



**APM NUCLEAR TECHNOLOGY SDN. BHD.** (915788-X)

NUCLEAR TECHNOLOGY SDN. BHD.

NO. 6, JALAN PERINDUSTRIAN SUNTRACK, HUB PERINDUSTRIAN SUNTRACK, OFF JALAN P1A,  
SEKSYEN 13 BANDAR BARU BANGI, 43000 KAJANG, SELANGOR, MALAYSIA.  
TEL: 603 8928 0755 FAX: 603 8928 0655

Human Resources Department  
Universiti Tenaga Nasional  
UNITEN, Putrajaya Campus  
Jalan IKRAM-UNITEN  
43000 Kajang Selangor

Date : 22/08/2016

Dear Sir,

**Invitation To Fill Up Job Vacancies (Open For Fresh Graduate)**

For information our organization APM Nuclear Technology Sdn. Bhd would like make an offer to fresh Graduate from Universiti Tenaga Nasional to fill up vacancies as bellows:

1. Account Executive

**Requirement & Responsibilities:** Candidates are required possess of **Degree in Accounting & Finance.** In addition candidates responsibilities to:

- To ensure all payment received (cheques and cash) are bank in and record in timely basis.
- To ensure all invoice prepare correctly
- Calculating, submitting and filing all GST matter
- To prepare payment vouchers (PV) for HQ and check PV prepared by SSDL staff.
- To ensure all weekly and monthly report prepare and submit to Chairman office
- To deal with auditors, tax agents, bankers, & etc.
- excellent communication skills
- good organisational skills
- excellent teamworking

We are looking forward for a creative and enthusiastic individual who share our passion for growing and develop together for organization future.

Any enquiries do not hesitate to contact person in charge En. Mohd Nadzaruddin (Administration Executive) at 03-89280755 or email to [nadza@apmnuclear.com.my](mailto:nadza@apmnuclear.com.my)

Thank you for your consideration and attention.

Name : YEO KYUNG JIN

Designation : CEO / Management Division