

MUHAMMAD HANIF CHE WAN NAMAN

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Hanif Solution

QUATATION

Perbadanan Produktiviti Malaysia
Jalan Sultan, PJS 52,
46200 Petaling Jaya,
Selangor, Malaysia

Date: 8/2/2021

QUATATION: COORDINATOR FOR WEBINAR COORDINATOR

Item	Price
<ul style="list-style-type: none">Start the webinar system an hour earlier for necessary preparationCoordinate the sessionsDesign poster/brochure (Deliverable: poster/brochure)Identify attendees and send invitation to stakeholders via email and social media platformAssist moderators and speakers during Q&A session, as well as to respond on any queries in chatboxPrepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)Prepare report on the webinar session (attendance list, analysis of the survey and list of questions and answer of the session) (Deliverable: Report of the sessionKey-in participant details in CDMO Customer Database	RM 550.00 Per Session

Payment can be made to the account: Maybank 154138053083

Muhammad Hanif Bin Che Wan Naman

Thank You

Regard



(Muhammad Hanif Che Wan Naman)