



اَوْنُوْرْسِيْطِيْ تِيْكَنُوْلُوْجِيْ مَلَاْڠَا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka
Kampus Bandaraya Melaka



FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF OFFICE SYSTEM AND MANAGEMENT (HONS.)

MGT666

INTERNSHIP

KISWIRE SDN BHD

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Tajuk Laporan	Internship Report at Kiswire Sdn Bhd.	Nama Syarikat	Kiswire Sdn Bhd.

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

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Yang Benar



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EXECUTIVE SUMMARY

It is here that my fascinating and eye-opening 6-month industrial training started at the Kiswire Sdn. Bhd at Johor. One of the tasks that I have to complete before my internship is over is the internship report. This internship report is the discussion of my internship experience at Kiswire Sdn. Bhd. and point out major contents like company profile, training and position of the student reflection, SWOT analysis, discussion and recommendation.

I was an industrial trainee at Kiswire Sdn. Bhd. and as such I got an opportunity to get acquainted with education administration and management. Using my knowledge, I was in a position to interpret the SWOT (Strengths, Weaknesses, Opportunities, and Threats) research of the organization. This experience helped me to acquire an understanding of the internal and external factors that influence the management of the department of KSB. Strategic acquisition and partnership and sustainability green initiatives are also some of the numerous advantages of KSB. Intense competition and environmental regulations are identified to be the shortcomings of the Kiswire Sdn. Bhd.

In the end, I had thus realized that I was actually having fun in the internship which time only seemed long like six months. When I finished my industrial training, I could not avoid but feel that I am a lucky and successful person. The experience widened my horizons since it gave me a taste of the profession I had desired to take. I was sure that the knowledge and skills gained by me during my training will assist me in achieving my professional goals.

ACKNOWLEDGEMENT

Primarily, I would like to wish to convey my sincere appreciation to my advisor, Madam Khalijah binti Mohd Nor, who assisted and advised me on the way I prepared this report. She devoted her time to teach and help me in the course. She was always present whenever I had some problems to advise me properly and assist me on the way to solve. I wish to thank you and appreciate your encouragement all through this course.

Also, I would like to show my utmost gratitude to Mr. Noorazhar bin Abdullah, my manager and the rest of the staff of the General Affairs Department who gave me a chance to do my internship and to obtain valuable experience in a true working place. The exposure to acquisition of required knowledge concerning administration that was provided by them was much helpful in making me grasp the company and hence presenting this report. My officemates are also very welcome because they have taught and guided me during the internship period. It has been quite a blessing as I have been surrounded by such positive and helpful people.

I would also like to acknowledge my friends for their dedication, collaboration, and commitment to this project. Each member's contribution, effort, and ideas were vital in analyzing and evaluating the company thoroughly.

Thank you to everyone who made this assignment a learning experience that i will carry forward in our academic and professional journeys.

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