

**JASA MERIN (M)
SDN BHD**



INDUSTRIAL TRAINING REPORT

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EXECUTIVE SUMMARY

During my 24-week internship at Jasa Merin (M) Sdn Bhd from March 1 to August 9, 2024, under the guidance of Puan Nor Hidayah Binti Zubir in the Admin and Human Resource Management Department, I undertook diverse responsibilities that enhanced my skills significantly. I managed data for 400 employees and crew members using the e-PCB MYTax LHDN system, improving my attention to detail and ability to work independently with complex systems. Additionally, I excelled in maintaining accurate employee records and played a key role in organizing office events, which honed my organizational and communication skills. Handling receptionist duties such as managing mail, preparing meetings, and greeting visitors further developed my abilities in multitasking and customer service.

Throughout the internship, I gained valuable intrinsic skills such as problem-solving and effective communication, while also benefiting from practical advantages like a monthly allowance, recognition through a certificate and gifts, and involvement in various office events. Reflecting on my experience through a SWOT analysis highlighted Jasa Merin's strengths in leadership and safety culture, with identified opportunities in service diversification and technological advancement. Challenges such as technological limitations and economic uncertainties were also noted, suggesting areas for improvement. Looking forward, I recommend enhancing technological capabilities, expanding service offerings, and addressing operational challenges to strengthen Jasa Merin's market position and operational efficiency.

Overall, my internship provided invaluable practical skills and insights crucial for my future career in administrative and HR management.





COMPANY'S PROFILE

About Jasa Merin

JASA MERIN (M) SDN BHD is a Malaysian company specializing in marine transportation services. The company's main office is strategically located in Malaysia, positioning it within the heart of a bustling maritime region. Its specific operational addresses vary, often including key industrial and maritime hubs such as Port Klang, Johor, and other significant coastal cities. This strategic placement allows JASA MERIN to efficiently serve the offshore oil and gas industry, providing essential marine logistics solutions.

Established with a focus on meeting the rigorous demands of the offshore oil and gas sector, JASA MERIN (M) SDN BHD offers a comprehensive range of services designed to support complex marine operations. The company has developed an extensive fleet and infrastructure to provide anchor handling tug supply vessels, platform supply vessels, safety and standby vessels, crew boats, and utility vessels. These assets ensure the safe and efficient transport of equipment, materials, and personnel to and from offshore locations.

Over the years, JASA MERIN has cultivated a reputation for reliability, safety, and operational efficiency. This reputation is built on a foundation of stringent safety standards, advanced technological integration, and a commitment to continuous improvement. The company's dedication to excellence is evident in its robust operational procedures and the high level of training provided to its personnel.

Contributing significantly to the maritime sector in Malaysia, JASA MERIN has positioned itself as a key player in the industry. Its services are critical to the operational success of offshore oil and gas activities, ensuring that logistics and supply chain needs are met with precision and dependability. The company's growth and success are also reflective of its strategic vision and mission to lead in marine logistics, innovate continually, and foster sustainable development within the maritime industry.