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UNIVERSITI
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dan Perniagaan



INDUSTRIAL TRAINING REPORT MGT 666

SYARIKAT ONG SDN BHD

(03/03/2025-15/08/2025)

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EXECUTIVE SUMMARY

During my six-month internship at Syarikat Ong Sdn Bhd, a well-established Malaysian firm founded in 1974, I was given the opportunity to explore and understand the operations of a professional services company specializing in corporate secretarial, tax consultancy, and business advisory. The company also operates alongside its group companies, GBS Services Tax Sdn Bhd, which focuses on tax, accounting, and bookkeeping services, and Ong Corporate Advisory Sdn Bhd, which provides consultancy and training services, including e-invoice workshops. These experiences helped me understand the broad scope of services offered and the company's role in supporting SMEs across various industries.

At the beginning of my internship, I was involved in developing the company profile, which included preparing content for its vision, mission, objectives, background, organizational structure, and list of services. This task helped me understand how companies communicate their identity and values to clients. I was later placed in the Finance Department, where I performed tasks such as receiving payments, conducting bank reconciliations, issuing invoices, handling credit notes, and supporting the month-end closing process. These responsibilities allowed me to strengthen my technical skills using software like AutoCount and Excel, while also improving my attention to detail and accuracy.

As part of my training, I also conducted a SWOT analysis to assess the company's strengths, weaknesses, opportunities, and threats. This task enhanced my ability to evaluate business performance, understand internal challenges, and recognize potential growth areas. It also helped improve my critical thinking and communication, especially when presenting the findings to my supervisors.

Overall, this internship provided a strong foundation for my future career. It improved my technical knowledge, including accounting processes and tax-related work, and developed essential soft skills such as time management, teamwork, and communication. The experience gave me a clearer understanding of the financial work environment and prepared me for future professional challenges in the industry.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Syarikat Ong Sdn Bhd for giving me the opportunity to undergo my six-month industrial training and for the valuable exposure to a real working environment. This internship has provided me with meaningful insights and practical experience that have greatly contributed to my personal and professional growth.

My sincere appreciation goes to my supervisor and all the staff in the Finance Department for their continuous guidance, support, and willingness to share their knowledge throughout my time at the company. Their patience and mentorship played a significant role in helping me adapt and perform my tasks effectively.

I would also like to extend my thanks to my faculty advisor and lecturers for their consistent encouragement and academic supervision, which kept me focused and on track during this journey.

A heartfelt thank you to my colleagues and friends for their motivation, collaboration, and assistance, especially during challenging times.

Lastly, I am truly grateful to my family for their unwavering support, understanding, and encouragement throughout the entire training period. Their belief in me has been a constant source of strength and inspiration.

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