



SW PROJECT CONSULTING SDN BHD (1001320-A)
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Company Overview

SW Project Consulting Sdn. Bhd. was established in May 11, 2012. The company is providing a wide range of education services and project integration to its valuable clients. The education programs include GST, Data Analysis with Pivot Table, Innovation and Creativity, Mind Mapping and project management. The latest development in the company is to pioneer and provide GST training and project management to the Malaysian organization towards the goal to achieve GST Compliant. There are more than enough organizations yet to develop proper training on GST Implementation and GST System Changes. The company mission is to bring awareness and train the organizations to understand GST. We are dynamic company and we are on our way to become a high growth company. The company is sincerely seeking the help of potential candidate to join the company to deliver GST training, projects, mind mapping, Finance IT and other soft skill training. SW Project Consulting Sdn Bhd is a registered training provider with Human Resources Development Fund.

Title: GST Analyst

Job Description

Main Responsibilities

- Responsible to discover any new updates in RMCD GST Portal
- Maintain updates for **GST System Changes** Page in Facebook
- Maintain **Malaysia GST Information Exchange Platform Group** and assists to provide solution
- Summarize GST updates and amendment in presentable view
- Develop presentation slides, flow-chart, mind map and summary table for GST
- Develop an executive summary for the impacts of GST amendments and updates in English

Requirements

- Bachelor degree or Diploma in commercial disciplines, finance and accounting or equivalent
- Willing to develop a career in GST knowledge domain
- It is task orientated
- Excellent written and oral communication skills in English, Malay and Chinese
- Able to work independently with minimum supervision
- High degree of personal initiatives and motivation
- High energy, self-starter, project tasks orientated, result driven and possess strong ownership and strong sense of responsibilities
- This is Full Time Position.

Employee Benefits:

- Opportunity to become subject matter expert in GST Malaysia
- Statutory contribution for EPF and SOCSO
- Annual Leave and Medical Leave

