



**Genesis Business Academy**  
创峰集团商学院



[www.goldtinkle.com](http://www.goldtinkle.com)

E-35-01 Menara SuezCap 2,  
KL Gateway, No. 2 Jalan Kerinchi,  
Gerbang Kerinchi Lestari,  
59200 Kuala Lumpur.

## **Internship for Marketing Consultant Assistant**

- 4 Internship position(s) for duration of 6 month(s)
- Working location at KL Gateway Mall
- Monthly allowance: RM700

### **Job Responsibilities**

- Assist in coordinating marketing department events.
- Assist in planning, the creation and maintenance of email campaigns and social media content.
- Monitor social channels and respond to feedback, questions, and concerns.
- Head to different cities in Malaysia or other countries in Southeast Asia for speeches.
- Provide administrative support to the marketing team.

### **Candidate Requirements**

- Must possess or currently pursuing a Diploma or Bachelor's Degree in Marketing, Communications or equivalent.
- Strong interest or experience in Financial industry.
- Strong verbal and written communication skills.
- Strong organizational skill.
- Professionally and confidently represents the company in front of clients and public.
- Willingness to learn on the job.

**Please send an email to [genesishrinternship@gmail.com](mailto:genesishrinternship@gmail.com) with "Human Resource Internship " in the subject line, a short cover letter and resume attached. For further information, please contact us at 03 - 2728 4134 / 4135.**



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## Internship for Accounts Assistant

- 2 Internship position(s) for duration of 6 month(s)
- Working location at KL Gateway Mall
- Monthly allowance: RM700

### Job Responsibilities

- This position will primarily assist the Accounts Executive on day-to-day activities.
- Documents financial transactions by entering account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintains credit control by preparing and recommending policies and procedures.
- Recommends financial action by analyzing accounting options.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Contributes to team effort by accomplishing related results as needed.

### Candidate Requirements

- Pursuing an undergraduate degree in Accounting, Banking, Finance or equivalent.
- A CGPA above 3.0
- Able to communicate in MANDARIN.
- Knowledge of Accounting Software.
- A problem solver approach to work and can identify and resolve problems in a timely manner.
- Advanced analytical skills to gather and present information to the team and executives.
- Strong customer service skills and the ability to manage difficult client/customer situations, respond promptly to customer needs, and solicit customer feedback to improve service.
- Excellent time management skills and the initiative to solicit feedback to improve performance.
- The ability to quickly adapt to changes while managing competing demands in a fast-paced environment.
- Strong organizational skills and attention to detail.

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## **Internship for Admin Assistant**

- 4 Internship position(s) for duration of 6 month(s)
- Working location at KL Gateway Mall
- Monthly allowance: RM700

### **Job Responsibilities**

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

### **Candidate Requirements**

- Must possess or currently pursuing a Diploma or Bachelor's Degree in Business Studies/Administration/Management, Economics, Secretarial or equivalent.
- A CGPA above 3.0
- Able to communicate in MANDARIN.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

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