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UNIVERSITI  
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**UNIVERSITI TEKNOLOGI MARA CAMPUS BANDARAYA  
MELAKA**

**FACULTY OF BUSINESS AND MANAGEMENT BACHELOR  
OF BUSINESS ADMINISTRATION (HONS) FINANCE**

**INDUSTRIAL TRAINING REPORT AT  
PERFECT BALANCE CONSULTANCY SDN BHD  
3 MARCH - 15 AUGUST 2025**



**Perfect Balance  
Consultancy Sdn Bhd**

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Yang Benar

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**No. Faks : -**

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## **EXECUTIVE SUMMARY**

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This report captures the experience and key learnings gained during my six-month internship at Perfect Balance Consultancy, from 3 March to August 15, 2025, under the supervision of Ms. Ainun Khairiyah Bt Khairuddin. For 24 weeks, I worked in a professional and client-centered setting that provides accounting, taxation, and business advisory services to small and medium-sized enterprises (SMEs).

Gaining real-world experience in a professional setting, honing my technical skills, and facilitating both professional and personal growth were the primary objectives of this internship. To maintain accurate financial records, my duties included creating sales invoices, journalizing vendor bills and payment vouchers, and balancing bank transactions. Learning the reasoning behind a "proper account" for every firm presented the steepest learning curve, not the data entry procedures. Before beginning any task, I understood how to set up a procedure whenever a new client file arrived on my desk. When I encountered ambiguities, such as inconsistent contra entries or partial client payments, I would proactively seek advice from my colleagues or Ms. Ainun Khairiyah Bt Khairuddin. These encounters improved my professional communication skills and strengthened my technical comprehension.

This internship provided me with a clearer understanding of my career path and laid a stronger foundation for a successful transition to the workforce. Besides regular operations, this report provides a SWOT analysis that outlines the strengths of the organization, including its strategic geographical location and strong workforce and human capital, alongside weaknesses in terms of digital disruption and a lack of adequate mechanisms for citizens' feedback. It also identifies potential external risks, such as youth emigration, rising living expenses, and economic pressure on locals, as well as feasible opportunities for boosting local tourism and enhancing community engagement and collaboration. The paper also provides helpful suggestions based on the existing body of academic research. The report's conclusion highlights the significance of the internship as a cornerstone of a prosperous career in finance and public administration by recognising the professional and personal development attained during the internship.

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# **TABLE OF CONTENT**

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<b>1.0 ACKNOWLEDGEMENT</b> .....	1
<b>2.0 STUDENT'S PROFILE</b> .....	2
<b>3.0 COMPANY'S PROFILE</b> .....	4
<b>3.1 COMPANY NAME</b> .....	4
<b>3.2 COMPANY LOGO</b> .....	4
<b>3.3 COMPANY LOCATION</b> .....	4
<b>3.4 COMPANY BACKGROUND</b> .....	4
<b>3.5 ORGANIZATIONAL CHART</b> .....	5
<b>3.6 PRODUCT OR SERVICES</b> .....	5
<b>3.6.1 CORPORATE SECRETARIAL</b> .....	5
<b>3.6.2 ACCOUNTING SERVICES</b> .....	5
<b>3.6.3 PAYROLL SERVICES</b> .....	6
<b>3.6.4 INTERNATIONAL EXPANSION SERVICES</b> .....	6
<b>4.0 TRAINING REFLECTION</b> .....	7
<b>5.0 COMPANY SWOT ANALYSIS</b> .....	9
<b>6.0 DISCUSSION &amp; RECOMMENDATION</b> .....	10
<b>6.1 STRENGTHS</b> .....	10
<b>6.2 WEAKNESESS</b> .....	11
<b>6.3 OPPORTUNITIES</b> .....	12
<b>6.4 THREATS</b> .....	13
<b>7.0 CONCLUSION</b> .....	15
<b>8.0 REFERENCES</b> .....	16
<b>9.0 APPENDICES</b> .....	17

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