



UNIVERSITI  
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Cawangan Melaka

# INDUSTRIAL TRAINING REPORT AT BOARDROOM CORPORATE SERVICES

03 March 2025 - 15 August 2025



BoardRoom



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## EXECUTIVE SUMMARY

Boardroom Corporate Services Sdn Bhd is one of the established firms serving Asia-Pacific market through corporate service providers with a history of more than 50 years. The number of services offered by the company is extensive; there are corporate secretarial and accounting, payroll service and employee share plans administration services. This massive experience has made Boardroom one of the trusted companies in engaging companies in the region, especially fortunes 500 companies and helping them to cut across complicated regulatory and operating environment in the region.

The main goal of the present report consists in presenting the overview of my internship experience in the Finance department of the Boardroom Corporate Services. During my internship period I carried out a SWOT analysis where I outlined strengths, weaknesses, opportunities and threats in the organization. It is important to carry the analysis because it makes it easier to identify and control the opportunities and risks to be established within and outside the business environment. I also wrote about the value that I obtained as an intern as a result of the experience and skills that are useful in my growth as a professional.

I am indeed happy being given a chance to go through industrial training at Boardroom because it was the first experience to work in a corporate world and have chance to utilize theoretical in a practical manner. Finally, the report is aimed at revealing the greatest lessons learned throughout the internship period at Boardroom Corporate Services Sdn Bhd, speaking in favor of strategic analysis and practical implementation of accounting rules and principles in practice.

# ACKNOWLEDGEMENT

Allah, the Most Beneficent and the Most Merciful. It is before Allah, the Lord of the world that the praise is due and blessings and peace upon His Messenger. First of all, I thank Allah so much that he granted me the strength and patience to stick to this industrial training report and finish it up. This report is a beautiful precursor to my excellence degree award and in this process, I have received extremely instrumental advice and support on my part by many people.

To begin with, I would like to extend to Boardroom Corporate Services my biggest profuse gratitude of having an internship experience with them. I deeply appreciate the valuable advice, positive feedback and all round support that my supervisor, Ms. Noor Syahira Binti Zakaria, has given me during my internship. He has been a great mentor who has contributed massively to my professional development in the finance department.

And more so, I would also wish to show my appreciation to the rest of the co-workers at Boardroom Corporate Services who have contributed to my pre-occupation in numerous ways which include inputs and guidance of their own experiences. Their help and collaboration ensured my learning experience a pleasurable and worthwhile experience.

Also, I would like to thank Universiti Teknologi MARA and the Faculty of Business and Management as they provided me with the basics which I needed in doing this internship. I would like to thank my lecturers and my academic advisor, Madam Zarinah bt Abu Yazid, who always gave me some guidance and helped out advising me on how to improve myself.

Finally, I would like to say pure thanks to my family and to my friends that have been absolutely supportive and give me real encouragement and inspiration during the time period of my internship. This has been the most treasured experience so far, which has equipped me with the skills and knowledge required to help steer my future profession in the field of finance.

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