



وَيْبُورِ سَيِّدِي تَيْكُونُ لَوْ كُنِي مُبَارَا
UNIVERSITI
TEKNOLOGI
MARA



**FACULTY OF BUSINESS AND MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UITM)
MALACCA CITY CAMPUS**

**BACHELOR OF OFFICE SYSTEMS
MANAGEMENT (HONS.) - BA232**

**MGT 666 - INDUSTRIAL TRAINING REPORT AT
DAIKIN ELECTRONIC DEVICES MALAYSIA SDN.
BHD. 199001017719 (209388-K)**

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EXECUTIVE SUMMARY

During my enriching and insightful 6-months training at Daikin Electronic Devices Sdn Bhd in the Finance Department, one of my main tasks was completing this internship report. This report describes my internship experience at Daikin Electronic Devices Sdn Bhd, outlines the student's profile, company profile, training reflection, SWOT analysis, discussion, recommendations, and conclusions. At Daikin Electronic Devices Sdn Bhd, I learned about financial management and operations. Through my internship experience, I was able to conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the organization. This wonderful experience provided me with valuable insights into the internal and external factors influencing the financial operations of Daikin Electronic Devices Sdn Bhd. Despite its 24 weeks duration, I thoroughly enjoyed the internship. I felt a great sense of gratitude and accomplishment upon completion of my industrial training. I gained a better understanding of the financial sector, which I aspire to be part of. The knowledge and skills I developed during my training will be very useful in my future career. Moreover, although I am studying Office System Management, I chose a slightly different path by interning as a Finance intern. I enjoyed learning new things that were new to me, and I truly enjoyed every part of it. I learned about a new area and gained valuable skills that I wouldn't have had without this opportunity.

1.0 ACKNOWLEDGMENT

In the name of Allah, the Most Gracious, the Most Merciful.

Alhamdulillah, I am very grateful to Allah SWT for giving me the strength, patience, and good health to successfully complete my industrial training and this report. Only with His guidance and blessings could I overcome the challenges and learn along the way.

I would like to express my deepest gratitude to Daikin Electronic Devices Malaysia Sdn. Bhd. for the invaluable opportunity to undergo my training in a stable and professional environment. I am very grateful to the entire Finance Department team for their continuous support, patience, and willingness to share knowledge. My deepest gratitude goes to Mr. Sukjit Singh S/O Prittam Singh, Financial Controller of Finance department, for his guidance and supervision, as well as to all team members including Mrs. Siti Aizurina Zainal, Mr. Muhammad Fikrey Yusof, Mrs. Nur Aqilah Sajali, Mrs. Noor Aziah Ishak, Mrs. Norhuda Said, Mrs. Premala Devi, Ms.Bella, Mrs Nisa and Mr. Muhammad Firdaus Mohammed Rosli. Each of you has contributed to my learning experience in ways that I will always cherish, enjoy and be grateful for.

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Finally, I would like to express my deepest gratitude to my beloved family, classmates, friends, all DEDM employees and all the lecturers who have supported and motivated me throughout my studies and training. Your moral support, prayers, and encouragement have played a vital role in helping me stay determined and complete this important phase of my academic journey.

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