



اَوْنُوْرَسِيْتِيْ تِيْكْنُوْلُوْجِيْ مَارَا
UNIVERSITI
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UNIVERSITY TECHNOLOGY MARA (UiTM) CAMPUS BANDARAYA MELAKA
FACULTY OF BUSINESS AND MANAGEMENT
BA232 - BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)
INDUSTRIAL TRAINING REPORT (MGT666)



MATRIX CONCEPTS HOLDINGS BERHAD
(3RD MARCH 2025 – 15TH AUGUST 2025)

PREPARED BY:

NAME	STUDENT ID
NUR RAFIQAH BINTI TAHIR	2023399913

CLASS:

M1BA2326C

ADVISOR'S NAME:

MADAM MAWARTI ASHIK BINTI SAMSUDIN

DATE OF SUBMISSION:

20TH JULY 2025

SURAT KEBENARAN

Tarikh : 15/08/2025

Kepada :

Penyelaras Latihan Praktikal
Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196
Email : praktikalfppmelaka@uitm.edu.my

Maklumbalas (/)



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Tidak Bersetuju

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Nama Pelajar	Nur Rafiqah binti Tahir		
No. Matriks	2023399913	Nama Program	BA232 - Bachelor in Office Systems Management (Hons.)
Tajuk Laporan	Industrial Training Report	Nama Syarikat	Matrix Concepts Holdings Berhad

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Yang Benar



.....
Nama Pegawai : **CHEN WEI JIAN**
Jawatan : **PEMGURUS**
No. Tel. : **06-7642688**
No. Faks :

Cop jabatan/organisasi:

BSS DEVELOPMENT SDN. BHD.
(Company No: 689638-X)
Wisma Matrix
No. 57, Jalan Tun Dr Ismail
70200 Seremban
Negeri Sembilan Darul Khusus
Tel: 06-7642688 Fax: 06-7646288

PART 1: PRELIMINARY PAGES

EXECUTIVE SUMMARY

This report covers my 24-week industrial training (MGT666) at Matrix Concepts Holdings Berhad from 3rd March to 15th August 2025. I was assigned to the Sales Admin Department under the supervision of Mr. Cheah Wei Jiann (Sales Admin Manager) and assisted by Ms. Nirlawani. The training aimed to provide exposure to real working environments and enhance the application of academic knowledge in professional settings. Throughout the internship, I was involved in core administrative tasks such as handling Sales and Purchase Agreements (SPA), updating purchaser information, preparing utility application documents, and managing filing systems. I also coordinated with the Credit Control Department (CCD), which improved my communication and teamwork skills. This report includes an overview of the company's background, followed by a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis based on my direct observations. Several practical recommendations are proposed to help the department address challenges, improve efficiency, and capitalize on future growth opportunities. Overall, this industrial training has significantly contributed to my personal and professional development. It deepened my understanding of the property development industry and strengthened my administrative, organizational, and interpersonal skills that can build a strong foundation for future roles in business, management, and real estate.

ACKNOWLEDGEMENT

First and foremost, I would like to express my sincere gratitude to Matrix Concepts Holdings Berhad for providing me an opportunity to carry out my internship at the Sales Admin Department. It has been an enriching experience that has exposed me to a real working environment and an opportunity to apply what I have acquired during the course of my studies.

I would like to show my greatest appreciation to my supervisor, Mr. Cheah Wei Jian, Sales Admin Manager with the help Ms. Nirlawani binti Yadzid, Senior Asisstant Sales Admin, for their guidance, trust, and support throughout my internship. Their guidance and willingness to share knowledge and experience were of great influence on shaping my personal and professional growth. Moreover, I would also like to take this opportunity to express my heartfelt gratitude to the entire staff of the Sales Admin Department for their patience, encouragement, and cooperation. Their warm welcome and support enabled me to adjust and learn more effectively during the internship.

In addition, I would like to thank my advisor, Madam Mawarti, for her constant support, encouragement, and guidance throughout the training period. I am also thankful to University Technology MARA (UiTM) Bandaraya Melaka, specifically the Faculty of Business and Management, for including the industrial training course as part of the curriculum. The programme has effectively prepared me for the transition into the working world by allowing me to experience and understand the expectations and challenges of the industry.

Last but not least, I am eternally grateful to my beloved parents for their unwavering support, encouragement, and prayed on me all through. Their presence and support have been my greatest strength.

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