Location :	Kepong	Sg Buloh	Setapak
Languages :	English	Malay	Mandarin
Highest Education :	Bachelor's Degree		
Certificates Obtained :	Social Sciences		
Expected Salary :	RM6,000		
Working Experiences :	<ul style="list-style-type: none"> : Keep a close eye on inventory levels and adjust orders as necessary to meet forecast demand. : Plan and execute national promotional campaigns, including advertising, discounts, and special offers. : Negotiate with media outlets for ad placements and monitor the effectiveness of campaigns. :Optimize the distribution network to ensure product availability and efficiency. :Organize promotional events to increase brand visibility and engage with consumers. 		

Ref. No. :	JL-NT-NJS-RA-101564		
Job Title :	IT Manager		
Gender / Age / Race :	Famale	43	Chinese
Preferred Work Location :	Shah Alam	Klang	Subang/PJ/KL
Languages :	English	Malay	Mandarin Japanses-basic
Highest Education :	MBA		
Certificates Obtained :	Diploma in Computer Science/Information Technology		
Expected Salary :	RM11,000		
Working Experiences :	<ul style="list-style-type: none"> : Data Risk Management. Migrate the company's traditional data backup to Microsoft 356 :IT support responsible for the configuration, upgrading, LAN, installation, hardware and software :Prepare and design advertising and promotional materials for conferences and seminars, such as flyers, web site advertisement and Mailchimp circulars. :Prepare and design Institute publications to promote awareness and increase sales of products and services to all grades of members internationally. :Monitoring Linux server, Netware server, SAP print server, mail / proxy server, LAN/WAN Management, networking administration. :Troubleshooting hardware and software, installation software, implement LAN system in branch office, Web page design. Developed and designed Accounting Inventory Forms utilizing Microsoft Visual Basic 6.0 to streamline inventory management processes. :Created form coding and managed databases using Microsoft Visual Basic 5.0, along with designing comprehensive reports through Crystal Reports to facilitate data analysis and reporting. 		

Ref. No. :	JL-T-NJS-TB-101565			
Job Title :	Technical Operation Manager			
Gender / Age / Race :	Male	46	Chinese	
Preferred Work Location :	KL	Klang Velly		
Languages :	English	Malay	Mandarin	
Highest Education :	Degree			
Certificates Obtained :	Mechanical			
Expected Salary :	RM13,000			
Working Experiences :	<p>: In order to improve customer satisfaction, measure and analyze customer service KPIs and develop strategies for continuous improvement.</p> <p>: To ensure high levels of customer service, conduct regular SOP training sessions and provide ongoing feedback and coaching to employees.</p> <p>; Liaise with third-party technical teams to monitor performance and KPI achievement.</p> <p>: Engage with Sales, Marketing, and Top Management to evaluate and improve support solutions and strategies</p> <p>:Regularly review company KPIs to ensure alignment with overall business goals.</p>			

Ref. No. :	JL-T-NJS-EA-101568			
Job Title :	Solution Engineer			
Gender / Age / Race :			Chinese	
Preferred Work Location :	Sunway	PJ	KL	
Languages :	English	Malay	Mandarin	
Highest Education :	Bachelor of Engineering (Hons)			
Certificates Obtained :	Chemical Engineering			
Expected Salary :	RM6,500			
Working Experiences :	<p>:Collaborated with internal stakeholders and distributors to manage the sales order process in SAP, ensuring proactive communication to effectively address supply constraints and adapt to demand changes</p> <p>:Involved in several important aspects, including developing the sales strategy, crafting project proposals, and maintaining client relationships. Winning nearly 70% of the project scope is a substantial achievement</p> <p>:Responsible for independent network design planning and production of output quotations for microwave projects. Monitored progress on projects continuously to ensure that deadlines were met.</p> <p>:Efficiently prioritized and managed multiple projects to adhere to respective project</p> <p>: Planning/target and to meet clients' and company's KPIs</p>			

Ref. No. :	JL-NT-JS-CS-101573			
Job Title :	Japanese Speaking Admin Executive			
Gender / Age / Race :	Female	24	Chinese	
Preferred Work Location :	KL	PJ	Shah Alam	
Languages :	Japanese-JLPT-N3	English	Mandarin	Malay
Highest Education :	Degree			
Certificates Obtained :	Hotel Management			
Expected Salary :	RM4,500			
Working Experiences :	<p>:Prepared comprehensive proposals, contracts, and required documentation to support project initiatives and secure client agreements.</p> <p>:Responded promptly and effectively to all inquiries received, ensuring clear communication and fostering strong client relationships.</p> <p>:Assisted with general administrative duties in the office to support the Sales Department, ensuring smooth operations and effective coordination.</p>			

