

# SUN ADVANTAGE RESOURCES

(2929667 – H)

*We translate positive intentions to tangible results*

## CORPORATE PROFILE

... specialize in  
Training and Development,  
Professional and Technical Courses,  
and Consultancy Services



**No. 6, Jalan LP 6/4, Taman Lestari Perdana,  
43300, Seri Kembangan, Selangor Darul Ehsan, Malaysia.**  
**Tel: +(6) 03-89538892 H/P: +(6) 0193704388, +(6) 0192336890  
+(6) 01158931088, +(6) 01159557519**



MINISTRY OF HUMAN RESOURCES



HRDF  
CLAIMABLE

## Table of Contents

<b>1. CORPORATE DETAILS .....</b>	<b>3</b>
<b>2. ABOUT US.....</b>	<b>5</b>
2.1 OUR VISION .....	5
2.2 OUR MISSION STATEMENT.....	5
2.3 OUR VALUES .....	5
2.4 STRATEGIC FOCUS .....	5
2.5 STRATEGIC DIRECTION .....	6
2.6 STRATEGIC MAP.....	6
<b>3. EXECUTIVE SUMMARY.....</b>	<b>7</b>
3.1 HUMAN RESOURCE DEVELOPMENT .....	7
3.2 TAXATION .....	8
3.3 ACCOUNTING AND FINANCE .....	9
3.4 AUDIT INVESTIGATION, RISK MANAGEMENT, CORPORATE GOVERNANCE, LEGAL AND COMPLIANCE .....	10
3.5 SOFT SKILLS – LEADERSHIP, PERFORMANCE MANAGEMENT AND OTHERS .....	11
3.6 CUSTOMER SERVICE SERIES .....	13
3.7 SUPPLY CHAIN MANAGEMENT – SHIPPING / CUSTOMS / LOGISTICS.....	14
3.8 EXPORTING AND INTERNATIONAL TRADE .....	14
3.9 INFORMATION AND COMMUNICATION TECHNOLOGY SERIES .....	15
3.10 HOSPITALITY INDUSTRY .....	15
3.11 OIL AND GAS INDUSTRY.....	16
3.12 MANUFACTURING INDUSTRY.....	16
3.13 TRADE FINANCE .....	17
3.14 BANKING INDUSTRY.....	17
3.15 INSURANCE INDUSTRY .....	17
3.16 ASSET MANAGEMENT INDUSTRY .....	17
3.17 SERVICE INDUSTRY .....	18
3.18 RETAIL AND WHOLESALE INDUSTRY .....	18
3.19 FOOD AND BEVERAGES .....	18
3.20 ENGINEERING INDUSTRY .....	18
3.21 FOOD PROCESSING INDUSTRY.....	19
3.22 MEDICAL AND PHARMACEUTICAL INDUSTRY.....	19
3.23 SAFETY, HEALTH, ENVIRONMENT AND DEFENSIVE DRIVING .....	19
3.24 DIGITAL, E-COMMERCE AND SOCIAL MEDIA MARKETING.....	20
3.25 ELECTRICAL AND ELECTRONICS INDUSTRY.....	20
<b>4. OUR CLIENTS.....</b>	<b>21</b>

## 1. Corporate Details

Sun Advantage Resources is an approved Human Resource Development Fund Corporate Training and Consulting company. We specialize in Training and Human Capital Development, for both management and technical skills. In addition to the extensive industrial experience in human resources management, we have a pool of experts in our faculty specializing in specific areas that serve organizations of numerous industries.

We work together with companies as smart partnership in providing hands-on solutions to help solve day to day business challenges by developing their human capital, building their brands, advertising their image and marketing their products – all with the help and guidance of our multifaceted organization.

We believe in a comprehensive approach – becoming a part of our client's business and knowing as much about their operations and challenges as possible. We want to support you in meeting your needs and most importantly achieving your goals in improving bottom line results and to sustain the competitive advantage.

Today, SAR has built remarkable reputation for excellent standards of service through our successful training. Success is measured in terms of potential transactions concluded, business connections made and better understanding of practical business realities through our excellent networking platforms in order to approach businesses in terms of sustainable development and continuous learning platform.

At Sun Advantage Resources Training Centre, we assist clients to build strong and intelligent workforce in this competitive business world by providing quality training programs. Therefore, we put strong emphasis to develop People.

SAR believes in rewarding companies by the following values: -

- Improved employee performance
- Improved employee satisfaction and morale
- Addressing weaknesses
- Consistency
- Increased productivity and adherence to quality standards
- Increased innovation in new strategies and products
- Reduced employee turnover
- Enhances company reputation and profile
- Blended learning

All the courses are conducted on a regular basis by Sun Advantage Resources in collaboration with both local and foreign Universities, Trade Organizations and Associations. The modules are developed by SAR in collaboration with subject matter experts.

