



**HUMAN CAPITAL & EXECUTIVE SEARCH**

**IT OUTSOURCING**

**TRAINING & DEVELOPMENT**

**EDUCATION**

**CORPORATE ADVISORY SERVICES**

**SERVICED & VIRTUAL OFFICES**

**PEOPLE'S EDGE MAGAZINE**

**GROUP**  
**JobHunt**



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## INTRODUCTION

Founded in year 2005, Job Hunt, an ISO9001:2008 certified company commenced its journey as a performance-based human resource consulting company providing executive search & selection, permanent placements, payroll administration, recruitment process outsourcing (RPO), behavioral assessment techniques and manpower & contact centre outsourcing.

The Job Hunt Group has today evolved to include a corporate training, education and also a one-stop solutions provider in professional services such as company formation & company secretarial solutions, tax & accounting solutions, IP & legal solutions, corporate advisory, serviced & virtual offices, expatriate services – employment pass application, strategic business alliances, property mortgage/leasing management solutions, joint venture partner search and mergers & acquisitions and training programs.



GLOBALBUSINESSADVISORY



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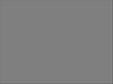
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## VISION & MISSION

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### OUR VISION

To be recognised as a professional top of the league one-stop business consulting and advisory services company providing customised solutions and delivering beyond expectations for our clients.

### OUR MISSION

To provide professional and value add services to springboard and optimize efficiency for organizations to compete and succeed in their core activities and unleash their potential in the global market.

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## HUMAN CAPITAL SOLUTIONS, EXECUTIVE SEARCH & IT OUTSOURCING

### **Executive Search & Selection (Retainer)**

Our process includes identifying and targeting a specific set of candidates, followed by more in-depth discussions with our clients. Potential candidates will then be considered but their suitability will be ascertained before we invite them further for a rigorous screening and interview process.

### **Permanent Placement (Contingency)**

At Job Hunt, we use a robust resume database to effectively source for the right candidates. Our database allows us to search for suitable candidates using specific requirements that ensure results are accurate and effective. We do not just rely on technology alone; our thorough and proven interview screening techniques ascertain that all candidates put forward have high quality backgrounds and experiences. When you combine our technology with our expertise, you can be assured of achieving optimum results.

### **Recruitment Process Outsourcing (RPO)**

Recruitment process is a critical function in any organization which includes sourcing, assessing, interviewing, and sometimes new-hire administration and orientation. It is a task that consumes the time of many dedicated resources in-house. By outsourcing your recruitment process, you are able to focus on your key activities; like business development and planning.

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**Contract Outsourcing**

Outsourcing of manpower has become a common practice nowadays. With the increasing demands of most industries, there is not enough time to get into the complexities of selecting a candidate. In those cases where you have project-based needs or would like to see a candidate in action before making a full-time hire, this option may help to easily bring about the right choice.

**Payroll Administration  
& Statutory  
Compliance Services**

We offer one-stop payroll administration centre that integrates payroll services processing, employee benefits, time and attendance reporting and much more. Job Hunt keeps you in compliance, one payroll at a time. Our nationwide tax paying and filing capabilities mean that your taxes are paid promptly and accurately.

**Shared Services & Call  
Centre Solutions**

We are able to assist you in the setting up, organizing and recruitment of personnel for globally centralized services in Malaysia.

**Behavioural  
Assessment  
Techniques (BAT)**

To enhance the effectiveness and accuracy of our selection process for the benefit of our clients, we apply internationally recognized psychometric techniques. This allows you to reduce the risk of a poor recruitment and increases the possibility of recruiting individuals who are appropriate for your business.

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## IT Outsourcing

There are numerous incentives as to outsourcing your IT needs; the most commonly cited advantage is cost savings. Outsourcing IT services may be cheaper, but a far more compelling reason is efficiency and effectiveness.

With Job Hunt IT Outsourcing, you can:

- **Access to latest technology:** You may have noticed how rapidly software and hardware becomes obsolete. How is your staff going to keep up-to-date with everything? Outsourcing gives you the benefit of having more than just one IT professional. We can give you sound advice to put your IT investments work harder for you.
- **High quality of staff:** As technology evolves, it has become increasingly difficult for companies to identify and attract the right talent, let alone retaining them or worst, hiring the wrong person for the job. Outsourcing your IT needs means it becomes our challenges and not yours anymore.
- **Flexibility:** We have multiple resources, while your internal staff may have limited resources and capabilities.
- **Job security and burnout reduction for regular employees:** Outsourcing removes the burden from your staff who has taken on more than what he/she was hired for because someone needs to do it. You will establish better relationship with your employees when you let them do what they do best and what they were hired to do.

