

UST GLOBAL (MALAYSIA) SDN BHD

Designation	Person In-Charge	Email Address	Contact No
Human Resource	Arun Vijayan Yesodha U15092	Arun.Yesoda@ust-global.com	018-4071688
Center Operation	Muhammad bin Mazlan 145588	Muhammad.Mazlan@ust-global.com	014-5339667
Finance	Anoop Menon U25895	Anoop.Menon@ust-global.com	012-5201624
Recruitment	Lim Min Lee U52677	Minlee.Lim@ust-global.com	019-5598501
REFM	Binesh Shah A/L Ramesh Chandra U56789	Binesh.RameshChandra@ust-global.com	011-51303412
Visa & Immigration	Yong Jia Hui U30700	Yong.JiaHui@ust-global.com	012-4316268
	Chua Siew Yin (Karen) U58648	Chua.SiewYin@ust-global.com	019-4093052

Badge Photograph Session

Thursday : 10am-4pm

Location : Reception (ground floor old office)

Main Office Address

Level 2, Mini Circuit Building 3
Plot 10, Bayan Lepas Technoplex
Phase IV, Bayan Lepas Industrial Zone
11900 Penang, Malaysia.

for ID and Password

ISHelpdesk@ust-gmail.com

HRsolutions@ust-global.com

*concern the issue

*provide personal email

*Malaysian Phone No

WELCOME TO UST GLOBAL

Personal Email they will email to you 2 emails which is:

- 1. UID and email ID
- 2. Login Password
- **YOU HAVE TO ACTIVATE IMMEDIATELY**, because you use this activation go to UST-EMAIL (outlook)
- If you receive either UID and email OR Login Password, please email to ISHelpdesk. (please refer page 1)

Once done the activation, In your UST email, you can see

- Orion Profile website for you to apply leave, letter and etc.
- I-admin link and portal (e- payslip)
- Life Insurance , etc

Then your client email which is intel, motorola, dell, (depends which company you are be located), We are not allow to use client email to blast the information, we just use Ust email only.

AIA MEDICAL

- ✓ Outpatient – no limit for payment, (you can go to panel, get a receipt and claim back.) Once you claim please attach your passport / NRIC copy and original receipt.
- Inpatient / hospitalization: will be cover RM100K for you (if you are single) and if you marriage will be cover your dependents, so which each one of you will be cover RM100K.
- Maternity – RM25K
- Optical / Lense – RM 500/ Year, only for employee (not for spouse)
- Medical Check up- RM700 /year,

TUNE MEDIENT (DENTAL)

- No limit for payment – depends for the policy cover

*P/S : Please do photocopy receipt for your reference.

And for the other benefit which is :

- Annual Leave – 14days / year -> get 1.16/ month -> maximum you can carry forward is 30days only
- Unpaid / No Pay Leave – No limit
- Hospitalization / Maternity – 60days
- Medical Sick Leave – 14days/ year
- Bereavement – 3days (if your parent pass away, will be cover)