

28th July 2015

To: **MS. IDA IRDAWATY IBRAHIM**
Head of Career Unit
Sponsorship, Career & Alumni Centre
2nd Floor, UNITEN, Putrajaya Campus
43000 Kajang, Selangor

Greetings from Naza World office,

PLACEMENT FOR INDUSTRIAL TRAINING

We refer to the above matter, and are pleased to submit herewith our official application to request for Industrial Trainee to be placed in our organisation.

We welcome any interested Universiti Tenaga Nasional (UNITEN) student to join our Industrial Training Program for year 2015. Selected students that successfully passed our interview session shall be placed in various companies / departments within the Naza World Group of Companies.

Further to the above, we seek your kind co-operation to provide a list of students who are due for industrial training from the following courses:

No.	Course	Level	No. of Vacancy
i)	Business Administration in HR / Marketing / Office Management OR Equivalent	Diploma / Degree	5 pax
ii)	Accounting / Finance / Economics	Diploma / Degree	4 pax
iii)	Automotive Technician / After Sales (if any)	Diploma / Degree	2 pax

Alternatively, you may also advise your students to e-mail their application to En. Muhamad Arif Bin Ahmad Azam at muhamadalarif@naza.com.my or contact directly with our Recruitment Unit at 03-7953 2888 (ext. 611).

We highly appreciate your cooperation in this matter and we look forward to receive your students aboard.

Please do not hesitate to contact the undersigned for further information.

Thank you.

Yours faithfully,

NAZA WORLD CORPORATE SERVICES SDN BHD

A handwritten signature in black ink, consisting of several horizontal strokes and a vertical stroke, enclosed within a circular outline.

MUHAMAD AL ARIF BIN AHMAD AZAM

Executive – Manpower & Recruitment

Corporate Human Capital Division