



اَوْنِيُوْزْ سِيْتِيْ تِيْكَوْلُوْجِيْ مَآرَا
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INDUSTRIAL TRAINING REPORT

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ABSTRACT

Industrial training is a mandatory requirement for diploma students to complete their studies. This report outlines the experiences of a student undergoing industrial training at Syria Care Malaysia, within the Finance and Administrative Department, from July to September 2024, for a duration of 8 weeks. The training involved tasks related to financial record management, administrative support, and financial reporting. The report discusses the skills and knowledge gained during the training period, such as financial management, administrative coordination, and teamwork. It is hoped that this report will provide valuable insights for the trainee, Syria Care Malaysia, and other diploma students, particularly in the areas of finance and administrative work in a humanitarian context.

Keywords: *Industrial training, Financial management, Professional development*