



# ***WANFAH PROSPER PLT***

(201504000983)(LLP0004760-LGN)

## **PROFESSIONAL TRAINING PROVIDER**



**Postal Address : WANFAH CENTRE. 7A, Jalan Panglima Hitam  
M35/M, Alam Impian, 40470 Shah Alam, Selangor Darul Ehsan,  
Malaysia**

**Telephone : +603 51663399**

**WhatsApp : +6016 263 4929**

**Email : [sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)**

**Website : <https://wanfahprosper.com>**

**Facebook : [www.facebook.com/wanfahprosper](http://www.facebook.com/wanfahprosper)**

**Instagram : <https://www.instagram.com/wanfahprosper>**



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# MISSION STATEMENT

## **OUR VISION**

To be the Professional Training Provider that help people achieve unlimited success in their profession and personal life

## **OUR MISSION**

To help organization in developing Human Capital and grow their bottom line

## **OUR OBJECTIVES**

To provide Professional Training Programmes in developing Human Capital

## **OUR CORE VALUES**

- Integrity** We practice honesty, freedom, truth and integrity in all what we do
- Diversity** We recognize that diversity and excellence go hand-in-hand, enhancing our training programs and services as well as our ability to welcome, respect and interact with people we interact
- Respect** We treat each other with dignity, civility and respect irrespective of their origin, race or religion
- Excellence** We will be dedicated to satisfying customer needs, always providing the best quality services by being reliable and responsible

## **OUR CORPORATE STRATEGY**

We work together with employers in developing Human Capital, create the strongest future, by inspiring people from our training programs by our Highly Experienced Trainers

## **OUR QUALITY POLICY**

We provide our customers with high quality training courses and services, in a manner that meets the customer's needs, requirement and satisfaction. We are committed to the achievement of continual improvement in all our operation.



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## GENERAL BUSINESS INFORMATION

Business Name : WANFAH PROSPER PLT

Nature of Business : TRAINING AND CONSULTANCY

Business Address : WANFAH CENTRE. 7A, Jalan Panglima Hitam M35/M, Alam  
Impian, 40470 Shah Alam, Selangor Darul Ehsan, Malaysia.

Telephone : +603 51663399

WhatsApp : +60162634929

E-mail Address : [sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)

Website : [www.wanfahprosper.com](http://www.wanfahprosper.com)

Facebook : [www.facebook.com/wanfahprosper](http://www.facebook.com/wanfahprosper)

Instagram : <https://www.instagram.com/wanfahprosper>

Managing Director : PUAN NASIFAH AWI

+6017 3355228

[nas2828@gmail.com](mailto:nas2828@gmail.com)

Director : MR. TAN CHEE WAN

+6016 2634929

[cwtan@wanfahprosper.com](mailto:cwtan@wanfahprosper.com)

## BUSINESS DETAILS

Date of Incorporation : 20<sup>th</sup> April 2015

SSM number : (201504000983)(LLP0004760-LGN)

PSMB Registration : LLP0004760LGN (Expired 3<sup>RD</sup> February 2024)



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# **TRAINERS PROFILE**



# WANFAH PROSPER PLT

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**Mr. Tan Chee Wan CA(M), FCMA, CGMA, CTM**  
**PSMB Train-The-Trainer certificate no: TTT/6518**

Tan Chee Wan is a Senior Member (FCMA) of the Chartered Institute of Management Accountants, CIMA and a member of Malaysian Institute of Accountants, MIA since 1992. He has been a Council Member of the CIMA Malaysia Divisional Council since 1998 until the Divisional Council dissolved in May 2012. Chee Wan is also a duly certified Competent Toastmaster of Toastmaster International.

Chee Wan has had a long and distinguished career as a Management Accountant in a number of well-known Malaysian and International Companies. He started his career in Finance as an Auditor. In 2000, he joined KNM Berhad as Group Financial Controller and played a pivotal role in KNM's listing submission. In December 2005, Chee Wan returned to his hometown and worked for Coats Thread (Malaysia) Sdn. Bhd. as Finance Manager / Director and retired in March 2012 to form Wanfah Prosper Training & Consultancy.

As the pioneer CIMA Global Membership Assessor from Malaysia, Chee Wan is actively involved in giving talks and doing workshops for potential members who wanted to apply for CIMA membership locally as well as overseas and has conducted in house training as well as public training programmes on Finance both locally as well as in Cambodia.