The target participants are mainly business executives, government officials, academicians and students. In almost all cases, the fees are claimable under the

Human Resources Development Fund. The methodology is classroom discussions, role play, presentations, case studies, visits and exercises.

Participants who have completed the course will be given a Certificate of Attendance issued by the Sun Advantage Resources.

## 2. About Us

### About our Trainers

Sun Advantage Resources is very selective about its trainers, SAR only engage trainers with the following qualities: -

- They're properly qualified (and never stop learning)
- They get results
- They're motivated motivators
- They've got a good head for business
- They live by the principles they teach

Our trainers are highly being sought by large companies as they are the subject matter expert.

### 2.1 Our Vision

Translate positive intentions into tangible results

### 2.2 Our Mission Statement

Our ultimate task is to dignify and honour the lives of those we lead by allowing them to manifest their highest potential through the work we do.

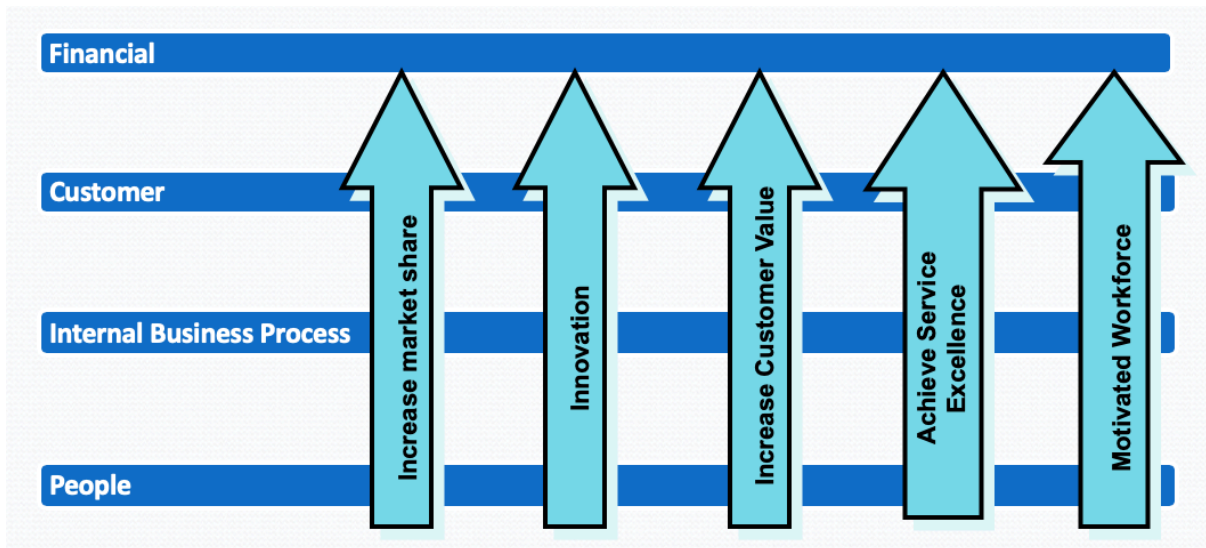
### 2.3 Our Values

- Deliver value to our customers' businesses
- Seek strategic alliance and synergies on their strengths
- Empower and develop our people

