

JUMPSTART

YOUR CAREER!

SUNWAY
UNIVERSITY

THE BEST WEEK

EDITION
2016



Jumpstart is a publication of Sunway Career Services distributed to Sunway University and Sunway College students

Owned and governed by the

Jeffrey Cheah
Foundation
Nurturing the Seeds of Wisdom

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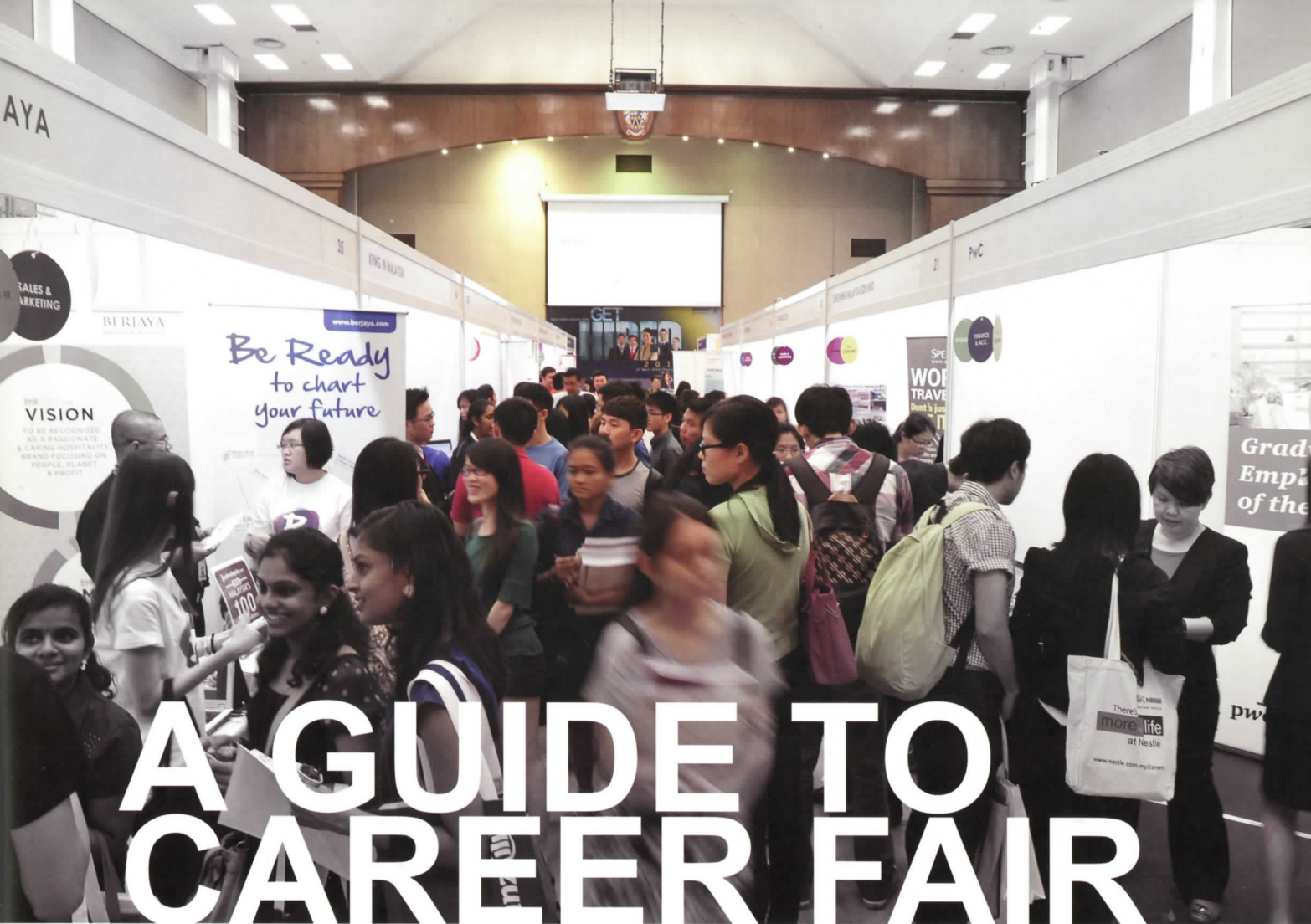
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Make the best of the Get Hired Career Fair 2016! What better opportunity than this, when so many companies are represented at the same time in one venue.

1. Target Companies

- Find out who are the participating companies in the career fair. Then you can plan which booth to visit during the career fair.
- The companies you target really depends on what industry you are looking at and the profession you are deciding on. Thus it is important to roughly know which career you are targeting.

2. Gather Information

- A career fair is a good place to gather information on companies via the company prospectus/ brochures and of course by speaking to the company representatives.
- Ask relevant questions regarding the positions they are hiring for, its entry requirements, career prospects and growth, and the application process.

- Don't forget to ask for a business card to follow up later.

3. PREPARE

- For second year and final students, you should be ready to submit your resume and cover letter. You are already at the career fair, why miss the opportunity to put in your application?
- Tailor your applications (resumes and cover letters) to companies you are aiming for.
- Be ready to sell yourself. Prepare your self-introduction and plan out questions to ask. It's all about creating a good impression.
- Remember to dress in business attire for the event. If you do not have any, you should start shopping for some.

RESUME TEMPLATE & GUIDE

Here's a quick glance at a simple resume template. Don't be contented with a plain resume format. Aim to shine. In this day and age, you have the world wide web as your primary reference, so google resume examples and see how other people do it. You will find that there are so many ways to make your resume look impressive.

KELLY CHAN LI HUA

No 5, Jalan University, Bandar Sunway 47500 Petaling Jaya, Selangor
015 - 36990906 | kellychan@hotmail.com.my

ACADEMIC QUALIFICATIONS

Bachelors of Science (Hons) in Accounting and Finance Sunway University, Malaysia [March 2001 – November 2003]

- Second Class Upper
- Tan Sri Jeffrey Cheah Scholarship recipient

Cambridge A- Levels

Sunway College [January 1999 – November 2000]

- 4 A's
- Top Student in Mathematics Award

Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Damansara Jaya [1998]

- 9 A's

INTERNSHIP

KPMG Malaysia

Audit Intern [Dec 2002-March 2003]

- Assisted in at least 10 audit engagements throughout the 3 months, performing mainly audit in Assets and Liabilities section
- Able to perform and complete work within tight reporting deadlines
- Good interpersonal skills

List your internship experience in reverse chronological order. In addition to describing your role as an intern, also highlight what are some skills learnt or achievements accomplished during that period. Use action verbs.

