

FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

Ruj. Kami (Our Ref) : UTeM.25.01/600-6/3/5 (B032010100)

7 August 2023

Ruj. Tuan (You Ref) :

TO WHOM IT MAY CONCERN

Dear Sir / Madam

Universiti Teknikal Malaysia Melaka (UTeM)
Student Industrial Training Programme
Training Session : 09/10/2023 to 22/03/2024

Universiti Teknikal Malaysia Melaka (UTeM) is a public university (UA) under the Ministry of Education Malaysia, established on 1st December 2000. UTeM currently offers undergraduate and postgraduate programmes in various fields e.g. Electronic and Computer Engineering, Electrical Engineering, Mechanical Engineering, Manufacturing Engineering, Engineering Technology, Information & Communication Technology (ICT) and Technology Management & Technopreneurship. The industrial training for a period of approximately 24 weeks is compulsory for the Degree Programmes in UTeM.

2. With reference to the above, we wish to acknowledge that the bearer of this letter is the student of University Teknikal Malaysia Melaka (UTeM). We will be very grateful if you can consider the application of industrial training placement in your company for the duration specified above.

Student Name : ONG PEI KANG
Identity Card No. : 000719010657
Matric No. : B032010100
Programme : BACHELOR OF COMPUTER SCIENCE (DATABASE
MANAGEMENT) WITH HONOURS

3. Should the company agree to accept or not this student, please complete the attached "Reply Form" to be submitted to the university one month before.

4. Should there be any queries with regards to the above, please do not hesitate to contact Faculty Industrial Training Coordinators as below :

Name : TS. DR. WAHIDAH BINTI MD SHAH
Tel No. : +606-2702495
Fax No. : +606 2701048
Email : wahidah@utm.edu.my
Url : <http://ftmk.utm.edu.my/web/>

5. Thank you in advance for your kind consideration and participation in UTeM student Industrial Training Programme.

Your Sincerely

PROFESOR MADYA TS. DR. MOHD SANUSI BIN AZMI
Dean
FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY
On behalf of Vice Chancellor
Universiti Teknikal Malaysia Melaka (UTeM)

This letter is computer generated, no signature is required

REPLY FORM
(To Be returned to UTeM)

Our Ref :

7 August 2023

B2BE GSS SDN BHD
SUITE A709, JALAN 16/11, PHILEO DAMANSARA 1, OFF JALAN DAMANSARA,
46350 PETALING JAYA
SELANGOR
Tel No. : 0175222657
Fax No. : -
ROC No. :

To,
FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

Dear Sir / Madam,

UTeM STUDENT INDUSTRIAL TRAINING PROGRAMME
TRAINING SESSION : 09/10/2023 - 22/03/2024

With reference to the above we **agree / disagree** to accept the student as mentioned below to undergo industrial training at our company for the period specified above :

Student's Name : ONG PEI KANG
Identity Card No. : 000719010657
Matric No. : B032010100
Programme : BACHELOR OF COMPUTER SCIENCE (DATABASE MANAGEMENT)
WITH HONOURS

2. This student will be located at :

Department : Global Digital Development Share Services
Address : Suite A809 Jalan 16/11 Phileo Damansara 1
Jalan Damansara
46350 Petaling Jaya

(Please take note : Virtual office is not allowed and working from home can only be done during the Covid 19 Pandemic only)

Scope of Training (Compulsory) : Involvement in full software development cycle including analysis requirement, design, coding and testing;
Developing a good understanding of work allocated for successful delivery within allocated time frames;
Follow defined coding standards and development guidelines and to have input into these standards as and when required with;
Perform complete testing of developed work to reduce follow-up requests and bug fixes;
Continually learn and enhance programming skills to improve development turn-around time frames and make a positive impact

3. Thank you.

Yours Sincerely,

Annie

Yap Ann Gie

Office's Name : ~~NATALIE ANNE FRANKFORT~~
Position : HUMAN RESOURCES
Email : -

Company's Stamp B2BE GSS SDN BHD (141418-V)
Suite A 809, Phileo Damansara 1,
No 9, Jalan 16/11 Off Jalan Damansara,
46350 Petaling Jaya, Selangor Darul Ehsan
Tel: 003-7660 8818 Fax: 003-7660 8819

Acceptance of Industrial Training Placement (upon faculty's approval)

I ONG PEI KANG Identity Card No. 000719010657 hereby **agree / disagree** to accept the placement offered. In the case that i have accepted the placement offered, i promise to abide by the rules / regulations of the company and UTeM.

Pei kang
.....
(Student's Signature)

.....
(Date)

SEBUAH UNIVERSITI TEKNIKAL AWAM





SEBUAH UNIVERSITI TEKNIKAL AWAM

