



UNIVERSITI
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GROUP

INDUSTRIAL TRAINING REPORT

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EXECUTIVE SUMMARY



This report describes the summary of the industrial training experience at PCA Group Sdn Bhd, a successful multinational company that provides signage and industrial engineering solutions. The report includes the company's background which contains the vision and mission, organizational chart, as well as the wide range of products and services. PCA Group has a strong global presence with over 16 international offices and serves clients in more than 105 countries. It is recognized for delivering high quality products and has received various awards including the Asian Export Awards 2020 in Signage Category. A SWOT analysis is also included to highlight the company's current strengths, weaknesses, opportunities and threats in the industry. There are several recommendations to help the company improve their operations.

Other than that, the report also explains about my role as a Sales Administration intern in the Operation Department. During my internship, I was responsible for preparing project reports, generating sales orders, arranging delivery and preparing quotations. These tasks helped me to develop important soft skills such as communication, time management and attention to detail. Moreover, I gained technical and computer skills in Microsoft Power Point, Microsoft Excel and the Global Shop Solution (GSS) system. To conclude, this internship was a valuable learning experience that helped me gain practical knowledge and prepared me for future career challenges in a professional working environment.

ACKNOWLEDGEMENT

First of all, praise and thanks to God because with His abundant grace throughout the project I am able to complete this project successfully given by my lecturer.

I would like to express my sincere gratitude to PCA Group Sdn Bhd for providing me with the opportunity to complete my internship and gain valuable practical experience. A special thank you to my supervisor, Mr Ridzuan Bin Abdul Kadir, for his continuous support and guidance throughout my internship journey. I am also thankful to my colleagues and team members at Operation Department for creating a welcoming and collaborative work environment.

I want to convey my sincere gratitude to my advisor, Madam Nurul Azlinda Binti Chek Talib for giving helpful advice for this project. She assisted me in completing this assignment and provided me with a decent guideline for this report until I managed to finish the tasks without any problems.

Lastly, a million thanks to everyone that helps me, our family and friends, throughout the process of completing this assignment. Without the help of anyone, I might not be able to complete the task in the given time. Thank you so much.



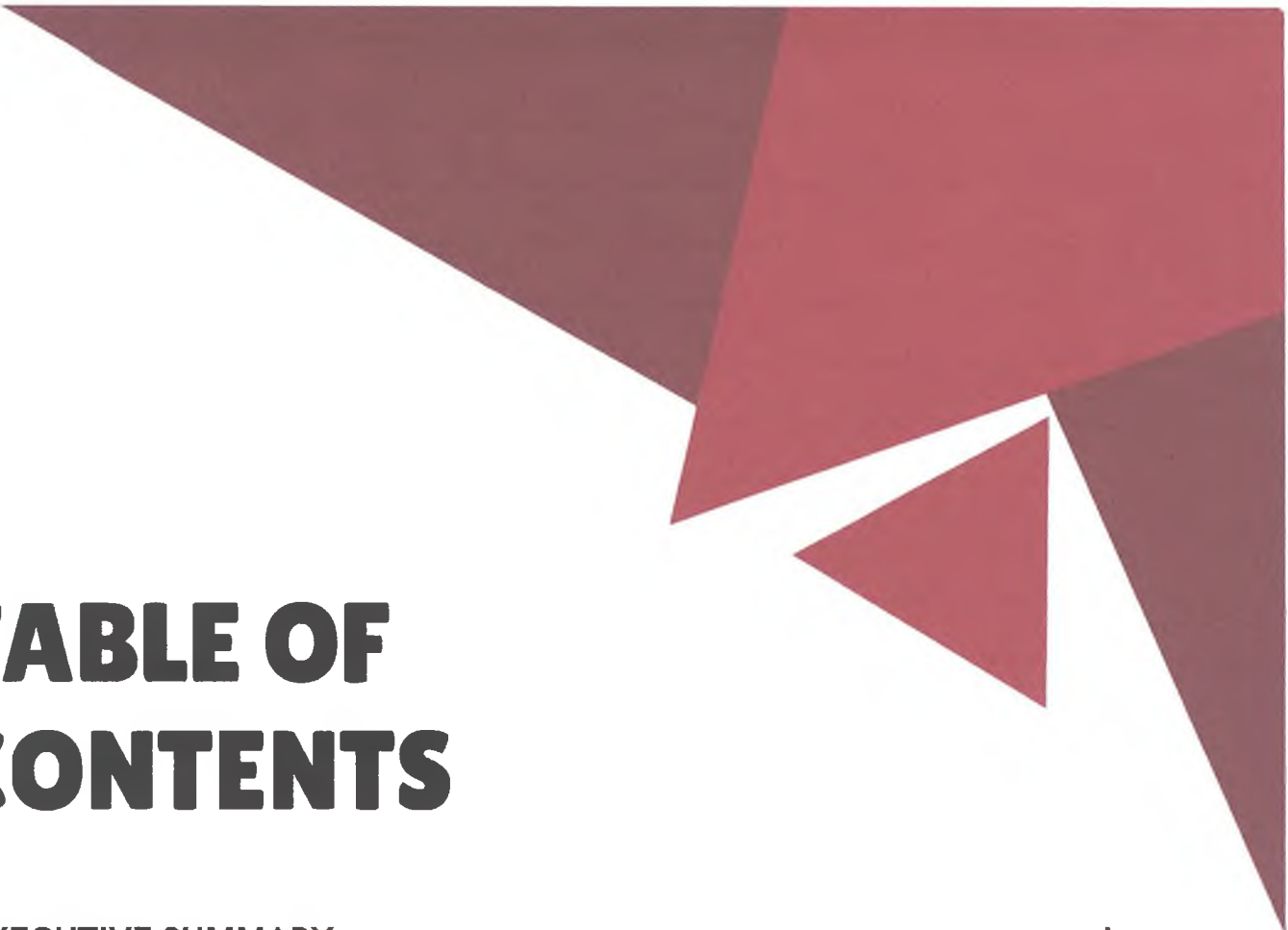


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