EXTRA-CURRICULAR ACTIVITIES

Sunway University Business Councilium

Vice President [September 2002 – November 2003]

- Co-led with the President and managed a group of 40-50 members towards the vision of the team to be an excellent and effective student body.
- Organised and managed various campus-wide events for example student leader's camp, youth cultural concert and more.
- Honed leadership skills and able to work in a team

Sunway University Cultural Exchange Ambassador

Team Leader [October 2001 – August 2002]

- Represented the university in our annual cultural exchange programme in Lancaster University, UK
- Opportunity to travel abroad.

Again list your extra-curricular involvement in reverse chronological order. Describe your role briefly and elaborate on the skills learnt and achievements throughout the experience.

SKILLS

Language

- Good command of Bahasa Malaysia, English and Mandarin, both oral and writing

Technical

- Proficient in Microsoft Word, Excel

Briefly state your language and technical proficiency. You can add on other additional qualifications you have in these areas, such as a language certification or IT skill certification.

REFERENCE

Joseph Khoo

Assistant Manager in University Service
Sunway University
015-2742878

If you do not have space for references, you can end by stating "Reference Available upon Request".
Note: Please ask your referee permission before you include him or her in.



RESUME A to Z



Attractive.



Jokes aside - no unprofessional email addresses e.g. sexybabe@hotmail.com



Save your file correctly.



Bullet points.



Know the company, profession and industry.



Tweak and Target resumes.



Check consistency - paragraphing, alignment, capitals, underlines, etc.



Limit to only 1 or 2 referees.



Use 'action' verbs e.g. Accomplished, Designed, Led.



Don't lie.



Maximise space by using single spacing instead of 1.5 or double spacing.



Valid contact details - phone and email.



Elaborate key details sufficiently.



Neat and concise.



Watch your language - grammar, tenses, flow of sentences.



Fonts like Calibri/Arial/Times New Roman, size 11.



Only 2 pages.



Xerox not! Print fresh copies of resume.



Get permission from Referee.



Professional photo.



Your name typed in BIG and BOLD fonts.



Highlight strengths and achievements.



Quantify where possible.



Zero errors!



Irrelevant information - IC, height, weight, religion, kindergarten history.



Reverse chronological order.

THE

DO NOT

DRESS CODE

The primary goal in looking your best, be it for career fairs or job interviews, is the same - to impress your potential employer by creating a good impression of yourself. It only takes 7 seconds to create an impression and it can either score you a few more points or possibly cost you a job opportunity. Here are some common mistakes most people make (applies to both men and ladies alike):

1. NO ANIMAL OR FLORAL PRINT CLOTHING

It is an interview you are going to, not a fun fair. It may seem like common sense, but you will be surprised how many interviewees are not aware of this.

2. NO MINI PENCIL-CUT SKIRT

#Too Much Leg. Can you imagine the attention you would get when you are sitting down? While it is alright to be fashionable, moderation is good. Skirts should be about knee-length or below the knee.

3. NO BAGGY CLOTHES

Be it top or bottom, your clothing should fit you comfortably. Wearing oversized or baggy clothes only make you look untidy and sloppy.

4. NO REVEALING/TRANSPARENT CLOTHES

That includes no spaghetti dresses/tops or even midriffs

5. NO BODY PIERCING OR TATTOO FLAUNTING

Keep those under wraps. It is distracting and unprofessional.

6. NO CRAZY HAIRDO

Those of you with eye-catching haircuts like mohawks or are keeping long unkempt beard, you should tidy up your look to make a good impression.

7. NO FLIP FLOPS

Any flip flops, sandals, or other casual open-toed or backless footwear are generally not appropriate for a business environment.



The guide to dressing professionally boils down to these few tips:

- Stylish but subdued
- Tidy and Trim hair
- Keep it simple with Smart Business Outfits



GRADUATE INTERVIEW DAY 2016



**29 JUNE 2016,
WEDNESDAY**



**JEFFREY CHEAH HALL
LEVEL 4, NORTH BUILDING**



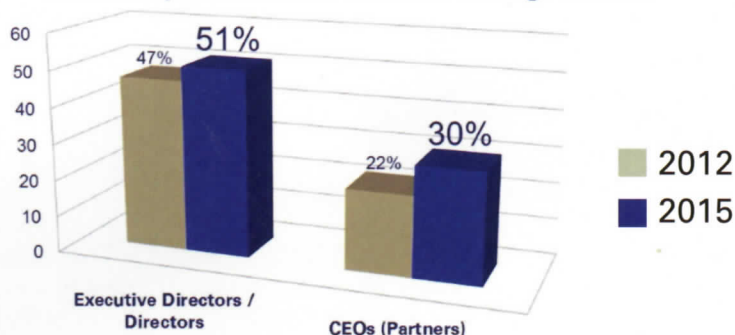
Register here for more information:
<http://bit.ly/gradinterviewday>



CEO CHAMPION CATEGORY – LIFE AT WORK AWARDS 2015

Datuk Johan Idris, Managing Partner of KPMG in Malaysia is the winner of “**CEO Champion**” category of the **Life at Work Awards 2015** for championing diversity and inclusion.

Women Representation In Decision-Making Positions



“The diversity and inclusion agenda has always been an integral part of KPMG’s DNA, which started with our founding partners of the firm. My role as the Managing Partner of KPMG in Malaysia is to ensure that we execute our plans and sustain the momentum.” - Datuk Johan

As one of KPMG in Malaysia’s flagship initiative to reinforce the Firm’s belief in work-life balance, the Firm has also proudly announced a One-Week Firm closure in September 2015, which is a paid time-off firm wide for all employees. The initiative will continue for subsequent years to come.