Ref. No. :	JL-NT-NJS-EP-101575		
Job Title :	Senior Sales Coordinator		
Gender / Age / Race :	Female	32	Chinese
Preferred Work Location :	Kajang	Bangi	Seri Kembangan
Languages :	English	Malay	Mandarin
Highest Education :	SPM		
Certificates Obtained :	-		
Expected Salary :	RM4,000		
Working Experiences :	<p>:10 years of purchasing experience and a background in import and export operations</p> <p>:Establish a routine for checking in with your shipping agents and suppliers, include daily or weekly updates depending on shipment schedules.</p> <p>:Use tracking tools or software to monitor Estimated Time of Departure (ETD) and Estimated Time of Arrival (ETA). Setting alerts for changes can help you stay proactive.</p> <p>:Periodically review the performance of your shipping partners and suppliers to identify areas for improvement.</p>		

Ref. No. :	JL-NT-NJS-EP-101577		
Job Title :	Senior Supply Chain Executive		
Gender / Age / Race :	Female	26	Chinese
Preferred Work Location :	PJ	KL	Subang Jaya
Languages :	English	Malay	Mandarin
Highest Education :	Degree		
Certificates Obtained :	Business Administration		
Expected Salary :	RM4,500		
Working Experiences :	<p>: Customer Service Specialist with over 2 years experience in the shipping industry, skilled at managing end-to-end shipment processes, client relations, and problem resolution.</p> <p>: Proven ability to optimize processes, reduce delays, and improve service efficiency.</p> <p>: Looking to transition into a Supply Chain role, leveraging her ability to manage complex logistics and streamline operational processes to meet organizational goals.</p> <p>: Keep up with supply chain trends and technologies. Understanding current challenges, such as sustainability and digital transformation</p>		

Ref. No. :	JL-NT-NJS-EO-101578		
Job Title :	IT Assistant Manager		
Gender / Age / Race :	Male	49	Chinese
Preferred Work Location :	KL	Selangor	
Languages :	English	Malay	Mandarin
Highest Education :	Diploma		
Certificates Obtained :	IT		
Expected Salary :	RM12,000		
Working Experiences :	<p>:He has 5 years of experience in solution system Presales (POS related) :Accountable for understanding client requirements, collecting data, delivering analysis and problem resolution, and coming out with solution proposals for submissions :Determine the root cause of incidents and problems in first-line teams and identify opportunities for avoidance and incident reduction on a regular basis :He has more than 10 years of experience in Infrastructure solutions including coaching and mentoring more junior Technical Services and Solution Architects' team :Strong hands-on experience in Backup and Recovery solutions, Server/Storage installation, configuration, fine-tuning, testing, POC, and demonstration. :He has 10 years of experience in Service Delivery & Technical Services & Support :Ability to be involved in project management, including planning, execution, monitoring, and project delivery :Assertive in approach with proficiency in negotiating terms, managing conflicts, and addressing challenges that may arise during service delivery with principle</p>		

Ref. No. :	AC-NT-NJS-SB-101505		
Job Title :	Internal Sales & Marketing Support Executive		
Gender / Age / Race :	Female	31	Chinese
Preferred Work Location :	Petaling Jaya	Kota Damansara	
Languages :	English	Mandarin	Malay
Highest Education :	Degree in International Business & Marketing		
Certificates Obtained :			
Expected Salary :	RM4,000		
Working Experiences :	<ul style="list-style-type: none"> - She has over 5 years of extensive experience as sales administration. - Interact and handling customer enquiries and issues, in-coming calls professionally and appropriately. - Communication with clients and suppliers regarding prepare documents such as quotation, Sale Order, Invoice, Delivery Order, Credit Note. - Ensuring the smooth functioning of daily business operations by managing tasks such as handling correspondence, maintaining records, organizing meetings, and coordinating schedules. 		

Ref. No. :	AC-NT-NJS-PB-101506			
Job Title :	Purchasing Executive			
Gender / Age / Race :	Male	28	Chinese	
Preferred Work Location :	Kuala Lumpur	Cheras		
Languages :	English	Mandarin	Malay	
Highest Education :	Degree in Psychology			
Certificates Obtained :				
Expected Salary :	RM3,000			
Working Experiences :	<ul style="list-style-type: none"> - He has issue purchase order to vendors and supplier based on forecast and sales order. - Liaise with vendors to arrange delivery schedule for sub-parts. - Managed paperwork of newly join agents and prepared employment letters. - Organized and managed company events, for example: Annual Dinner, Chinese New Year Dinner, Agents' Team Building, etc. - Compiled sales and booking reports of agents' monthly. 			

