

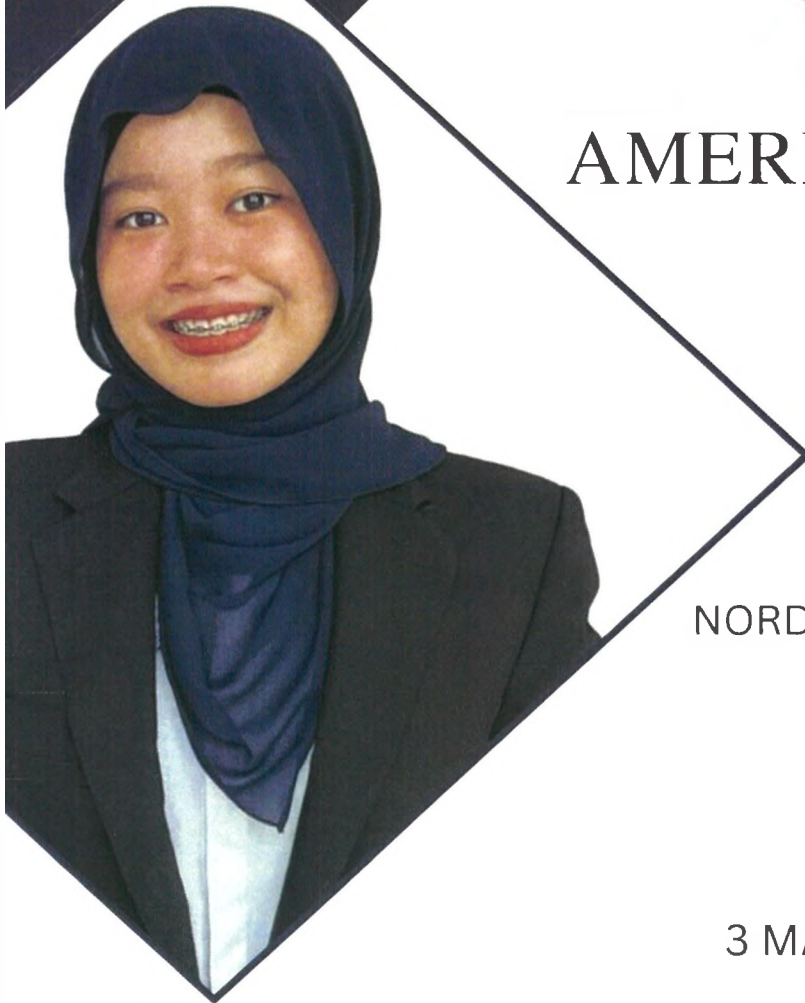


UNIVERSITI
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Cawangan Melaka
Kampus Bandaraya Melaka



AMERITS CORPORATE SDN BHD



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DATE :

3 MARCH 2025 - 15 AUGUST 2025



INDUSTRIAL TRAINING REPORT

SURAT KEBENARAN

Tarikh : 11.08.2025

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1.0 EXECUTIVE SUMMARY



Figure 1.1: Administrative and Receptionist Team

This report presents a comprehensive reflection on my six-month internship experience at **Amerits Corporate Sdn. Bhd.**, where I served as a **Corporate Secretarial Trainee** under the **Administrative Department** from **3 March 2025 to 15 August 2025**. The internship was part of my industrial training requirement and provided me with valuable exposure to corporate secretarial practices and administrative operations within a professional services environment.

Throughout the training, I was actively involved in supporting both the admin and company secretarial (COSES) teams. My tasks included preparing statutory documents, updating company registers, handling client records, attending to phone calls at the reception, and occasionally using Mandarin to assist Chinese-speaking clients. I also participated in internal events such as a Hari Raya celebration and took part in the company's CSR activities, gaining insights into teamwork, event coordination, and community engagement.

The report includes an overview of the company's background, core services, and organizational structure, followed by a personal reflection on the experiences gained, skills developed, and challenges faced. A detailed SWOT analysis is also provided to evaluate Amerits' internal and external environment. Based on this analysis, strategic recommendations were proposed, inspired by practices from leading firms such as PwC, TMF, Tricor, and 3E Accounting.

In conclusion, the internship has not only enhanced my technical and interpersonal skills but also deepened my interest in corporate governance and compliance. This experience has laid a strong foundation for my future career aspirations in the field of corporate administration and secretarial services.

ACKNOWLEDGEMENT

First and foremost, I would like to express my sincere gratitude to Allah Swt for granting me the strength, health, and patience to successfully complete my industry training.

I would like to extend my heartfelt appreciation to Amerits Corporate Sdn Bhd for giving me the valuable opportunity to undergo my internship for a duration of 24 weeks, from 3 March 2025 to 15 August 2025 at their office located in D-09-02, Level 9, Exsim Tower, Milerz Square @ Old Klang Road, Megan Legasi, No.357, Jalan Kelang Lama, 58000, Kuala Lumpur Malaysia. It has been a great privilege to serve as a Corporate Secretary Trainee under the Administrative Department, where I gained practical exposure and developed essential skills that will be useful in my future career.

My deepest thanks go to my supervisor, Puan Ashiqin Binti Bahtiar, for her continuous guidance, support, and encouragement throughout the training period. Her patience and willingness to share knowledge greatly contributed to my learning experience.

I would also like to express my sincere appreciation to my academic advisor, Dr Nurazree Bin Mahmud, for his role in reviewing my internship report and conducting online consultations. His feedback and advice were instrumental in helping me stay on track and complete the academic requirements of my internship.

Special thanks to all the staff members at Amerits Corporate who warmly welcomed me and provided a conducive learning environment. Last but not least, I would like to express my love and appreciation to my family and friends for their unwavering support and encouragement throughout this journey.

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