After started his own business, Chee Wan has keep up todate of the current technology. Among some of the achievement are created his own business websites, developed mobile apps and ventured into E-commerce.

All in, Chee Wan has more than twenty-five years of hands-on experience in different areas of management and functions in diverse industries such as in auditing, printing, construction, manufacturing, consultancy, engineering and trading. Other than the Finance, Accounting, Auditing, Taxation, Corporate Finance and Credit Control, some of the other functions include: general management, business development, business strategic planning, performance improvement, quality assurance, human resource management, information technology and management, budgeting and strategic cost management.

Chee Wan is also a Certified GST Consultant / Trainer having attended the Royal Malaysia Custom GST training and passed its examination.



# **WANFAH PROSPER PLT**

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[Mr. P. NADARAJA](#)

**LLB (Hons) Lond., CLP (Malaya), ACIS (UK), ACTIM  
PSMB (HRDF) Certified Trainer**

Nadaraja was formerly with the Royal Malaysia Customs (1981-1997) as a Senior Officer of Customs having served in various units and his key areas of focus includes customs administration, import and export procedures, classification, valuation, licensing and compliance matters. He possesses an in-depth knowledge of various customs legislation including Customs Act, Sales Tax Act, Service Tax Act, Excise Act and other subsidiary legislation. He has vast experience in Customs matters and has been a guest lecturer at the Royal Malaysian Customs Academy in Malacca on various occasions to deliver lectures on various aspects of Customs laws and procedures.

In 1997 he left the Customs Department on optional retirement for private practice as an Advocate and Solicitor.

He is now involved in legal practice and at the same time is actively involved in conducting seminars and workshops on customs matters. He has also conducted in-house training for various companies including statutory bodies and has advised and consulted upon by companies on issues such as customs and sales tax valuation, classification, service tax matters, drawback, refunds, exemptions and others. He was officially appointed by the Customs Department to conduct Basic Customs Course for forwarding agents during the year 2005 – 2007.

He is also an Associate of the Malaysia Institute of Chartered Secretaries & Administrators and Chartered Tax Institute of Malaysia (ACTIM) and is currently involved in customs litigation and rendering of consultancy & advisory services on Customs matters.



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## Muhammad Rafiq Bin Abdullah

**MBA (USA), Diploma in HRM (UK), Advance Manufacturing Management (Manila),  
DISC Facilitator, PSMB Train-The-Trainer certificate no: TTT/0246**

Muhammad Rafiq, is a management consultant and experienced trainer for more than 20 years. He has more than 18 years professional experience as a Senior Production Manager with a multi-national organization ( Bata Shoe Organization ). He has attended various projects, consultation, production management seminars and trainings abroad in countries like France, England, S. Korea, Taiwan, India, Philippines, Bangladesh, Indonesia and Thailand. Some of the major courses he has attended include *"Step Ahead" People Management* from Neuvic, France , *Advance Manufacturing, Management* from Asian Institute of Management, Philippines and *Business Booster Boot Camp* by ACTION International.

Muhammad Rafiq specializes in Leadership, Management Development Programs and Teambuilding. He has designed, developed and delivered programs on personal developments and organizational effectiveness for managers and executives on : Leadership, Leadership Strategies, Managing Change, Project Management, Strategic Planning, Effective Time Management and etc.

He is very familiar with various behavioural assessments like Personality Plus , DISC and Strengths Finder. He also has good knowledge on Blue Ocean Strategy, SWOT and NLP. Concepts are translated into applicable and practical techniques because he believes that people not only need to know what to do but more importantly, how to do it by being motivated. He is a training consultant who speaks through experience by relating real life experiences in order to strengthen the level of understanding by participants.

Muhammad is an energetic and versatile trainer who is able to conduct programs in both the English and Malay language. Muhammad gives his very best in every training session filled interactive lectures, mini case studies, role plays and stimulation activities. Theories are translated into practical applications because he believes that people not only need to know what to do, but more importantly how to do it. His training enhances participants' performance and effectiveness allowing them to contribute positively to their organizations.