KPMG’s Work Life Initiatives

- One Week Firm Closure
- KPMG Movie Night
- Flexible Working Arrangement
- Casual Fridays
- Annual department trip



WHAT EVERY EMPLOYER WANTS IN A GRADUATE



This article has been contributed by



Who are we looking for?

They are the ones who constantly seek challenges so that they have the opportunity to grow and expand their skills, knowledge and experience. They are not afraid to ask for extra work or put up their hand for additional roles as they know the investment they put in now will pay off in the future.

It is a competitive world we live in and in order to stand out from the rest, one should possess the discipline to read more – whether it is in an area they want to specialise in or general knowledge. By doing so, they will be able to form their points of view about a particular subject as well as hold decent and intellectual conversations with their clients, peers and bosses.

Balance between IQ and EQ

One is IQ and the other is EQ. Increasingly in this complex world we live in, we seem to see less people with good EQ. Due to our time-starved and stressful lifestyles, there is a tendency to go straight to the point without all the niceties. The way we communicate these days – where the shorter the message the better – also doesn't help condition us to include the EQ side of things.

There are many factors that lead to the final hiring decision. The first thing we consider is how smart the candidate is as we want to hire the best. Nevertheless, we also do consider their attitude to help us determine their level of resilience, how they deal with challenging situa-

tions, whether they are team players and if they have a 'can-do' mindset. At the end of the day, it's a total package we look for with a good balance between IQ and EQ.

First Impression counts

- Sense of dressing. Whether it is smart, clean and professional looking.
- Level of hygiene. Clean nails, no dandruff on their shirts or jackets, fresh breath and clean shoes. These are important as it shows how much attention to detail the candidate puts in before presenting themselves to a potential employer.
- Handshake. Firm handshakes!
- Level of eye contact. Eye contact is important as it demonstrates how confident you are and whether you are engaging enough throughout the interview.

Are Professional qualifications important for an entry-level position?

Does the company support employees to pursue further in their education? Professional qualifications are important in developing a career in Audit and Tax industry. To be a chartered accountant in Malaysia, one is required to have a professional qualification as part of MIA requirements. We acknowledge the importance of pursuing further education and we do offer financial assistance to pursue relevant professional certifications.

8 STEPS TO GET A JOB

1

WHAT JOB?

The first step is always the hardest - what profession, which industry, what company etc. But that's the starting point! The best way to find the answer is to do an honest evaluation of your interests, strengths and weaknesses, values and capabilities.

?

2

EXPLORE OPPORTUNITIES

You next need to know what are the opportunities out there. You can explore your job opportunities via company websites, job portals like jobstreet.com, going for career fairs as well as networking events. From your search, compile the various information gathered and evaluate the prospects of each potential option.



4

STRATEGISE YOUR HUNT

Send your job applications in batches. First you need to rank your preferred companies and then send your applications to the top 3-5 on your list. If unsuccessful then widen the hunt and apply to the rest of your targeted companies.



5

FOLLOW UP

After 1-2 weeks of applying, if you do not hear from the company, follow up either by email or phone call. Always be courteous but don't sound desperate or demanding.



6

PREPARE FOR INTERVIEW

Be prepared to receive phone calls from an unknown number which could be the employer. Answer confidently and calmly. Remember to note down who called and the relevant contact number should you need to call back. During this time you should be practising interview questions and getting yourself ready for an interview.



7

THE OFFER

Do not get overly excited if you receive an offer from a company. Request for time to respond and take time to evaluate the offer in comparison to other offers (if any) or any other potentials. Evaluate the overall package in light of the growth and development prospect within the company, and not just look at the monetary aspect.



Job hunting can be frustrating and confusing, but you do not need to walk through these steps alone. It is always wise to seek counsel along the way and gain advice and tips on how to chart your way ahead. Come and talk to our Sunway Career Advisors, let us help you. Contact us at prepare@sunway.edu.my



CAREER

BOOTCAMP



2016

GEAR UP FOR WORK

AN EVENT EXCLUSIVELY FOR FINAL YEAR STUDENTS!

7 MAY 2016
SATURDAY

9AM - 7PM
MEALS INCLUDED

SUNWAY UNIVERSITY
NEW UNIVERSITY BUILDING

CAREER ACTION PLAN

BUSINESS CHALLENGE

**GROUP INTERVIEW TRAINING
WITH KPMG, SHELL, MAYBANK
& SUNWAY GROUP**

**END THE DAY WITH A FEAST BY
MYBURGERLAB**

**EARLY BIRD
RM30**



FIND OUT MORE AT
<http://bit.ly/SunwayCareerBootCamp>

prepare >>>



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GRADUATE FEATURE

Sunway University Business School

.....

It was during the final exam period of my last semester. A team of 5 HSBC leaders from Hong Kong, Singapore, Brazil, United Kingdom and Malaysia came to Sunway University to meet the students. This was part of a working group to share about HSBC's Management Development Programme (MDP) to the students.

I signed up for this meeting and was surprised to find out that I was the only one to do so, perhaps due to the exam period. At the end of the closed door meeting, the Associate Director of HSBC Private Bank Singapore gave me his name card and said to drop him a line if I couldn't find a job. That's how I was identified as a future leader of HSBC.

I have experienced many things during my 2 years under the MDP. The training was extensive. Together with 16 other Executive Trainees (ETs) of the same batch, we rowed a whaler boat for 22km passing Pangkor Island as part of the Outward Bound School training within the first 5 days of joining the Bank. We were also put through an Emotional Intelligence workshop where we were blind-folded and received direction from our partner to retrieve a piece of paper from a mouse trap.

The highlight so far was the 2-week training in Hong Kong where we had professional actors for role play training. We also got to build long lasting connection with other 'grandchildren' of HSBC from all over Asia Pacific with whom we still keep in touch. When we progress in an enjoyable way, what more can we ask of a career?

In the beginning, I was hand-held and guided to handle from 'minor' actions such as writing an email to leading key projects such as solely



representing HSBC Bank to a Bank Negara meeting. I gained experience in back office, middle office/channel and front office/branch.

Now, being the equivalent of an Assistant Branch Manager, I am co-leading a team of 70. In the midst of these exciting experiences, there were moments where I felt bogged down with heavy workload or having to complete projects independently. My advice is that the corporate world or the 'real' world is a very different environment. You have to make sure that you are able to adapt very quickly and thereafter soar to great heights by constantly trying to challenge yourself.

