

(3/3/2025 – 15/8/2025)

INDUSTRIAL TRAINING REPORT AT

EPE SWITCHGEAR (M) SDN. BHD.

BACHELOR OF BUSINESS
ADMINISTRATION (HONS.)
FINANCE



BA242

PREPARED BY:
NURALYAA AIMA BINTI MOHD RIDZUAN

STUDENT ID:
2023368221

ADVISOR'S NAME:
DR HAINNURAQMA BINTI RAHIM



SURAT KEBENARAN

Tarikh : 14/8/2025

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 (I)



Setuju



Tidak Bersetuju

Tuan/Puan

KEBENARAN UNTUK MEMUAT NAIK HASIL LAPORAN PELAJAR LATIHAN INDUSTRI SEBAGAI "PUBLIC ACCESS" DI REPOSITORI UITM

1. Merujuk perkara di atas, pihak organisasi bersetuju / tidak bersetuju pihak universiti memuat naik hasil laporan pelajar latihan industri sebagai "public access" di repositori UiTM.

Nama Pelajar	NURALYAA AIMAN BINTI MOHD RIDZUAN		
No. Matriks	2023368221	Nama Program	BA242
Tajuk Laporan	Internship Report	Nama Syarikat	Epe Switchgear

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

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar

.....
Nama Pegawai :

Jawatan :

No. Tel. :

No. Faks :

Wan Izzah Effande
Finance Mgr
06 7998500

Cop jabatan/organisasi:

EPE SWITCHGEAR (M) SDN. BHD.
(Co. No. 354290-D)
Lot 6, Jalan Permata 2, Arab Malaysian Industrial Park,
71800 Nilai, Negeri Sembilan, Malaysia.
Tel : 606-799 8500 (Main Line)
Fax : 606-799 8630

Acknowledgement

First and foremost, I would want to thank Allah SWT for assisting and blessing me during my work and when I was writing my report.

I'd want to thank EPE Switchgear (M) Sdn Bhd for allowing me to complete my employment training. Not to forget my supervisor, En. Wan Izuan Efandie Wan Mohd Nasir, for all his assistance and guidance during my time at the organization.

I would want to thank every staff in the Accounts Department from the bottom of my heart for their assistance, knowledge, and efforts to make the workplace a positive and efficient place to work. It helped me understand how finances works in a business, particularly in the Accounts Payable portion.

I'd like to thank my lecturers and the Faculty of Business and Management at Universiti Teknologi MARA (UiTM) for their assistance in making this job program possible as part of our academic requirements.

I'd like to thank everyone who assisted me learn and improve at that position.





EPE SWITHCGEAR

Executive Summary

This report covers my internship at a manufacturing company from March 3, 2025 to August 15, 2025, and discusses things I learned and how I applied what I learned. As a final-year Finance student at Universiti Teknologi MARA (UiTM), the internship provided an excellent opportunity to use the knowledge during university into practice in a real-world setting.

Throughout my internship, I worked in the Accounts Department and mostly related with account payable task. My main responsibilities included filing bills and organizing payment paperwork, recording and arranging supplier invoices, reviewing delivery and invoice, and assisting the finance team with basic office duties. These tasks taught me how to prepare the documentation accurately that ensure vendors receive payment on time.

Even though I did not have a personal computer and could not utilize the system much, I took advantage of the learning opportunity by monitoring and assisting with critical accounting activities by hand. This helped me understand the need of accuracy while handling paperwork, preserving records, and collaborating with other departments involved in the procurement-to-payment cycle.

This internship helped me to have better understanding how the finance department operates in a manufacturing company. Lastly, this internship also helped me enhance my soft skills, such as communication, time management, collaboration, and working with less supervision. More importantly, the experience has increased my attention to detail when carrying out the daily tasks. My opinion this internship has greatly prepared me for my future employment in finance and accounting.

Table of Contents

Preliminary Pages

Student's Profile	1
-------------------	---

Company's Profile	2-7
-------------------	-----

Training's reflection	8-10
-----------------------	------

Swot Analysis	11
---------------	----

Discussion and recommendation	12-19
----------------------------------	-------

Conclusion	20
------------	----

References	21
------------	----

Appendices	22
------------	----