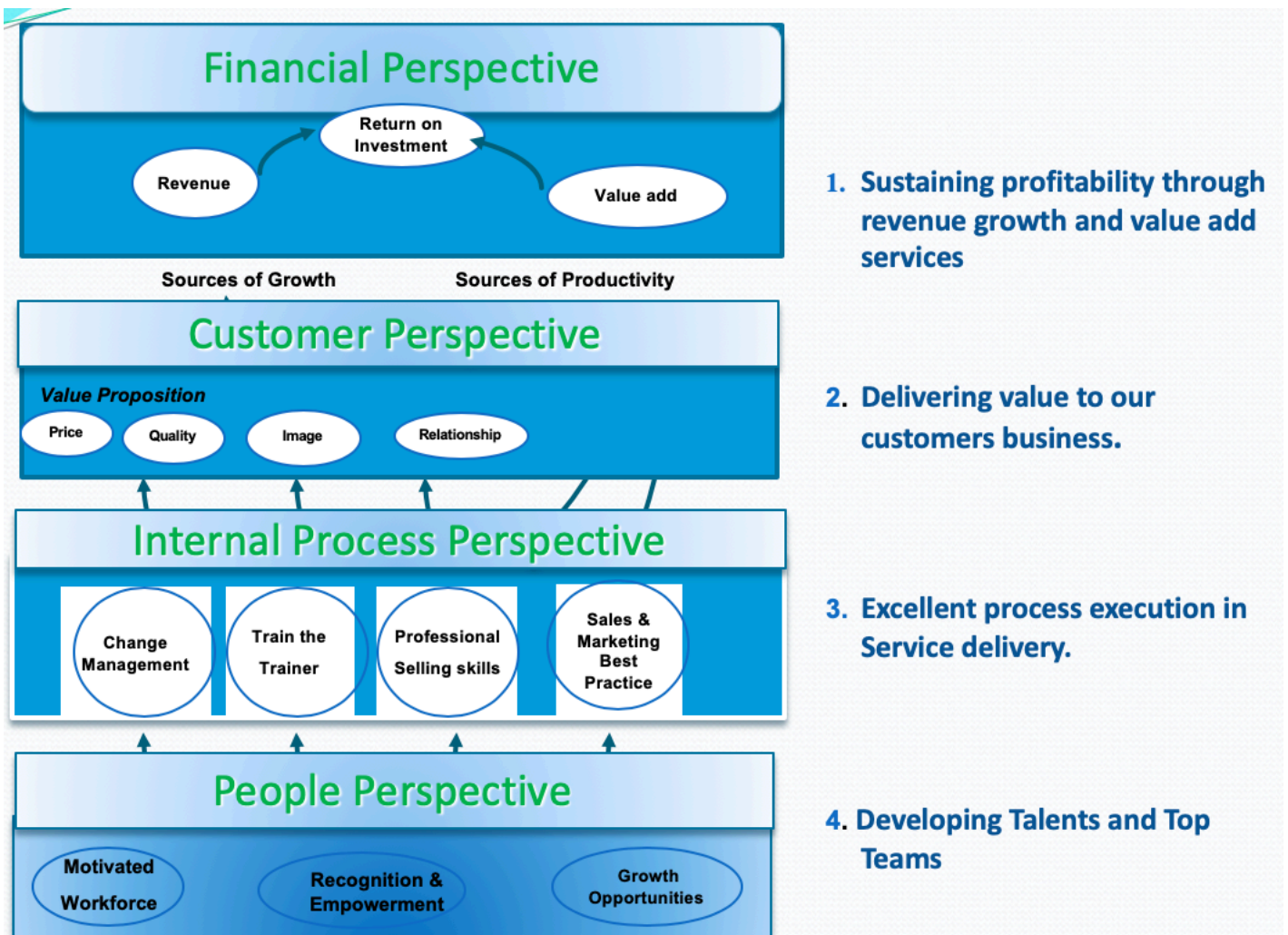
### 2.4 Strategic Focus

- Developing Executives Leaders and Professionals
- Thinking Like an Entrepreneur Inside the Business
- Consulting for Strategy and Organizational Change
- Executive Coaching
- Identifying and Developing Talents
- Developing Top Teams

## 2.5 Strategic Direction



## 2.6 Strategic Map



### 3. Executive Summary

Sun Advantage Resources provide access to:

- World class skills and knowledge
- Accreditation of in-house programmes
- Custom designed courses

#### WORK-BASED LEARNING

- Online and e-learning programmes
- In-house delivery
- Educational partnerships with Universities and colleges across the world
- Whatever your requirements, we have training providers who can deliver.

We have listed below all our training courses by specific functions and by industries: -

#### 3.1 Human Resource Development

- Training Need Analysis
- Employee Case Investigation and Conducting Domestic Inquiry
- Managing Misconduct, Poor Performance and Absenteeism at Work
- Effective Compensation and Benefits Management
- Essentials of Human Resource Management
- Handling Difficult Employees and Absenteeism
- Practical Aspects of EPF and SOCSO Acts Claims, Procedures and recent developments
- Competency Based Behavioral Interviewing Skills
- Effective Payroll Administration
- Developing Market Rate Salary Structures
- Developing A Pay Structure and Benefits Package
- Employer/Employee Rights Under the Employment Act
- Developing Human Resource Documentations
- Practical Payroll Computation According to Malaysian Labor Laws
- Termination of Employment (Employment Termination Guidelines)
- HR for Non-HR Personnel
- Understanding Malaysian Labor Laws
- Developing HR Policy and Employee Handbook
- Handling the non-performer and dismissal
- Employment Contract, Termination and Dismissal
- Applications of Employment Act with Implications of Latest Amendments
- Malaysian Labor Laws - Understanding and Its Implementation
- Applications of Employment Act with Implications of Latest Amendments
- Terminating Employees - The Right Ways
- The Art of Handling Difficult Employees Effectively
- Developing Human Resource Documentations



- Employee Engagement – Take Charge!
- Latest Employment Laws, EPF Act, SOCSO Act and EIS (2018)
- Malaysian Labor Laws - Understanding and Its Implementation
- Applications of Employment Act with Implications of Latest Amendments
- Building a World-Class Talent through Human Resource Management
- Building Exceptional Performance for Administrative Professionals
- Company Medical and Health Profile for Employees
- Contemporary HR Management Skills
- Designing Effective Job Description
- Desirable Positive Work Attitudes, Effective Communication and Human Relations through Self-Motivation
- Discipline and Grievance Handling
- Domestic Inquiry and Grievance Handling
- Empowering employees in SMEs and SMIs to understand ownership in business
- How to Interview, Asses and Recruit Successfully: World Class Recruitment Processes and Models
- Foreign Workers and Management of Cultural Diversity
- Sexual Harassment: Prevention and Eradication in the Workplace
- Malaysian Human Resource Management from A To Z
- Developing Effective Human Resource Policies and Procedures Manual
- Human Capital Management: World Class Human Development Processes and Models
- Conducting Effective TNA
- Conducting On-The-Job Training