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**Mr. Brian Wee Lai Han**

**MBA (Heriot Watt University, U.K.),  
Dip. In Personal Management, CHRP,  
Member of MIHRM,  
PSMB (HRDF) Certified Trainer**

Brian Wee was Head of Human Resources, Internal QMS Auditor and Corporate Trainer of MMC for a holding company of oils refineries in Malaysia. He holds a Master of Business Administration and a Post Graduate Diploma in Business Administration from Heriot Watt University, United Kingdom. He also has a Certificate and a Diploma in Personnel Management. He is a Certified Human Resource Professional (CHRP), an Ordinary Member of Malaysian Institute of Human Resource Management (MIHRM), PSMB Certified Trainer and PSMB Human Resource Consultant. Brian Wee has attended a three days Effective Training Evaluation program by Ms Beverley Jeffreys of Chisholm Institute, Australian National Training Authority (ANTA).

He brings with him more than 15 years of working experience in Human Resource of large manufacturing companies. He is a Resource Training person for Malaysian Institute of Personnel Management (MIPM), Malaysian Institute of Purchasing and Material Management, UBS Commercial Institute, Open University Malaysia, Asia e University and UTM Space Executive Diploma Programs and others.

He started off his career in 1980 as a Senior Officer with the Ministry of Information where he stayed for 15 years and gained extensive management experience. Later he moved to a Japanese based company where he was in charge of all spectrums of Human Resource functions. During that time, he acquired some Japanese management skills such as Kaizen, Zero Defect, JIT, Quality Control, Quality Assurance, ISO QMS and EMS Awareness Program and many others. He developed and trained QC, ISO QMS and EMS and productivity related modules for the Wilmar International Group of companies' employees. In his present capacity, he develops modules and trains his employees and many organizations. He is also a part time lecturer for academic courses, namely Certificate & Diploma Program for Malaysia institute of Human Resource Management, Supervisory Module for Certificate & Diploma for Malaysian Institute of Purchasing & Material Management, Executive Diploma of Human Resource Management for UTM SPACE, Asia e University, Southern College University and Open University Malaysia and Professional Short Course in Mandarin for Human Resource subjects and English Conversation & Communication Skills for User Business School (UBS).





# WANFAH PROSPER PLT

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[Nancy Ong Chen Gan.](#)

**MBA (Strathclyde, U.K.), Dip. In Banking (U.K.),  
TESOL (Australia)  
PSMB (HRDF) Certified Trainer**

Nancy pursued her passion to teach through the training profession after leaving her career in banking of 30 years. Fifteen years on and she has successfully conducted workshops and trained many people in trade financing, credit management and business communication.

She has worked in management positions in branches and later at head office of OCBC Bank where she headed Treasury Operations before her retirement. Her vast knowledge and experience in banking are the keys to the success of her training and workshops. With a clear understanding of the business environment she is able to help bridge the gap in the industry of trade financial instruments and the associated financial risk for participants to gain the skills necessary to apply in their area of work. Participants are able to recognize the financial and operational risks to help them increase organizational effectiveness when using these financial instruments.

Nancy's passion for English business writing and communication stems from her career where her job had given her many opportunities to write and speak to many levels of management in planning, presenting and decision-making. Combining her proficiency in English and a clear understanding of the business environment, she is able to impart her skills and knowledge in business communication to others who care to improve themselves for their career advancement.

Using simple and proven techniques to deliver her workshops, she has received excellent ratings from the participants.

A certified PSMB trainer, she also holds an MBA from the University of Strathclyde, United Kingdom, a Diploma in Banking from United Kingdom, and a certificate in the Teaching of English to Speakers of Other Languages (TESOL) awarded by Teach International, Australia.



# WANFAH PROSPER PLT

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[Callie Lim](#)

- Law Degree (Honors), University of London, UK, 1996
- Certificate in Legal Certificate, 1999
- Masters in Education in Leadership & Management (current)
- Professional Certificate in Communication (Trinity College London, UK)
- PSMB (HRDF) Certified Trainer

Callie Lim has over 20 years of hands-on experience in Business, Communications, Marketing, Product & Business Development, Operations and Customer Service. Having created, developed and lead many teams to successfully kick-start and grow respective companies, projects and its revenue streams, she is passionate in training various departments to achieve its fullest potential. The key results areas she focuses on are increased productivity and revenue for the Company.

She graduated with a Law degree (with honours) from the United Kingdom and went on to work in the corporate sector rising up from a Management Trainee learning the ropes of all departments, to becoming a Manager and Trainer in a few years. She was sent to UK to manage and run the Company's properties. She was also a Director of Communications with one of the most established international brand. She is also a Director and Managing Principal for an education group but is very much hands-on in the training, product and people development as well as overall business development of the Company.