To be honest, I aimed to join HSBC since the very beginning because I am very proud of the Bank's strength and heritage. The feeling of working in a 150 year old organisation that is listed in 4 stock exchanges and prints Hong Kong Dollar notes is truly world class. I can't wait to end my traineeship and debut in May 2016 to hold positions in key departments to drive HSBC to greater heights.

MOW WEI SERN

BSC (HONS) IN
ACCOUNTING AND FINANCE
Graduated in 2013

FACULTY OF SCIENCE & TECHNOLOGY

After completing my Psychology degree in 2014 from Sunway University, I have been an HR Administrator for about a year now. The most important part of my job is to ensure that employees' data are updated efficiently and accurately so that they are able to receive their pay without any worries.

What I love about my job is that I always feel a sense of accomplishment from what I do because employees have a sense of job security rather than being distracted about whether they will be paid correctly. During my time in BHP Billiton, I have learnt a great deal about the Australian payroll system and its data management. My colleagues and I were given ample classroom-based training as well as on-the-job training so that we are equipped with sufficient knowledge and skills to manage employees' information.

I have to say my greatest learning experience was when I was given the opportunity to travel to Houston, Texas for an aggregation project. When I was in Houston, I had the chance to meet the company's stakeholders, my future colleagues, and my trainers. This trip gave me the chance to learn about America's payroll and data management processes. With the knowledge given to me, I had to create learning documents to capture the current business processes so that my colleagues back in Kuala Lumpur would have a point of reference.

I had to ensure the information in those documents were concise and updated regularly so that employees' information would be processed as accurately as possible to eliminate any errors during day-to-day processing.

The



biggest challenge I faced was my lack of confidence. Due to this, I chose to back down even though I believed my ideas could have made a difference. This action acted as a barrier which prevented me from believing in myself, my ideas, and my achievements. However, with the support and encouragement from my friends, family, and even team leaders, I have learnt to believe in myself and adopted the belief that every little idea or action can result in a positive change.

My advice to anyone who will be starting their career is to always have a "Step Up" attitude which means that you are not afraid to suggest new ideas, changes, or actions because you know that you have the opportunity to change and improve the current situation! The Step Up culture can be applied to your personal and work life. When you have this culture embedded in you, you will not wait for someone else to do the work for you but you will take responsibility for the work and find ways to produce an outcome that is made of dedication and innovation.

Don't be afraid to take a chance and chase your dreams because life is full of opportunities. You just need to believe in yourself and grab each opportunity that comes your way!

AMELIA TAI

BSC (HONS)
PSYCHOLOGY
Graduated in
2014





QUICK CAREER TIPS TO PROPEL YOU TO GREATNESS

by Roshan Thiran

Let me assure you that your career will go nowhere if you are in a state of misery. Great leaders don't complain but proactively solve issues plaguing them. Thomas Edison, with his friends, watched his state-of-the-art factory destroyed by fire. Insurance only covered a small fraction of the cost. Instead of complaining how luck was never on his side, he rebuilt his factory within weeks. He saw the blaze not as a disaster but as a fantastic opportunity to redesign a better factory.

Edison smiled a lot. You, too, can start by smiling. People who smile more aren't just more stable and better at getting along with others, they live longer too. US researchers found that those who smiled most intensely lived longer than those who weren't smiling. The researchers, whose results hold even when corrected for other factors, claim the wider you grin and the deeper your laughter lines, the more likely you are to have a long existence.

On the flip side, pessimistic and negative people have more health issues. Studies reveal that pessimism is associated to mental problems, pains, chronic sicknesses and decreases in physical functioning. Optimistic people have far better careers too. According to psychologist Elaine Fox, "optimists feel they have some control over

what happens to them, tackling problems as temporary hitches rather than as ongoing difficulties."

Career Advice

Here are a few career tips for you:

1. **Always smile.** It's the best lesson you will learn in life. When I was working in a tough assignment at NBC (a TV and media company), I hated the job and was constantly complaining to my friends. The only upside was being based in New York City and having an office next to Conan O'Brien's studio so I got to meet lots of movie stars. But I was depressed about how "stupid" my job was. But my mentor gave me a piece of advice that I will never forget.

He said "just smile" and things will turn out better. So, everywhere I went and in whatever I did, I smiled. True enough, things turned around and I was given a bigger role. Smiles make a difference.

2. **Take on the toughest and hardest jobs early on in your career.** Tough jobs teach and accelerate you, pushing you out of your comfort zone. Don't jump for the easy, sexy jobs. You may end up having too much time with easy roles and may start complaining. By taking on the job that no one wants, people will notice

your bravery, excitement and determination. It will give you confidence that you can take on the world and be prepared for anything thrown to you. I hated the tough assignments in my first few roles. But I keep plugging along and ultimately was rewarded by tougher roles which helped me accelerate faster.

3. Keep learning. Each time I ask people if they love to learn, they all answer yes. What most people forget is that learning is very painful and tough. It requires hard work and practice. Try learning a new language or a new skill. It requires hours of focus, dedication and persistent practice. You can't be CEO instantly. You have to learn so many things before making the grade to run an organisation. But learning requires sacrifice and time. Getting the big job involves hard work and learning.

Here comes the tough part. You want to move to a new role to learn more but your manager does not let you. Instead of getting upset with your boss, first answer these questions: Have you learned all there is to learn in your current role? Have you contributed as much as possible to your current role? Have you performed your role better than your predecessor? Have you left a significant legacy in your current role?

If you answered yes to all these questions, first wear a smile on your face and then let your manager know you are getting bored and need to move on. Usually, if you are truly an asset to the company, your manager will figure out how to give you a new role.

4. Don't be a victim to circumstances. Don't be taken hostage. Control your destiny or someone else will. Your career is your career. Your career does not belong to the head of HR or the CEO. You and you only will determine if you have a great life and career. Take responsibility for your life. So, don't hide under banners like "I have no talent" or "he is better than me". Those are just cop-out statements. You are ultimately accountable to yourself. And complaining is another way of escaping the reality of a situation. If your career is going nowhere, it is probably your fault. Sure, there may be other variables but you need to take charge and not play victim.

