

Date: 13 May 2025

PRIVATE & CONFIDENTIAL

Mohamad Najib Othman
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Universiti Malaya
50603 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur

Subject: Internship Placement Opportunity – Collaboration with IDC Training House (Specialist in Oil & Gas, Engineering & Industrial Training)

Dear Sir/Madam,

Greetings from IDC Training House Sdn Bhd!

We are pleased to extend an invitation for collaboration with your esteemed university for the purpose of student internship placement. As an international registered HRDCorp training provider with almost 30 decades of experience in delivering both public and in-house corporate training across Malaysia, we at IDC Training House are committed to nurturing future talents by offering practical industry exposure to students from diverse academic backgrounds.

We are pleased to invite your esteemed university to collaborate with us by recommending your students for internship placement opportunities at IDC Training House, a certified HRDCorp training provider specializing in Oil & Gas, Engineering, Industrial Safety, Project Management, and Corporate Training.

We work closely with global leaders in the oil & gas, petrochemical, and engineering sectors—including multinational companies operating in Malaysia, the Middle East, and Southeast Asia. Our training programs are trusted by key industry players for their technical depth, practical delivery, and alignment with global standards such as API, ISO, ASME, IHRC and TUV NORD.

As part of our corporate social responsibility and workforce development initiative, we are opening up structured internship placements to undergraduate students from various faculties, especially those pursuing:

- **Business Administration / Human Resources**
- **Marketing / Communication**
- **Event & Project Management**
- **Office Management / Admin**
- **Graphic Design / Multimedia**
- **Content Creator / Social Media Manager**
- **Information Technology**

Internship Details:

Location: Puchong, Selangor

Duration: Minimum 6 months

Departments Available: Business Development, Operations, Technical Program Coordination, Marketing, and Admin

Exposure:

- **Client servicing for high-profile industry clients**
- **Proposal writing & tender support for O&G training**
- **Government & HRDCorp grant processing**
- **Real-world training coordination and project implementation**
- **Involvement in ISO and HSE-related compliance practices**

We believe this internship will give students first-hand experience in professional environments involving world-class industrial players, preparing them for competitive careers in engineering, training, and management.

YOUR PROGRESS, OUR CONCERN

REACH US Today for Greater Safety, Quality,
Reliability, Productivity, Profitability

IDC TRAINING HOUSE SDN BHD 594752 (M)

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Kindly find attached our Internship Program Overview and application instructions. We would be honoured to form a long-term collaboration with your university to shape future-ready graduates.

Please do not hesitate to reach out should you need more information. We look forward to your positive response.

Thank you for your kind consideration.

Sincerely,

Helan Seibt

Director

IDC Training House Sdn. Bhd.

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Reliability, Productivity, Profitability



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Ministry of Finance Malaysia
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