



HONDA



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

**FACULTY OF BUSINESS AND
MANAGEMENT**

MGT666

INDUSTRIAL TRAINING REPORT

3 March 2025 – 15 August 2025

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Tajuk Laporan	Industrial Training Report	Nama Syarikat	Honda Malaysia Sdn Bhd

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EXECUTIVE SUMMARY

This internship report summarizes my industrial training experience at Honda Malaysia Sdn. Bhd., where I was attached to the Finance Department under both Accounts Receivable (AR) and Accounts Payable (AP) units. The internship, which spanned six months from 3rd March 2025 to 31 August 2025, provided me with valuable exposure to real-world financial operations and strengthened my practical knowledge in line with my Bachelor of Business Administration (Hons.) Finance program at Universiti Teknologi MARA.

Throughout the internship, I assisted in processing invoices, reconciling payment records, managing customer collections, and verifying supplier transactions. I gained hands-on experience with financial documentation, data entry, and the use of accounting software, while adhering to the company's standard operating procedures and internal controls. This opportunity enabled me to develop technical competencies, attention to detail, and teamwork skills, while also deepening my understanding of how an established automotive company maintains its financial sustainability.

This report presents an overview of my assigned tasks, key observations, challenges faced, and the knowledge gained. It concludes with reflections on how this industrial training has prepared me for future professional responsibilities in the finance sector.



NOOR AFFEEDA RAMLI
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My deepest appreciation goes to Honda Malaysia Sdn. Bhd. for welcoming me as part of their Finance Department team. I am sincerely thankful to my supervisor, Puan Ruzanna Amir for her invaluable guidance, encouragement, and constructive feedback throughout my internship. I also wish to extend my thanks to all the staff in the Accounts Receivable and Accounts Payable units for their support, patience, and willingness to share their knowledge and expertise with me.

Last but not least, I am grateful to my family and friends for their continuous support, motivation, and understanding during this period. This experience would not have been as fulfilling without the contribution and encouragement of everyone involved.



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