The good news for you

Instead of focusing on the negatives, focus on the good news all around you. Yes, there is good all around. Let me share with you three things that are going for you and your career right now:

1. You have gifts, strengths, talents, and interests that can take you and your career to incredible heights.

In fact, some of your inherent capabilities probably aren't being fully utilised to help you in your career. So, look yourself in the mirror and repeat this statement to yourself "I am a genius" and go out there and use your gifts fully.

2. The greatest leaders have had the worst luck.

Soichiro Honda had his factory blown up three times and lost everything but he still prevailed. Abraham Lincoln was a defeated man for many years but he ultimately received honour as a great leader. All great leaders go through horrible experiences. So, if you are having a horrid time, you can smile and bask in the knowledge that you are part of a group of greatness. And you will prevail.

3. Many successful people had bad grades.

Richard Branson did not finish school. Neither did Albert Einstein. Bill Gates and Steve Jobs didn't finish university. In Asia, Lim Goh Tong, Robert Kwok and others never had great academic careers. So, if you were horrible at school, you can still be successful. And if you were a good student, don't worry. There are tons of examples of good students doing well too.

So, I would like to end by asking you to do me a small favour. Imagine you are now in 2026. Ten years have passed since you read this. Now, imagine only positive things have taken place in your life. Describe these wonderful positive things that have happened to you.

As you reflect on these wonderful positive experiences and see how everything you ever wanted has happened, I am sure you will start smiling and doing. Positive thoughts are meaningless if not accompanied by positive action. So, smile and do.

Roshan is the CEO of Leaderonomics, a social enterprise whose goal is to help everyone smile continuously.

The content is courtesy of Leaderonomics from their weekly career pullout myStarjob.com, that appears in The Star every Saturday. For other great articles on leadership and careers, go to www.leaderonomics.com/articles



Leaderonomics
The Science of Building Leaders

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WIN



Rise above the competition.

Team up with a leading regional financial services provider. Let our strength and expertise help you reach your goals faster.



CATEGORY - COUNTRY
2014 - 2015



WINNER
Banking & Financial Services 2015 /
WINNER 1ST RUNNER-UP
Graduate Employer of the Year 2015
Malaysia's 100 Leading Graduate
Employers Awards.



A recognition by Towers Watson



WINNER
ACCA Malaysia Best
Sustainability Report

Humanising Financial Services.



Maybank



HOW TO STAND OUT

Employers engage with students and graduates in many different ways today – career fairs, company talks, competitions, social media, you name it! Preferred employers like Maybank encounter thousands of students across all these avenues on a regular basis which is why it is important to stand out and leave a lasting impression.

As one of the region's leading banking groups with an ethnically diverse workforce of more than 45,000 people in 20 countries, Maybank views our People as our assets in realising our aspirations. This is why we invest significantly in identifying talented and energetic standouts among the youth.

Here are the 5 things that can help any student about to start a professional career to stand out from the rest!

1) BE CONFIDENT

Confident students are easily noticed because their confidence allows them to easily engage with a diverse group of people. This can be seen through steady but gentle eye contact, the right volume of voice, and your best smile!

2) SHOW YOUR RESILIENCE

The ability to rise above failure builds character among young people. Learning from failure gives an indication that if an opportunity arises, he or she will not let fear take over and truly rise above the challenge.

3) SHOW WILLINGNESS TO LEARN NEW THINGS

University life is very different from the corporate world and fresh graduates today must be able to change and adapt quickly to this new environment.

This means learning new things and picking up skills in the field that they find themselves in.

4) LOOK FOR THE BIG PICTURE

Being able to step back and see the bigger picture is a rare and critical skill that young professionals need to work on. Having this nifty skill will definitely make you stand out!

5) SHOW YOUR LEADERSHIP SKILLS

Young professionals who are team players with strong empathy have the ability to inspire and rally people. Having experience from university or other activities that helped hone your leadership skills is a big plus! A good leader steers his or her team towards the same goal while at the same time looking out for their growth and well-being!

Having said those five – it can actually be summarised to one thing: having the right ATTITUDE.

Attitude can be seen as students talk about how they worked their way through successes and failures. This gives us a good indication of how they will fare in life after school. It gives us an idea of how this person will handle tasks under less than ideal circumstances and if he or she has what it takes to add value to an organisation.

Students, take the world by storm! The world is your oyster and we can't wait to see what you've got!

Good luck!

This article has been contributed by



Maybank



GRADUATE FEATURE

CONTINUED from page 13

Faculty of Science &
Technology

YAP MUN KEONG

BSC (HONS)
INFORMATION SYSTEMS
Graduated in 2014



I joined Hilti as an SAP ByDesign IT Process Consultant in the area of Reporting. My role includes support, development, projects implementation, fulfilling legal requirement, and providing training to the end users and developers. Since I joined Hilti, I have contributed to the project implementation of Hilti's ByDesign system in Eastern Europe and META countries. In 2014, I was promoted to Reporting Area Lead where I strategise the reporting structure on the global level and provide mentorship to the new joiners in the company.

Through my experience with Hilti, I have been able to develop myself to the next level in terms of improving my competence and interpersonal skills. I was also given an opportunity to be involved in multiple projects where I needed to communicate with multiple stakeholders globally. This exposure of reporting has led me to understand the broader picture of all business processes in the company. All in all, these experiences have changed my mindset and perspectives in dealing with multiple challenges in work and life.

As I am involved in multiple projects, I faced various major challenges such as dealing with people and meeting tight schedule in my work life. People management is always one of the challenges where you need to convince a person to accept your ideas or solutions and it

is not that easy to get a mutual agreement. Tight project schedules challenge me in organising my time and priorities in my daily work where I need to define each of my tasks carefully before I focus on them.

My advice to juniors would be to always expose yourself to more knowledge and friendships by participating in clubs and societies. You will learn interpersonal skills through the programmes they offered and meet interesting people from all walks of life. Always embrace the hurdles in life and don't get carried away. These will shape you into a better person if you don't give up and stick with your principles.

Define your goals and execute your plans. There are many goals and dreams that everyone has in their minds but none will become reality if one does not plan and execute.

