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Kampus Bandaraya Melaka



FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) INTERNATIONAL BUSINESS

**MGT666
INDUSTRIAL TRAINING REPORT**

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EXECUTIVE SUMMARY

From March 3rd to August 15th, 2025, I did a six-month internship at Perbadanan Kemajuan Negeri Pahang (PKNP). It was an amazing opportunity to get firsthand experience in a professional government-related setting. This internship was part of the academic requirements I had to do for my degree at Universiti Teknologi MARA (UiTM), Kampus Bandaraya Melaka. The primary objective of the internship was to help me apply what I acquired in university with the real-world business practices that consists of actual administrative, financial and operational responsibilities in a corporate environment.

I was assigned to the Unit Pemantauan Perniagaan (UPP), which is responsible for the oversight of the financial and operational performance of PKNP's subsidiaries. My involvement in this unit has given me a comprehensive understanding of internal reporting procedures, investment analysis and business monitoring process. I was actively involved in the revision of monthly financial performance reports for a variety of government-linked companies (GLC), including PKNP Agro Tech, PKNP Mineral, Rumpun Timur Sdn Bhd and RT Development and Engineering. These assignments enabled to enhance my proficiency in Microsoft Excel, particularly in the areas of financial data management and the generation of performances summaries.

I was also responsible for the drafting of official documents, such as memos, letters and minutes of meetings. I assisted in the preparation of draft minutes for internal investment committee meetings (Jawatan Kuasa Pelaburan) and contributed to the documentation of initiatives, including the Wenchang Space City working visit. I was also entrusted with the responsibility of managing confidential documents, including invoices, land tax reports and grant allocations. These responsibilities facilitated the development of my professionalism in communication, document management skills and attention to details.

In general, my internship at PKNP, has been a great learning experience as it is not only enhanced my technical and communication abilities but also provided me with a comprehensive of the management and oversight of investment arm within a state government agency. My confidence, professionalism and career aspirations were significantly influenced by the experience, especially in the areas of corporate governance, administrative management and public sector investment. I am confident that the practical knowledge and skills I have gained will provide a solid foundation for my future journey.

1.0 ACKNOWLEDGEMENT

First of all, I want to thank Allah SWT from the bottom of my heart for giving me the strength, patience and determination to finish my six-month internship at Perbadanan Kemajuan Negeri Pahang (PKNP).

I want to thank my internship advisor, Madam Maisarah Ishak, from Universiti Teknologi MARA (UiTM), Kampus Jengka for all the help, support and good advice she gave me throughout my time there. Her assistance was really important in keeping me focused and determined to finish this journey.

I also want to thank my on-site supervisor at PKNP, which is Puan Hafifazlin binti Mohd Kenali for trusting me, guiding me and being a mentor when I was at the Unit Pemantauan Perniagaan. Her expert advice and helpful criticism have helped me grow both personally and professionally.

Not only that, I also want to thank my colleagues at PKNP, Encik Ridhwan, Puan Norashikin, Puan Norhidayah and Puan Aina for their help and generosity. Their desire to share their knowledge, patience and willingness to work together made my internship both fun and educational.

Lastly, I want to thank everyone at PKNP who helped me learn in some manner. This internship has been a great opportunity to get ready for the real world and I will always remember the things I learnt and the people I met.

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