### 3.2 Taxation

- An Understanding of Malaysian Taxation and Effective Planning
- Tax Planning for Employers and HR Managers
- Malaysian Withholding Tax
- Malaysian Corporate Tax and Deductibility of Expenses
- Public Rulings and Latest Developments
- Professional Enhancement Certificate in Sales and Service Tax (SST)
- Withholding Tax in Malaysia – Principles and Latest Developments
- Tax Treatment on Interest Income, Interest Expenses and Rental Income: Latest development
- Malaysia Property Taxes: Practical Issues and Insights
- MFRS and MPERS Financial Reporting: The Tax Impact
- Tax Compliance and Record Keeping Requirements – A Practical Guide for Taxpayers
- Tax Planning For Malaysian SME Companies
- Implementation and Updates of Digital Tax in Malaysia
- A Comprehensive Workshop on Deferred Taxation
- Latest Updates on Employers’ Tax Statutory Obligations
- Business Tax Deductions an Accountant’s Perspective with Highlights of Malaysian Tax Cases



- Digital Service Tax
- Key Risk Management for CFOs -Tax and Corporate Corruption
- Mastering Service Tax Scope, Latest Updates, Implementation Issues and Health Check
- Impact of Financial Reporting on Taxation
- Mastering Sales Tax Exemption Facilities, Latest Updates, Implementation Issues and Health Check
- Company tax computation, planning strategies and maximization of investment incentives

### 3.3 Accounting and Finance

- Advance Cash Flow and Working Capital Management
- Finance for Non-Financial Executives
- Accounting for Non Accounting Personnel
- Budgeting for Effective Planning
- Credit Management and Collection Techniques
- Accounts Receivable and Credit Policies Management
- Advanced Cash Flow and Working Capital Management – Boosting the Fuel of Business
- Advanced Financial Statements Analysis
- Anti-Fraud Strategies and Controls for Board and Audit Committee
- Accounting made Simple for Small Business / Urban Farmers
- Accounting made Simple for Small Business – SME / SMI's
- Practical Preparation of Financial Statements for MBRS Templates
- Corporate Financial and Managerial Accounting
- Project Development and Construction Financing
- Valuation for Financial Reporting Purposes
- Practical Approach to Accounting for Financial Instruments Applying MFRS 9 and MFRS 132
- Best Practice for Accounts Receivable and Debt Collection Management
- Practical Guide on the Best Practices of Accounts Payable – from Accounting to Management
- Practical Guide on Cash Flow and Working Capital Management
- Essential Financial Statements for Non-finance Personnel
- Practical Guide on Financial Guide on Financial Statement
- Analysis on Financial Strategy - The Essential Strategic Finance skills
- Fraud and Forensic Auditing Identification Detection and Prevention
- Fundamentals of Finance and Accounting – Key Concepts, Processes and Practices
- Practical Guide on Reading and Interpreting Financial Reports
- Understanding Finance to Influence Strategic Decisions
- Budget – Key Updates and Changes for Corporate Accountants
- Cost of Capital and Discounts and Premiums
- Preparation and Presentation of Statement of Cash flows
- Managing value of Non-Current assets in Accordance with IFRS/MFRS
- Key Learning Points from Review of MIA's Illustrative MPERS
- Comprehensive Analysis of MFRS 16 Leases



- Effective Budgeting and What if Analysis Tools
- Asset Accounting Under MPERS; - Covering Property, Plant and equipment, Investment Property and Biological Assets
- MFRS 15 revenue from Contracts with Customers
- MFRS workshop series: - Learning and Application using the Conceptual Framework
- Hands-on Excel Training for Selected MFRS
- Financial Management
- Introduction to Malaysian Business Reporting System (MBRS)
- MFRS 15 Revenue from Contracts with Customers
- Evolution of Transfer Pricing Documentation
- The Complexities of Transfer Pricing on Intra-Group Services and Intangibles
- Valuation on Mergers and Acquisitions
- Best Practice in Applying Malaysian Private Entities Reporting Standards (MPERS)
- A Comprehensive Review of Latest Developments in MFRS
- Accounting for Share Capital Issuance of shares, share buybacks, capital reduction and reconstruction, redeemable preference shares and distributions
- Preparation of Group Accounts Covering MFRS 3, Revised MFRS 127, 128 and 10–12
- Monthly Bank Reconciliation Statement and Managing Accounts Receivable
- Valuation in Practice for Transactions and Reporting
- Mastering Management Accounting and its Monthly Management Accounting Reports
- Advanced Financial Modelling
- Management Reporting for Decision Making - Essential of Successful Reporting
- Budgetary Control by World Class Companies
- Contemporary Financial Skills for Executives
- Cost Analysis and Control Techniques
- Cost Control for Production Managers

