



UNIVERSITI
TEKNOLOGI
MARA

KPJ
Seremban
Specialist Hospital

INDUSTRIAL TRAINING REPORT



**AT KPJ SEREMBAN
SPECIALIST HOSPITAL**

NAME : NUR SYAFIKAH BINTI AN'NAS

STUDENT ID : 2023149925

PROGRAM: BANCHELOR OF BUSINESS

ADMINISTRATION (HONS) FINANCE (BA242)

ADVISOR NAME: PN. HAZALINDA HARUN

SURAT KEBENARAN

Tarikh : 13 AUGUST 2025
.....

Kepada :

Penyelaras Latihan Praktikal
Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

Maklumbalas (l)



Setuju



Tidak Bersetuju

Tuan/Puan

KEBENARAN UNTUK MEMUAT NAIK HASIL LAPORAN PELAJAR LATIHAN INDUSTRI SEBAGAI “PUBLIC ACCESS” DI REPOSITORY UTM

1. Merujuk perkara di atas, pihak organisasi bersetuju / tidak bersetuju pihak universiti memuat naik hasil laporan pelajar latihan industri sebagai “public access” di repository UiTM.

Nama Pelajar	NUR SYAFIKAH BINTI AN'NAS		
No. Matriks	2023149925	Nama Program	BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE (BA242)
Tajuk Laporan	INDUSTRIAL TRAINING AT KPJ SEREMBAN	Nama Syarikat	KPJ SEREMBAN SPECIALIST HOSPITAL

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar

.....
Nama Pegawai : NORHAFIZAH BINTI HANAFI
Jawatan : FINANCE MANAGER
No. Tel. : 019 - 7683717
No. Faks :

Cop jabatan/organisasi:

NORHAFIZAH HANAFI
FINANCE MANAGER
KPJ SEREMBAN SPECIALIST HOSPITAL

EXECUTIVE SUMMARY

This report aims to outline the objectives of the internship session for students at the university. It also aims to find out the important activities and learnings from the industrial training carried out by me at KPJ Seremban Specialist Hospital in the Finance Department during the period from 3 March 2025 to 15 August 2025. The main goal of this industrial training is to gain more detailed experience related to the finance course.

During my internship at KPJ Seremban, I was involved in various tasks including checking daily bill totals, printing documents, filling systems, allocating bills, completing the annual report for HQ and sorting documents. This exposure allowed me to apply theoretical knowledge from my academic studies to the more real working world professionally.

Overall, this internship has been an invaluable learning experience for my future. It also gave me an insight into the work I will be doing in the financial sector.

ACKNOWLEDGEMENT

I would like to express my gratitude to all parties who have contributed and been involved in preparing this internship report. First of all, I would like to thank my lecturer who stands as my advisor, namely PN. Hazalinda Harun for her unwavering support, guidance, and assistance throughout my time under her supervision. Her expertise is very important in producing a complete and professional report about the internship session at KPJ Seremban Specialist Hospital.

Apart from that, I would also like to express my appreciation to the entire team at KPJ Seremban Specialist Hospital for their cooperation in providing valuable guidance and experience for my future. They also gave me the opportunity to be part of their more dynamic and positive work environment. The experience I gained will be used for my future employment. This also improved my skills and expanded my understanding of the health industry in more detail.

Last but not least, I would like to thank my parents and family members who have given me a lot of support in preparing a quality report. They have also been a source of strength for me physically and mentally. Being sufficiently complete also made it easier for me to complete the report on time.

Table of Contents

Acknowledgement	01
Updating Resume	2-3
Company's Profile	4-9
Training's Reflection	10-11
SWOT Analysis	12
Discussion and Recommendation	13-33
Conclusions	35
References	36
Appendices	37-42

