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INDUSTRIAL TRAINING REPORT AT SOLAR GAS SDN BHD.

3 March – 15 August 2025



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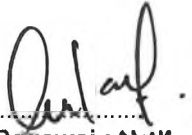
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EXCECUTIVE SUMARRY

This report summarizes my six-month industrial training at Solar Gas Sdn Bhd, conducted from 3rd March 2025 to 15th August 2025. I was assigned to the Administration Department at the Johor Bahru branch. Solar Gas is a leading LPG supplier in Malaysia, with operations spanning residential, commercial, and industrial sectors. The company's long-standing reputation and strategic branch locations have allowed it to remain competitive in the energy market.

Throughout the internship, I was involved in various administrative tasks such as handling invoices and delivery orders, processing dealer payments, responding to phone inquiries, scanning and filing documents, and data entry using Microsoft Excel. These experiences allowed me to gain practical skills in office operations, customer handling, and teamwork.

A SWOT analysis was conducted to assess the company's performance. Solar Gas's strengths include its established reputation and strategic branch network, while weaknesses such as limited online presence and high operating costs were noted. Opportunities lie in renewable energy integration and digital transformation, while threats include regulatory compliance and increasing competition.

The internship has significantly contributed to my personal and professional development, particularly in communication, administrative skills, and adaptability in a real work environment. Recommendations provided in this report aim to help Solar Gas enhance its digital capabilities, improve cost efficiency, and explore innovative energy solutions for long-term sustainability.

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Most of all, I wish to express my appreciation to all the faculty and staff at the branch office in Solar Gas Johor Bahru, particularly those in the Administration Department. Everyone was so warm and willing to help that I found it easy to learn from them. Their instruction not only helped me adjust to the workplace, but also showed me important aspects of professionalism, teamwork, and responsibility.

A special thank you to Solar Gas Sdn Bhd for providing me with the opportunity to undergo my industrial training in such a dynamic and professional setting. I am also thankful to Universiti Teknologi MARA (UiTM) for organizing this internship program, which has allowed me to gain real-world experience and apply the knowledge I have learned throughout my studies.

Last but not least, I am truly grateful to my parents and family for their unwavering love, prayers, and endless support throughout this journey. I would also like to thank my friends and classmates, who constantly motivated me and stood by me during this internship period.

This journey has been filled with challenges, learning, and growth. I am deeply thankful to everyone who has played a part in this experience

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