### **3.4 Audit Investigation, Risk Management, Corporate Governance, Legal and Compliance**

- Latest Changes on the Role and Responsibility of Directors as per Companies Act 2016
- Risk Management, Control and Compliance (Corporate Governance) Minimising Risk and Exercising Internal Control
- Practical Guide to Operational Risk Management
- Anti-Fraud Strategies and Controls for Board and Audit Committee
- Best Practices of Governance, Risk Management and Compliance
- Fraud and Forensic Auditing Identification Detection and Prevention
- Governance for the Audit Committee Members
- Integrated Reporting (IR) – A vision for better corporate reporting
- Project Management Auditing
- Empowering Your Corporate Success



- Corporate Liability under Section 17A of the MACC (Amendment Act) 2018
- Companies Act 2016 – Are You Complying with the Latest updates and Compliance Procedures?
- Shared Prosperity – Sustainable and Inclusive Growth towards High Income Economy
- Planning for effective Risk-Based Audit Methodology
- How to Apply and Improve Reporting of Alternative Performance Measures in Corporate Reporting
- Materiality: - determining Materiality in the Audit of Financial Statements
- Fighting corruption: A New Era of Corporate Governance
- Planning and Conducting Risk-Based Internal Audit
- Anti-Money Laundering and Counter Financing of Terrorism (AMLCFT) – AMLCFT Essentials for Management and Employees
- AMLCFT Craft for Boards, Partners, Management and Employers
- Fundamentals of Enterprise Risk Management
- Audit Quality Enhancement Programme for SMPs
- Practical Auditing Methodology for SMPs
- Amendments to Companies Act 2016 and What You Should Know About the Practising Certificate Under Section 241
- Section 117 on Capital Reduction of share capital via solvency statement route
- Masterclass in Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) for Accountants
- Company Secretarial Practice Under the Companies Act 2016
- The New Companies (Amendment) Act 2019
- Enterprise Risk Management - Principles of ISO 31000 and 2017 updates on ERM Framework
- Audit Documentation and Preparation of Audit Working Papers – For Small and Medium Audit Practices Incorporating ISA 230 and other Relevant ISA's
- Quality Assessment Review on Internal Audit Activities
- Detecting Financial Warnings and Financial Shenanigans
- Financial Markets Code of Conduct
- Audit Series on Key Audit Areas
- Financial Markets Code of Conduct Restoring trust and integrity in the Malaysian financial markets
- Section 117 on Capital Reduction of share capital via solvency statement route
- Corporate Crime and Investigation
- Corporate Fraud Detection and Elimination

### 3.5 **Soft Skills – Leadership, Performance Management and Others**

- Fundamentals of Leadership Skills
- Personal and Professional Strengthening (Reach up for Excellence)
- The Buzan Technique – effective Thinking for Higher Performance
- High Impact Leadership Skills



- Leadership Skills for Highly Effective Supervisors
- I3 BAR –Integrated. Interactive. Intelligence (Excel Models for Business Analytics and Reporting)
- Executive Trainings For Thought Leaders
- Managing A Multi-Generational Workforce
- Leading People – Key Competencies and Sharpening your Skills
- Foundations of Leadership
- Leading High-Performance Teams
- Effective Organizational Development and Transformation
- Power Up Your Grammar And Write Like A Pro
- Report Writing Skills for Finance Professionals - Telling the Story Behind the Numbers
- Crafting Compelling and Engaging Business Reports
- Effective Negotiation Skills
- Tools for Dynamic Managers
- Motivation and Positive Work Attitude
- Creative Problem-Solving Skills
- Time Management
- Stress and Conflict Management
- Team Building
- Anger Management
- Leadership and Influence
- Mindset Transformation
- Joy of Writing Your Management Reports
- Sharpening Your Core Leadership Competencies
- Driving Staff Engagement with Powerful Communication Skills
- Effective Talent Management and Succession Planning Building your organization's leadership pipeline: A step-by-step approach
- Managing Entrepreneurship in the Current Market - Problems, Difficulties and Challenges
- Personal Leadership Essentials - Power of Positive Relationship
- Platform Power! Speak! And Be Heard
- Priority Planning - Personal Effectiveness
- Professional Image Management and Etiquette - More Than Appearance
- You Lead the ship" A leadership course
- Tool for Highly Effective Leaders
- Tools for Highly Effective Managers
- Disaster Recovery
- Corporate Governance, ERM and Fraud Intelligence
- Awareness Training for Corporate Social Responsibility
- Business Process Re-engineering for Business and Organization
- Challenges of Information, communication and Technology for today's SMIs and SMEs
- Importance of Research and Development to sustainable SMI and SME growth
- Innovation, productivity, and creative thinking - The SME and SMI challenge
- Competing for market share at Global level for SMEs and SMIs

