

November Training Calendar 2018

Malaysian Export Academy

Date	Programme	Venue	Trainer	Early Bird Fees	Fees
13 November 2018	Sales Tax Act 2018 and Service Tax Act 2018	Dorsett Grand, Subang	Hari Ramulu Munusamy	-	RM 850.00 per person
14 November 2018	13th MEXPA Seminar on Government Financial Assistance	Hotel Istana, Kuala Lumpur	MATRADE, SME CORP., MTDC, MIDF, and etc	-	RM 650.00 per person
14 & 15 November 2018	Benefits under Employment Laws, EPF, SOCSO and EIS	Hotel Istana, Kuala Lumpur	Cyril Pagadala	RM 1,300.00 per person	RM 1,500.00 per person
14 & 15 November 2018	Social Media Marketing	Empire Hotel, Subang	Yathavan Nadarajan	-	RM 1,300.00 per person
15 & 16 November 2018	Finance for Non-Finance Managers	Holiday Villa Hotel, Subang Jaya	Gerald Peries	RM 1250.00 per person	RM 1350.00 per person
21 & 22 November 2018	Understanding LC and Trade Financing	MEA Training Centre, Puchong	Noel Vong	RM 1,350.00 per person	RM 1,550.00 per person
21 & 22 November 2018	HR for Non-HR Managers	Dorsett Grand, Subang	Mr Krishnan Ramasamy	RM 1,100.00 per person	RM 1,300.00 per person
22 November 2018	Half Day Programme on Corporate Tax and SST Impact on Inter-Company Transactions	Eastin Hotel, Petaling Jaya	Desmond Anil	-	RM 420.00 per person
22 & 23 November 2018	Basic English at Work	Holiday Villa Hotel, Subang Jaya	Sathiesh Sangarajoo	RM 1,200.00 per person	RM 1,300.00 per person
26 November 2018	Latest Principles on Withholding Tax	Eastin Hotel, Petaling Jaya	Santhanasamy Subbiah	RM 850.00 per person	RM 950.00 per person
26 & 27 November 2018	SST Accounting	Sunway Putra Hotel, Kuala Lumpur	Tan Kok Tee	-	RM 1,500.00 per person
26 & 27 November 2018	Interviewing for Position and Potential	Empire Hotel, Subang	Vanaja Sangarajoo	RM 1,200.00 per person	RM 1,350.00 per person
26 & 27 November 2018	Shipping Procedures & Documentations with IINCOTERM 2010 Ruling	MEA Training Centre, Puchong	Stephen Kum Foong Sang	RM 1,200.00 per person	RM 1,300.00 per person
28 November 2018	Reading and Understanding Financial Statments	Empire Hotel, Subang	Tan Kok Tee	-	RM 850.00 per person
28 & 29 November 2018	Effective Inventory and Warehouse Management	Dorsett Grand, Subang	Dr Thanabalan Velloo	RM 1,250.00 per person	RM 1,350.00 per person
28 & 29 November 2018	Export Expedition	MEA Training Centre, Puchong (Day 1) MATRADE, KL (Day 2)	Tan Kok Tee	-	RM 1,500.00 per person
28 & 29 November 2018	Health and Safety at Workplace	Eastin Hotel, Petaling Jaya	Sheymalatha Ranggasamy	RM 1,200.00 per person	RM 1,400.00 per person
29 & 30 November 2018	Malaysian Customs Procedures	Dorsett Grand, Subang	P. Nadaraja	RM 1,300.00 per person	RM 1,500.00 per person

* click on the event title for full details

December Training Calendar 2018

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Date	Programme	Venue	Trainer	Early Bird Fees	Fees
3 December 2018	GST Closure, GST Final Audit and Anti-Profitteering Regulation Compliance	Holiday Villa, Subang	Tan Kok Tee	-	RM 950.00 per person
3 & 4 December 2018	Leadership and Communication	Empire Hotel, Subang	Sathiesh Sangarajoo	RM RM1,250.00 per person	RM 1,350.00 per person
3 & 4 December 2018	Effective Office Administration	Eastin Hotel, Petaling Jaya	Sheymalatha Ranggasamy	RM 1,200.00 per person	RM 1,300.00 per person
5 & 6 December 2018	Absenteeism, Unpaid Leave and Its Impact on Unplanned Downtime	Hotel Istana, Kuala Lumpur	Mr Krishnan Ramasamy	RM 1,200.00 per person	RM 1350.00 per person
7 December 2018	Managing Customer Complaints and Investigations Effectively	Empire Hotel, Subang	Vanaja Sangarajoo	RM 850.00 per person	RM 950.00 per person
10 December 2018	Trade Financing Facilities	Empire Hotel, Subang	Dr. Thanabalan Velloo	-	RM 850.00 per person
12 & 13 December 2018	Best Practice for Accounts Receivable and Debt Collection Management	Dorsett Grand, Subang	Santhanasamy Subbiah	RM 1,350.00 per person	RM 1,550.00 per person
13 December 2018	Writing Effective Minutes of Meeting	Empire Hotel, Subang	Vanaja Sangarajoo	RM 850.00 per person	RM 950.00 per person
13 & 14 December 2018	Accounting Skills for Accounts Clerks and Assistants	Eastin Hotel, Petaling Jaya	Gerald Peries	RM 1,200.00 per person	RM 1,300.00 per person
13 & 14 December 2018	Google Ad Fundamentals	Empire Hotel, Subang	Kelly Chong	-	RM 1,600.00 per person
17 & 18 December 2018	Drafting your Customised HR Policy and The Employee Handbook	Eastin Hotel, Petaling Jaya	Cyril Pagadala	RM 1,300.00 per person	RM 1,500.00 per person
17 & 18 December 2018	How to Manage Sales Tax Audit And Investigation	Dorsett Grand, Subang	P. Nadaraja	RM 1,550.00 per person	RM 1,750.00 per person
17 & 18 December 2018	Tax Planning for HR Managers	Hotel Istana, Kuala Lumpur	Hari Ramulu Munusamy	RM 1,350.00 per person	RM 1,500.00 per person

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