

DIGITAL INFORMATION 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 an intern for our Data and Digital Analytics Department. This is a competitive 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.

Please email your application to MohdTariq.Arif@UOBgroup.com and copy (CC) MohammadIzzad.Halimi@UOBgroup.com with *Digital Information Internship Application* as the **subject title**.

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 online members (Yammer, Teams) 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 and 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