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| Job Requirements | Job Responsibilities | My Qualification (Degree or experience) | My skills (a course you have taken/ participated in a club/organization activity/event | My Qualities (your characteristics) |
| * Candidate must possess at least a Bachelor’s Degree in Human Resource or related field. | * Custodion of organizational charts and work closely with relevant personnel from other departments to ensure that relevant job-related information is updated and accurate. | Graduated from Universiti Malaysia Terengganu with a Bachelor’s in Policy Management in 2021. | I used to work at company at BD Malaysia Sdn. Bhd as an operator in processing the company’s products in 2018. | Be responsible in everything. |
| * Fresh graduate with good English writing skill. | * Condust job evalution to establish or update job grades for the purpose of wage administration and establishing remuneration and promotion guidelines. |  | I am affiliate marketing with collaboration Isnergy Holding Berha company in affiliate marketing program by helping consumers get saving in expenses and assisting and marketing their business as well as digitizing their business. | Can work in groups and accept critism and opinions from others. |
| * Applicants must be willing to work in Sepang. | * Custodian on creation of new headcount. | - | I took the subject of social science research methods and human development and social policy in semester 2. | Collaborate in helping the company achieve the company’s vision and mission. |
|  | * Provide single source of truth for reference on all the HR relevant policies and guidelines. |  |  | Good communication skills. |
|  | * Drive the Yearly Manpower Planning Exercise. |  |  | Positive attitude and quick to learn something new. |
|  | * Involve in job evalution exercise. |  |  |  |

Example Job Advertisement: https://www.jobstreet.com.my/en/job-search/banking-financial-services-finance-jobs/