



**FACULTY OF ADMINISTRATIVE SCIENCE  
& POLICY STUDIES  
UNIVERSITI TEKNOLOGI MARA**

**BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)**

**PRACTICAL TRAINING REPORT (ADS667)  
VSE ELECTRICAL SDN. BHD**

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**2017121745**

**24 JUNE-13 SEPTEMBER 2019**

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## **Declaration**

I hereby declare that the work contained in this practical training report is my own except those which have been duly identified and acknowledged. If I am later found to have plagiarized or to have committed other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed

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## ACKNOWLEDGEMENT

During the entire of my time writing this practical training report I have encountered a lot of challenges and obstacle that truly test my perseverance and spirit but I am managed to cope with those issues with the help of lectures and others.

First of all, I would dedicate my thanks and express my gratitude to my beloved supervisor which is Madam Sharon Pearl for the nonstop assistance and guidance that she provided to us during this process. Indeed, without her assistance I would not be able to completing this report and it would not have been completed successfully without the help and cooperation from all parties.

I would also like to show my utmost appreciation for Mr. Fairuz Hidayat Merican Wan Merican which was the lecturer in-charge of the practical students. I was very grateful for all guidance and precious information have shared to me in the process undergo the practical training.

Next, I would like thank my supervisor during my practical training in VSE Electrical Sdn Bhd that is Mr. Mohd Leslie and others staff in the company for every helps and guidance during my practical training.

Other than that, I would like to thank my parents who always support me and give encouragement to complete my intemship session. I also gave my appreciation to my friends and classmates who always help me with this practical report.

## Chapter 1:

### Introduction of the organisation

#### **1.0 Background of the company**

VSE Electrical Sdn Bhd was incorporated in September 2009 as ELV supplier, system integrator and contractor. The company is located in Ground Floor, Lot 8306, Jalan Datuk Abang Abdul Rahim 7C, 93450 Kuching, Sarawak. The company provide professional services in system designs and equipment installation for Extra Low Voltage, Lighting, Audio Visual, Intelligence Smart Control and Digital Information Technology System. They also provide good after sales technical support for all our completed project and product sales. The company has a team of technical engineers and highly qualified personnel in implementing project management, equipment installation, configuration, testing and commissioning.

The company have their own board of directors that responsible with the operations of the company. There are three main directors in the VSE Electrical Sdn Bhd which are Mr. Ho Wei Ming, Mr. Voong Sau Hui and Mr. Chin Wei Ming. Different directors will be in charge in different department. Mr. Ho Wei Ming is in charge as a leader of the Management team while Mr. Voong Sau Hui is in charge as a leader of Project Division team and Mr. Chin Wei Ming is in charge in the Sales Division.

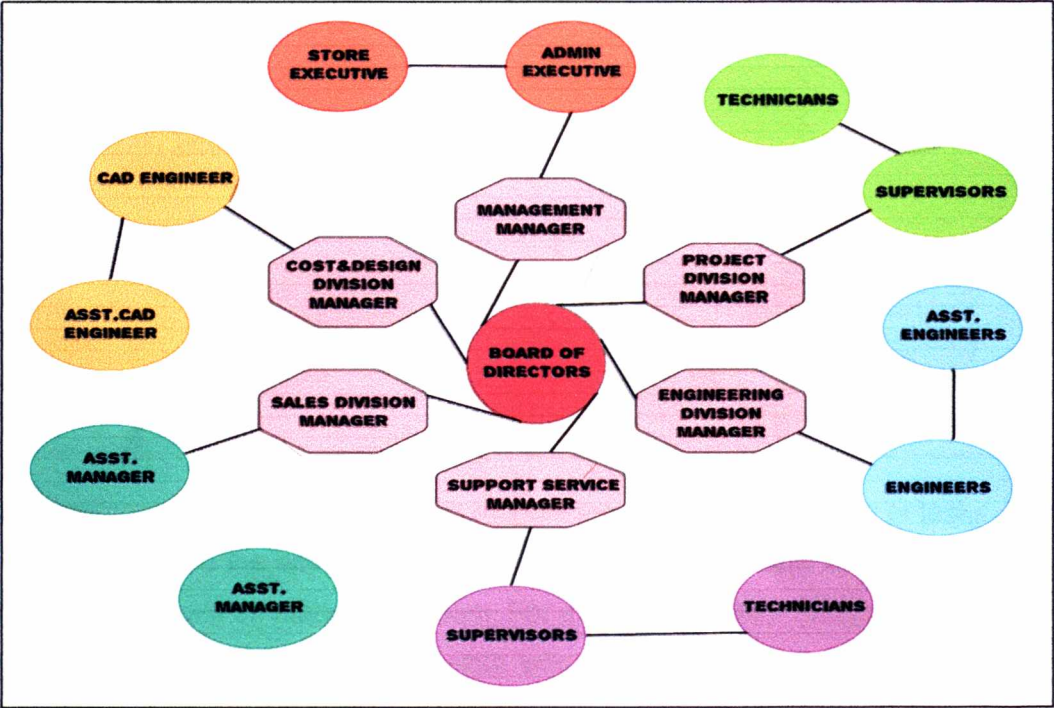
The company have several types of different division such as Management division, Engineering division, Cost And Design division, Support Service division, and Project division. Every each of the Division has their own manager that responsible to ensure all the operation process of the company runs smoothly as the company must ensure all the job done in the time frame provided as the company is a project based electrical company.

The company have four main strengths which are the strength is manpower, experience, service and maintenance also strength in product range. As for the strength in manpower the company has over than fifty staff that are technical and skilful personnel. The Company also have the management group that has over 20 years of experience in this specialised industry. The company has successfully executed project throughout the whole Sarawak. Service and maintenance is also one of the strength of the company as they are committed and service oriented towards their customers. The strength of the company in product range is they has be able to carry a wide range of products ranging from high end quality to standard and economical range quality to suit with their customer various requirement.

The company have received several awards since their establishment in 2009. The awards received by the company are The Panasonic Sales Excellence Awards, Panasonic

Silver Business Partner, Safety Award Of Appreciation from PPES Works (Sarawak) SDN BHD and the company also being authorised by Creston as Authorised Dealer. Therefore, this company will be continue to increase their service delivery performance time to time in order to achieve their goals, mission and vision.

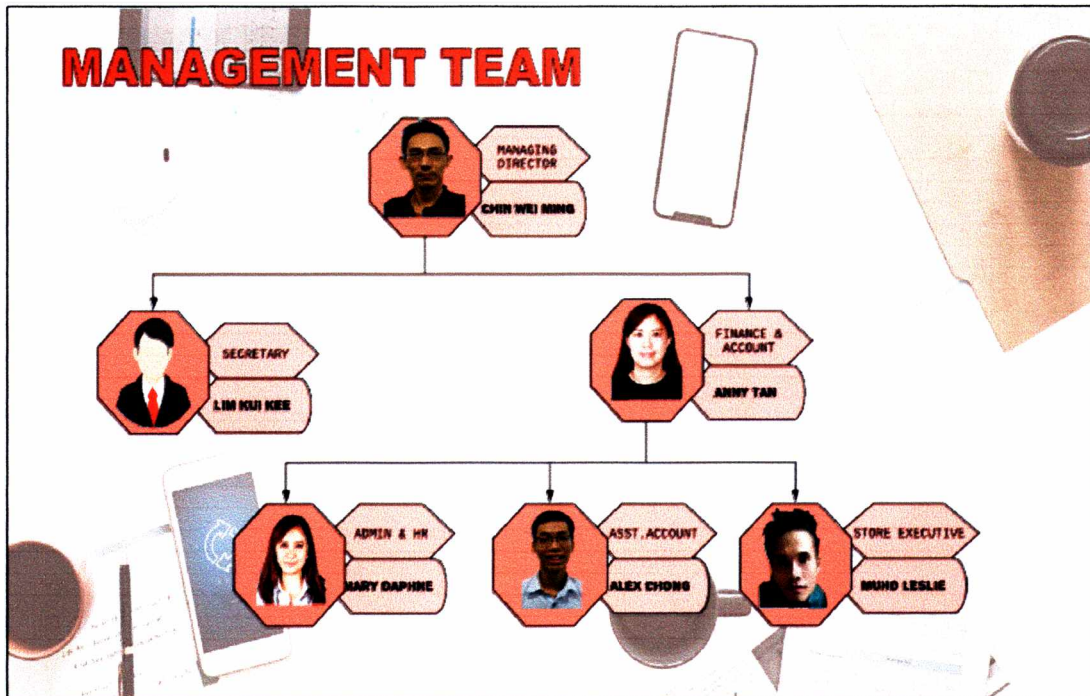
**1.1 Organisation's charts of VSE Electrical Sdn Bhd :**



**Board of directors of VSE Electrical Sdn Bhd :**



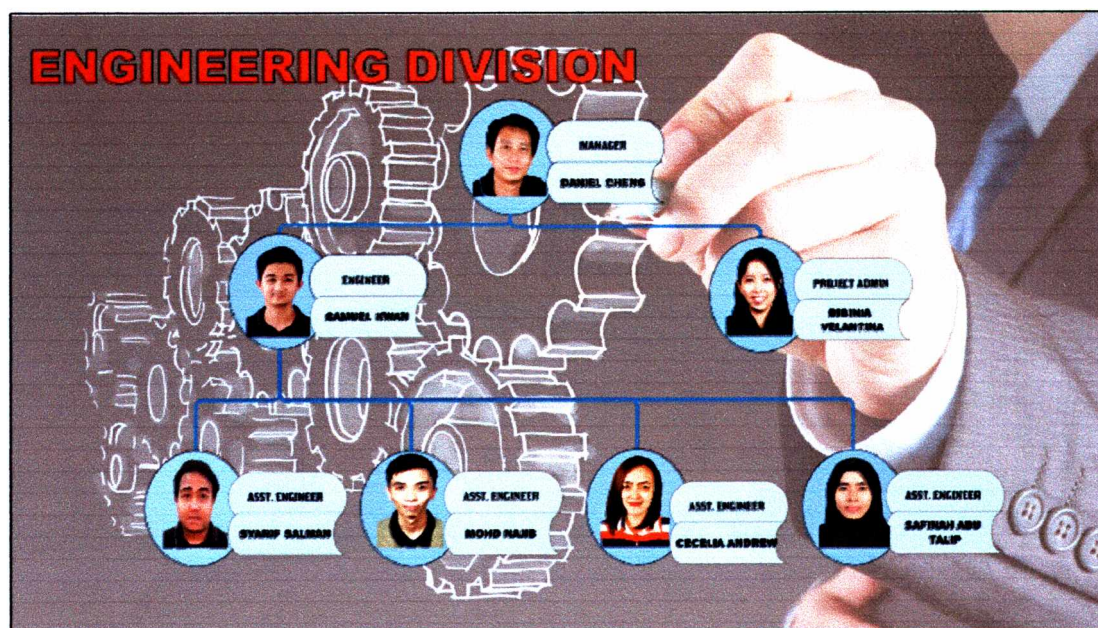
## Management team of VSE Electrical Sdn Bhd:



The management team is the team that is responsible for all the office jobs or tasks. They will be the one who ensure the operation of the company is run smoothly as every movement of the company assets will be managed by them. For example, Madam Anny as the Finance and Account of the company will be responsible with all the money flows either outgoing or incoming cash flows while all the stocks in the company storage will be under the responsibility of Mr. Muhd Leslie. Every decision made will need the approval from Mr. Chin Wei Ming who is the Managing Director.

