

KOLEJ ASA we care for your education No.6-1 Jalan Bandar Rawang 11 Pusat Bandar Rawang 48000 Rawang Selangor Darul Ehsan DK 061 (B)	ACADEMIC MEMO			
	PRACTICAL TRAINING WORKSHOP			
	Ref.No: ACM/07/2019/1			

To : Students Intakes as follows:
DIA AUGUST 2017 /DIM AUGUST 2017/DIT AUGUST 2017
DIA JANUARY 2018 /DIM JANUARY 2018
DIA APRIL 2018/DIM APRIL 2018/DIT APRIL 2018
From : Head of Academic
Date : 17th JULY 2019
Re : PRACTICAL TRAINING WORKSHOP AND MOCK INTERVIEW SESSION JULY 2019

Introduction

Industrial Practical Training program provides pre-professional work experience with specific assignments and responsibilities. This industrial practical training is one of the requirements for all KOLEJ ASA students of degree and diploma. A Practical Training should be relevant to a student's personal career interests and academic courses of study, serving as a bridge between college and the world of work. Productive Practical Trainings help students make informed decisions and improve their marketability after graduation.

Referring to the above matter, a series of Workshop will be held to help students in their preparation for the practical training and job seeking after completion of study.

The workshop will be held as follows:

Date/Day	Programme	Time	Person In charged	Venue
01.08.2019 / Thursday	Industrial Training Report Writing Workshop	10.00 am – 11.00 am	Ms.Seriwah Yuni Ahmad	Computer Lab
	Resume Writing	11.00 am – 01.00 pm	Ms.Seriwah Yuni Ahmad	Computer Lab
	Mock Interview Session (1 student = 6-7 Minutes)	02.00 am-05.00 pm	Ms.Norshahrizan Abd Fri@Sabri Ms Nur Izzati Shamsuddin	Meeting Room

Attendance is **COMPULSORY** and Certificate will be given after the workshop.

Thank you.

Warmest regards,

SERIWAH YUNI AHMAD
Head of Academic
KOLEJ ASA

Important Note:

- ✓ Formal Attire
- ✓ Bring along related certificates
- ✓ Passport Size Photo (1 Copy) or Softcopy save in pen drive. (Selfie photo not allowed)

STUDENT NAMELIST 2019

DIPLOMA IN ACCOUNTANCY (AUGUST 2017)

NO	NAME	STUDENT ID
1	YAP KAH MEI	DIA0817001
2	LAI PING JUN	DIA0817002
3	SHAMALA SRI A/P ELAMKOVAN	DIA0817003
4	ANG WEI JEAT	DIA0817004

DIPLOMA IN MANAGEMENT (AUGUST 2017)

NO	NAME	STUDENT ID
1	TAN YOUNG SIEN	DIM0817001
2	TAMIL SELVI A/P GOVINDA RAJOO	DIM0817003

DIPLOMA IN INFORMATION TECHNOLOGY (AUGUST 2017)

NO	NAME	STUDENT ID
1	MUHAMMAD IZZAD ISYRAF BIN ZULKIFLI	DIT 0817003
2	JONATHAN LEE SIANG END	DIT 0817002
3	CHIN ZHI YUAN	DIT 0817001

DIPLOMA IN MANAGEMENT (JANUARY 2018)

NO	NAME	STUDENT ID
1	KRUBASHINI A/P CHOMACHONDRAM	DIM 0118001
2	KOGILA DARSHINY A/P CHANDRAN	DIM 0118002

DIPLOMA IN ACCOUNTANCY (APRIL 2018)

NO	NAME	STUDENT ID
1	SOON HUI RU	DIA 0418001
2	LIEW CHIN HUI	DIA 0418002
3	NOOR HAMIZAH BINTI OTHMAN	DIA 0418003

DIPLOMA IN MANAGEMENT (APRIL 2018)

NO	NAME	STUDENT ID
1	DURGENDRAN A/L MURUGAN	DIM 0418001
2	MEGALAVENI A/P KANAISAN	DIM 0418002
3	FONG XIAO HUI	DIM 0418003
4	JAYA DURGAMBIGAI A/P MURUGAN	DIM 0418004
5	ONG ZHENG KANG	DIM 0418005
6	DEVAMALAR A/P SUBRAMANIAM	DIM 0418006

DIPLOMA IN INFORMATION TECHNOLOGY (APRIL 2018)

NO	NAME	STUDENT ID
1	BRIAN TAN KAR KIN	DIT 0418001