



UITM KAMPUS BANDARAYA MELAKA
BACHELOR OF INTERNATIONAL BUSINESS (HONS.)



INDUSTRIAL TRAINING REPORT AT ONE GASMATER
HOLDINGS BHD.

22ND SEPTEMBER 2025 – 06TH MARCH 2026

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EXECUTIVE SUMMARY

This industrial training report summarises my internship experience with One Gasmaster Holdings Berhad on 22 September 2025 to 6 March 2026. I was placed in the Administration Department under the Administration Assistance Manager as an Intern Admin Support (Practical Trainee). This industrial training will give the students an opportunity to be exposed to a real working environment and enable them to practice theoretical knowledge gained in business operations.

During the training, I worked on different administrative and operational activities, such as documentation management, invoicing assistance, logistics coordination, shipping, data entry, and customer communication. I also helped in coordination of the warehouse and general office administration to enable the daily running of the business.

The experience of this internship helped me to comprehend the administrative workflows better, to become a better communicator and organizer as well as to understand how to work independently and in the team. On the whole, the industrial training has been an excellent exposure to the professional administrative practice in an industrial service organization and has helped me a great deal in the growth, in both personal and professional capacities.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me the strength, patience, and guidance throughout the completion of my industrial training.

I would like to extend my sincere appreciation to One Gasmaster Holdings Berhad for providing me the opportunity to undergo my industrial training with the company. My heartfelt thanks go to my industrial supervisor and Head of Department, Ms. Suriani Binti Md Idris, for her continuous guidance, supervision, and support throughout my internship period.

I would also like to thank all staff and colleagues at One Gasmaster Holdings Berhad for their cooperation, assistance, and willingness to share knowledge and experience. Their support made my internship a meaningful and valuable learning journey. Lastly, I would like to express my gratitude to my academic supervisor, family, and friends for their encouragement and continuous support throughout the completion of this industrial training.

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