The Management team is also responsible for every purchasing invoice of stocks for every project under the company. Every stock movement from the ordering process until the outgoing records will be under their responsibility. The management team needs to ensure that they have all the needed documents for the records of the movement of the stocks. They also deal with the clients regarding the documentation matters in order to ensure the projects can be completed within the timeline on the decided projects.

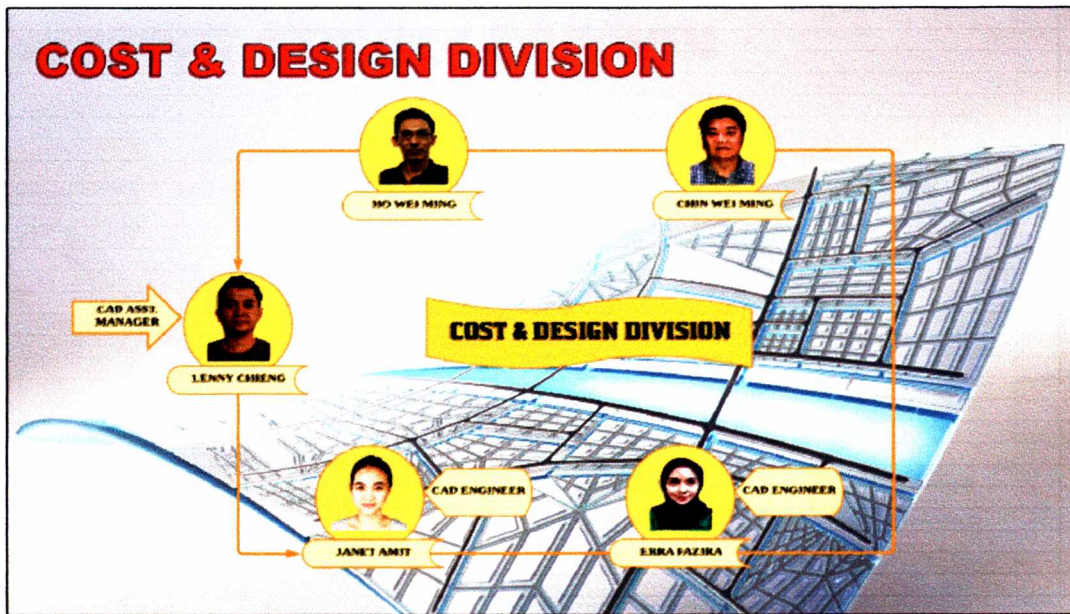
**Engineering Division of VSE Electrical Sdn Bhd:**



The Engineering Division is responsible for planning, analyzing and implementing system extension projects; planning, design, and construction of major facility replacements; capital improvement projects; continuing improvements to water system standards; and technical assistance to other departments and to outside agencies. Every new project gain by the company will be manage by the engineering team as they are the one that are responsible with every drawings of the plans and every details of the projects will be decided by them. Every decision made by the engineers and project administration will be monitor and review by Mr. Daniel Cheng before being proceed to the directors for approvals.

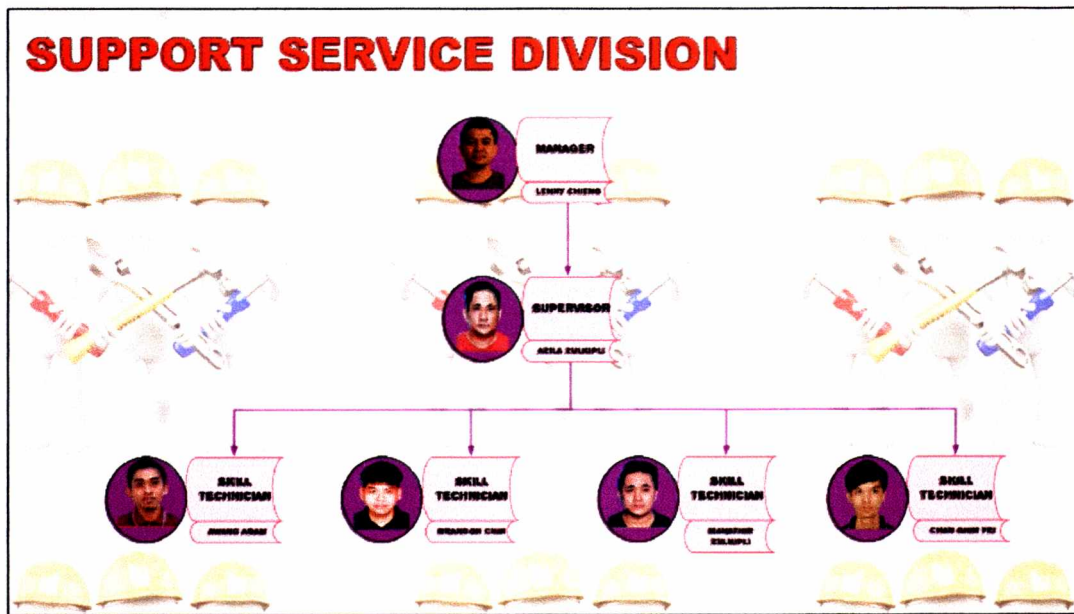


## Cost & Design Division of VSE Electrical Sdn Bhd:



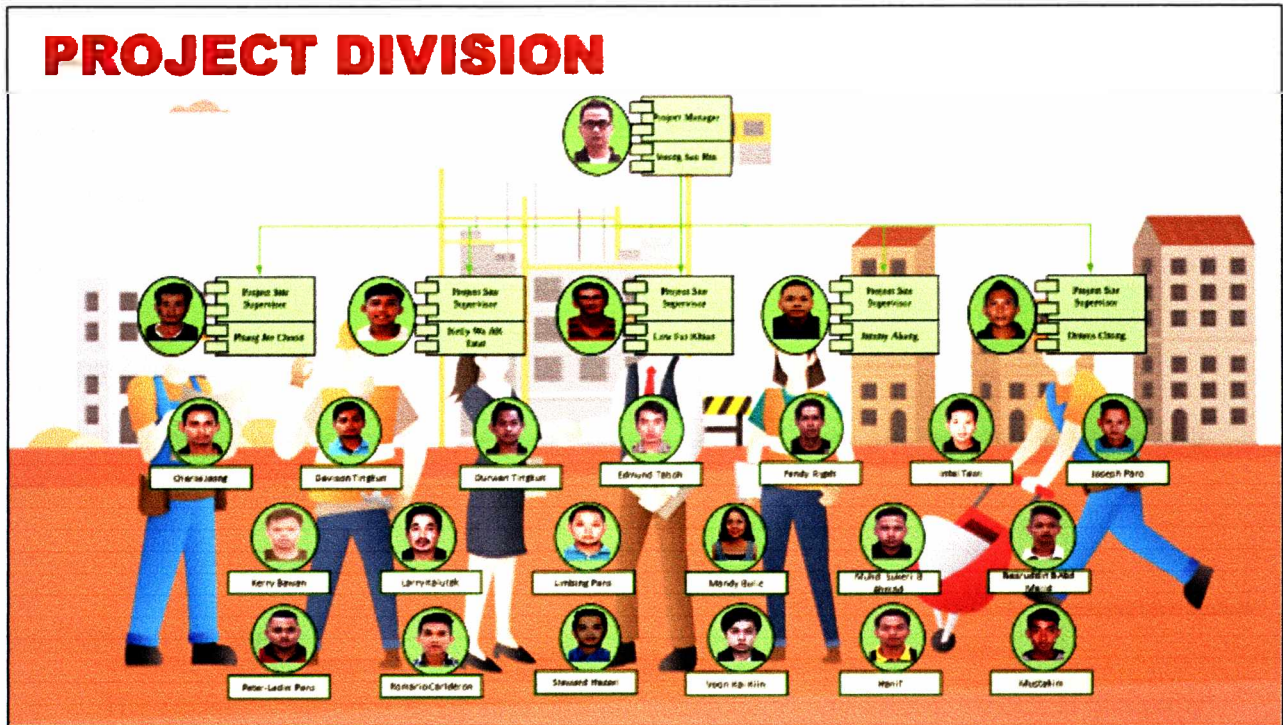
The cost and design division is responsible for every estimation on budget needed for every projects based on the design made regarding the projects. They will be the one who made the list of budget requirement on the needed equipment that will be used in order to completed every each of the projects that the company encounter. This is to ensure that the budget needed for the projects can be monitorize and able to being reduced based on the relevant circumstances. This division will be manage by Mr.Lenny Chieng under the supervise from Mr. Ho Wei Ming and Mr. Chin Wei Ming. Madam Janet and Miss Erra are the cost and design engineer for the company.

**Support Service Division of VSE Electrical Sdn Bhd:**



The support Service Division is the division that are responsible for the technical parts of the projects encounter by the company. They will be the one who are responsible for the installing and testing on every electrical equipment especially the PA system that will be used in the projects such as the cctv, smart tv, speakers and others. This division is lead by Mr. Lenny and assist by Mr. Azila. There are currently have four skill technician for the company which are Mr. Awang Adam, Mr. Brandon Chin, Mr.Mahathir Zulkipi and Mr. Chan Ghin Pei.

**Project Division of VSE Electrical Sdn Bhd:**



The project division are the team that responsible for the starting of the projects. They are the one who have the expertise in the projects site works. This team is the biggest team in the company as they are required to work in the large scale of team after the projects began as they need to ensure that every projects site must be prepared before the installing of any electrical equipment. This is because they are responsible for every connection of the electricity throughout the projects site.

