

# INTERNSHIP OPPORTUNITY

## FINANCE



Type of Vacancy : Internship

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

### Organization details :

Company : PRINSIP ALPHA SDN BHD  
Website : <https://www.p-regency.my/>  
Address : NO.59 JALAN MOLKE 3/20, TAMAN MOLEK 81100 JOHOR BAHRU

### Job Responsibility :

- 1) Assist in verifying and keeping track of contractor and consultant progress claims.
- 2) Assist in preparing payment voucher to claims.
- 3) Support monthly bank reconciliation and update cash book.
- 4) Assist in preparing management reports.
- 5) Organize and maintain accounting documents for audit purposes.
- 6) Any other ad-hoc tasks assigned by Superior.

### Job Requirements and Qualifications :

- 1) Currently pursuing Diploma/Degree in Accounting, Finance, or related field.
- 2) Basic knowledge of accounting entries & MS Excel.
- 3) Good attention to detail and willingness to learn.
- 4) Able to commit to at least 3–6 months internship.

### Benefits : -

### Person-in-charge :

Name : MR WONG WEE LOK  
Contact No. : 016-535 8840  
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