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TEKNOLOGI
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UNIVERSITI TEKNOLOGI MARA (UiTM)

CAMPUS BANDARAYA MELAKA, MELAKA

BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE

(BA242)

**INDUSTRIAL TRAINING REPORT AT
MALAYSIAN PALM OIL BOARD (MPOB)**

MGT 666

(3rd MARCH 2025 – 15th AUGUST 2025)

GROUP: BA2426E

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EXECUTIVE SUMMARY

This internship report is a detailed account of my field experience as a prerequisite for the MGT666 Industrial Training course. I was fortunate to have carried out my internship at the Malaysian Palm Oil Board (MPOB) in the Asset Management Unit. I spent about six months there. The purpose of the internship was to acquire real work experience, build professional competencies, and transfer what I have learned in school to a real working situation.

Throughout my internship, most of my responsibilities involved entering, verifying and checking asset data using MPOB's asset management system. This included checking for accuracy of data, physical verification of assets, filling in registration and inspection forms, and helping in tagging and disposal of assets. I was also able to join a number of field trips and inspections to MPOB branches and storehouses, including Wisma Sawit Kelana Jaya, Wisma Olefiera, and MPOB UKM Bangi. These outings taught me how to move assets, calculate insurance, and implement MPOB's asset policies in practice.

One of the most fascinating aspects of this internship was discovering how government agencies maintain their property in a manner that is both well-organized and within strict internal regulations. I discovered how being self-reliant, more attentive to detail, and capable of communicating with co-workers in other departments in a comprehensible fashion was vital. I also observed how crucial it was for all people to cooperate, be accountable, and adhere to the organization's rules in an effort to conduct impeccable operations.

Overall, this internship has been a great learning experience. It has helped me improve my technical and soft skills and prepare for future challenges in the working world. This internship has helped me grow both personally and professionally by giving me new skills and experiences.

ACKNOWLEDGEMENT

First and foremost, I want to sincerely thank Allah SWT for giving me the courage, endurance, and chance to finish this internship report and my industrial training, which is a requirement for MGT666 Industrial Training.

I would also like to extend my heartfelt appreciation to the Malaysian Palm Oil Board (MPOB), especially the Asset Management Unit for giving me the invaluable opportunity to undergo my internship at such a highly respected government organization. The experience has been immensely beneficial in broadening my understanding of real-world administrative operations and asset management practices. I am sincerely thankful to my supervisor, Dr. Ngau Duo Seng and all MPOB staff for their continuous guidance, support and willingness to share their knowledge throughout my training period.

My deepest thanks also go to my internship coordinator, [Insert Lecturer's Name], and the faculty members of the Faculty of Business and Management, Universiti Teknologi MARA (UiTM) for their consistent encouragement and helpful feedback, which helped guide me in completing this report. I would not have come this far without the unwavering support of my parents, family and friends. Their motivation and encouragement throughout my academic journey and internship experience mean the world to me.

Last but not least, I am also thankful to my fellow interns and colleagues who shared the same learning path. Their friendship and collaboration made the internship experience more enjoyable and memorable. Thank you to everyone who has played a role, directly or indirectly, in making my internship experience truly meaningful.

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