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MGT 666 INDUSTRIAL TRAINING REPORT

COMPANY: TEKNOGANIK HIJAU SDN BHD



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EXECUTIVE SUMMARY

This report presents a comprehensive summary of my internship experience at Teknoganik Hijau, an agricultural organic micro-based fertilizer company. The report highlights the company's background, vision and mission, organizational structure as well as its wide variety of products and services. The organizational structure integrates competence in biotechnology, plantation management and digital platforms that presenting Teknoganik Hijau as an innovative participant in the regional agricultural technology sector. ASWOT analysis is also included to illustrate the company's existing strengths, weaknesses, opportunity and threats in the industry.

The report also highlights my job as an account administration, junior human resources and marketing intern in the various department, where I was responsible for preparing account ledger, generating sales orders, making a pay slip and preparing supporting document for account. These responsibilities helped me acquire crucial soft skills in Microsoft Office and Niagawan system. The report also gives various recommendations to assist the organization to improve its operations. In conclusion, this internship was fantastic learning experience that helped me obtain practical knowledge and prepared me for future career challenges in a professional working environment.

ACKNOWLEDGEMENT

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