- Conflict management within businesses - the challenges and difficulties face by SMEs and SMIs
- Conventional and Islamic funds available for SME and SMI growth - How do we tap and benefit from them
- Crisis Management
- Customer relationship management - How do SMI and SME use it as a tool of competitive edge
- Emotional Excellence for Innovative Leadership
- Emotional Intelligence for Successful Negotiation Needs for Growing SMEs And SMIs
- Kaizen: The Strategy for Continuous Improvement Training
- KPI System for Talent Management, Productivity Improvement and Performance Management
- Leadership and Management Skills for Administrative Professionals in a Challenging Environment
- Sun Tzu Art of War Principles: Winning Strategies in Management and Leadership
- Using the Balanced Scorecard (BSC) to Achieve Breakthrough Performance

### 3.6 Customer Service Series

- Conflicts Resolution Skills
- Women at Work
- Building Bridges for Customers
- How to Achieve High Standard of Customer Care
- Personal and Professional Strengthening (Reach up for Excellence)
- Dynamics of Multitasking
- Creativity and Innovation Thinking at Workplace
- Business English Communication
- Customer Service Excellence
- Effective Customer Complaint Management
- Be A Star of Customer Service! - Customer Service Essential
- Breakthrough You! Discovering The Real You For Breakthroughs in Relationship and Productivity
- Change is The Only Constant - Change Management
- Consultative Selling Skills - Building the Competitive Edge
- Creative Problem Solving - Mental Readiness for Creative Problem-Solving Skills
- Customer Engagement Skills - for Call Centre Personnel
- Dealing with Difficult People - Turns Conflicts into Collaboration
- Dealing with Workplace Diversity - Bridging the Generation Gap
- Dynamic Interpersonal and Rapport Building Skills - for Sales Success
- Essential Management and Supervisory Skills - For Managers, Supervisors and Team Leaders
- Balancing Work and Life with Optimum Productivity
- Seize Your Market! - Marketing For Business Success
- Turning Cold Calls into Hot Leads - The A-Z Telesales and Telemarketing : Prospecting and Selling Over the Phone



- Customer Relationship Management : How Do SMEs And SMIs Use It As A Tool Of Competitive Edge
- Customer Satisfaction Evaluation and Improvement

### 3.7 Supply Chain Management – Shipping / Customs / Logistics

- Shipping Procedures and Documentation
- Effective 3 Ps in Global Shipping - Process, Practice and Performance
- Managing Bill of Lading in Shipping
- Shipping Elements and Import Export Documentation
- Import and Export Documentation and Procedures
- Managing Incoterms
- Principles and Practices of Logistics Operation Management
- Supply Chain Management Best Practices
- Import, Export Documentation, Procedures and INCOTERMS
- Effective Inventory and Warehouse Management
- Kuasai Perolehan Kerajaan – Tender Melalui E-perolehan
- Malaysian Import and Export Procedures Documentation and Compliance- with the Latest Updates on Customs
- Facilities under Customs Act 1967
- FTAs and Its related Customs Procedures in Malaysia
- Customs Incentives for Export Oriented Companies
- Customs Classification of Goods
- Valuation under WTO
- Effective Total Logistics Management
- Effective Supply Chain management
- Managing Hidden Logistics, Costs and Risks in Global Trade
- Sea and Air Freight Documentation and Procedures
- Customs Declaration Quality Forms
- Customs Tax Incentives (Exemptions) under Section 14.2
- Effective Inventory Control through Pull Production System and Kanban



### 3.8 Exporting and International Trade

- A-Z of Exporting
- Introduction to Exporting
- Formulating an Export Plan
- Going International for Malaysian Companies
- Ethics in International Business
- Appointment of Agents and Distributors
- Navigating and Negotiating in Different Cultures
- Branding and Packaging for Exporters
- E-Business for Exporters
- Legal aspects of Doing Business Overseas



- Developing Export Pricing
- Customs Facilitations and Tax Facilities for Importers, Exporters and Manufacturers
- Export Trade Disputes
- Social Media in Export Marketing
- Effective Participation in Trade Fairs
- Effective Export Selling
- Export Promotion and Marketing Strategies
- Certificate of Origin
- Free Trade Agreements and its Impact on Malaysian Exporters
- Identifying and Evaluating Overseas Markets
- Market Research
- Creating, Managing and Implementing an International Trade Strategy