## **1.2 Objectives**

They provide professional services in system designs and equipment installation for Extra Low Voltage, Lighting, Audio Visual, Intelligence Smart Control and Digital Information Technology System. They also provide good after sales technical support for all our completed project and product sales. Their customers satisfaction is their priority whereby they need to ensure the competing of the projects are be done within the timeframe without any failure.

## **1.3 Company Mission**

The company mission is to provide quality, cost-efficient and reliable systems and solutions to their valued customers.

## **1.4 Company Vision**

The company vision is to be one of a successful and well-known electrical company not only in Sarawak but throughout the country.

## 1.5 Core business of the organisation

The company provide professional services in system designs and equipment installation for Extra Low Voltage, Lighting, Audio Visual, Intelligence Smart Control and Digital Information Technology System. The Figures below shows the core business or the expertise of the company:

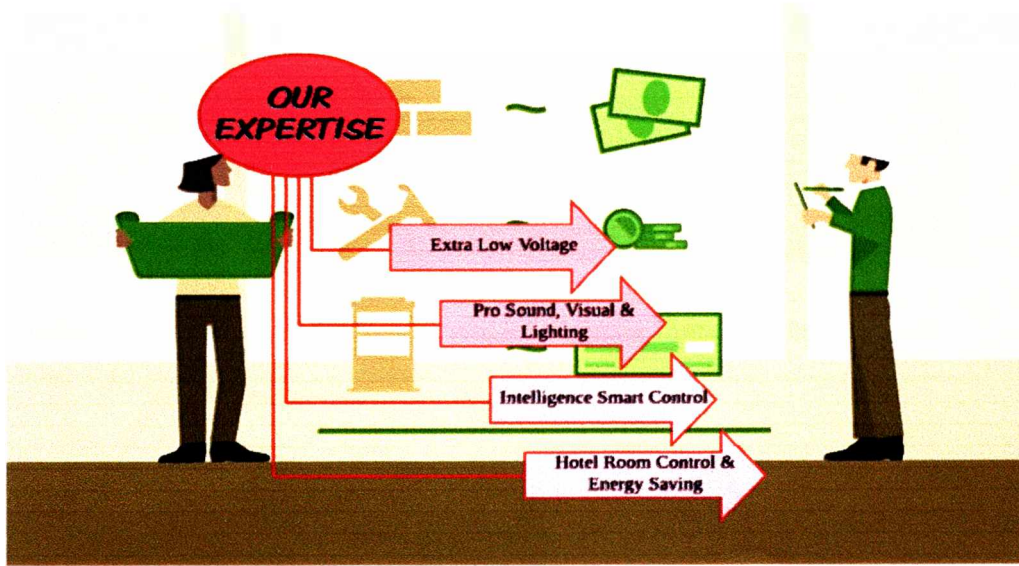


Figure 1.9 The expertise of VSE electrical Sdn Bhd.

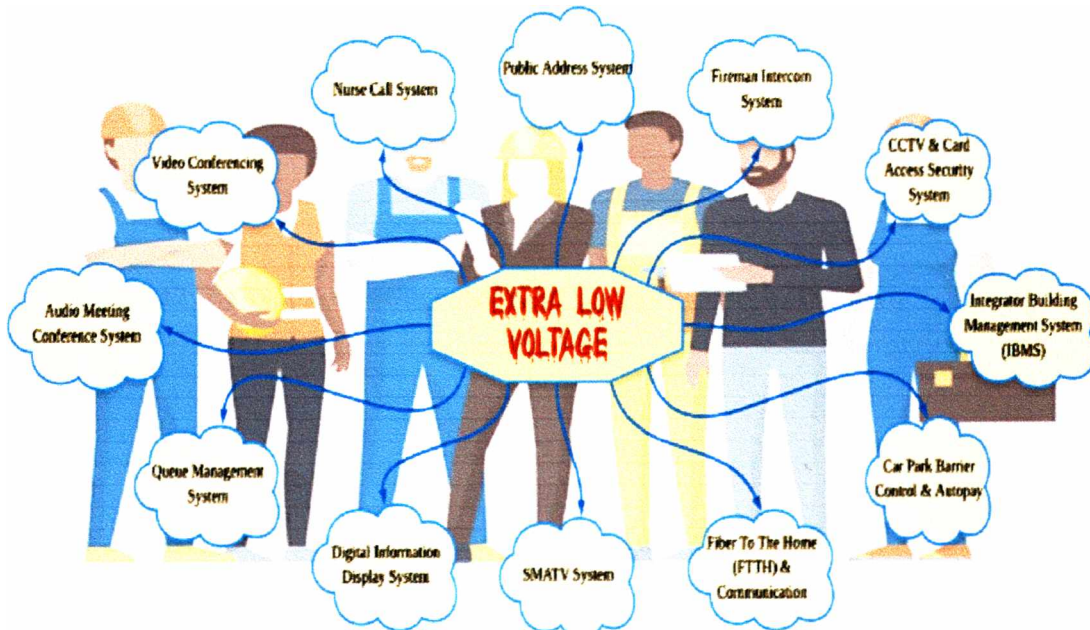


Figure 1.10 The types of Extra Low Voltage

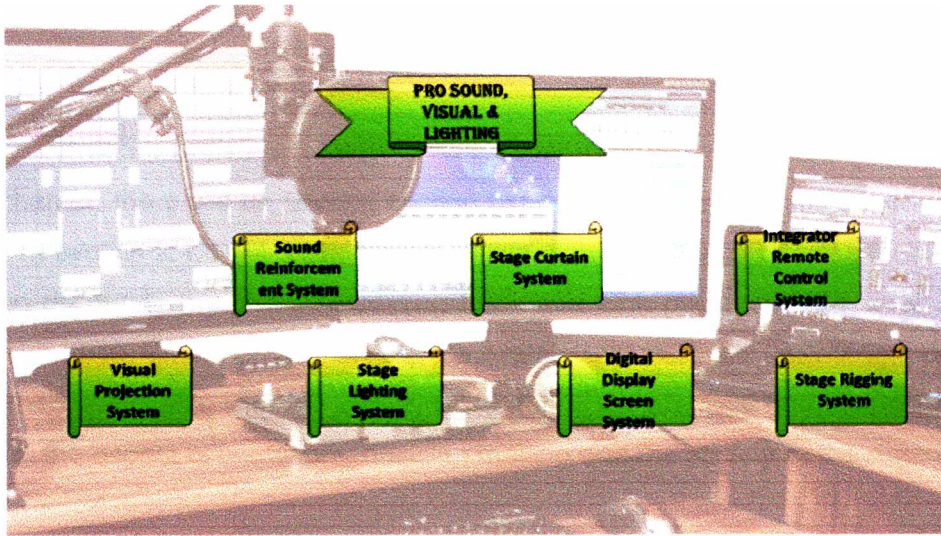


Figure 1.11 The Types of Pro Sound, Visual & Lighting That offers by company

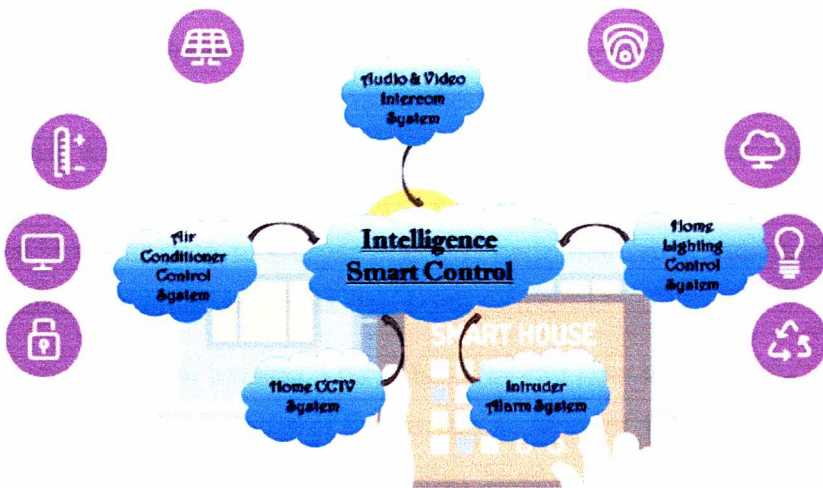


Figure 1.12 The Types of Intelligence Smart Control experts by company

## Chapter 2

### Schedule Of Practical Training

#### **2.0 Introduction**

In this chapter, there will be several section explained in details on my schedule of practical training. In section 2.1, I will explain briefly on what are the things or tasks that I always being assign to do during my practical training that have took place from 24 June 2019 until 13 September 2019. While, on section 2.2, I will relate any technical knowledge, content or any related theory available with the activity done during my practical training period. I will relate them with the aspect of teamwork, decision making and the society or the organisation.

#### **2.1 Learn on the AutoCount system:**

With its advanced technology such as Microsoft .Net Framework, SQL Server 2005, and internet ready, AutoCount Accounting stands out as one of the best accounting software for today business requirements. Characterized by its easy-to-learn and integrated features, AutoCount Accounting helps to streamline the business operation. It provides strong and stable database for every type of business and able to perform all types of account transactions, no matter how complicated it is. Finally, AutoCount Accounting is a powerful tool to manage the business data, to analyse business performance, to share business information and help in making informed business decisions.

During my practical training, I have been taught how to use AutoCount system to do all the flows and tracking of stocks of the company. Madam Anny and Mr. Leslie has taught me how to do all the recording of data and they taught me how AutoCount system can help me in tracking all the records of incoming and outgoing stocks flows. I also being teach on how to do purchase invoice and others stuff using the AutoCount system. Madam Anny has made the new ID and password for me to allows me to access the system of the company as not all the workers have the access to AutoCount system.

### **2.1.1 Records On the Item or Stock Flows**

The first tasks that was being one of my daily responsibility is to records the flowing of every item took from the company storage. The item or stock taken from the store need to be record in the daily records book and later being updated in the AutoCount system. This must be done everyday in order to ensure that the quantity of the stock in the storage is tally with the one recorded in the system. Every movement of the stock need to be recorded to keep on tracks the stock flows before reaching the projects site.

