**Date**: 17/10/2022 **Day**: Monday **Training Week**: 2

*(Please specify training information by descriptive statement, tables, sketches, figures etc.)*

|  |  |  |
| --- | --- | --- |
| **Time** | **Entry** | **Description / Remarks** |
| 10.00 am | Arrived at the office  Make amend on “Raja Kapcai” and “Raja Cuti” FB page banners. |  |
| 5.00 pm | Submission all banners into google drive  Some of the banners are approved by Mr Richard and some of the banner had to amend |  |
| 6.00pm | Meeting with Senior Account Executive (Naomi Ching) to discuss about visual for FB ads regarding “No Lighter” Campaign |  |
| 6.30 pm | End of working hours |  |

*Note: Please include attachment whenever necessary*



**Student Signature**

**Date: 17/10/2022**

**Date**: 18/10/2022 **Day**: Tuesday **Training Week**: 2

*(Please specify training information by descriptive statement, tables, sketches, figures etc.)*

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| --- | --- | --- |
| **Time** | **Entry** | **Description / Remarks** |
| 10.00 am | Work from home  Design 3 FB ads for No Lighter Campaign and one of the design will be choose by Naomi | Logo  Description automatically generatedText  Description automatically generated |
| 12.00 pm | Submission design and one of the design had been chose but had to make few amendment |  |
| 1.00pm | Lunch break |  |
| 2.00 pm | Design a logo for “No Lighter Campaign” | Logo  Description automatically generated |
| 6.30 pm | End of working hours |  |

*Note: Please include attachment whenever necessary*



**Student Signature**

**Date: 18/10/2022**

**Date**: 19/10/2022 **Day**: Wednesday **Training Week**: 2

*(Please specify training information by descriptive statement, tables, sketches, figures etc.)*

|  |  |  |
| --- | --- | --- |
| **Time** | **Entry** | **Description / Remarks** |
| 10.00 am | Arrived at the office  A briefing from HR about a Linkedin post that need to be design. There are 4 job posting post that need to be design. |  |
| 11.00 pm | Start searching for content and idea for the poster. Search about the Linkedin post size. |  |
| 1.00pm | Lunch break |  |
| 2.00 pm | Design the poster | Graphical user interface  Description automatically generated |
| 6.30 pm | Submission of the poster to HR  End of working hours |  |

*Note: Please include attachment whenever necessary*



**Student Signature**

**Date:19/10/2022**

**Date**: 20/10/2022 **Day**: Thursday **Training Week**: 2

*(Please specify training information by descriptive statement, tables, sketches, figures etc.)*

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| --- | --- | --- |
| **Time** | **Entry** | **Description / Remarks** |
| 10.00 am | Arrived at the office  HR send list of details on what to amend on the previous HR poster  Make amend on the poster based on what HR requested | Graphical user interface, text  Description automatically generatedGraphical user interface, website  Description automatically generated |
| 1.00pm | Lunch break |  |
| 2.00 pm | Continue with the amendment |  |
| 5.00 pm | Joined meeting with Social Media Analyst team in order to get more knowledge and info about the community and the contents for each community  End of working hours |  |

*Note: Please include attachment whenever necessary*



**Student Signature**

**Date: 20/10/2022**

**Date**: 21/10/2022 **Day**: Friday **Training Week**: 2

*(Please specify training information by descriptive statement, tables, sketches, figures etc.)*

|  |  |  |
| --- | --- | --- |
| **Time** | **Entry** | **Description / Remarks** |
| 10.00 am | Arrived at the office  Updated the company’s logbook and intern daily logbook | Doing adhoc task (helping to translate document to Malay language) |
| 1.00pm | Lunch break |  |
| 2.00 pm | Continue with the amendment | A picture containing text, sign  Description automatically generated |
| 6.30 pm | Submission of the newly edited poster to HR  End of working hours |  |

*Note: Please include attachment whenever necessary*



**Student Signature**

**Date: 21/10/2022**