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UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan



INDUSTRIAL TRAINING REPORT

SWOT ANALYSIS

MARINE DEPARTMENT

NORTHERN REGION

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PREPARED BY :

NUR IZZATI ITQAN BINTI MOHD RIZAL

2021828962

RBA2426A

BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE

PREPARED FOR :

DR NURUL LABANIHUDA BINTI ABDULL RAHMAN

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EXECUTIVE SUMMARY

My memorable and valuable internship as an administrative intern at Marine Department Northern Region provided a comprehensive exposure to administrative operations and maritime regulatory practices. Throughout 24 weeks, I undertook a diverse range of responsibilities that significantly contributed to the smooth functioning of the office. This report provides an overview of my key tasks, achievements, and learnings over the internship period. During my internship, I worked under the Admin Department, gaining hands-on experience in various aspects of administrative operations. Additionally, I assisted the Deputy Director and contributed to the Maritime Industrial Control Department, further broadening my exposure and skill set. I managed a wide range of tasks including organizing both physical and digital files, processing payment vouchers, attend meeting and regularly update the boat insurance records. This exposure significantly enhanced my critical thinking, problem-solving abilities, and professionalism. The supportive and collaborative environment at the Marine Department Northern Region further contributed to my professional growth, offering mentorship and opportunities to work on diverse projects, which broadened my knowledge and skill set. The experience also improved my communication skills through regular interactions with colleagues and stakeholders, preparing me for future career challenges. In conclusion, my internship at the Marine Department Northern Region has been a transformative experience. I am grateful for the opportunity to work at the Marine Department Northern Region, where I was entrusted with significant responsibilities, including event coordination and bureau member. The supportive colleagues and collaborative environment have been invaluable, and I look forward to leveraging this experience in my professional journey.

COMPANY BACKGROUND

The Malaysian Marine Department Northern Region is a vital government agency responsible for the administration and regulation of maritime activities within the northern maritime boundaries of Malaysia. This region encompasses the strategic waterways and ports of Penang, Kedah, Perlis, and Perak, which are crucial for both national and international maritime trade. The Department is responsible for measuring the depth of navigation channels, managing the movement of ships, and overseeing passenger terminals, cargo terminals and navigation aids. Operating under the Malaysian Ministry of Transport, the Marine Department is entrusted with overseeing shipping, port management, and marine affairs within Malaysian territorial waters.

Its main functions include ensuring the safety of merchant ships and providing essential services such as vessel inspection, certification, registration, and licensing. Additionally, the department offers shipping services to commercial vessels and ships entering Malaysian waters and ports, ensuring smooth and efficient maritime operations. The department has received various recognitions and awards at the global, regional, and national levels. Among the highlights of achievements at the global level is becoming a council member of the International Maritime Organization (IMO) and the International Association of Lighthouse Authorities (IALA).

CONTACT US



Malaysia Marine Department
Northern Region,
Jalan Akuarium, 11700
Gelugor, Pulau Pinang



04-657 8494



pjlwut@marine.gov.my





Vision

To be a leading maritime authority ensuring safe, secure, and sustainable maritime activities in Malaysian waters, fostering growth and innovation in the maritime sector

Mission

Establishing a Maritime Transportation System based on the Development and Monitoring of National and International Standards

Objective

Ensuring safe and efficient navigation, promoting maritime safety standards, protecting marine environments, and supporting sustainable maritime economic activities