### 3.9 Information and Communication Technology Series

- Industry 4.0 (4IR) Awareness Training
- Cyber Security Awareness Training
- Introduction to Machine Learning
- Introduction to Big Data Analytics
- Introduction to Artificial Intelligence
- Introduction To Robotic Process Automation (RPA)
- Internet of Things (IoT) – Principles and Applications
- Microsoft PowerPoint Foundation
- Microsoft Excel Foundation
- Microsoft Word Foundation
- Telecommunications Overview
- 5G Wireless Training for Non-Engineers
- Artificial Intelligence in Practice
- Computer Hacking Forensic Investigator
- Computer Support Engineering
- Electronics Object Tracking System (EOTS) via RFID
- Engineering Research Methods



### 3.10 Hospitality Industry

- Enhancing Customer Service for Hospitality Industry
- Finest Customer Service and Relations – Let's See, Do, and Get Greater Hospitality Merits
- Front Office Management
- Hospitality and Events Management - Banquet and Conference Management
- Housekeeping Management
- Venue and Facility Management



### 3.11 Oil and Gas Industry

- Petroleum Engineering and Geology
- Drilling and Production
- Decommissioning and Abandonment
- Flow Measurement
- Assets Maintenance and Reliability
- Mechanical Joint Integrity
- Petrophysics for Non-Petro physicists
- Reservoir Engineering for Non-Reservoir Engineers
- Geology for Non-Geologists
- Geophysics for Non-Geophysicists
- Flow Assurance - Managing Fluid Flow and Production Chemistry
- Asphaltene Science and Flow Assurance
- Fundamentals of Wax and Flow Assurance
- Natural Gas Processing and Conditioning
- Introduction to Oil and Gas: Upstream Overview
- Introduction to Oil and Gas: Surface Production Facilities Overview



### 3.12 Manufacturing Industry

- Cost Reduction Through Kaizen
- Cost Reduction through Practical Lean Manufacturing System (LMS)
- Cost Effective Sampling Techniques for Quality Control
- Cost of Quality Implementation
- Cost of Quality
- Cost of Quality (COQ) : From Concept to Action
- Cost of Quality/Cost of Poor Quality
- Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation and Control
- Free Zones and Warehouses
- Factories And Machinery Act 1967
- Good Manufacturing Practices
- How to Implement an Effective Corrective and Preventive Action for ISO 14001 EMS
- How to Identify Spatial Patterns in Manufacturing Processes
- How to Implement An Effective Corrective and Preventive Action for ISO 9001 QMS
- Manufacturing Cost Management and Budgetary Planning
- Manufacturing Cost Reduction Strategies
- Manufacturing Productivity and Cost Improvement
- Leading commercial success
- Financial and commercial awareness
- Experiential graduate training for the manufacturing sector
- Digital learning solutions for manufacturers
- Developing people skills in the manufacturing industry



- Achieving operational excellence in manufacturing

### 3.13 Trade Finance

- Essentials of Trade Financing
- Structuring Trade Finance facilities (obtaining banking facilities for trading purposes)
- Letter of Credit – Operations
- Advanced Letter of Credit
- Trade Risks and Fraud Management
- Understanding Trade Payment Terms



### 3.14 Banking Industry

- Developing a strategic mindset in the fast-changing banking world
- Risk Management in Banking - An integrated perspective on risk governance and long-term value creation
- Technology, infrastructure and operations
- Corporate and commercial banking
- Investment banking
- Private banking



### 3.15 Insurance Industry

- Digital learning solutions for the insurance industry
- People skills in insurance
- Focus on Solvency II and IFRS 17
- Experiential training programmes for your new hires to insurance
- Specialist commercial skills for insurance
- Commercial skills in insurance
- Insurance business simulation
- General Insurance Actuarial Practice



### 3.16 Asset Management Industry

- Introduction to Asset Management
- Understanding derivatives in Fund Management
- Understanding why Fund Managers use fixed income in portfolio
- Understanding how equities are used in Asset Management
- Digital learning solutions for asset management training
- Developing people skills relevant for a Fund Management business



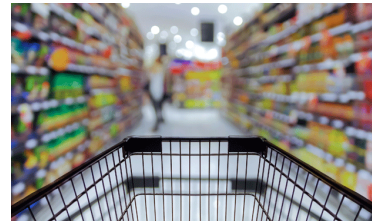
### 3.17 Service Industry

- Developing an agile mindset in your business
- Developing financial and commercial skills
- Programmes for graduates joining professional services
- Essential skills for new and experienced managers
- Leading Commercial Success Simulation
- Driving commercial success in the travel industry
- Project Management
- Audit of Construction Projects
- Mastery of Project Management - Leading Projects Using International Standards



### 3.18 Retail and Wholesale Industry

- Goods Receiving and Dispatch
- Stock Loss Prevention
- Merchandising
- Business Etiquette and Professionalism
- Wholesale And Retail: Buying Planning Level 5
- Apply health and safety to a work area - Workshop
- Store Keeping and Stock Control
- Wholesale and Retail Operations
- Career Builder Programme for Sales and Digital Marketing
- Logistics Operation Skills