My supervisor, Mr. Leslie have assign me to records every details of the stock or item taken by the staff from the storage. I will record the types of the item, quantity taken and where the stock will be taken to as the company have many projects site. I will also records on who the staff responsible for the item which mean I need to update the name of the staff that take the item or stock in the daily books records and later update it in the AutoCount system. This is to ensure that the superior can supervise the stocks flows by refers to the records in case there was a problem arise regarding the stocks.

The stocks must being records in details as every serial number and model must be recorded as well. This is to ease the projects engineer to check on the same item used in different projects site as they will need to restock the same item or stock for several projects that have the same needs with one another. Therefore, the recording of the stock flows must be made in details and specific form in both daily recordings books and the AutoCount system.

### **2.1.2 Receiving And Recording The Incoming Stocks**

During my practical training, I was responsible to sign on every delivery order of new incoming stocks to the storage by the supplier whenever my supervisor is not available in the office. Therefore, I need to check on the stock before sign for receive on the behalf of the company as if anything wrong regarding the stock will be automatically become my responsibility. The receiving and recording the incoming stock must be done steps by step in order to ensure the tally records of the storage department and the records kept by the main office.

First, the receiving process of new incoming stock will involve two parties that are the people from the supplier company or from the delivery company and the other party will be the representative from our company especially the storage department. We will need to check on the stock before sign on the receiving form. The things that we need to check on are the item name, serial number, quantity and project name. These are necessary to be checked as to ensure the right stock comings to the company based on the purchase order made to avoid any fraud issues from both of the dealing company. When every details of incoming



stocks is the same with the one in the purchasing order, then we can proceed to sign on the receiving form as the evidence that our company have received the items.

Next , the recording process here means every details on the new incoming stock will be records in the incoming stock records books and will be updated in the AutoCount system. This is to ensure the records of incomings item is being restored and organised in proper ways that will lead to ease of tracking process. The records will be need to check on the available stocks before the ordering process to be done at every beginning of the projects.

### **2.1.3 Filling and managing claims process**

I also have learned how to do the filling jobs during my practical training as I have been assigned to help the finance admin Madam Anny to organise the records of transaction based on different files. I need to ensure that the documents of transaction of the company are organised based on the types of the document and divided it in different files based on monthly basis. I need to organise it one by one based on the transaction number order to keep the running flows of transaction records. This filling process is need to be done for auditing process every the end of the years. Every transaction records must be kept and organised in the proper ways of filing to ease the finance admin to use as the reference.

Beside that doing the filing process of transactions, I also being teach during the time I assist Madam Anny to do the claims transaction using the AutoCount system. The claims to the company must be done before the end of the month so that it will be easy for the company to issue the payment of claim on time. The claims that I have learn to do is on the fuel's claim, outstation claim, direct purchase claim and any related claims. All this claims cannot be mixed up as it must be key in under it own category. Therefore, a high focus will be needed to ensure zero defects in key in the values as it is related with the company's capital.

Every transactions done must be kept in the records of the company and will be used to determine whether the company are using their resources in most effective and efficient ways. They also can measure the financial performance based on the transactions records which make every files of transaction records need to be updated in time to time to ensure no missing data occurs.

#### **2.1.4 Stock Tag Process**

Stock Tag process will be done every 26<sup>th</sup> of every month in order to keep track on the stock available in the storage. I need to check on every single item or stock in the storage in order to ensure the records in the system is tally with the available stock. I will check every model, brand and quantity of the item and will record it in the list of stock tag. When I have finished recording the stock, I will pass the list to admin of the company Miss Mary for the re-checking process.

During the re-checking process, she will double check the list based on the comparison with the list in the AutoCount system. If there is no problem with the stocks flows, she will finalised the stock tag list and I will need to sign it as the list will be send to the employer for their records.

#### **2.1.5 Packing and prepare the stock based on the list**

This is where I being asked to pack the stock that are needed by the projects based on the projects list item. I will refer to the list and find the available stock to fulfil the list given to me in the storage with the help from my supervisor. I will then report to the chief site on any unavailable stock in the list to able them to make the order of the items. I will prepare the stock needed by the site worker especially regarding the electrical devices stocks as it need to be recorded in details before being release to the project site.

As for the stock that will be needed by projects which are out from Kuching city such as in Miri, Bintulu, Mukah and Sibu city will be packed to be send to that site via postage. I will be responsible to seal the box containing the stocks before it being post. I also ensure that the address of the projects is written correctly to ensure the stock will be receive safely by the site workers responsible. Usually the item will be send under the chief site's name to ease the detection of the item flows after being posted.

### **2.1.6 Rearrange and cleaning the store**

Once a week my supervisor will bring me to cleaning the store as we will throw the rubbish and ensure the storage is clean because there will be the inspection on the cleanliness of the storage every month by the Health Department of Kuching city. Therefore, we must ensure that the toilet and the office in the store are in the good condition in order to ensure it is the safe working environment. Any damages need to be report immediately to the maintenance department for the repairing process.

Once a month, we will rearrange the stocks in the storage based on their types as every new item need to be placed regarding to their categories. We need to labelled every rack based on what the item or stock positions. This is to ease the process of tracking the items.

## 2.2 Related theory in teamwork :

The theory of management in teamwork can be seen in Tuckman's Teamwork Theory. Tuckman describes working with a team of social psychologists, on behalf of the U.S. navy. The team studied small group behaviour, from several perspectives. In doing so, Tuckman reviewed 50 articles on group development and noticed that there were two features common to these small groups: the interpersonal or group structure, and the task activity. From this he identified that groups evolved into teams via four common stages.

Firstly an orientation, testing phase which often led to a period characterized by a degree of conflict. This then generally resolved itself, leading to a more socially cohesive phase. Finally, groups settled to a functional phase, during which they focused on role-relatedness. To summarize these four phases, Tuckman coined the oft-quoted terms: "forming", "storming", "norming" and "performing".

Tuckman's teamwork theory is best illustrated on a graph which shows the link between group relationships (the horizontal axis) and task focus (the vertical axis). The optimal or "performing" position is reached when relationships have developed within the group and it has started delivering with a clear focus on the task. However, Tuckman's ideas clearly indicate that it takes time to reach the "performing" stage, and it's normal for these teams to go through ups and downs as they develop relationships. Particularly in the early period, which is perhaps why Tuckman called it the "storming" phase.

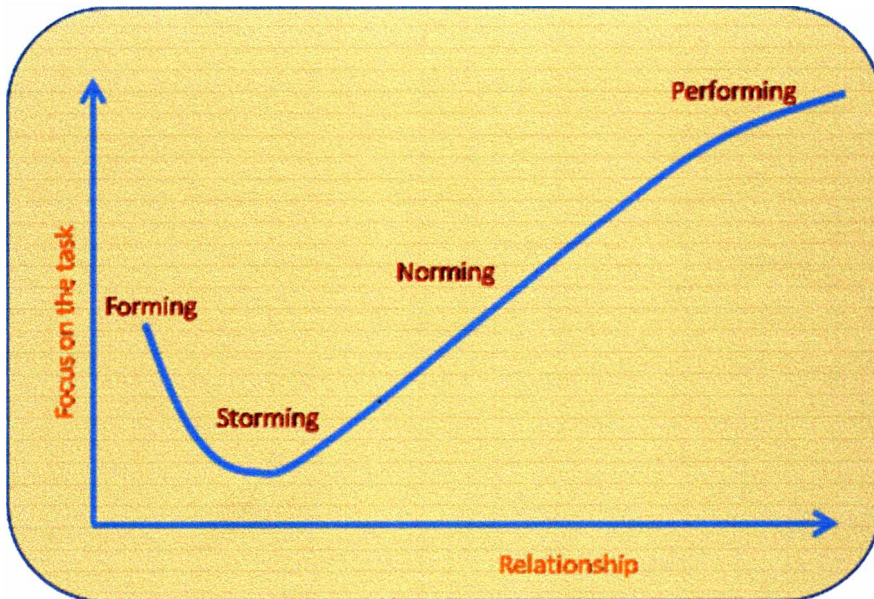


Figure 2.0 The 4 Phases of Tuckman's Teamwork

The first phase is the forming phase. The initial stage of team development during which individuals have not yet gelled together. Everybody is busy finding their place in the team, sizing each other up, and asking themselves why they are here.

The next phase is known as Storming phase. People begin to see themselves as part of a team. However at this stage they may challenge each other, and the team leader, about such things as what the team is doing, and how things should be done. As the stage title suggests, conflict and confrontation typify this stage, as differences surface. This may result in some loss of performance or focus on the task, as the diagram illustrates.

The third phase is the norming phase. This is the phase where team members start to come together, developing processes, establishing ground rules, clarifying who does what, and how things will be done. This phase is characterized by a growing sense of “togetherness”.

The last phase in Tuckman’s theory is Performing phase. This is the final stage where increased focus on both the task, and on team relationships, combine to provide synergy. Performance is delivered through people working effectively together.

The value of Tuckman’s model is that it helps us understand that teams evolve. It also helps us to consider how they may encounter different problems at different stages of their development. One limitation of the model may be that it makes team building appear too linear and sequential. Although it is a useful analytical tool, we must remember that some teams may “loop” around in their development.

### **2.2.1 Relation of Tuckman's Teamwork theory with activity in term of teamwork:**

During my practical training, I have learn on how the teamwork is important in order to achieve the goals, mission and vision of the organisation. This is where the whole team in organisation take place and plays their roles in order to ensure the smooth operation to meets every deadlines of projects encounter by the company. The example of teamwork activity that I have involve during my practical training was not an event by the company but it is the teamwork of every department in working together in every projects using the four phase that are forming, storming, norming and performing phase based on the Tuckman's Theory.

Every department have undergo the forming phase in order for the worker to determine which team should they join based on their expertise. Every workers need to be selected and allocated in the correct department in order to fully used on their expert fields as different people have different expertise in different tasks.

In the storming phase, is where the workers learn and adapt on what are their roles in their department. They also learn more details on their responsibility in their department in order to give full cooperation as a team. They will also recognise who their leader and willing to receive orders from their department leader.

While in norming phase, the worker in the department start to come together, developing processes, establishing ground rules, clarifying who does what, and how things will be done. This is where the worker learns how to encourage the teamwork spirit in their department.

In the last phase that is performing, this is the final stage where their increased focus on both the task, and on team relationships, combine to provide synergy. All the workers in the department works together with other different department.

In conclusion, all departments in VSE Sdn Bhd works together based on their expertise in order to ensure their goals, mission and vision can be achieve. Every department have links with each other and these make the teamwork spirit in the company is high as to ensure the projects is succeed every department are required to work together as a team.