Be grateful. Please be grateful to your family, lecturers and people who have supported and guided you and always remember that they will be there when you need them for help.

FACULTY OF ARTS

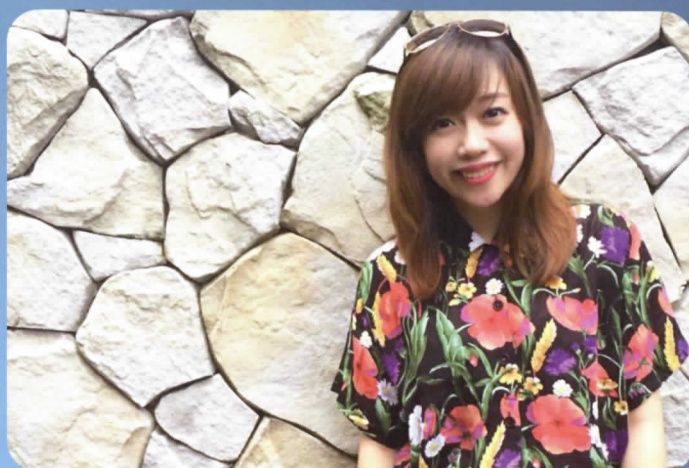


I started my first job as a Business Development Executive of Universal Music Malaysia last year. My role allows me to develop external networks as I have to deal with different business partners from various industries such as telecommunications, FMCG, tourism, advertising and media agencies. It has been an eye opening experience to be able to reach out and learn more about these industries. In addition, being in this position often challenges me to step out of my comfort zone.

The entertainment industry is constantly fast-moving; even well-planned campaigns will go through sudden changes. It was definitely tough at first; however it has also taught me adaptability, one of the skills to succeed in doing what I enjoy. The most enjoyable experience was when I was given the opportunity to chair my very first project, a business networking cocktail party during my second month in Universal Music.

Despite being relatively new, my head of department gave me complete authority and trust to plan and execute it. The project was a huge success which I will mainly attribute to great teamwork. However, being able to receive acknowledgement and to reap what was sown has definitely been a motivating factor for me to continue moving forward.

The greatest challenge I face is to reach out to people. The consumption of music has been digitalizing over the years. Therefore, Universal Music aims to differentiate itself from competitors by developing more unique services, which is mainly what I do. My goal is to utilize our artists, also known as assets, to help brands reach out to their respective target audiences. Through this partnership, brands will benefit from access to large, passionate audiences and an association with music and celebrities. There's a genuine opportunity for both parties to benefit. Unfortunately, most companies and brands in Malaysia are still skeptical in music-brand partnerships because they are yet able to see tangible ROIs. The challenge is to change this perception.



Hearing about these challenges, my juniors might question whether they should pursue their passion in an uncertain field or go a safer route? I say always follow your dreams because now is perhaps not just the best but the only time you can "afford" to do so. It is possible to develop a new passion, but, if you're already lucky enough to have one, why not pursue it? The key is to be passionate about it, but also be sure it will enable you to do whatever is going to be next in your life.

DESTINEE KOH

BA (HONS) IN
COMMUNICATION
Graduated in 2015



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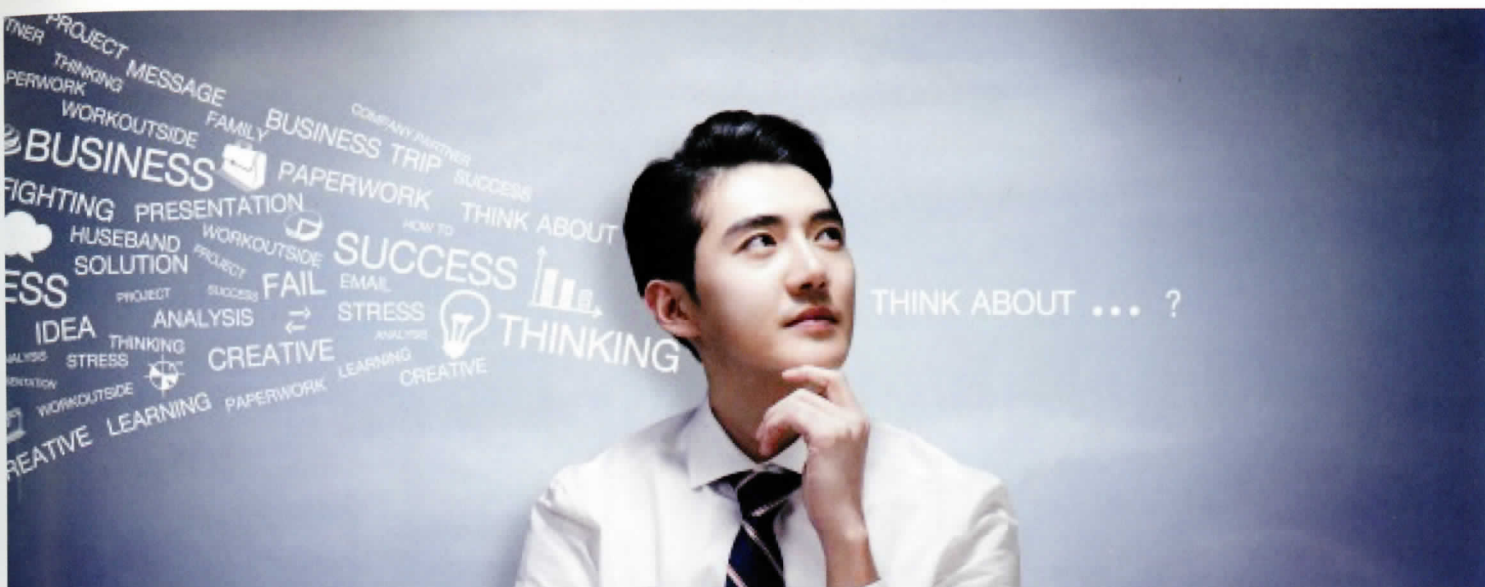


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5 STEPS TO BUILD A PERSONAL MISSION STATEMENT

A mission statement is made up of goals that you want to achieve, what you will do to achieve them and/or personal beliefs you think will help you achieve them. These goals should be personally important to you. Building a personal mission statement is really useful because it helps you stay focused. Mission statements help you pinpoint the most important things. Many successful CEOs (chief executive officers) have come up with personal mission statements to determine how exactly they want to make an impact.