With her vast experience in the service industries and areas such as in education, property, corporate communication, hospitality, customer service, sales as well as business development, she desires to share her knowledge and skills and inspire others and Companies to achieve more. This is her personal mission to add value where she has been blessed to learn, experience and grow from.

Areas Callie Lim is able to train employees on include enhancing their skills, knowledge in both their respective roles, as well as building on their aptitudes and attitudes to contribute and deliver are:-

1. Customer Service – Resulting in increased sales and repeat or referred customers.
2. Business Communication (Internal) – Resulting in increased clarity and positive team work.
3. Business Communications (External) – Resulting in increased customer satisfaction and market growth.
4. Product and Business Development – Innovation from existing departments bringing the Company up towards a cutting-edge market leader.



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[Dr Gurdeep S Grewal](#)

-MBBS, CMIA, MPM

PSMB Train-The-Trainer Certificate no: TTT/6524

Dr Gurdeep is a practicing medical doctor and Psychiatrist. He has more than nine years of experience working in the area of psychological health and has worked in major mental health facilities around the country.

He is passionate about the promotion of psychological wellbeing and prevention of mental illnesses and has conducted courses for various organizations, including within the civil service and for NGO's locally as well as overseas. Working at the individual and organizational level, he focuses on identifying stress and coming up with solutions for preventing, minimizing and coping with stress and other psychological problems. Your organization can benefit from his expertise in the area of psychological health and wellness by creating a culture of 'healthy body and mind' within your organization.

His executive coaching activities include finding meaningfulness at the individual and organizational levels to increase personal satisfaction and thereby aid in increased productivity. He is a professional psychological health expert who works to understand what makes us tick, what causes us to fail or helps us to succeed.



# WANFAH PROSPER PLT

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**Mr. Ravindran Raman Kutty**

**MA Communications (UK), FIPR(M)**

**PSMB Train-The-Trainer certificate no: TTT/16647**

Mr. Ravindran Raman Kutty, MA Communications, UK, is an accredited PR Practitioner and a Fellow of the Institute of Public Relations Malaysia (IPRM). He is the recipient of the ASEAN Public Relations Network (APRN) Accredited Fellowship Award. He was the former President of Bandar Sri Damansara Residents Association (BSDRA) which was the LA21 Award winner for 2009/2010.

Mr. Ravindran serves as a Director with Stratcom Consult. He has more than 30 years of experience in Corporate Communications. In 2015, he was awarded the Certificate of Acceptance into the "Industry Specialist of Malaysia" Direktori Pakar Industri Negara (DPIN) by the Ministry of Human Resources. In 2004, he was awarded the IRPM's Best PR Practitioner for the category of utilities services. He was the force behind in achieving the ACCA and Crystal Award 2004 for Alam Flora.

He travelled extensively to promote Malaysia while in ECER and was also handling the Pengerang Petroleum Integrated Complex (PIPC) crisis in Johor, under PEMANDU (MPRC). He was instrumental in propelling Northport (M) Bhd as a brand name in Malaysia (2006 – 2010).

A sought-after speaker in CSR, PR & Corporate Communications both locally and internationally. Currently he sits in as the Industry Advisory Panel Taylors University College and also a Columnist with Sin Chew Jit Poh and The Vibes. He was also writing for The Malay Mail, The Star and Bernama. He also serves as the Treasurer for the IPRM.



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**Mr. Victor Cheong Chee Kian**

**ACMA, CGMA**

**PSMB Train-The-Trainer certificate no: TTT/5131**

Victor Cheong Chee Kian is an Associate Member of the Chartered Institute of Management Accountants (CIMA) since 1992. He has involved with the CIMA Malaysian Division and was with the CIMA Student Development Committee since 1999. For the term 2009 / 2010, he was appointed to the 1<sup>st</sup> Vice Chairman of the said committee. He was also a CIMA Malaysian Division Council Member from 2007 till 2013.

Victor has about 19 years of Banking Experience in Operations, Credit and Marketing before he was moved to be a Learning Facilitator, having conducted numerous workshops in Banking Operations, Anti-Money Laundering, Banking Systems, Sales, Services and organisation-wide Development workshops for 14 years till his retirement in 2022.

Victor is a Certified Trainer from Pembangunan Sumber Manusia Berhad (PSMB) and also achieved a certification in Chartered Institute of Personnel and Development (CIPD)

Prior to his involvement in the Banking Industry, Victor led a colourful life. He was serving in the Government as an officer with the Polis DiRaja Malaysia for 5 years. His stint with the Force involves Special Branch and Criminal Investigation Department with a number of notable cases under his belt.