### **2.3 Related theory in decision making:**

The related theory in decision making can be studied based on Barnard's model of individual decision making. Barnard identifies seven stages that comprise the processes of making individual-level decisions. The first stage is the apprehension and acceptance of the end-in-view (goal adoption). Second stage is the organization of the situation (goal context). While the next stage will be the discrimination of the factors of the situation (filtering). The fourth stage is the discrimination of alternatives (determining the best alternative). The fifth stage is known as the integration of alternatives and end (to act or not to act). The translation of the strategic factors into terms of acts (implementation) will be the sixth step. The last stage will be the fixing of choice (execution). (Novicevic, 2002)

As these stages often occur simultaneously, each stage is "discriminated only as merely analytical elements". This means that Barnard's individual decision-making process is modeled to occur in interdependent stages. Most problems occurring in these stages of the decision-making process could be resolved logically, where Barnard defines logical as "a conscious operation with concepts and facts, deliberate observations, investigation and testing". This use of formal logic highlights the need for decisions to be justifiable in order to be accepted by others as reasonable decisions. Although the decision stages occur either simultaneously or sequentially, problems occurring in each stage have a definite timeframe. Barnard argues that a major role in resolving these problems is played by the decision maker's intuition, particularly relative to the timing of the stages (Novicevic, 2002).

In stage one is the apprehension and acceptance of the end-in-view (goal adoption). In this stage, Barnard posits that alternative ends (goals) become ends-in-view (adopted goals) if they are desirable to the individual. For an alternative to be adopted, the particular end or goal must appeal to one's "sentimental or non-logical factor – desire, want, need". This appeal is highly influenced by the way goals are presented to individuals. Conversely, if the goal is in line with both his or her desires and the societal view, then the goal becomes more attractive and desirable for the individual's adoption.

In stage two is the organization of the situation (goal context). When a goal is adopted by the individual, "it at once serves as a basis for organizing intelligibly the situation in which the decider finds himself". The situation is structured by the elements of external environment which become influential, enabling, or constraining factors. The individual now begins to recognize the relevance of the adopted goal for the perception of the situation. Therefore, social values and norms may have a major impact on the goals that an individual adopts.

In stage three is the discrimination of the factors of the situation (filtering). This is the process of relegating certain factors to the background as complementary, of taking certain others to be important or limiting factors and of selecting among the latter those on which operations or change by action could affect the future situation. As such, strategic factors are usually selected on the basis of habit because familiarity with a particular adopted goal would allow for an understanding of situational conditions encountered. The selection of the means to achieve the adopted goal depends on the individual's determination of which factors would have the highest impact on the overall goal.

The discrimination of alternatives (assessing the best alternative) is stage four. The decision maker's objective in this stage of the decision-making process is focused on reducing the alternatives down to as few as possible. If only one goal is adopted, the individual decides to either act on it or to abandon the attempt altogether. When several goals are adopted, discrimination between the alternatives occurs through further evaluation.

The fifth stage is the integration of alternatives and the goal (resolution to act or not to act). In this stage, the remaining discriminated alternatives are narrowed down to one. The decision maker's attempts of combining and rebalancing the strategic plans of action or non-action results ultimately in his or her "do" or "do not" decision relative to the need for acting or not acting on the situation. The objective is to reduce the alternatives to one so that the final choice is either to act on that one or not act at all. If no satisfactory solution exists, the new alternatives are considered or the goal will be changed.

The translation of the strategic factors into terms of acts (implementation) will be the sixth stage. If the decision requires action, then the next step is to convert the decision into actions. Barnard states that the main purpose in making a decision is to ultimately act on that decision.

The last stage in decision making is the fixing of choice (execution). This stage focuses on the ultimate decision of "to do or not to do". When this point is reached, the emotions and courage or fear involved in actually "pulling the trigger" come into play. In other words, the main derivation from Barnard's model is that actions based on rational decisions are more likely to be executed than those based on intuitive decisions.



### **2.3.1 Relation of Barnard's model with activity in term of decision making:**

Based on Barnard's model, I can conclude that the decision making process in the real situation in the workplace sometimes are not applicable based on the theory. This is because the decision making process are usually based on the decision made by the superior or the managerial team. This means almost all the workers need to obey to the decision made by the employer and objection towards the decision making must be done in the correct procedure to avoid any misunderstanding.

During my practical training, I have been given the responsibility to make decision on behalf of my supervisor when he is on leave or not available to encounter the problems arise regarding the stocks. I will make the decision based on the consultation with the employer and after they decided on what should be done to encounter the problems. Therefore, the workers in the company are not fully being given freedom to make the decision making following the Barnard's Model.

#### **2.4 Technical knowledge used in activity in term of society/organisation:**

Technical knowledge is an understanding of modern technology, its working and advances. It enables people to have detailed understanding of anything that can be applied or reasoned with in any shape or form for any issues or applications. Therefore, the technical knowledge here will be the tools used by the company to deals with external public. This means how the company dealing with their clients and suppliers.

In the organisation itself, we will used the AutoCount system to helps in tracks our list of clients and suppliers. Therefore, I responsible to update every details of stocks ordered by the company and every records of incoming stocks in the system. This is to ensure that any deals made between the company and their client or supplier have the records for auditing purposes.

Other than that, I also have to learn how to deals with the clients via emails and phone calls. Every emails will be printed out as the evidence and every phone call will be recorded. This is to ensure the transparency of the deals between the company involves to avoid any misused of power or breach of duties.

## Chapter 3

### Recommendation And Conclusion

#### **3.0 Recommendations**

Recommendation is a suggestion that something is good or suitable for a particular purpose or job. Therefore, there are several suggestions for the VSE electrical Sdn Bhd in order to help them to improve their organisation for the better future.

The first recommendation is to improve the communication among the staffs in the VSE Electrical Sdn Bhd. Communication is a very important element in a healthy workplace environment. The absence of adequate communication can lead to frustration and a lowering of morale. When aims, goals and targets are not properly communicated, there can be a decrease in productivity in a company, confusion and unrest can intensify greatly. Lack of communication can negatively affect workplace relations. Good communication skills enable managers to let employees know what they are doing well and what aspects might need some improvements. With a good level of communication between all levels of staff and employers, misunderstandings can be avoided, or worked out quickly and efficiently so that there is an improved work place atmosphere. Open lines of communication can lead to better job satisfaction as employees feel their ideas and problems are heard and appreciated. Good communication skills can also help build relationships with clients and customers, increasing the success of a business.

The second recommendation is on the attire of the staff in the company. The company should be more strict on the attire of the staff in the company which means the staff should be wearing a proper attire based on their position. Proper grooming and a professional appearance are important to gain respect in the workplace. It is important to equally dress well and appropriate in the professional world. Dressing well will not only increase the self-confidence but it will also impress and attract other people. Other than that, a proper attire in workplace will help to avoid any sexual harassment activity and other improper behaviour in the workplace.

These recommendations are for the purpose of improvement and hopefully it can be taken into action by the company.

### **3.1 Conclusion**

As for the conclusion, it is a good opportunity to learn about the future workplace environment via practical training. The aim of practical training is to help students develop skills and abilities that support professional studies and prepare them for work later on. Practical training provides an opportunity to learn important skills which will help in becoming a professional of the future. Therefore, from my practical training in VSE Electrical Sdn Bhd, I have learned how to improve my communication skills with different level of people in the organisations. I also learned how to improve in term of delivery of information and ideas as I have been taught on how to be professionals in presenting the idea and delivering the information to the client or supplier. Other than that, I also learned that sometimes theoretical knowledge that I learned from books and notes are not applicable in the real workplace. This is where I need to learn to improvise on the ways to react based on the situation.

## References

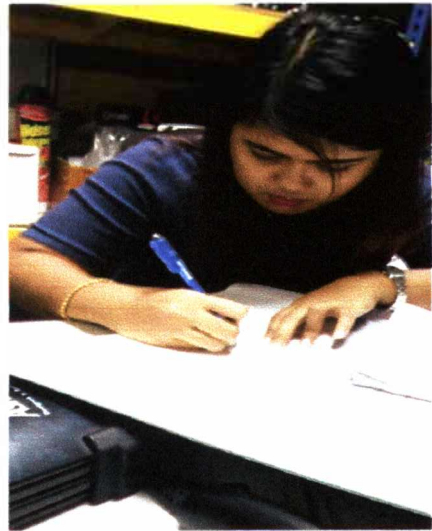
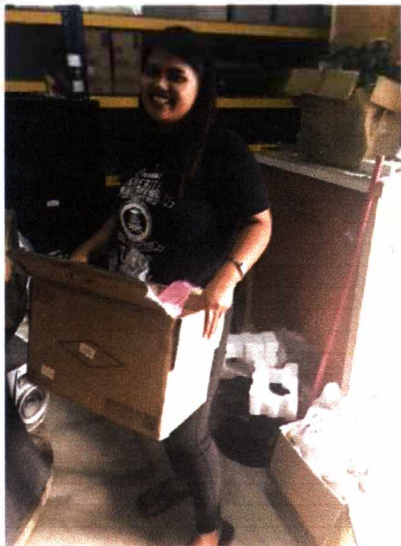
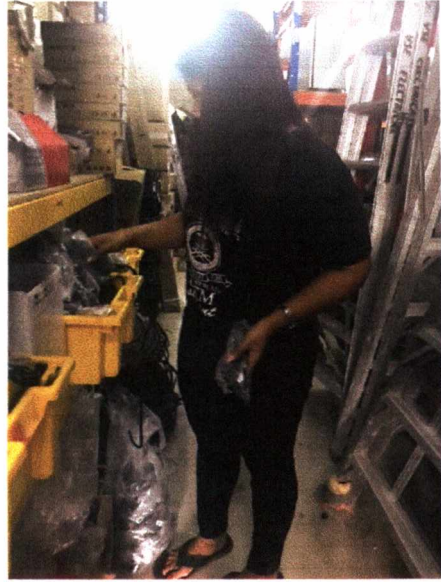
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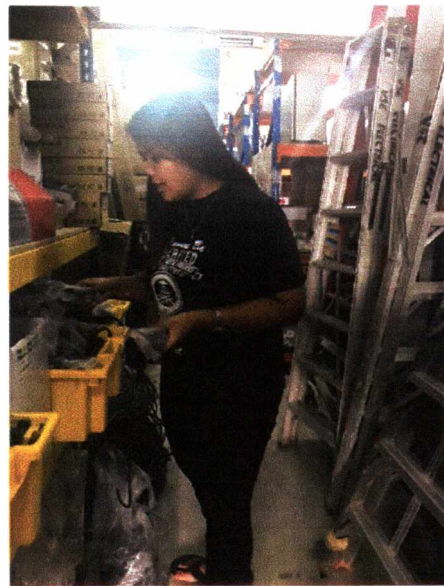
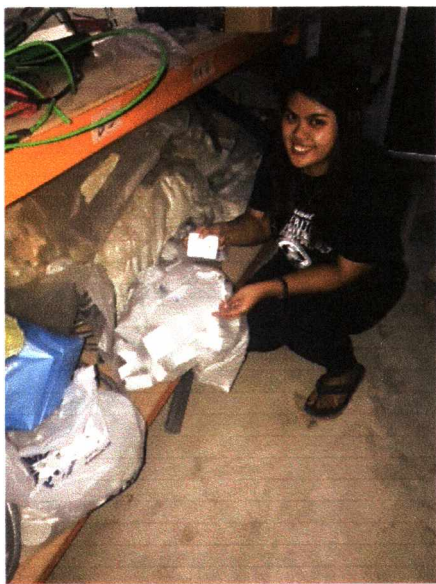
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# APPENDIX