They can be short and succinct; Sir Richard Branson's (founder of Virgin Group) reads: "To have fun in [my] journey through life and learn from [my] mistakes." With these steps, you can write your own too:

1. What are your previous successes?

First you want to identify things you have succeeded in the past. This could be from getting really good marks at school or learning how to ride a bike. Think about how you were able to achieve these goals. Were there any patterns, like working towards the goal regularly (studying or practising every day)? These are things you might want to apply when reaching your newly-set goals. It should be something that works well for you.

2. What are your values?

These are principles or attributes you strongly believe in. You usually strongly prioritise your values over other aspects in your life. If you value the importance of school, you might sacrifice going out with your friends in order to stay home and study. If you value being hardworking or compassionate, then your goals should align with these attributes (e.g. studying every day for three hours, or helping senior citizens). Deciding what your values are will help you set goals that support these values.

3. What do you want to contribute, and to whom?

Oprah Winfrey, famous talk show host, lists, as her mission statement: "To be a teacher. And to be known for inspiring my students to be more than they thought they could be." Winfrey's initial success came from her emergence as a talk show host and TV producer. However, she decided that she wanted to be successful by contributing more than what she was already offering. Winfrey's goals?

She wants to instill learning and self-belief in her 'students' – everyone who looks up to her and feels inspired by her words. In this way, her mission statement contributes towards the learning of those who consider themselves followers of Winfrey's teachings.

4. What are your goals?

Now you can start thinking about what it is you want to be, or do. These can be short- or long-term goals. Advisably, the short-term goals should help you achieve your long-term goals. Do you want to be a leader? If this is your long-term goal, think about short-term goals that might help you get there. This could be running for student council, or taking on a leadership position at a camp or an activity.

5. Write your mission statement!

You're ready to write your mission statement now!

You can work with a friend, a group for a certain project, a family, a class, or by yourself.

The content is courtesy of Leaderonomics from their weekly career pullout myStarjob.com, that appears in The Star every Saturday. For other great articles on leadership and careers, go to www.leaderonomics.com/articles



INTERNSHIP SHARING

Learning Curve in KPMG

Last summer break, I had a taste of the working world from my internship as an auditor in KPMG. It was a really thrilling experience for me as I had no clue how it was like working in an accounting firm. This was indeed an opportunity to expand my social circle, increase my accounting knowledge and also a challenge myself to step up.

On the first day itself, we were assigned to our respective audit teams. I got to know new friends - seniors as well as other interns. Talking to seniors really help as they gave valuable career advice.

My greatest learning experience was when I learnt how to analyze issues fast in order to avoid any delay in the team progress and goals. Needless to say, I had

my fair share of working late hours too to complete a given assignment. Another interesting learning was how to properly use Microsoft Word and Excel. Honestly, there are so many useful shortcut keys and formulas that I did not know about.

During my internship period with KPMG, among the challenges I faced apart from the late hours, was learning how to work with different types of individuals such as clients and as well as my engagement team members. However, I am glad that my experience with them thus far has been a good one. My clients and team members whom I worked for and worked with were very patient and generous people. They were not hesitant or selfish to share their knowledge and even gave good advice on how I could improve further.

Another challenge for me was the fact that I am a morning person, hence it was difficult to stay up working late. It was a real struggle at the beginning; however, after a while I began to adjust to it and could cope better to the long hours. Interning in KPMG has most definitely brought out the best in me and has given me more confidence to step out of my comfort zone and reach out to things that we, as students, might not be able to imagine experiencing while studying.

As the great Mahatma Gandhi once said, "Live as if you were to die tomorrow. Learn as if you were to live forever". So do not take things for granted, live your life to the fullest and gain as many new experiences as possible because you will never know what surprises might come along the way.

Seraphina Au Cheow Ling
Bachelors of Business (Accounting),
Victoria University



MY SAMSUNG MOMENT

"Hey, so do you get discounts for buying phones?"

That's the question I get asked most since I started my internship in Samsung Electronics Malaysia. It has been close to 10 weeks and I have pretty much gotten used to the environment, the people and how things run in this company. By the time you're reading this, I would have already said goodbye to Samsung. However, it is with no doubt that these past three months (which truth be told, felt like years) has given me a real taste of the working world.

I was assigned to the Public Relations team under the Corporate Marketing department. This is where you can find people who never fail to dress their best every day and always try to keep their spirits up high no matter what happens. The hustle and bustle of our department starts first thing in the morning and does not stop even when the working hours are over.

My day always begins with news monitoring, whereby I flip through about 15 newspaper titles and seek out any coverage and advertisements about Samsung. Following that, a huge part of my day will be devoted to calculating our PR values through compilation of all the coverage we received and blasting them out to our management team. My other responsibilities also include arranging our products for media reviews, liaising with external dealers on media purchases and managing our PR assets, such as buntings, paper bags and magazines.

One of the things I look forward to the most is whenever I get to sit in for meetings with our PR agency, because this is where I get to hear interesting ideas get bounced around and excitement builds up for our product launches and campaigns. This is also where I get to learn a lot about the do's and don'ts when it comes to maintaining good media relations. I was also lucky enough to be part of this year's Samsung Southeast Asia Forum, which is the first time Malaysia played host to this regional mega event where we got to showcase our 2016 innovations to media and business partners.



Over the past four years, I had comfortably settled within the Sunway environment, hence when my internship semester finally came about, I decided that it was time to break out of my bubble. Taking the bold step to venture into Kuala Lumpur city centre certainly is a refreshing new experience. However, it definitely takes effort to get used to the hectic work schedule. I look forward to the new things I get to learn every day after I braced through the horrible traffic to reach my office, yet I also look forward to days when I get to go home early and catch up with family and friends.

A few words of advice for those going for internship:

1. Expect your nine-to-five routine to drain you physically and mentally, but keep a positive outlook and make the best out of your day.
2. Know how to prioritise your tasks because you may continuously be assigned to additional work load.
3. Be resourceful. My boss told me this countless of times, because nothing makes them happier than having one less problem on their plate!
4. Have an open mind, be it towards the people you meet or the jobs you were assigned to.

