

2 January 2020

MOHAMAD AIMAN BIN MOHD ANDERIL
No 43, Jalan Bendahara 10/6,
Taman Bendahara 3,
45000 Kuala Selangor,
Selangor, Malaysia

Re: Offer for Internship

Dear Mohamad Aiman,

We are pleased to offer you an internship position, commencing from *3 Feb 2020 - 5 Jun 2020*.

The terms of engagement are as follows:

1. Internship Title – Software Test Analyst (QA Tester)
2. Working Hours – Monday to Friday, 8.30am – 5.30pm
3. Internship Allowance – Rm800 per month
4. Supervisor for internship – Esther Lau / Derrick
5. Responsibilities – Your duties states in the job details (ref Appendix A), as well as other duties that may be assigned to you from time to time.

Yours faithfully



Marcus Hung
Director

INTERN'S DECLARATION

I accept the internship offer with the above terms and conditions.

Name..... Signature..... Date.....

Appendix A – Job description

Software Test Analyst (QA Tester)

Responsibilities:

1. Develop test scenario and test cases as per business requirement specification.
2. Participate in test planning; i.e. develop test cases and procedures according the business requirement, establish test conditions and prepare test data.
3. Conduct end to end testing for all aspects of the product/system such as function/component, system, performance, regression and service according to the defined test cases.
4. Participate in System Integration Testing and/or User Acceptance Testing. Ensure the test results meet the product requirement.
5. Log issues in the defect tracking system.
6. Work closely with the development team in replicating and troubleshooting of defects.
7. Prepare and update the status report of the test activities.
8. Update Project Manager regularly about the progress of the test activities.
9. Ensure that the assigned task is completed promptly.
10. Participate in Website and Graphic improvements.
11. Assist to manage company Facebook.