**VSE ELECTRICAL SDN. BHD. (873126-U)**

Ground Floor, Lot 8306, Jalan Datuk Abang Abdul Rahim 7C,  
93450 Kuching, Sarawak.  
Tel: 082-345859 Fax: 082-346227

Date : 06 September 2019

TO WHOM IT MAY CONCERN

**RE: INTERNSHIP TESTIMONIAL**

This is to certify that **IZUARINA CASANDRA ANAK DORCAS (IC No. 970225-13-5588)** was attached to our company VSE Electrical Sdn. Bhd. as trainee during the period : **24 June 2019 to 13 September 2019.**

During her tenure of training, she has successfully discharged her duties and responsibility. She has demonstrated good working skill and dedication in completing her duties.

We wish her all the best in her future endeavors.

Thank you.

Your faithfully,

For *VSE Electrical Sdn. Bhd.*

  
.....  
Daniel Cheng Tze Chai  
Technical Manager





UNIVERSITI TEKNOLOGI MARA  
CAWANGAN SARAWAK

**PRACTICAL TRAINING  
LOG BOOK**

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# Instructions

This book is issued to you to provide a history of **your** training and to act as a weekly record by the work on which you are engaged.

## **Student's responsibilities for keeping log book up-to-date**

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the head of school for grading.

## **Recording**

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.

- 1. **Student's Name** : IZUARINA CASANDRA ANAK DORCAS
- 2. **Date & Place of Birth** : 25.02.1997 (HOSPITAL UMUM SARAWAK)
- 3. **UITM I/C No.** : 970225-13-5588 (2017121745)
- 4. **Course** : Bachelor of Administrative Science (Hons.)
- 5. **Year** : 2019 **Part** 5
- 6. **Home Address** : NO.3, KAMPUNG RITUH MAWANG,  
94700, SERIAN, SARAWAK
- 7. **Address During Practical Training** : NO.3, KAMPUNG RITUH  
MAWANG, 94700, SERIAN, SARAWAK.
- 8. **Place of Training** : VSE Electrical sdn. Bhd
- 9. **Name of Supervisor In-Charge** : MR. Leslie
- 10. **Duration of Training**  
From : 24.06.2019 To : 13.09.2019

**FOR OFFICE USE ONLY :**

11. **Remarks : [Dean / Course Tutor]**

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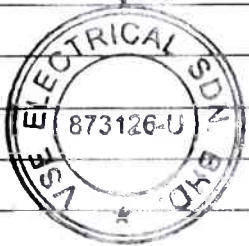


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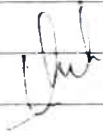
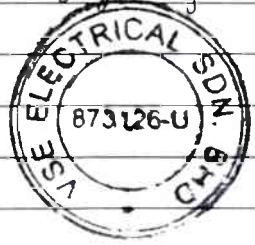
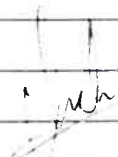
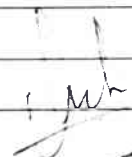

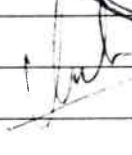
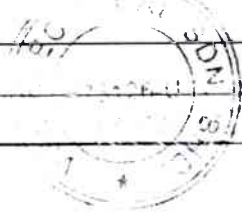



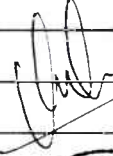
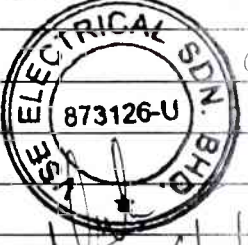


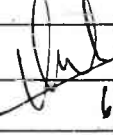


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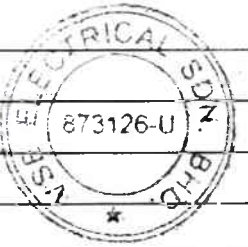



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Date	Exact Nature Of Work Done	Supervisors Remarks
24/6/19 (Monday)	<p>This is my first day as a trainee at VSE electrical sdn bhd. I have been brief by Mr. Daniel Cheng on the rules and regulation of the organisation. Before I was being assign under my supervisor, I was required to fill in the form of trainee information form for the record of the company. I have been assign under the supervision of Mr. Leglie.</p> <p>Today, I have learn how to check and record the stock based on brands, model and others. The record will be used to update the data on the organisational system.</p>	<p>Good job</p>  <p><i>[Signature]</i> 29/6/2019</p>
25/6/19 (Tuesday)	<p>On the second day, I have learn on how to record the outgoing stock from the store with the help from Mr. Alex. Next, I also learn on how to rearrange the list of stock in order to avoid overlapping stock recorded during the stock tagging process. I have reviewed the list of the existing stock in the storage and updated it changes based on the previous list as my guidelines. The stock available in the storage must have recorded in the system based on the model number of the item.</p>	<p>very good job</p>  <p><i>[Signature]</i> 29/6/2019</p>
26/6/19 (Wednesday)	<p>Today I have learn how to used the autcount software to manage the stock's flows. I learn how to ensure that there is no misrecording on the latest stock available. With the help of the software, I could easily having access towards all</p>	<p>very good jobs</p> 


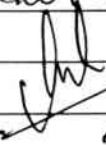
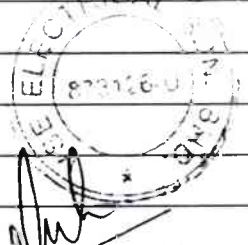





Date	Exact Nature Of Work Done	Supervisors Remarks
	the information about the item especially on the flows of incoming and outgoing activity.	 29/6/2019
27/06/19 (Thursday)	I learn how to key in the recorded item into the system according to its category which are divided into the invoice refers to the outgoing item and credit note refers to the incoming item to the storage. The items that are recorded in book must be updated in the system in the daily based. The item must be recorded in the system according to the name of the worker who took the item and the site that they are working on.	very good jobs   29/6/2019
28/06/19 (Friday)	I learn how to key in the incoming stock from the supplier in the autocount system. This is to ensure the stock is being updated into the system to ease the superior to check on the stock that they have ordered from the supplier.	Good jobs  29/6/2019
29/06/19 (Saturday)	Today, I helped my supervisor to record the outgoing stock and recorded in into the daily record book. This will be used as a references to key the data in the autocount system.	  29/6/2019 

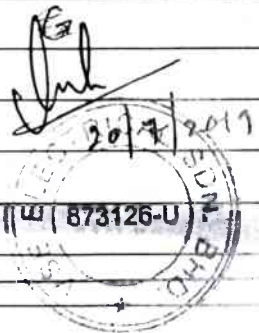
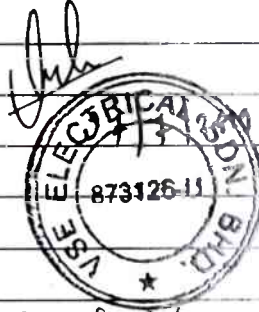
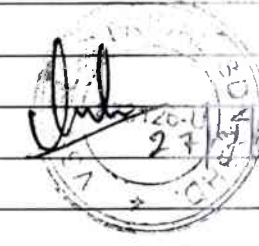


Date	Exact Nature Of Work Done	Supervisors Remarks
1/7/2019 (Monday)	I learn how to recheck the outgoing stock with the help of autocount system by reviewing the invoice that have being recorded in the system. The record on the flows of the outgoing stock that have problems will be appeared in the stock card list. By using the stock card list as the reference I was able to spot and identify the stock that have problems in the outgoing flows.	Good worker   6/7/2019
2/7/2019 (Tuesday)	I helped the admin to recheck the stock in the store to ensure it is not overlapping and the record could be zero defects. We have check more than 300 stock all together.	Good Job   6/7/2019
3/7/2019 (Wednesday)	I check on the stock whether it is tally or not with the one recorded in the system. The most important parts to be checked is on the quantity sections. This is to ensure the site-worker will know whether the stock that they needed to complete a project is available or not.	Good Jobs   6/7/2019
4/7/2019 (Thursday)	I key in the stock tag data in excel to organised it according to the code. I ensure that the data was tally with the data inside the system. My work have been checked by my supervisor Mr. Leslie as the final check before it being passed to the superior for the viewing and keeping.	Good Jobs   6/7/2019

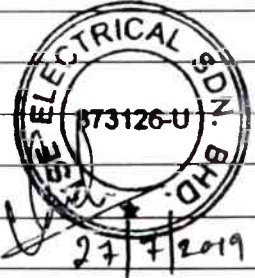

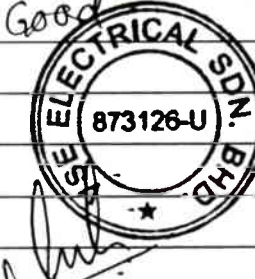

Date	Exact Nature Of Work Done	Supervisors Remarks
5/07/2019 (Friday)	I submit the stock tag report to the admin clerk for the final checking and reviewing before been submitted to the superior. The report will be uploaded into the server where the workers in the organisation will able to view in order to check the existance of the stock.	Good Jobs  6/7/2019
6/07/2019 (Saturday)	Today, me and my supervisor clean the store and rearrange the stock in order to ease the searching process of the stock. we organised the stock based on their type or group of the item.	 6/7/2019
8/07/19 (Monday)	Today, I been doing the list of stock in microsoft word based on the rack of the item. This is to ease the process when doing the checking on the update stock and ease the works when the stock tagging checking to be done by the end of every month.	Good jobs  13/7/2019
9/07/19 (Tuesday)	I helped my supervisor to put the list of stock that have been printed out on the related rack. The stock List are depend on the stock that are exist in the store according to the rack where the item being stored. This is relevant to help the worker ease to checked on the item that they need in order to complete their tasks.	Good Jobs  13/7/2019
10/07/19 (Wednesday)	Today, I rearrange the record files based on three different categories. The first categories	