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## OIL & GAS SOLUTIONS



JH Energy Sdn Bhd (965153-T) provides mid to senior level permanent and contract staffing solutions to the upstream and downstream oil and gas industry. We are registered under the Ministry of Human Resource Malaysia and possess a PETRONAS Oil & Gas license to provide manpower supply. JHE enjoys good working relationship with PETRONAS and other multinational oil & gas companies. Besides providing manpower supply, JHE is also looking for product lines to support and improve the oil & gas industries.

As a specialist division we have established working relationships with many leading oil & gas operators, contractors and service companies. We operate horizontally across the sector covering: Exploration, Drilling, Development, Production, Subsea and Inspection, Marine Contracting and Pipeline Engineering.

In recent years, the oil and gas industry has experienced dramatic growth, significantly increasing the requirement for highly skilled and qualified personnel. JH Energy are ideally placed with an extensive database of industry professionals from field engineers right up to management positions, combined with an expansive network base developed due to our consultant's dedication and market expertise.

Our expertise and resources have enabled JH Energy to provide quality workforce to National Oilwell Varco (previously known as APL), Bluewater Energy Services B.V., Petrolink and SPG Steiner to establish their operation in Malaysia.

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## TRAINING & DEVELOPMENT SOLUTIONS



### Corporate Training

**Job Hunt Training (JHT)**, a leading provider in executive training which emphasizes in corporate tool based processes that create a tight fit between strategic priorities of the business and corporate management programmes.

JHT offers open enrolment seminars and tailored programs based on clients' specific needs, focusing on the challenges organizations and people encounter every day as business goals and visions are crafted.

From leadership to relationship selling, and from presentation skills to teamwork development, JHT designs and delivers programs that provide a practical approach for individuals and companies to succeed in a competitive environment.

What differentiates JHT is its unique training cycle that integrates attitude change, knowledge, practice and skills development allowing newly learned principles to merge with acquired lifelong skills to result in desired behaviours.

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As a licensed corporate trainer with Pembangunan Sumber Manusia Berhad under the Ministry of Human Resources, JHT undertakes the “Train & Place Scheme Programme” to allow unemployed diploma/degree holders to upgrade their skills. JHT has successfully placed more than 80% of their trainees to date.



JHT’s training programs are further accredited by Open University Malaya and Asia e University



JHT’s plans are formulated to reflect Vision 2020 in tandem with the Economic Transformation Plan (ETP) to ensure our Malaysian workforce becomes more skilled towards a higher income bracket nation.

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## ENRICHING MINDS



JH Education Sdn Bhd (JHE) is poised to be a leading education provider in the country. It was conceptualized by the vision of the founder of JH Group who sees exciting growth in the education industry. It specializes in providing highly skilled education and training to young minds in the areas of Professional Certification, Creative Content and Oil & Gas. JHE sees vast opportunities for growth in these areas with the explosive boom in these industries.

JHE is currently working with renowned institutions of higher learning and movers and shakers for the respective industries to ensure our offerings meet, if not exceed, the industry benchmark and stay industry relevant and our graduates are job ready.

JHE lecturers are industrial practitioners, apart from imparting knowledge; they also impart valuable industrial experience to our students. This is to ensure our students are already exposed to industrial know how and experience before they even leave our college.

JHE is also currently running UNCCED Professional Career Certificate in Hotel Management and Executive Master in Human Capital Development by AeU.

JHE city campus would be located in Menara VSQ in the heart of the Petaling Jaya business hub, in the central of Klang Valley that is earmarked by the government for development. JHE is moving to acquire a property in Jalan 225 to build our campus and schedule for completion by end of 2013. There are also properties within the vicinity that has been acquired to house the workshops, laboratories, studios and production houses of the college.

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## CORPORATE ADVISORY SERVICES

GLOBALBUSINESSADVISORY



For our Expatriate & Foreign Company Clients, Global Business Advisory (GBA) provides:

### Company Formation & Company Secretarial Solutions

- Registration & incorporation of companies,
- Incorporation of Regional, Representative or Branch offices
- Provision of first directors and subscriber shareholders
- Memorandum & Articles of Association & company searches
- Rights and bonus issues,
- Guidance to directors and advice on corporate actions
- Compliance with regulatory and supervisory bodies
- MIDA, MDec & Immigration related activities
- Application of Statutory Licenses

### Accounting, Finance & Tax Solutions

- Payroll Administration
- Invoicing or Payment Administration
- Finance & Accounts Outsourcing
- Tax Planning, Compliance Advice
- Foreign Direct Investment Advice
- Customs, Exchange Controls & Real Property Gains Tax
- Finance Due Diligence
- Financial Restructuring & Assessment of Risk Appetite

### Expat Services

- Expatriate, Spouse/Common Law Wife Permit Applications

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### **Legal & Intellectual Property Services**

- Legal Due Diligence
- Legal Compliance Advice
- Preparation/Vetting of Legal Contracts
- Intellectual Property (IP) Law Advice
- Registration of Patents, trademarks, copyright, etc.

