

Employment Contract

Field	Details
Company	NovaTech Digital Solutions Sdn. Bhd.
Employee Name	Kathryn Chong Khai Xuan
Position	Marketing Executive
Employment Type	Full-Time
Start Date	1 November 2022
Contract Status	Active / Permanent

Job Responsibilities	
1	Plan and execute digital marketing campaigns
2	Manage company social media platforms
3	Prepare marketing reports and performance summaries
4	Coordinate with clients and internal creative teams
5	Support branding and promotional activities

Working Hours	Details
Days	Monday – Friday
Hours	9:00 AM – 6:00 PM

Salary & Benefits	Details
Basic Salary	RM5,000
Allowances	RM400 (transport)
Performance Incentives	Up to RM600
Annual Leave	14 days

Medical Benefits	Included
EPF & SOCSO	Provided as per Malaysian law

Company Address :

Level 18, Tower B, PJ City Office, Jalan Kemajuan, 46200 Petaling Jaya, Selangor |

Signed By	Name / Designation	Date	Signature
Employee	Kathryn Chong Khai Xuan	25 / 10 / 2025	<i>Kathryn</i>
Employer / HR Manager	Amanda Nicole	25 / 10 / 2025	<i>Amanda</i>