



اَوْنُوْزِ سِيْتِيْ بِاَتِيْكَوْ لُوْ كِيْ مَارَا  
UNIVERSITI  
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**FACULTY OF BUSINESS ADMINISTRATION**

**BACHELOR OF BUSINESS ADMINISTRATION (HONS.) INTERNATIONAL BUSINESS**

**INDUSTRIAL REPORT (MGT666)**

**DATA SOLUTIONS SDN BHD**

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Lastly, I am truly thankful to my family and friends for their ongoing support, patience, and belief in me. Their encouragement gave me the strength to complete this report successfully. I am grateful for every contribution that helped me reach this important milestone.

## EXECUTIVE SUMMARY

This industrial training report explains in detail the full internship experience at Data Solutions Sdn Bhd, a well-known software development company that focuses on creating customized software and business solutions. The report begins with an overview of the company, including its main services, its structured organization, and its two key subsidiaries which are The Legal Review Sdn Bhd and The Digital Library Sdn Bhd. These two subsidiaries play important roles in supporting the overall business operations. This introduction helps provide a clear understanding before discussing the practical side of the internship.

During my internship, I was placed in the finance department where I was able to learn and experience many important tasks. My duties included handling administrative work such as organizing correspondence and company documents, processing customer purchase orders, and maintaining financial records. I also took part in accounting activities like creating sales invoices, managing petty cash, and handling claims from different departments. A major part of my job also involved making sure the company followed all financial laws and regulations, which showed me how important it is to follow legal and financial rules in any business setting.

Overall, this internship was a very meaningful and eye-opening learning experience. It helped me understand how the full order-to-cash process works in a real company. I improved my skills in organizing work, solving problems, and managing financial data accurately. Even though I faced some early challenges, such as getting used to the fast pace of the finance department and the need for perfect accuracy in handling financial data, this experience helped me grow professionally. It has fully prepared me for the challenges and responsibilities I will face in my future career in finance.

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