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UNIVERSITI
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MARA

UNIVERSITI TEKNOLOGI MARA
KAMPUS BANDARAYA MELAKA

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

INDUSTRIAL TRAINING REPORT



AT MNZWAJA PLT
3 MARCH 2025 – 15 AUGUST 2025

SUBMITTED TO:
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Yang Benar

Nama Pegawai : SYASYA RINNA SAPIAN

Jawatan : ACCOUNT MANAGER

No. Tel. :

No. Faks :



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1.0 EXECUTIVE SUMMARY

This report documents my industrial training experience at **MNZWAJA PLT**, an established accounting firm located in Melaka. The training was conducted over a 24-week period, from **3 March 2025 to 15 August 2025**, as part of the requirements for the **Bachelor of Business Administration (Hons.) Finance** program at **Universiti Teknologi MARA**.

During the internship, I was placed in the **Accounting Department** where I gained practical exposure to various accounting tasks such as preparing payment vouchers, updating ledgers, organizing financial records, and using the **UBS accounting system**. These tasks provided hands-on experience that complemented the theoretical knowledge I gained in university.

The report includes a comprehensive **SWOT analysis** of MNZWAJA PLT, highlighting the firm's strengths in experienced staff and organized workflow, along with weaknesses such as limited support staff and insufficient intern supervision. Opportunities for digital transformation and intern empowerment were explored, as well as threats like manual data entry errors and evolving government regulations.

Furthermore, several **recommendations** were proposed to enhance the company's operations, such as improving training for staff and interns, increasing automation, hiring support personnel, and staying updated on regulatory changes. These suggestions are supported by recent industry sources and best practices.

In summary, this internship allowed me to develop critical skills, gain real-world insight into the accounting industry, and better understand the responsibilities and challenges of a professional workplace. It was a valuable and eye-opening experience that contributed greatly to my academic and career development.

3.0 ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me the strength, patience, and perseverance to complete my industrial training successfully. This internship would not have been possible without the support and guidance of many individuals and parties.

I wish to extend my heartfelt appreciation to my supervisor at MNZWAJA PLT, Puan Syasya Rinna, for her continuous support, encouragement, and trust throughout my 24-week training. Her patience in guiding me, as well as her willingness to share knowledge and experiences, played a significant role in helping me adapt and grow in a professional setting.

My deepest gratitude also extends to all the personnel working in MNZWAJA PLT, Melaka Branch, for providing such an inviting and supportive work context. Their willingness to collaborate and help not just enriched my learning experience but also made me feel part of the team.

To Dr. Mohd Farizan Hassan, Universiti Teknologi MARA industrial training advisor, I appreciate the worthwhile guidance and comments during the period. Your input enabled me to review myself professionally and see the report through to smooth completion.

Lastly, I am incredibly thankful to my family and friends for their endless support, encouragement, and understanding during this period. This journey has been a meaningful milestone in my academic and personal growth, and I am truly grateful for every experience and lesson gained.

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