



اَوْنُوْزْ سَيِّتِيْ تِيْكَوْ لُوْ كِيْ بِمَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF BUSINESS AND MANAGEMENT

UNIVERSITI TEKNOLOGI MARA (UiTM)

KAMPUS BANDARAYA MELAKA, MELAKA

BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS)

OFFICE SYSTEMS INTERNSHIP (MGT666)

INTERNSHIP REPORT

"SWOT ANALYSIS OF RIDGE BIOMED SDN BHD"

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(2023126557)

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GROUP:

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SUBMISSION DATE: 27th AUGUST 2025

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Tarikh : 22 August 2025
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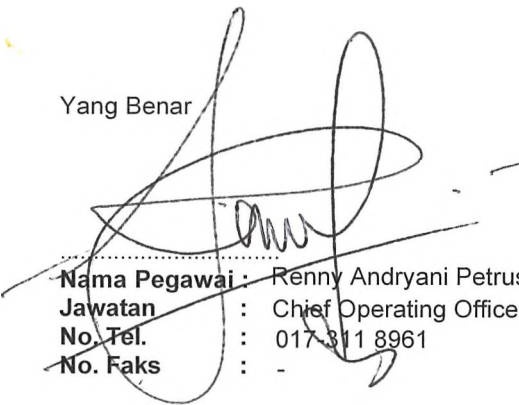
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EXECUTIVE SUMMARY

The report will be about my internship experience working in Ridge Biomed Sdn. Bhd. I was assigned to the Finance and Account Department starting 3rd March 2025 to 31st August 2025. Being an internship opportunity in my Bachelor in Office System Management (Hons), this opportunity has allowed me to leave the classroom behind and have a real feel of the working world.

Since I came here, I have engaged myself in diverse undertakings including to support the function and duties of the Head of Finance and Accounts Department, to assist in daily office operations, ensuring smooth workflow and coordination of administrative activities and to assist in accounting-related tasks, including data entry for financial transactions. Even though there were tasks which were new and challenging initially, I was getting more confident under the support of my supervisor and other members of a team.

On top of familiarizing myself with the technical aspect of the job, I also learned more about what goes on inside a company on a day to day basis. I learned soft skills such as communication, time and teamwork that cannot be acquired in books. The most enjoyable thing about this internship was the chance of sharing the space with the professionals who were not tight on time and providing valuable information.

Overall, this internship was an eye opener and personal/professional development opportunity to me. It has also presented me with a more clear image of what to expect in the working world and has also encouraged me to learn and improve myself.

ACKNOWLEDGEMENT

To start with, I would like to thank Ridge Biomed Sdn Bhd the most, who granted me a possibility to take up my internship at their high-level institution. The experience has been very beneficial in itself and served as a real eye-opener that I will take with me in the future on the career path.

I would also like to thank my lecturer, Puan Syahrina Hayati Md Jani, for her unvaried guidance, support, and encouragement during my entire internship. She has devoted much time in instructing and guiding me in doing this course work. Your tolerance and readiness to teach me something have actually made me learn and improve myself.

To my supervisor, Encik Muhamad Aiman bin Mohamad Taib, I would also like to thank him for the guidance, patience and support he offered to me during my internship. He actually made me feel more confident and competent even when I was still trying to work it out. Due to his piece of advice and encouragement, I have learned so much.

On behalf of all the management and staff at Ridge Biomed Sdn Bhd, I would like to say thank you very much for being very warm and welcoming since my first day. Whether it was the fact that someone answered my questions, whether it was explaining how things work or just simply making me feel like I belong. I felt grateful to be involved in such a positive and cordial team. I would not have had this kind of internship without them.

Finally, to everyone who even somehow took part in my internship experience, it was a cool and excellent experience. I would like to use this opportunity to thank them all by providing me the support to undergo my internship either directly or indirectly. I was glad that I managed to complete this report in time.

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