



Reply to:

INDUSTRIAL TRAINING UNIT & GRADUATE EMPLOYABILITY  
INDUSTRIAL PARTNERSHIP & COMMUNITY RELATION DIVISION  
UNIVERSITI MALAYSIA PAHANG (UMP)  
LEBUHRAYA TUN RAZAK,  
26300 GAMBANG, KUANTAN, PAHANG, MALAYSIA.

TEL: +609 - 549 2750  
Email: [li@ump.edu.my](mailto:li@ump.edu.my)

FAX: +609 - 549 2525  
<http://jjim.ump.edu.my>

**Industrial Training Period : 13 MARCH 2023 to 25 AUGUST 2023**

1. Please specify whether your organization is willing to offer industrial training place for:

YES  (Offer is valid until \_\_\_\_\_)  
NO

Name : SYAZREEN ELYNA BINTI MUHAMMAD RAJAB  
Student ID : RC21277  
Identity Card No. : 031018100934  
Program : DIPLOMA IN COMPUTER SCIENCE

2. List of benefits (if any):

|                              |       |                                     |               |    |                          |
|------------------------------|-------|-------------------------------------|---------------|----|--------------------------|
| (a) Allowance                | YES   | <input checked="" type="checkbox"/> | RM/\$: 700.00 | NO | <input type="checkbox"/> |
| (b) Accommodation            | YES   | <input type="checkbox"/>            |               | NO | <input type="checkbox"/> |
| (c) Overtime                 | YES   | <input type="checkbox"/>            | RM/\$: .....  | NO | <input type="checkbox"/> |
| (d) Others (please specify): | _____ |                                     |               |    |                          |

3. Please briefly specify scope of work for Interns:

Internal IT Audit  
\_\_\_\_\_

update & Manage IT Assets  
\_\_\_\_\_

Update & Manage IT Equipment Disposal  
\_\_\_\_\_

Refurbish/repair Desktop & Laptop  
\_\_\_\_\_

1st Level IT support & Troubleshooting

(a) Working days: 5 Days

(b) Working hours: 8:30 am - 5:30 pm

(Please specify if the students required to work in shift)

4. Please specify Company Information:

- (a) Company name: Exact Automation Sdn Bhd
- (b) Company Registration No: 281825-V
- (c) Company Type: MNC | GLC | SME | GOVERNMENT | OTHERS: \_\_\_\_\_
- (d) ~~CEO~~ HR Manager or someone in upper management: Widyawati Binti Abd Rahman
- (e) Designation: HR Manager
- (f) Mailing address: \_\_\_\_\_
- (g) Contact person name: Hasnah Binti Manap
- (h) Contact person position: Senior HR Executive
- (i) Contact person email: hasnah@exactautomation.com.my
- (j) Telephone no.: 03-80765693
- (k) Fax no.: \_\_\_\_\_

5. Please specify Industrial Supervisor/person in charge information:

- (a) Supervisor's name: Kong Hoong Kuan
- (b) Contact no: 03-80765693
- (c) Email: chriskong@exactautomation.com.my
- (d) Training address: **EXACT AUTOMATION SDN. BHD. (281825-V)**  
No. 173, Jalan Kenari 23A,  
Bandar Puchong Jaya, 47100 Puchong,  
Selangor Darul Ehsan.  
Tel No.: 03-8076 5693 Fax No.: 03-8076 5673  
E-mail: info@exactautomation.com.my  
Website: www.exactautomation.com.my

Signature



Name

Widyawati Binti Abd. Rahman

Position

HR & Admin Manager

Date

13-2-2023

Official stamp

