

DIGITAL DATA INTERNSHIP, UOBAM (M) DATA AND DIGITAL ANALYTICS

Internship Description:

UOB Asset Management Malaysia (UOBAM M) has more than 20 years of experience in providing fund management and fund advisory services for both institutional and retail clients. As a subsidiary of the UOB Asset Management Ltd headquartered in Singapore which has a strong regional presence in markets that include Thailand, Brunei, Taiwan, Japan, China, India and South Korea, via local offices, joint ventures and alliances, we enjoy a strong regional integration which grants us in-depth knowledge and first hand insights in an ever-changing environment.

Our office located in Vista Tower, The Intermark, Jalan Tun Razak, is seeking interns for our Data and Digital Analytics Department. This is a paid internship and the working hours are 40 hours per week. The selected candidate will be responsible for assisting and supporting UOBAM (M) Data and Digital Analytics Department with variety of technology, data and analytics tasks.

Internship Responsibilities:

- Assist Digital and Data Department to develop and maintain technology projects which includes the involvement of programming projects.
- Assist in developing automation for UOBAM (M) by using RPA (Robotic Process Automation) and other automation technology.
- Collaborates with business process managers throughout the automation and RPA project lifecycle, from process design to testing and modifications, and is involved in every step of the development process. This includes creating models and prototypes, evaluating potential risks and defects, analysing specifications and customizing applications for various business partners.
- Produces documents and defines templates relating to Digital and Data initiatives, automation architecture, process design steps, integration methods, and testing procedures pertaining to each product developed. This documentation would also cover the automation scripts and RPA design specifications, configuration, installation, and maintenance of RPA software as well as guidelines and standards that should be adhered to for each process automation
- Assist in troubleshooting technology, digital and data issues for UOBAM (M)
- Support the IT Division in project implementation
- Prepare and deliver clear, concise and effective communication, both oral and written, to management.
- Assist in Identifying, designing, and implementing internal process improvements: automating manual processes, optimizing data delivery, recommends technologies solutions, re-designing infrastructure for greater scalability, etc.

Internship Requirements:

- Candidate currently seeking Bachelor's degree or higher in computer science faculty
- Candidate have excellent written and verbal communication skills
- Candidate have solid grasp of software development and the lifecycle
- Candidate motivated to apply concepts across technologies stack (language agnostic)

INFORMATION SYSTEM INTERNSHIP, UOBAM (M) DATA AND DIGITAL ANALYTICS

Internship Description:

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Our office located in Vista Tower, The Intermark, Jalan Tun Razak, is seeking an intern for our Data and Digital Analytics Department. This is a paid internship and the working hours are 40 hours per week. The selected candidate will be responsible for assisting and supporting UOBAM (M) Data and Digital Analytics Department with variety of technology and information tasks.

Internship Responsibilities:

- Supports successful adoption of the digital workforce into organizational culture.
- Working towards creating a positive environment and improve UOBAM (M) digital user experience.
- Managing and safeguarding content effectively on digital platforms via Yammer, Teams.
- Assist in digital and technology trainings for UOBAM (M) staffs align with digitalisation initiatives
- Responding to UOBAM (M) colleague's inquiries with high quality, speed, empathy, and accuracy
- Assist in strategizing, planning and creation content for digitalisation initiative to engage online and offline UOBAM (M) colleagues to increase traction and adoption of the vision.
- Generate, edit, publish content that builds meaningful connections and encourages UOBAM (M) community members to take action.
- Continuously improve by capturing and analysing the appropriate metrics, insights and best practices, and then acting on the information
- To conduct business scoping with the business users and to develop the User Requirements Documentation
- Assist in as a point person of Digital and Data Analytics Department documentations and reports generation
- To review the documented User Requirements with the Business User and to obtain proper signed off by the Business
- Participate projects in accordance to project management principles and methodologies as analyst roles
- Develop/Maintain/Upgrade documentation specifics within Digital and Data Analytics Department
- Prepare and deliver clear, concise and effective communication, both oral and written, to management.
- Assist in other Digital and Data Analytics Department ad-hoc tasks as needed

Internship Requirements:

- Candidate currently seeking Bachelor's degree or higher in computer science or information faculty
- Candidate have excellent written and verbal communication skills
- Candidate motivated in business analysis
- Candidate motivated to be involve in digital transformation initiatives

DIGITAL CHANNELS INTERNSHIP, UOBAM (M) MARKETING AND COMMUNICATION (MARCOMM)

Internship Description:

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Our office located in Vista Tower, The Intermark, Jalan Tun Razak, is seeking an intern for our Marketing and Communication (MARCOMM) Department. The candidate will work on problem statements related to our online channels, including improving user experience on both our web and app platform, to propose viable solutions which include landscape, competitor analysis and presenting it for assessment and potential implementation. This is a paid internship and the selected candidate will be responsible for assisting and supporting UOBAM (M) MARCOMM Department.

Internship Responsibilities:

- Keen interest and knowledgeable in human interface design
- Assist in research and improvement of UOBAM (M) UI/UX/Interface
- Assist in performing user acceptance test
- Assist in documenting test cases
- Assist in research and application of Search Engine Optimization (SEO) for UOBAM digital platforms

Internship Requirements:

- Candidate currently seeking Bachelor's degree or higher in information technology and computer science faculty
- Candidate have excellent written and verbal communication skills
- Candidate motivated in experiencing working in financial organisation