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INDUSTRIAL TRAINING REPORT

MULTEE DIVERSIFIED SDN. BHD.

3 March – 15 August 2025

MUHAMMAD FAKHRUL IZWAN BIN ZAMZIZUL | 2023380155 | BA242

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Executive Summary

This report provides a comprehensive observation of my internship experience in Multee Diversified Sdn. Bhd. A company that provides corporate secretary services, accounting and taxation, and office supply. My internship, which took place from 3 March to 15 August 2025, was both educational and eye-opening. During this period, I was entrusted with several responsibilities including preparing accounts, annual returns, drafting the company's resolution, handling e-stamping for share transfer, issuing invoices and managing client phone calls.

This internship gave me the opportunity to implement the knowledge gained in the university for real-world corporate works. More importantly, I developed major soft skills such as time management, multitasking and professional communication. I was also invited to participate in an Annual General Meeting (AGM) for Bagus Berhad, one of the company's clients, which provided me with practical insight into corporate administration and compliance processes.

This report not only presents my reflections on training, but also a SWOT analysis of the company, key comments and many recommendations for operating improvement. Overall, this internship has helped me prepare for future professional challenges and contributed significantly to both my technological development and personal development.

Acknowledgment

I would like to express my heartfelt gratitude to all staff members in Multee Diversified Sdn. Bhd. for their continuous support, patience and wish to share their expertise with me during my internships period. The work atmosphere was welcome and favorable to learn, making it easy for me to adapt and contribute meaningfully.

A special note of appreciation goes to my supervisor in the company who trusted me with important tasks and offered creative responses that helped me improve. I would also like to thank my university lecturers and academic supervisors for an opportunity to start this internship, and thanks for their guidance and encouragement throughout the process.

This experience has played an important role in shaping my understanding of the working world and equipping me with the confidence and skill necessary to flourish in my future career.

TABLE OF CONTENTS

Acknowledgment	4
1.0 Student's Profile	6
2. 0 Company Profile	7
2.1 Company's Name.....	7
2.2 Company's Logo.....	7
2.3 Location of Multee Diversified Sdn. Bhd.....	7
2.4 Operation Hours.....	8
2.5 Vision, Mission and Objectives	8
2.6 Background of Establishment	9
2.7 Organizational Structure	10
2.8 Services Offered.....	11
3.0 Training Reflection	12
3.1 Duration	12
3.2 Specific Department.....	12
3.3 Roles and Responsibilities	13
3.4 Benefits Received	15
4.0 SWOT Analysis	16
4.1 Strength.....	16
4.2 Weaknesses	17
4.3 Opportunities.....	18
4.4 Threats.....	19
4.5 Strength & Opportunity Pairing.....	20
4.6 Strength & Threat Pairing.....	21
4.7 Weakness & Opportunity Pairing	21
4.8 Weakness & Threat Pairing	22
5.0 Discussion and Recommendation	23
6.0 Conclusion	24
References	25
Appendices	26