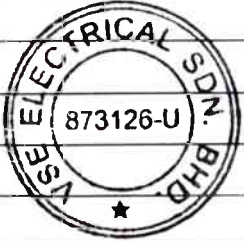
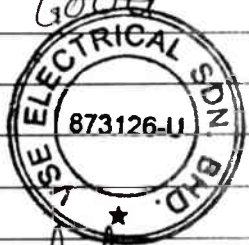

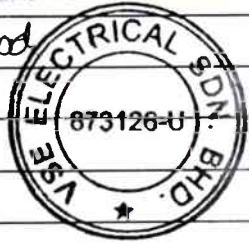


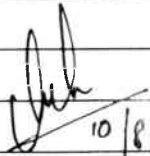
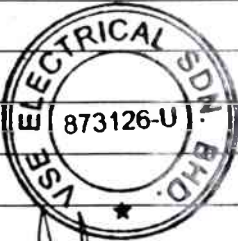
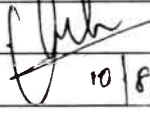

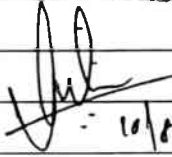
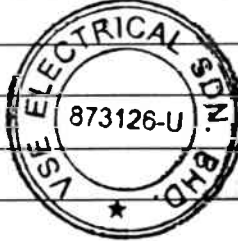
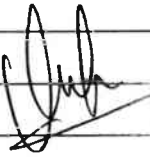
Date	Exact Nature Of Work Done	Supervisors Remarks
	are incoming stock, outgoing stock and invoice. I divided all the the existing record according to the categories inside different type of files.	
11/07/2019 (Thursday)	Today, I helped my supervisor to snap the picture of the stock which have no brand. The picture then being uploaded into the autocount system. This is to ease the identify of the stock when the workers want to search for the list of item that they needed.	<p>Good Job</p> 
12/07/19 (Friday)	Today, I make stock adjustment in the autocount system. I also register in the system of the item that are not yet being registered in the system. This include the new incoming stock and the item that are not being registered before due to the arrangement process before the stock tagging.	<p>Good</p> 
13/07/19 (Saturday)	Today, I update the incoming stock into the system based on the quantity of the stock coming to the store. I have record the incoming stock in the system of autocount as well in the daily incoming stock books for the record purposes.	
15/07/19 (Monday)	Today, I record the new incoming stock for different site. The site are such as museum site, JKR, masjid and others. The incoming stock must be labeled for which project or site to avoid the	<p>Good</p> 



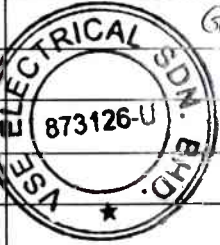
Date	Exact Nature Of Work Done	Supervisors Remarks
	workers from the other site take the wrong stock.	
16/7/19	I recorded the incoming stock for museum site. The stock is ontech E series 9UX 19" x 600mm wall mount rack. I also help my supervisor to monitor the return stock from the site and records it in the daily record books.	 Good  21/7/2019
17/7/19	I recorded the outgoing and incoming stock in the daily record books. Then, I update the stock balance in the autocount system. Any stock that differ in amount or quantity, I will adjust the amount based on the available stock in the store in the stock adjustment in the autocount.	Good   21/7/2019
18/7/19	My supervisor and I clean up the store where we remove the unwanted item or unused item to the rack which relevant for the item. This is to make more room or space for the new incoming stocks. The cleaning process include sweeping, unpack, packed and rearrange the stock or item.	Good   20/7/2019
19/7/19	I record the incoming and outgoing stock. I also record the return stock from Prime Power (COTT Development) into the daily record books and in the autocount system.	Good   20/7/2019
20/7/19	Today, I prepared the stock that the staff needed in this upcoming Tuesday. The	Good job

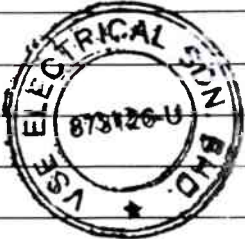


Date	Exact Nature Of Work Done	Supervisors Remarks
	Stock that I have prepared such as through two way box, tee three way box and terminal one way box. The stock will be brought to the site on Tuesday.	
22/7/19 (Monday)	_____ public Holiday _____ ★ Sarawak Independence Day	
23/7/19 (Tuesday)	Today, I put on the code on the new incoming stock brought in by Mr. Choon. The stock are the flexible cable that need to be recorded in the system and allocate it based on the site that been confirmed needed the stocks.	<p>• Good job, can do work</p> 
24/7/19 (Wednesday)	Today, I recorded the outgoing stock took by the worker from the store. The recorded item then being update in the system of autocount. I also helped the site worker to find the stock that they needed as my supervisor is on leave due to family matter.	<p>Good job</p> 
25/7/19 (Thursday)	I helped the chief that is Mr. Choon to tape the different type of box that they will be needed for the site work. Other than that, I also update in the system of autocount on the outgoing stock that have been took from the store.	<p>Good Job</p> 
26/7/19 (Friday)	Today, I make the stock tag where I need to count how many quantity left of every item inside the store. I also must check the model and code either it is	<p>Good job</p> 

Date	Exact Nature Of Work Done	Supervisors Remarks
	tally with the one recorded in the system. my supervisor help me to check all the stock. This is to ensure there is check and balance that can avoid mistakes.	
27/7/19 (Saturday)	Today, I make the stock list of the stock tag that I have done yesterday. I make the list by using Excel. The purpose of the stock list is to help the people in office to recheck the stock in order to double check the quantity that I have count. before the final report to be send for the superior view.	<p>Good Job</p> 
29/7/19 (Monday)	I help the account admin, Miss Mary to recheck the available stock in the store based on the latest stock tag list that I have made. The list that will be checked by her before the final report will be submitted to the superior. I will updated on the reports based on her final checking results.	<p>Good</p> 
30/7/19 (Tuesday)	<p>———— Public Holiday ————</p> <p>★ Installation of YDPA</p>	
31/7/19 (Wednesday)	I have finalized the stock tag list checked by Miss Mary. I have prepared the final report on the stock tag for the month of July that will be submitted to the superior. The updated final report and list have been given to miss Mary through e-mail. she will print the report and pass it to the superior.	<p>Good</p> 



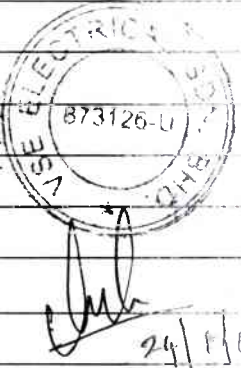

Date	Exact Nature Of Work Done	Supervisors Remarks
01/08/19 (Thursday)	Today, I record the outgoing stock and update it in the autocount system. Other than that, I help to pack the stock needed by Mr. Brandon that are fibre media converter and RJ45 connector for main site. I also help Mr. Choon to search for the cable that they will be needed for tomorrow job. Every item that have been packed must be recorded to ensure the item can be recorded correctly in the system.	Good  03/7/2019
02/08/19 (Friday)	Today, I received the item from Ananta supplier. This is because my supervisor is unavailable to sign for the item due to the needed for him to go to the main office. Then, I also put on the code on the new stock brought in by Mr. Choon that are the universal cable of 1.5 mm.	Good  03/7/2019
03/08/19 (Saturday)	Today, I received new stock of trunking from Eng Lee Hong Sdn Bhd. The trunking have different size that are 50mm and 100mm. The stock was ordered by Mr. Daniel. I then update the stock in the autocount system in the invoice purchase based on the item invoice and U.O number as the references.	Good  03/7/2019
05/08/19 (Monday)	I record the outgoing stock in the daily record book and update it in the autocount system. Other than that, I also help the chief site Mr. Choon to tape the m-box, tee-box and through way box. The	Good 

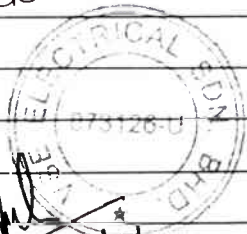

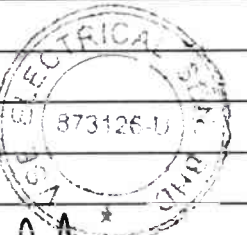

Date	Exact Nature Of Work Done	Supervisors Remarks
	taped box will be used for the serian site. There are three different box that I need to tape using masking tape.	 10/8/19
06/08/19 (Tuesday)	Today, I record the outgoing stock taken from the store. I record how many and where the stock will brought for example they took one bundle of PVC pipe to serian site. The record then being update in the autocount system. This is to ensure the outgoing stock are used for the right site.	Good   10/8/19
07/08/19 (Wednesday)	Today, I record the daily outgoing stock in the daily record books and also in the autocount system. I also helped my supervisor to send the requested stock by the superior to the main office. This is because my supervisor need to bank in some check for the company so the responsibility was then given to me to find the item needed by the superior.	Good   10/8/19
08/08/19 (Thursday)	Today, I help the admin in the main office as there is insufficient number of staff there because two employee are on sick leave. I learn how to key-in the a/p invoice in autocount system. I also learn how to key-in the claim in the system. Other than that, I also learn how to arrange the running invoice number in the file provided according to the month and type of the bank used.	Good   10/8/19