### 3.19 Food and Beverages

- Restaurant Revenue Management
- Kitchen and Restaurant Management in the Modern Era
- Food and Beverage Management Exposure
- Cost and Control for Food and Beverage Operations
- Menu Analysis Workshop
- Creating Successful Restaurant Concepts
- Executive Tea and Coffee Service



### 3.20 Engineering Industry

- Building Services and Management
- Facilities Management
- Pumps – Application, Operation and Maintenance
- Introduction to Electro Hydraulics
- Introduction to Pneumatics
- Engineering Drawings
- Concrete Bridge Design



- Cost of Quality/Cost of Poor Quality
- Energy Audit on Mechanical Equipment

### 3.21 Food Processing Industry

- Halal Standards and Certification for Exporters
- International Halal Marketing
- Food Safety Modernization Act (FSMA) Compliance Training
- Food Safety System Certification (FSSC) 22000 Awareness
- HALAL Assurance Management System
- HALAL Compliance
- Understanding the Halal issues as per MS 1500:2004 Standard for Food Industries
- Food Safety Management System Awareness Workshop
- Good Manufacturing Practices (GMP) for Food Safety Management System



### 3.22 Medical and Pharmaceutical Industry

- Design Validation, Verification and Risk Analysis for Medical Device
- Effective Document Management for the Pharmaceuticals, Biotech and Medical Device Industries
- Guidance for Industry Q7A GMP Practice Guidance for Active Pharmaceutical Ingredients Awareness
- Medical Laboratories Awareness
- Medical Laboratories Internal Auditor
- Medical Devices: EU Directives, Guidance, CE Marking and ISO Standard Certifications



### 3.23 Safety, Health, Environment and Defensive Driving

- Effective and Efficient Incident Reports
- Forklift Truck Safety Training
- Safety at the Workplace
- Basic Chemical Safety and Chemical Spill Response
- Defensive Driving for Truck Drivers
- Effective Initial Occupational Health and Safety (OHandS) Review
- Evaluation of Compliance to Environmental and Safety Legal Requirements
- Fire Safety and Rescue
- Workplace First Aid and CPR Training with Automatic External Defibrillator (AED)
- Workplace First Aid Training



- Setting Up Your Workplace Safety and Health Committee or Worker Representative
- Integrated Management System Awareness Training (Quality, Environmental, Occupational Health and Safety)
- Internal Occupational Health and Safety (OHandS) Management System Auditing
- Introduction to Examination on Engineering Control Equipment Practice by the Industrial Hygiene Technician
- Introduction to Malaysia Environmental, Occupational Safety and Health Legislation
- Introduction to OHSAS 18001 (Occupational Health and Safety Management System)

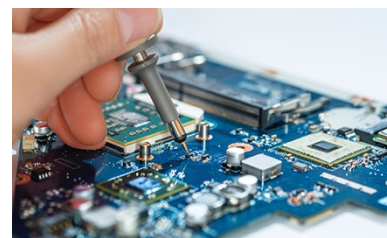
### 3.24 Digital, e-Commerce and Social Media Marketing

- Social Media Marketing
- Digital Marketing Strategy
- Digital Marketing Analytics
- Search Engine Optimization (SEO)
- Content Management System (CMS)
- Mobilizing Accountants towards IR 4.0
- Excel 2016 Business Intelligence Tools
- Practical Guide to Data Preparation and Data Analysis with Microsoft Excel
- Data Analytics : Career Advancement Opportunities
- Data Analysis for Management Reporting Utilizing Excel
- Introduction to Power BI
- Business Process Engineering for e-Commerce
- e-Commerce Technology
- e-Commerce for IT Executives



### 3.25 Electrical and Electronics Industry

- Switchgear Operation and Maintenance
- Electrical Motor System – Maintenance and Troubleshooting
- Electrical Engineering For Non Electrical Engineer
- Energy Audit on Electrical System



FOR REGISTRATION, PLEASE CALL +(6) 03-89538892, +(6) 0193704388,  
+(6) 0192336890, +(6) 01158931088, +(6) 01159557519  
or EMAIL to [ssanthanasamy@yahoo.com](mailto:ssanthanasamy@yahoo.com)

## 4. Our Clients



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION



Global Transport and Logistics



## **YOUR PREFERRED TRAINING PROVIDER SUN ADVANTAGE RESOURCES**

- **HRDF Training Provider Serial No 2929667H**
- **Registered with Ministry of Human Resources (Malaysia)**
- **Trainers with Substantial hands-on experience**
  - **Customised training for specific needs**



**SUN ADVANTAGE RESOURCES**  
**No. 6 Jalan LP 6/4, Taman Lestari Perdana**  
**43300. Seri Kembangan, Selangor Darul Ehsan**

**Tel: + (6)03-89538892,**

**H/P: 0193704388, 0192336890, +(6) 01158931088, +(6) 01159557519**

**Email : [ssanthanasamy@yahoo.com](mailto:ssanthanasamy@yahoo.com)**