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JOHOR BAHRU HOTEL



RENAISSANCE JOHOR BAHRU HOTEL

MGT 666 INTERNSHIP REPORT

DATE :
MAR 2025 - AUG 2025

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1.3 Acknowledgment

First and foremost, I am entirely grateful to Allah for providing me with wealth of health, strength and opportunities to finish my report which was a requirement for my practical training at Renaissance Johor Bahru Hotel. Not forget also to express my deepest gratitude to Renaissance Johor Bahru Hotel for giving me the opportunity to complete my internship in such an inspiring and professional environment of work.

I am thankful to my Supervisor, Nelson Lee Chun Yong, Senior Accounts Expert for his guidance, patience and ongoing encouragement throughout this training. His generous support and feedback have really contributed to my learning during this internship.

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Finally, I would like to thank my family and friends from the bottom of my heart. Their continuous motivation and moral support throughout this journey. I would also like to take a moment to sincerely thank myself for staying committed, curious and excellent throughout this learning journey.

PART 1: PRELIMINARY PAGES

1.1 Executive Summary

The content in this internship report will talk about my experience during the period of carrying out the industry training in semester 6. I chose to intern at the Renaissance Johor Bahru Hotel, a 5-star hospitality establishment operating under Marriott International. This internship was carried out from 3 March until 15 August, which placed me in the Finance Department. This internship gave me valuable experience in getting involved in the operation of a luxury hotel.

Throughout my internship, I was assigned to do various tasks such as update Rebate Voucher Summary, Preparing and key in information of daily financial, filled out Remittance Form, manage invoice tracking and reconciling accounts payable records. I also got the opportunity to observe how to handle the receipt of goods received by the supplier until the payment process using a check at the relevant bank.

Apart from the new knowledge I have gained, I am also very happy because I can hone my soft skills such as improved my communication skills with colleagues and international guests. Not to forget the problem solving that is always carried out with colleagues, especially at the closing time at the end of each month, as well as the emotional intelligence that is necessary to be professional to make the job successful. I have also gained so many technical skills in software like Microsoft excel and opera.

Overall, my internship at Renaissance Johor Bahru Hotel was so valuable learning opportunity that allowed me to feel real-world practice that will strengthen my interest in preparing and pursuing my future career as a corporate woman

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