

### To Whom It May Concern

**Subject:** Company Profile & Internship Job Description – *E-Commerce Intern at Decor Hub Sdn. Bhd.*

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Dear Sir / Madam,

We are pleased to introduce **Decor Hub Sdn. Bhd.**, a fast-growing e-commerce company specializing in **home décor and building supplies**. Based in Petaling Jaya, we are currently among the **Top 10 Wallpaper Sellers on TikTok Shop Malaysia**.

Our company focuses on providing high-quality decorative products such as **Wallpaper Marble Sheets** and **Fluted Wall Panels**, helping homeowners create beautiful living spaces effortlessly.

We are seeking motivated and enthusiastic students to join our team under our **E-Commerce Internship Program**, where they will gain hands-on experience in digital marketing, e-commerce operations, and customer engagement.

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### Company Information

**Company Name:** Decor Hub Sdn. Bhd.

**Address:** D-36-05, 3 Two Square, No. 2, Jalan 19/1, 46300 Petaling Jaya, Selangor

**Email:** decorhub333@gmail.com

**Phone:** 017-543 9906

**Website:** <https://www.decorhub.com.my>

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### Internship Position: E-Commerce Intern

**Allowance:** RM800-1200/month

**Work Location:** Petaling Jaya (In-person)

**Duration:** 3 to 6 months

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### Job Description

#### Responsibilities:

- Upload and manage product listings on e-commerce platforms (TikTok Shop, Shopee, etc.)
  - Assist in online marketing campaigns and promotional activities
  - Handle customer service inquiries and feedback
  - Support reporting, data analysis, and performance tracking
  - Learn to use digital tools and systems related to e-commerce
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### Requirements:

- Diploma or Degree student in **E-Commerce, Marketing, Business, or related fields**
- Strong analytical and communication skills
- Responsible, proactive, and eager to learn
- Interest in digital marketing and online business

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### Benefits:

- Internship allowance: RM800-1200/month
- Practical, real-world industry experience
- Opportunities for mentorship and career development
- Exposure to multiple aspects of e-commerce operations
- Supportive, team-based work culture

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We welcome collaboration with your university or college to provide meaningful internship opportunities for your students. Should you require additional documents or company verification, please do not hesitate to contact us.

Thank you for your attention and support.

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**Yours faithfully,**

**Shawn Wang**

Director

**Decor Hub Sdn. Bhd.**



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