

**MEMO**

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| REF NO. | : | DHU/RO/GCC/02/2018 |
| TO | : | DHU STUDENTS |
| FROM | : | GUIDANCE AND COUNSELLING CENTRE |
| DATE | : | 14 MAY 2018 |
| SUBJECT | : | **VACANCY : ASSISTANT OF ALUMNI UNIT** |

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Dear all students,

Guidance and Counselling Centre is hiring an assistant of alumni unit (among student). To anyone who is interested, kindly attend our walk in interview as follows ;

 **DATE : 16 May 2018**

 **DAY : Tuesday & Wednesday**

 **TIME : 10.00 am – 11.00 am**

 **VANUE : Guidance and Counselling Centre, Level 3, Student**

 **Activity Centre Block.**

 **POSITION : 2 Person needed**

 **STATUS : Contract (1 Month)**

**Requirement for the position:**

1. DRB-HICOM University student (Active in campus)
2. Good Skill in communication (Basic English and Malay language)
3. Good in Microsoft Excel (Basic)

Please bring your mini resume together. For any inquiry, kindly contact your counsellor as below:

**Cr. Ataullah Bin Anas**

**012-9638574**

**09-4242619**

Thank you.

**GUIDANCE AND COUNSELLING CENTRE / ALUMNI UNIT**

**DRB-HICOM UNIVERSITY OF AUTOMOTIVE MALAYSIA**