Date	Exact Nature Of Work Done	Supervisors Remarks
09/08/19 (Friday)	Today, I help the admin madam Anny in the main office as one of the employee still in leave. I learn how to proper emailed the client or supplier regarding the attachment that need to be reviewed by them. I also learn on how to do filing to ensure that the invoice are running according to the order to ease the auditing process in the future. I also learn on how to record the outgoing cheque that the company pay to other.	Good  Jah 08/19
10/8/19 (Saturday)	Today, I helped my supervisor at store office. I record all the outgoing stock and update it in the autocount system. I also update the daily outgoing stock in the record book. This is to ensure that all the stock have the evidence had been brought out from the store to which site and taken by who based on the record.	Good  Jah 10/8/19
12/8/19 (Monday)	—————Public Holiday————— ★ Hajj celebration (Raya Haji)	
13/8/19 (Tuesday)	Today, I record the daily outgoing stock and update it in the autocount system. Other than that, in the evening I arrange the new incoming stock for JKR and SK Tudan site. I also help my supervisor to count the quantity to ensure it is tally with the purchase invoice. I then <del>tag</del> put a tag on every box based on which site the item are belong.	Good Job  Jah 17/8/19


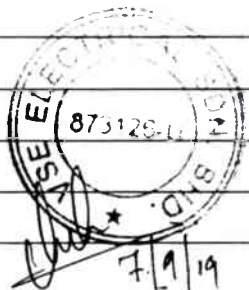
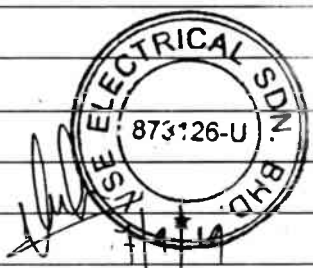
Date	Exact Nature Of Work Done	Supervisors Remarks
14/8/19 (Wednesday)	<p>Today, I help my supervisor to prepare the stock that will be bring to JKR and st Francis site by Mr. Sam. I checked the stock whether it is the right model and types based on the site as all the item or stock have been ordered based on the site preference which have being deal with our client. Then, I record the serial number of every item and the brand also together with the model number for future reference of the company in the autocount system.</p>	<p>Good</p>  <p><i>[Signature]</i> 17/8/19</p>
15/8/19 (Thursday)	<p>I helped Bibiana the staf from the main office to check on the new incoming stock. The new incoming stock one for the JKR site and also the site at RJ D'belle. Both of us checked the stock one by one as the boss, Mr. Daniel want us to record the serial number of each item. Then, the serial number list will be kept by Bibiana and my supervisor, Mr. Leslie as the backup incase the superior needed the list for their reference c.</p>	<p>Good</p>  <p><i>[Signature]</i> 17/8/19</p>
16/8/19 (Friday)	<p>Today, I record the outgoing stock going to the site and record it in the daily outgoing stock book. After records the details of the outgoing stock, I update it inside the autocount system. At the afternoon, I labelled the cable brought by Mr. Choon by tag on the code of the cable and update it in the stock wing autocount system.</p>	<p>Good</p>  <p><i>[Signature]</i> 17/8/19</p>


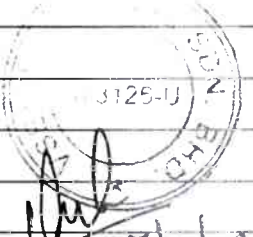
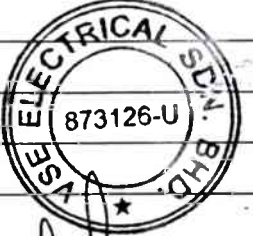


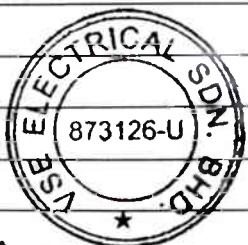
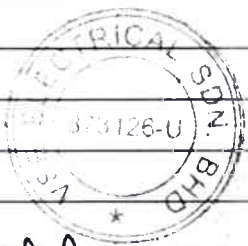
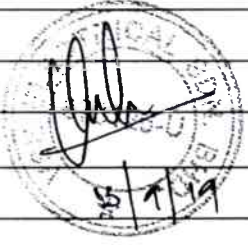
Date	Exact Nature Of Work Done	Supervisors Remarks
17-8-19 (Saturday)	I record the outgoing stock and the return stock in the daily stock record book. After that, I updated any changes in the autocount system. This is to ease the process of stock tag at the end of the month for August's stock tag list.	Good 
19-8-19 (Monday)	Today, I record the outgoing stock as usual in the daily outgoing stock book before update it in the autocount system. I also help Mr. Samuel to ready the stock needed for JKR site. After that, I helped Mr. Choon to packed the stock inside a box based on the list he provided which will be sent to Qya, mukah's site.	Good 
20-8-19 (Tuesday)	I record the outgoing stock taken by the staff in the daily record book. After that, I update the record in the autocount system. I also receive the return stock from Mr. Voon that have been used for testing purpose at Madra site. Other than that, I also prepared the booking item needed by Mr. Daniel for sarawak Energy Berhad site that is a mountwall 6U rack.	Good 
21-8-19 (Wednesday)	I record the outgoing stock taken by the staff in the daily record book that are used to keep all the outgoing stock. I will record on the type of item, quantity, the name of the staff responsible and which site the stock is being used. After that, I will update on any changes in the autocount system.	Good 

Date	Exact Nature Of Work Done	Supervisors Remarks
22/08/19 (Thursday)	I record the daily outgoing stock in the record book and also update it inside the autocounts system. After that, I check the available stock in the system for the preparation to make the stock tag for the month of August.	Good  24/8/19
23/08/19 (Friday)	I start the preparation for the stock tag process. I check on the autocount system if there is any new item that are coming for the month of August. I list down every new item so that my supervisor can easily check whether the stock need to be included in the stock tag list or not. I refers to the invoice for the month of August in order to ensure the list are accurate.	Good  24/8/19
24/08/19 (Saturday)	I pass the list of new incoming stock for the whole month of August to my supervisor. This is to help him to check the stock so that there will check and balance process before the stock tagging list being update. I help my supervisor to check on the stock whether it is still available in the company storage.	Good  24/8/19
26/08/19 (Monday)	I start the stock tagging process together with my supervisor. We both check every item in the storage and update the quantity remaining. Other than that, we also marked every single item based on which rack the item are place. This is to ease the rechecking process of stock tag.	Good  30/8/19

Date	Exact Nature Of Work Done	Supervisors Remarks
27/08/19 (Tuesday)	I update the quantity of every item that have been check in the previous stocklist document. I changed the quantity for the item that have changes in number whether it is because of new incoming stock or because of the return stock from site. I also update the new incoming stock that come in August inside the stock tag list. There are more than 400 item altogether in the company storage.	Good  <i>Juh</i> 30/8/19
28/08/19 (Wednesday)	I recorded the outgoing stock in the daily record book and update the changes in the autocount system. I also help the chief site, Mr. Choon to pack the tool that will be send to Mukah site. I also help him to prepare the stock that they will be needed at the site for the next day. I also email the updated stock list to our company admin clerk, Miss Mary for final check before being submitted to the boss.	Good  <i>Juh</i> 30/8/19
9/08/19 (Thursday)	I record the outgoing stock taken by the staff in the daily record book. Then, I will updated the changes in the autocount system. Other than that, I also helping my supervisor to clean and re-arrange the store in order to ensure there is space for the new incoming stock.	Good  <i>Juh</i> 30/8/19
0/08/19 (Friday)	I record the outgoing stock by recording the flows of the stock taken. I will write on who take the stock, where the stock will be taken and which project that will used	Good jobs

Date	Exact Nature Of Work Done	Supervisors Remarks
	the stock. Every details will be included in the daily book record and will be updated in the autocount system. Other than that, I also help the mechanical manager to search for the Entrypass CCTV that he will be needed.	
31.08.19 (Saturday)	PUBLIC HOLIDAY NATIONAL DAY	
02.09.19 (Monday)	PUBLIC HOLIDAY AWAL MUHARAM (MAAL HIRAH)	
03.09.19 (Tuesday)	I record the outgoing stock taken to the site by the staff. I record the stock outgoing in the daily record book. Then, I update the changes in the autocount system. I also receive the new incoming stock from Panasonic. The new incoming stock are for the Sarawak Energy Berhad.	Good 
04.09.19 (Wednesday)	I recorded the outgoing stock in the daily record book and update the changes in the autocount system. Other than that, I have received the return stock from Museum site. The return stock are such as ITC wall speaker, used cable, break glass and others different stock. Mr. Daniel the mechanical manager have asked me to kept the stock according to the same types of the stock itself.	Good 
05.09.19 (Thursday)	I prepared the stock requested by Mr. Samuel that are the projector that have being	Good

Date	Exact Nature Of Work Done	Supervisors Remarks
	return by Mr. Dennis. The projector is been booked for St. Francis site. I also record the outgoing stock in the daily book and update the changes in the autocount system.	
06.09.19 (Friday)	I record the outgoing stock in the daily records book. Then, I update the changes in the Autocount system. Other than that, I also record the stock that have been booked by Mr. Samuel as he has taken the projector today for the St. Francis site.	<p>Good</p> <p><i>Jul</i> 7/9/19</p>
07/09/19 (Saturday)	I record the outgoing stock taken to the site by the workers. I will update any changes of the stock in the autocount system. This is to ensure that every stock flow will have the records to ease the stock tag process at the end of the month.	<p>Good</p> 
09/09/19 (Monday)	<p>—————PUBLIC HOLIDAY—————</p> <p>HARI KEPUTERAAN SERI PAOUKA BAGIWA YANG DI- PERTUAN AGONG</p>	
10/09/19 (Tuesday)	I record the outgoing stock taken by the staff. I record any changes in the daily records book. Other than that, I also record the return item brought in by the staff in the records book. After that any changes will be updated in the autocount system. This is to ensure that every stock movement can be monitor based on the updated records.	<p>Good</p> 

Date	Exact Nature Of Work Done	Supervisors Remarks
11/09/19 (Wednesday)	My superior and I cleaned up the store as we need to make or provide space for new incoming stock. We also rearrange the stock based on type of item - for example, we arrange the PA item or stock in one rack different from other stock. I also help my supervisor to reorganised the return stock from museum project.	Good  12/9/19
12/09/19 (Thursday)	I record the outgoing stock taken to the site by the worker. I record the details of the stock taken in the daily record book. After that, I update the changes of the stock movement in the Autocount system. I also help Miss Bibiana to find the manual book for the ITC and Honeywell stock. This will be needed for her to complete her task.	Good  12/9/19
13/09/19 (FRIDAY) (LAST DAY OF PRACTICAL TRAINING)	I record the outgoing stock taken by the staff in the daily record books. Then, I have update the changes in the autocount system. I also help Mr. Daniel to pack the broken stock that need to be send back to the supplier under warranty.	Good  12/9/19