Ref. No. :	AC-T-NJS-OO-101513			
Job Title :	Lab Assistant / Research Officer / QA Specialist / Biomedical Technologist / Public Health Scientist / Clinical Laboratory Scientist			
Gender / Age / Race :	Male	26	Chinese	
Preferred Work Location :	Kedah	Selangor	Kuala Lumpur	
Languages :	English	Malay	Chinese	
Highest Education :	Master in Advanced Biomedical Science			
Certificates Obtained :	Biomedical Science			
Expected Salary :	RM4,000			
Working Experiences :	<ul style="list-style-type: none"> - He gained experience in scientific research environments more than 2 years. - He experienced in data analysis, quality control, and research integrity. - He experienced with various lab equipment; versatile in both manual and automated technology with laboratory safety protocols. - He ensued SOP adherence for consistent and accurate experimental outcomes. - Knowledgeable about QMS and UKAS/ISO15189 accreditation standards. 			

Ref. No. :	AC-NT-NJS-OO-101515			
Job Title :	Sales Senior Executive / Assistant Manager			
Gender / Age / Race :	Male	30	Chinese	
Preferred Work Location :	Klang	Selangor	Kuala Lumpur	
Languages :	English	Malay	Chinese	Cantonese
Highest Education :	Diploma in Baking & Culinary Art			
Certificates Obtained :				
Expected Salary :	RM8,000			
Working Experiences :	<ul style="list-style-type: none"> - He gained experience as a sales have more than 6 years in various industry. - He also works with contractor by promotes new products launches needed for construction, maintenance, and renovation projects. - He provide key information regarding customer issue with pricing, product, delivery, etc to sales manager. - Determined annual sales growth and implemented marketing strategies. - He excels in building and maintaining customer relationships. - He responsible to follow-up on payment of account, monthly report, and resolving issues. - He travel oversea to broaden his cultural experiences and expand his horizons. 			

Ref. No. :	AC-NT-NJS-HB-101525			
Job Title :	Management Trainee program / Administrator			
Gender / Age / Race :	Male	23	Chinese	
Preferred Work Location :	Cheras	Selangor	Kuala Lumpur	
Languages :	English	Chinese	Malay	Cantonese
Highest Education :	Bachelor of Science in Business Administration			
Certificates Obtained :				
Expected Salary :	RM4,000			
Working Experiences :	<p>Warehouse Assistant (3 years)</p> <ul style="list-style-type: none"> - Perform industrial maintenance service aligned with predetermined SOP. - Attended to stock-keeping tasks and maintained the proper flow of stock. - Monitor and delegate workshop duties during peak seasons / hours. - Assist and oversee general workshop operations and administration tasks. <p>HR Recruitment Executive (6 months)</p> <ul style="list-style-type: none"> - Keep track of recruitment metrics designated by the company and provide compliance reports to the management. - Performed comprehensive candidate assessments, including physical and online interviews for designated job positions. - Managed job postings, resume screening, interview scheduling, reference checks, and drafting job offers. 			

Ref. No. :	AC-NT-NJS-SC-101546			
Job Title :	Customer Service Executive / Sales Coordinator			
Gender / Age / Race :	Female	26	Chinese	
Preferred Work Location :	Seri Kembangan	Selangor		
Languages :	Chinese	English	Malay	
Highest Education :	Diploma in Business Administration			
Certificates Obtained :				
Expected Salary :	RM4,500			
Working Experiences :	<ul style="list-style-type: none"> - She coordinates with both internal and external cross-functional teams regarding order fulfillment and invoicing. - Generate invoices, production orders, and delivery orders using the SAP system as required. - Offer comprehensive support for customer issues outside of regular business hours. - Handle inbound customer requests and inquiries by providing advice on products and services. 			

Ref. No. :	AC-NT-NJS-SA-101536			
Job Title :	HR Executive / Sales Coordinator			
Gender / Age / Race :	Female	42	Chinese	
Preferred Work Location :	Subang Jaya	Shah Alam	USJ	
Languages :	English	Chinese	Malay	Cantonese
Highest Education :	Diploma in Executive Secretary ship			
Certificates Obtained :				
Expected Salary :	RM4,300			
Working Experiences :	<p>Sales Coordinator (6 years)</p> <ul style="list-style-type: none"> - Generate and prepare weekly or monthly stock and sales reports for the sales manager and principal to facilitate effective buffer stock planning. - Assist in purchasing, customer inquiries, quotation and follow up quotation status with the salesman. - Negotiate prices with suppliers to secure the most competitive rates. - Use SAP software to manage our inventory and prepare invoices, delivery orders, and packing lists. - Manage and track the order delivery process to ensure that all products are delivered smoothly and reach customer locations as scheduled. <p>HR Executive (5 years)</p> <ul style="list-style-type: none"> - Coordinate with department heads in planning and recruitment, employee performance appraisals, and training and development programs. - Prepare payment vouchers, petty cash vouchers, and journals, and update the monthly bank reconciliation. - Handle staff attendance daily and foreigner employee payroll. - Handle benefits, compensations, leave & medical records for workers. - Update the monthly petrol claims for salespersons and track petrol usage for company vehicles. 			