### **Joint Venture Partner Search, Mergers & Acquisitions**

### **Property & Insurance Services**

- Real Estate location for personal, office or factory needs
- General & Life Insurance Advice
- Property/mortgage/ insurance advice & risk mitigation

### **Digital / Internet Marketing Solutions**

- Website Development and Design
- Search Engine & Social Media Optimization

### **For the Embassies and Trade Commercial Offices, Global Business Advisory (GBA) provides:**

- Business Matching
- Organising of Trade Delegations and Missions, Business Forums & Panel Discussions
- General Market Survey & Research Reports
- Internship placement for foreign candidates

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## SERVICED & VIRTUAL OFFICES

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GBC is strategically located in Petaling Jaya City Centre, in the immediate vicinity of PJ Hilton, Menara Axis, PJ8 and Asia Jaya LRT Station.



### Fully Furnished Serviced & Virtual Offices & Facilities that include:

- Receptionist and dedicated phone line
- Secretarial/Administrative support
- Internet / Broadband facilities
- Complete Back Office support
- Refreshment & Pantry facilities
- Conference, Meeting & Training Rooms
- Car park facilities

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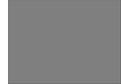
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## PEOPLE'S EDGE MAGAZINE

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*“Developing Malaysia’s Human Capital”*

**People’s Edge (PE)**, the latest and ultimate Malaysia-centric Human Capital Magazine, highlighting news, trends, opportunities qualitative and quantitative initiatives, thoughts and statistical feedback from the public and private sector opinion leaders, industry captains and successful entrepreneurs and documenting all efforts by the government to steer our people and Malaysia towards a high income nation status with world class human resources. It will be the mouthpiece to promote best practices, provide pulse rate news and further develop an HR industry that is uniquely perceptive to the needs of the masses, leading to limitless positive outcomes for the benefit of all. **PE** will also feature some corporate and management articles beneficial to FDI companies in Malaysia.

**PE’s** audience consists of HR professionals, MNCs and business community, undergraduates, higher learning students, job seekers, FDI companies, government bodies, diplomatic corporate circles and the general workforce.

**PE**, 10,000 copies published on a quarterly basis, is currently readily available at all leading bookstores and MPH magazine distribution outlets.

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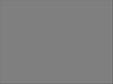
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## THE JOB HUNT TEAM



Our consultants possess a unique blend of professional experience and industry expertise. We work in teams to maximize sector specialization and knowledge-sharing. Our client service teams are supported by first-rate associates and backed by state-of-the-art technology.

We work in partnership with our clients to ensure all services are carried out in accordance with strict guidelines and adhere to the highest standards of quality and ethical behavior to ensure a successful outcome.

Our continuous investment in research and development ensures that our methodologies and delivery remain dynamic and consistently relevant. Our comprehensive approach to leadership acquisition, assessment and development enables us to help our clients build high-performance, diverse leadership teams.

We practise professional and ethical conduct and efficiency in our methodology and delivery which remain the basis of our philosophy and operating style. Our **ISO9001:2008** certification is an indicator of our continual improvement.

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## OUR GROUP AWARDS



In recognition of our accomplishments from 2009 to date, we were honoured with the following Awards:

- **The BrandLaureate SMEs BestBrands Awards 2012**
- **The Majestic 5 Continent Award, Rome, 2011** awarded by Association Otherways Management & Consulting, Paris, France
- **SME 100 Award 2009 & 2010, Professional & Business Services** awarded by SME Magazine
- **China's Top 10 Economic Talents Award 2010** awarded by National Research Institute for China & Beijing Culture Development Research Institute
- **2010 World Outstanding Overseas Chinese Entrepreneur Award** awarded by China Trade Promotion Association
- **Asia Pacific Entrepreneurship Award (APEA) 2010 'Most Promising Entrepreneur'** awarded by Enterprise Asia
- **Asia Pacific Top CEO Award 2009/2010** awarded by Global Business Magazine
- **Top Five Finalists for Merger & Acquisition Advisor of the Year 2009 & 2010** awarded by Malaysian Mergers & Acquisitions Association
- **Asia Pacific International Honesty Enterprise Keris Award 2009** awarded by Entrepreneur Development Association Malaysia
- **The Global Emerging Innovative Entrepreneur (GEIE) Award 2009** awarded by Global Innovative Knowledge Exchange Network
- **The "Service Provider of the Year 2009"** awarded by SMI & SME Worldwide Network
- **The "Gold Winner Award 2009"** awarded by Business Productivity Network
- **The "Smart Entrepreneur 2009"** awarded by Business Productivity Network

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