

"STRICTLY PRIVATE & CONFIDENTIAL"

Date: 4th July 2025

Our Ref.: TSBLF-2025-014-HR-NSAH

NUR SYAKILA BINTI ABDULLAH HASHIM**971125-06-5994**

B-12-7, RESIDENSI PRIMA BANDAR BUKIT MAHKOTA,
PERSIARAN MAHKOTA 1,
BANDAR BUKIT MAHKOTA,
43000 KAJANG,
SELANGOR.

Dear Nur Syakila,

TOSHI SDN BHD ("THE COMPANY")**EMPLOYMENT CONTRACT – FINANCE AND HUMAN RESOURCES ASSISTANT EXECUTIVE
(GRADE E3)**

We refer to your application for employment and the subsequent interview with us and are now pleased to extend this employment offer on probation as three (3) months with a commencing basic salary of RM [REDACTED] per month with RM [REDACTED] telephone allowance (Fixed). You are eligible for parking benefit season pass or touch n go claimable by end of month. You will be based at *Unit 9.3(A) Level 9, Wisma Chase Perdana, Jalan Semantan, Bukit Damansara, 50490 Kuala Lumpur* and will report directly to Chief Executive Officer.

The salient terms and conditions governing your employment and service with the Company are as follows: -

Job Description

Finance roles:

- Perform daily financial operations, including General Ledger, Accounts Payable (AP) and Accounts Receivable (AR).
- Prepare billings/invoices, monitor monthly collections, and follow up on outstanding debts.
- Monitor, control, and resolve issues related to the creditors' ledger and outstanding payables.
- Prepare monthly bank reconciliations.
- Ensure all financial documents are properly filed and organized.
- Maintain and prepare timely and accurate management reports in accordance with accounting standards.