Ref. No. :	AC-NT-NJS-MK-101539			
Job Title :	Senior Admin Manager			
Gender / Age / Race :	Female	34	Chinese	
Preferred Work Location :	Puchong	Shah Alam	Johor Bahru	
Languages :	Chinese	English	Malay	
Highest Education :	Degree in Mass Communications			
Certificates Obtained :				
Expected Salary :	RM8,500			
Working Experiences :	<ul style="list-style-type: none"> - She skilled in Administration, Personal Assistance, Marketing, Customer Service, Customer Relationship Management, Event Management and Project Management. - She liaises with representatives from various departments and countries, including operations managers and sales managers, on a regular basis. - Conduct daily marketing analyses focusing on customer acquisition, retention, and reactivation. - Ensured accuracy in various administrative tasks such as renewing office licenses, marketing planning, reports monthly, databases and filling systems. - She has multitasking skills and decisive enough to make a resolution. 			

Ref. No. :	AC-NT-NJS-HB-101543			
Job Title :	HR & admin Executive			
Gender / Age / Race :	Female	31	Malay	
Preferred Work Location :	Puchong	Subang Jaya	Shah Alam	
Languages :	Malay	English		
Highest Education :	Degree in Sport Management			
Certificates Obtained :				
Expected Salary :	RM3,500			
Working Experiences :	<ul style="list-style-type: none"> - She has almost 5 years of experience as an HR Analyst in various industry. - She implemented a systematic approach to maintain proper filing to ensure easy retrieval and secure storage of documents. - Conducted Hazard Identification, Risk Assessment and Risk Control (HIRARC) with Environment Impact Assessments (EIA) to guarantee OSHA. - Attended customer audits conducted by SEMAT to review industry standard. - Initiated RFQs for HR administration purchases, sourcing quotations, evaluating offers and cost-effective for procurement procedures. 			

Ref. No. :	AC-NT-NJS-MF-101552			
Job Title :	General Manager cum Finance Manager			
Gender / Age / Race :	Male	32	Chinese	
Preferred Work Location :	Petaling Jaya	Kuala Lumpur	TTDI	
Languages :	Chinese	English	Malay	Cantonese
Highest Education :	Degree in Commerce (Accounting & Finance)			
Certificates Obtained :	CPA & MIA			
Expected Salary :	RM17,000			
Working Experiences :	<ul style="list-style-type: none"> - He has 4 years experienced led numerous audit engagements for Malaysia's listed companies and Multinational Corporations. - Currently he dual role of General Manager and Finance Manager over 3 years. - He provided oversight and management of the group sales forecast, ensuring seamless alignment between production and sales projections. - Ensured financial accuracy by conducting monthly financial reviews, budgets and submitting them for thorough analysis and review. - Undertook the responsibility of drafted proposals for several key prospects for company to tender for engagement. 			

Ref. No. :	AC-NT-NJS-AC-101557			
Job Title :	Admin Clerk			
Gender / Age / Race :	Female	22	Chinese	
Preferred Work Location :	Selangor	Kuala Lumpur		
Languages :	Chinese	English	Malay	
Highest Education :	Diploma in Business Administration (Part-Time)			
Certificates Obtained :				
Expected Salary :	RM3,500			
Working Experiences :	<ul style="list-style-type: none"> - She has over 4 years of experience as admin clerk. - Interact and handling customer enquiries and issues, distribute incoming correspondence via fax and email. - Ensuring the smooth functioning of daily business operations by managing tasks such as handling invoice, prepare account statement, refreshment for all meetings and filing documents. - She works closely with internal and external parties, including agents, suppliers, customers, and different departments, to ensure smooth communication and coordination. 			

Ref. No. :	AC-NT-JS-SB-101518				
Job Title :	Japanese Speaker - Sales & Marketing Manager				
Gender / Age / Race :	Female	51		Chinese	
Preferred Work Location :	Petaling Jaya	Selangor		Kuala Lumpur	
Languages :	English	Malay	Chinese	Japanese	
Highest Education :	Master of Arts in Business Administration				
Certificates Obtained :	JLPT – N1				
Expected Salary :	RM10,000				
Working Experiences :	<ul style="list-style-type: none"> - She has experienced Sales and Marketing professional with over 9 years of expertise in international contract negotiation and more than 10 years in the Beauty industry. - She has influential presentation skills to conduct impact training courses, meetings, seminars, and events with key customer to ensure sales achievement and strong relationship. - Oversaw key client relations in Japan, conducted negotiations for pricing, sales contracts, and monitored order fulfillment. - Identify annual sales growth and outline the marketing strategies employed to meet distributor-specific sales targets. 				