As a Chartered Member of the CIMA Malaysia Toastmasters Club since 2003, he is actively involved in the club and has been the Club President for the term 2004/2005. Victor has held all the other posts in the club ever since. With his experience in communication and public speaking, Victor has emceed a number of events including those CIMA-organised functions. He even almost single-handedly planned and facilitated a fun-filled dinner event for CIMA.



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[Krishnamoorthy Muthaly](#)

**BSc (Honours) Communications**

**PSMB Train-The-Trainer certificate no: TTT/8814**

Krishnamoorthy Muthaly is a journalist who lives by his convictions. A veteran in media relations, Krishnamoorthy is passionate about providing readers with fast-paced stories, and adopts a decidedly different view to storytelling. His penchant for nothing but the truth has honed his investigative journalistic skills throughout his career, as he seeks to untangle the truth from a complex web of spins.

Self-motivated, resourceful and versatile, Krishnamoorthy is one who goes beyond the superficial façade of life. One contributing factor that lends depth to his writing is his humble background. He started work as a junior officer in Tenaga Nasional from 1989 to 1979, and saved his earnings to pursue a degree in journalism at the University of Tennessee, Knoxville. Whilst at the university, he played a prominent role in the Knoxville festivals. Unprecedented in the history of the university, Krishnamoorthy organised a meeting for student leaders with former President Jimmy Carter in 1982.

As a senior reporter with The Straits Times and The Star for more than two decades, he has highlighted society's concerns. He has gone undercover as a beggar, security guard, blind man, a physically challenged passenger, a salesman and a Member of Parliament. His exclusive scoops have not only brought timeless insights to readers but have also provoked our conscience, while unveiling the good and the bad about human nature.

With his crisp writing style and inquiring mind, he bagged several awards, including the Journalist of the Year 1987 from the Malaysian Press Institute and Consumer Journalist of the Year. Apart from writing, Krishnamoorthy is a media coach specialising in media writing and crisis management. He has also served as an academic with various universities, imparting his journalism knowledge to students. He is currently an Associate Professor at an internationally acclaimed university.



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Mr. Amargit Singh

**MBA degree from Cranfield School of Management, England**

**M.Sc degree - distinction in Engineering Business Management, University of Warwick, England**

**M.Sc degree from Universiti Putra Malaysia (UPM)**

**FCMA of The Chartered Institute of Management Accountant, England**

**CA of Malaysian Institute of Accountants**

**PSMB Train-The-Trainer certificate no: TTT/0692**

Amargit is an ASQ- Certified Six Sigma Black Belt, Certified Quality Engineer and Certified Quality Auditor. He is a Chartered Safety and Health Practitioner (UK), Chartered Member of The Institution of Occupational Safety and Health (UK), a Certified Information Security Auditor (CISA, USA) and Certified in Risk and Information Security Control (CIRSC, USA). He has passed IRCA-certified ISO 27001:2005 Information Security Management Systems. He is IRCA-registered Lead Assessor for ISO 9001 Quality Management Systems, ISO 14001 environmental management systems and assessor for OHSAS 18001, ISO 27001:2005 Information Security Management Systems, EICC Code Conduct and Corporate Social Responsibility (CSR) Reporting. He is an assessor for validation and verification of Green- House Gases-related CDM (GHG) projects registered with UNFCCC.

He has passed

- SGS Clean Development Mechanism (CDM) Lead Assessor course
- EU ETS Aviation training
- ISCC auditor training for biofuel (RED)

Amargit Singh has worked with SGS Malaysia as the General Manager for certification & training, where he has conducted certification audits and training on ISO 9001, ISO 14001, OHSAS 18001, Case Study preparation, Audits, Greenhouse Gases projects validation & verification. Before assuming this position, he worked as Works Manager in a British multi-national, Revertex Finewaters Sdn Bhd and Quality Manager with defence-industry manufacturer, SME Ordnance Sdn Bhd.

He has more than twenty-eight years of “hands-on” experience in different areas of management, which includes: general management, manufacturing, service industry, business development, business strategic planning, performance improvement, materials management, logistics, quality engineering, human resource management, lean six sigma, quality and environmental audits, green-house gases verification and validation (UNFCCC), information security auditing, production planning and control, , occupational safety & health, toxic & hazardous waste management and research.



