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KAMPUS BANDARAYA MELAKA

FACULTY OF BUSINESS ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE

MGT666 – INDUSTRIAL TRAINING



TOPIC:
INDUSTRIAL TRAINING REPORT
EXEN INTERNATIONAL SDN. BHD.

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EXECUTIVE SUMMARY

This report outlines of what I learned during my six-month internship (March 3rd to August 15th, 2025) in the Corporate Finance, Admin, and Talent Sourcing Department of Exen International Sdn. Bhd., where I assisted in operations from automating data entry process, designing dashboard to track target receivables and invoicing statistics, making payments, pursuing unpaid invoices from clients, and generating invoices through the Biztrak system. The internship experience revealed strengths and weaknesses in Exen's financial operations, strengths being excellent leadership and excellent internal communication but weaknesses being too few employees working in the Kuala Lumpur headquarters' finance department and having coordination problems between the Kuala Lumpur and Kerteh, Terengganu offices. Improvement areas had seen upskilling employees in e-invoicing practices to reform procedures and leveraging strategic business alliances for future growth prospects, while threats had been maintaining alignment with changing regulations and minimizing risks of foreign exchange fluctuations. Suggestions to solve these issues are expanding the finance department staff to ease the current load, centralizing financial functions under one roof to enable collaboration, conducting routine inter-office meetings on a weekly basis to enhance coordination, and actively applying regulatory changes to remain compliant. This internship experience emphasized the utmost importance of effective communication, accuracy in work product, effective time management, and cooperative teamwork for efficient financial operations.

ACKNOWLEDGEMENT

Most of all, I thank God Almighty for His endless favors as I fulfilled my task in this invaluable internship. With extreme appreciation, I thank Exen International Sdn. Bhd. for offering me this phenomenal opportunity in their esteemed organization. The experience acquired during this period has been immensely helpful in aiding my working ability and knowledge of the corporates complex finance industry. The company's uncompromising commitment to providing a richly enriching and beneficially affecting learning experience via her mentoring and tasking responsibilities will always be profoundly valued and cherished.

Furthermore, it is a sincere gratitude for having the chance to undertake an internship within Exen International Sdn. Bhd. My warmest thanks also extend to Mrs. Nabilatun Najwa binti Othman, as she welcomed me in the company and provided her insights. Being the Executive of Corporate Finance Planning and Strategy, her extensive knowledge, kindness, and unwavering encouragement were crucial in assisting me to meet the program requisites. Her discerning guidance were critical for my professional transformation and growth.

I would also like to sincerely give thanks to the complete Exen International Company team. Their collaboration and readiness to help provided a beneficial working atmosphere where ideas and skills were freely exchanged from peers to supervisors and I was able to gain new insights from my colleagues as well as from the management. Their insights and experiences were extremely helpful.

Moreover, I appreciate the invaluable guidance of my university supervisor Madam Maymunah binti Ismail. I appreciate her guidance and support during the entire internship period. Her dedication towards my well-being is greatly appreciated.

In the end, to my family, my deepest appreciation for their trust and enduring support and patience. The support they provided allowed this great experience to be possible. Because of their kindness, another milestone has been achieved. I am deeply appreciative of how I was able to take full advantage of this opportunity to broaden my skills and perspectives thanks to this.

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