

JOB DESCRIPTION – INTERN

1. Digital & Marketing

Position	Intern
Division	Retail Division
Team	Digital & Marketing
Reports to	Sr. Manager, DM
Contents of work during internship	<ul style="list-style-type: none"> • Implement and monitor the activities in the marketing plan • Organize and measure the effectiveness of advertising/communication campaigns on advertising channels with an allowable budget • Data sorting and manage the company's marketing channel system: fanpage, website, email, • Performance management, promotion strategy formulation
Expected results (Knowledge and skills they can get after completing the internship)	<ul style="list-style-type: none"> • Experience in marketing team or media agency background • Basic experience of stock market • Reasonable and logical way of thinking based on basis • Understanding the structure of financial products • Proficiency in utilizing Microsoft Office Programs
Requirements	<ul style="list-style-type: none"> • Basic knowledge of marketing • Basic knowledge of using Excel, Word • Basic skills in graphic design (optional) • English ability to communicate • Marketing, Finance major or related major

2. Finance and Accounting

Position	Intern
Division	Management
Team	Finance and Accounting
Reports to	Head of F&A
Contents of work during internship	<ul style="list-style-type: none"> • Daily Cash Report • Make the payment of customer's withdrawal • Make connection of customer transactions system to accounting system at day end. • Check the bank statement of customer's deposit and withdrawal with Accounting system and CS Team. • Filling the accounting vouchers and documents into file • Other task by CA
Expected results (Knowledge and skills they can get after completing the internship)	<ul style="list-style-type: none"> • Financial analysis ability • Basic experience of stock market • Reasonable and logical way of thinking based on basis • Fast learner, strong willingness to learn; • Being flexible, able to work independently in team and attention in detail
Requirements	<ul style="list-style-type: none"> • Major of Accounting • Basic knowledge of using Excel, Word • English ability to communicate