This is my very first working experience and it has been a pleasure having to share it with some of the most passionate and hardworking people I have ever met. Till we meet again, Samsung!

Regina Lee Jin Nah
Bachelor of Arts (Communications)

INTERNSHIP FLOW CHART

Sunway Career Services assists and facilitates the Internship Placement process via an open system. This means that students are responsible for securing their internship company, assisted by Career Services via support and consultancy throughout the process.

Here is an overview of the internship process:

01 KICK-OFF

- Internship briefing
- Internship Company Listing issued

03 APPLICATION

- Submission of resumes to target companies
- Attend interviews

05 PRE-INTERNSHIP TRAINING

- Internship Best Practices
- Office Do's and Don'ts

02 PREPATORY WORKSHOPS

- Resume guidance and critique
- Mock Interview Sessions

04 OFFER

- Report back to Career Services via the Internship Confirmation form

START WORK!

Don't forget to turn up for work!



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LEAP HIGHLIGHTS

APRIL 2016

MONDAY

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THURSDAY

FRIDAY

SAVE THE DATE!

Career Boot Camp - 7 May 2016
Graduate Interview Day - 29 June 2016

4

5

CRYSTAL GROUP
CAREER TALK

6

PWC
CAREER TALK

7

CIMB
CAREER TALK

1

CROWE HORWATH
COMPANY VISIT

11

12

SAMSUNG
CAREER TALK

13

ACCOUNTING &
FINANCE FORUM

14

PUBLIC BANK
CAREER TALK

8

MAYBANK
COMPANY VISIT

15

BDO
COMPANY VISIT

Resume Critique by Jobstreet.com

18

19

HUNTSMAN
CAREER TALK

20

1. CEO FORUM
2. MARKETING
FORUM

21

ENTREPRENEURSHIP
FORUM

22

KPMG
COMPANY VISIT

PSYCHOLOGY
FORUM

25

26

GENERAL
ELECTRIC (GE)
CAREER TALK

27

GET HIRED 2016
CAREER FAIR

28

COCA-COLA
CAREER TALK

29

EY
COMPANY VISIT

*For latest details, please visit <http://bit.ly/leapprepare>



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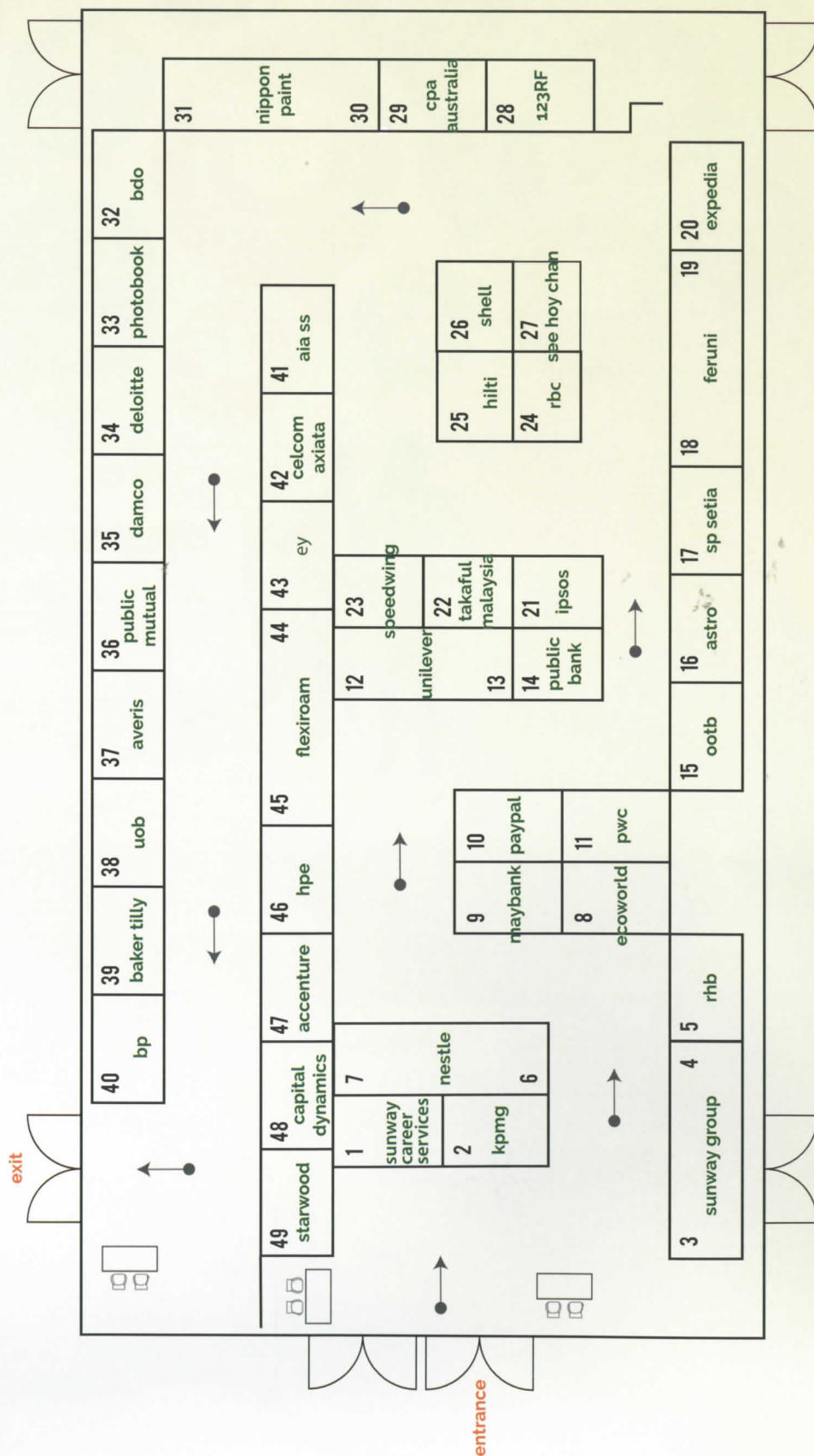
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