



اُنِيْوَرْسِيْٓتِيْ تِيْكَنُوْلُوْجِيْ مَآرَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE

MGT666

INDUSTRIAL TRAINING REPORT

COMPANY:

SWIFT HAULAGE BERHAD



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EXECUTIVE SUMMARY

I was placed under the Accounts and Finance Department for my internship at Swift Haulage Berhad. The principal responsibilities of this department included the processing of invoices, billings, and accounts receivable, and the management of documents. I was also responsible for verifying the billing details, confirming that the data were correct, and organizing the financial documents for filing and record purposes. My work with these assignments provided me with the capacity to make a direct contribution to accounting's day-to-day operations and maintain appropriate financial records. All of my organisational skills, attention to detail, and efficiency in the use of accounting software were further enhanced as a result of this internship, which introduced me to more of what occurs in the financial side of the logistics industry.

ACKNOWLEDGEMENT

First and foremost, I would like to thank Swift Haulage Berhad for giving me the invaluable chance to finish my six-month internship with their prestigious company. It has been an amazing journey of education, career advancement, and personal growth.

I want to express my sincere gratitude to Puan Dayang Heldah, my supervisor at Swift Haulage Berhad, for her unwavering support, direction, and helpful criticism during the internship. My knowledge of the logistics and haulage sector has improved greatly as a result of her mentoring.

I would like to express my gratitude to my colleagues for accepting me into the team and for so kindly sharing their expertise and experiences. Their assistance and support were crucial in ensuring that my internship was both fruitful and comfortable.

I would especially like to express my gratitude to Dr Norashikin Binti Adam, my academic adviser, for her constant support, guidance, and inspiration during my internship. I have been able to maintain my focus and alignment with my learning objectives thanks to her academic mentoring. Finally, I want to express my gratitude to my family for their unwavering encouragement, love, and tolerance throughout this time. My strength has come from their faith in me. I appreciate everyone's participation in this significant phase of my academic and professional development.

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