



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



INDUSTRIAL TRAINING REPORT AT TAMPIN DISTRICT COUNCIL

3 March – 15 August 2025



MUHAMMAD SHAZWAN HAZMI BIN ZULKIFLI |
2022484564 | BA242 BACHELOR OF BUSINESS
ADMINISTRATION (HONS.) FINANCE

SURAT KEBENARAN

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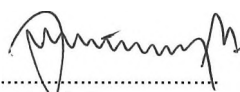
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Tajuk Laporan	INDUSTRIAL TRAINING REPORT	Nama Syarikat	MAJLIS DAERAH TAMPIN

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Yang Benar



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EXECUTIVE SUMMARY

The six-month industrial training at Tampin District Council (Majlis Daerah Tampin) from 3 March 2025 to 15 August 2025 served as the basis for this internship report. My placement in the Finance Department under Mr. Zulhilmi Bin Marzuki provided me with essential experience through financial operations and local government administration tasks. The council operated its main office at Jalan Kelab, Kampung Tampin, Negeri Sembilan during my internship. The report includes a comprehensive description of my work responsibilities together with the skills and knowledge I gained and the organizational practices I encountered during the training period.

The major objective of this internship was to gain practical experience in a professional environment, develop my technical skills, and enable personal and professional growth. My responsibilities included performing a range of tasks, such as reconciling bank statements, conducting data entry, document management, distributing memos, and offering general administrative support. Performing these activities immensely aided in developing a better understanding of public financial systems, promoting conscientiousness, improving communication and teamwork skills, and appreciating the importance of effective document management and service delivery in a government context. This internship provided me with a better idea of my career path and created a more solid foundation for an effective transition to the workforce.

Besides regular operations, this report provides a SWOT analysis that outlines the strengths of the organization, including its strategic geographical location, and strong workforce and human capital, alongside weaknesses in terms of digital disruption and a lack of adequate mechanisms for citizens' feedback. In addition, it outlines viable opportunities related to promoting local tourism, and strengthening community engagement and partnership, as well as potential external threats such as youth emigration, and rising cost of living and economic pressure on residents. The report also follows up with practical recommendations based on existing scholarly literature. The report ends by acknowledging the personal and professional growth achieved during the internship and thus the importance of the internship as a foundational aspect of a successful finance and public administration career.



ACKNOWLEDGEMENT

In the name of Allah, the most Beneficent and the most Merciful. Praise be to Allah, the Lord of the world, and blessing and peace be upon his Messenger. Firstly, I am truly grateful to Allah for giving me the strength, patience, and determination to complete this industrial training report successfully. It is a wonderful prerequisite for my excellence degree award, and during this journey, I have been blessed with very important guidance and assistance by scores of individuals. With sheer happiness and profound gratitude, I would like to acknowledge their place here.

First and foremost, I would like to express my sincerest gratitude to Tampin District Council for this internship experience. My heartfelt thanks go to Mr. Zulhilmi Bin Marzuki, my supervisor, for their invaluable guidance, constructive criticism, and constant support throughout my internship. His mentorship has greatly contributed to my professional growth and understanding in the financing department.

Furthermore, I would also like to express my gratitude to all the co-workers at Tampin District Council who have assisted me in many ways, giving inputs and guidance from their own experiences. Their assistance and cooperation made my learning process enjoyable and worthwhile.

In addition, I am grateful to my university and faculty of business and management for offering me the foundation skills for being in this internship. With great gratitude to my lecturers and academic advisor, Dr. Ngau Duo Seng, who regularly guided and offered me advice for self-improvement.

Last but not least, I would like to offer genuine appreciation to my family and friends who have always been completely supportive and offered me great motivation and inspiration throughout the duration of my internship. The experience has been well worth its weight in gold, providing me with the necessary skills and knowledge that will be a factor in determining my future working career in finance.

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