# WANFAH PROSPER PLT

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Ms. JAMUNA KARMEHEN

- MSc. Business Leadership (Nottingham Trent University,UK)  
- BSc Microbiology (Universiti Putra Malaysia)
- Certified Outsourcing Specialist :- Human Resources Exam  
(International Assoc of Outsourcing Professionals)  
PSMB Train-The-Trainer Certificate no : EMP/0878

Jamuna is the creator of **P.O.W.E.R Pack Presentation Workshop**, designed to bring out the great presenter in each individual. She is a dynamic, result oriented Corporate Trainer & Consultant with **14 years of experience in sales, marketing, training, Learning & Development and Human Resource.**

Her professional career started with Pfizer Pharmaceuticals as a Medical Sales Representative. She **consistently achieved the sales target** by applying effective selling skill and leveraging on the product knowledge to identify customer needs. This includes **partnership** with Medical, Marketing and Training on strategic initiatives that can affect positively the sales and customer relationship.

She was promoted to sales training and responsible to provide **training & coaching** to enhance the selling skill of the Field Force as well as work on projects to increase the Field Force Effectiveness & Managers' Competencies. Her greatest accomplishment was winning the **Top Trainer Award** for 2 years. She was the **Certified Yellow Belt Trainer** for Continuous Improvement; and was a **Certified Trainer** from the **Chartered Institute of Personnel & Development (CIPD), UK.**

Next, she successfully embarked on Talent Acquisition role in Human Resource where she had the opportunity to learn and **share best practices with other countries.** Her scope was on recruitment, manpower planning and employee retention. Her proudest achievement was winning the **Best Project for 'Ideas Thinking Out of the Box'** at the global level. Her project was on 'Walk-In Interview & F.I.S.H Referral Program' aimed at attracting talents and speeding up the hiring process.

In 2015, she was **Certified as Practitioner in Neuro Linguistic Programming (NLP) and Time Line Therapy.** Her approach is always on a high energy level, and incorporated with a great deal of fun element!





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## Some of Our Valuable Clients





# WANFAH PROSPER PLT

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The following programs are available for immediate training requirement. For programs that are not listed here, [contact us](mailto:sales@wanfahprosper.com) (+60351663399 / sales@wanfahprosper.com).

## FINANCE, ACCOUNTING and BANKING

### 1 DAY PROGRAMS

[INCOTERMS® 2020 – How it Works in Your Import/Export Transactions](#)

[Collecting Difficult Accounts](#)

### 2 DAYS PROGRAMS

[Understanding and Handling Full Sets of Accounts in SST Environment](#)

[Understanding Letter of Credit – Documentation and Procedure](#)

[Cash Flow Analysis, Budgeting, Forecasting and Management](#)

[Reading and Interpreting Corporate Financial Statements](#)

[Preparation of Group Financial Statements](#)

[Finance for Non Finance Managers](#)

## LHDN and RMCD related courses

### 1 DAY PROGRAMS

[Licensed Manufacturing Warehouse \(LMW\) : Licensing, Facilitation and Compliance](#)

[MIDA Tax Exemptions Under Section 14\(2\) Customs Act 1967 and Related SST Rules](#)

[Customs Classification of Goods Under the Harmonised System Coding](#)

[Understanding Malaysian Sales and Service Tax \(SST\)](#)



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## **2 DAYS PROGRAMS**

[How to Managing Customs Audit and Investigation \(Including Post Importation Audit\)](#)

[Malaysian Import and Export Procedures, Documentation and Compliance](#)

[Understanding Malaysian Customs Procedures and Documentation](#)

[Facilities and Tax Incentives Under the Customs Act](#)

[How to Manage Sales Tax Audit and Investigation](#)

SOFT SKILLS and HR RELATED

## **1 DAY PROGRAM**

[Practical Payroll Computation Workshop](#)

[Email Writing in The Digital Age](#)

## **2 DAYS PROGRAMS**

[A Practical Application of the Employment Act 1955 and Related Laws & Regulations](#)

[Leadership and Management Skills for Supervisors, Executives and Managers](#)

[Microsoft Excel - Intermediate, Data Analysis and Dashboard](#)

[Report Writing – The Art of Writing a Good Report](#)

[Fishbone Analysis for Effective Problem Solving](#)

[How to Conduct A Domestic Inquiry Effectively](#)

[Public Speaking and Presentation Skills](#)

[Business English for Presentation](#)

[Stress Management Workshop](#)