



OFFICE ADMINISTRATION

(SKM Level 3)

Suppose you have good communication skills, loves meeting new people and enjoys working in a corporate office environment, this is the perfect fit for you. This career allows you to meet and manage visitors and vendors, handle correspondence, and ensure a harmonious workplace. According to Jobstreet, Office Administration roles are the most in-demand jobs in Malaysia for 2022. With a starting salary of RM4,000, there are a lot of opportunities across all industries.

Duration: 18 Months

Programme code: N821-001-3:2020

FutureEdge College (L01540)

No. B2-01, Jalan Teknologi 2/1D, Kota Damansara, PJU 5,
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Subjects

- Front Office Reception
- Office Finance Handling
- Office Procurement Handling
- Office Inventory Handling
- Office Logistic Handling
- Office Documentation Preparation
- Staff Administration Supervision

Career prospects

- Office administrative / management executives
- Vocational Training Operation (VTO) / TVET - Instructor
- Manager
- Entrepreneur

 **603 6145 5888**

 **011 5360 8838**

FutureEdge.com.my



PENTADBIRAN PEJABAT

(SKM Tahap 3)

Sekiranya anda mempunyai kemahiran berkomunikasi yang baik, suka berjumpa orang baru, dan menikmati bekerja di persekitaran pejabat korporat, ini adalah pilihan yang sempurna untuk anda. Kerjaya ini membolehkan anda berjumpa dan menguruskan pelawat dan vendor, mengendalikan koresponden, dan memastikan tempat kerja yang harmoni. Menurut Jobstreet, peranan Pentadbiran Pejabat adalah pekerjaan yang paling banyak permintaan di Malaysia bagi tahun 2022. Dengan gaji permulaan RM4,000, terdapat banyak peluang di semua industri.

Subjek

- Resepsi Kaunter Hadapan
- Pengendalian Kewangan Pejabat
- Pengendalian Perolehan Pejabat
- Pengendalian Inventori Pejabat
- Pengendalian Logistik Pejabat
- Penyediaan Dokumentasi Pejabat
- Penyeliaan Pentadbiran Kakitangan

Kerjaya

- Pegawai Eksekutif & Pentadbiran
- Setiausaha
- Pengurus
- Usahawan

Tempoh Pengajian: 18 Bulan

Kod Program: N821-001-3:2020

FutureEdge College (L01540)

No. B2-01, Jalan Teknologi 2/1D, Kota Damansara, PJU 5,
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

 **603 6145 5888**

 **011 5360 8838**

FutureEdge.com.my