



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan

INDUSTRIAL TRAINING REPORT

LAZIC GROUP SDN. BHD.

3 MARCH - 15 AUGUST 2025

NUR ZUFIRAH BINTI ZAFRIDIN | 2023389671

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE

ADVISOR: DR. MOHD SAMSURI GHAZALI



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Nama Pelajar	NUR ZUFIRAH BINTI ZAFRIDIN		
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Tajuk Laporan	INTERNSHIP REPORT	Nama Syarikat	LAZIC GROUP

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.....
Nama Pegawai :

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No. Tel. :

No. Faks :

SITI NADZIRAH BINTI SAIFUL BAHRI
ASSISTANT MANAGER

Cop jabatan/organisasi:



EXECUTIVE SUMMARY

The industrial training internship is the final course for all undergraduate programs in the Faculty of Business and Management at Universiti Teknologi Mara, per the study plan. Internship attachments on-the-job training in fields connected to our academic degrees and areas of emphasis are mandatory for students in semester six. This internship course provides a hands-on learning environment for students to gain workplace skills and practical knowledge that offers them experience working and taking responsibility for completing tasks provided by the organization. It would improve our task's practical abilities, knowledge and attitude.

During my internship, I took on various tasks in finance, accounting, and administration, gaining practical experience with daily corporate operations. In the finance and accounting area, I processed invoice and credit note adjustments to ensure customer payments and returns matched the updated bank statements. I managed the preparation and timely submission of Withholding Tax (WHT) documentation for major platforms like TikTok, Google, and Facebook, making sure we followed tax rules. I also recorded advertising expenses accurately in the UBS accounting system and reviewed advertisement claim forms from the marketing team. I verified that all supporting documents were complete and followed our internal policies before processing. Additionally, I participated in stocktaking to support inventory accuracy. I was also responsible for maintaining and updating PO and DO listings, tracking new orders for packaging materials and company products, coordinating with suppliers, and sending email confirmations to ensure timely delivery and order fulfillment.

On the administrative side, I helped with internal control and compliance by coordinating director approvals for hard copy documents. I oversaw document stamping and tagging according to company standards. I kept well-organized records to support both internal and external audits, which improved document traceability and accessibility. These tasks strengthened my organizational and time management skills. Frequent collaboration with departments like finance, marketing, and procurement also helped me improve my communication and coordination skills. Overall, the internship deepened my practical accounting knowledge and prepared me to handle multiple responsibilities effectively in a fast-paced business environment.

ACKNOWLEDGEMENT

Alhamdulillah, I am grateful to Allah for giving me the strength, health, and perseverance to complete my internship and this report. This internship has been a rewarding and transformative experience, connecting what I learned in school with real-world application. I sincerely thank all the individuals and institutions that contributed to this journey, whether directly or indirectly.

First, I want to express my heartfelt appreciation to **Dr. Samsuri Ghazali**, my academic advisor, for his constant support, guidance, and thoughtful feedback during the internship. His mentorship has been crucial in helping me connect my academic learning with practical expectations. I also want to thank the Faculty of Business and Management, Universiti Teknologi MARA (UiTM), for allowing me to complete this industrial training as part of the Bachelor of Business Administration (Hons.) Finance program. The faculty's commitment to blending academic excellence with industry experience has played a vital role in my professional development.

I want to give special thanks to Madam Siti Nadzirah Bahri, my internship supervisor at **Lazic Group Sdn. Bhd.**, for her outstanding leadership, encouragement, and mentorship throughout my placement. Her guidance was both technical and motivational. She consistently provided opportunities for me to learn, contribute, and grow. I am particularly thankful for the trust she placed in me to manage real responsibilities in finance, accounting, and administrative tasks. Her insights into professional standards and corporate practices have greatly improved my understanding of the business environment.

I am also very grateful to the management and staff of **Lazic Group Sdn. Bhd.** for their support, teamwork, and the welcoming work environment they created. Lastly, I want to extend my deepest gratitude to my family and close friends for their ongoing encouragement, understanding, and moral support. Their unwavering belief in my abilities motivated me to stay focused and perform my best during this internship.

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