

AVAWEALTH CONSULTANCY





TESTIMONIAL INTERNSHIP

PROGRAM

BATCH O

(10 FEB 2020-9 JUNE 2020)

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WHAT I HAVE LEARNT?

- Basic financial planning
- Financial need analysis
- Learn about takaful/insurance
- Do some copywriting for job/internship posting in FB
- Edit video/design poster
- Process of recruitment:
 - Review resume
 - Give test to candidate
 - Arrange for interview
 - Provide offer letter







Activity Before MCO

WEEKLY MEETING (WED) 8-10PM







AVA CASHFLOW GAME







WORK BEFORE START MCO







ATTENDING COURSE AT GREAT ESTERN JB









WORK FROM HOME DURING MCO

- Design poster for internship and career.
- Posting internship and career vacancy using company FB.
- Review resume of the candidate.
- Send test to them.
- Arrange interview for them.
- Interview via Zoom meeting.
- If suitable, will offer them and make offer letter.



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ACTIVITY DURING MCO













TOKEN OF APPRECIATION



- Firstly, I want to say Thank you to Mr Andy and Miss Violet because give me opportunity to learn and do internship at AVA Wealth Consultancy.
- For the first month of my internship, I have do many office job about insurance. I have learn many thing that I do not know, thank you to Ms Violet for guiding me to do the job.
- After the first month, our country have to do MCO, so need to go home and start work from home. From work from home, I have started my job scope which is HR job in recruitment. There are few selection process that I need to do. I like to say most thank you to Mr Andy because guide me in every process that I need to do.
- Lastly, I want to apologise to Mr Andy and Ms Violet for every mistake that I have do during my internship. Nice to meet both of you.