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FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS IN FINANCE (HONOURS)

MGT 667

INDUSTRIAL TRAINING REPORT



MELAKA FINANCE HOUSE BERHAD

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1.0 EXECUTIVE SUMMARY

This report summarizes my four-month internship at Melaka Finance House Berhad, located at Aras 13, Blok A, Graha Maju, 75300 Melaka. Melaka Finance House Berhad is a financial institution that provides financing services to the public. During my internship, I was placed under the supervision of Cik Nur Syahirah binti Othman and assigned to the Dana Hartanah Department.

This report is divided into several sections. The first part includes the cover page, executive summary, table of contents, and acknowledgement. The second section presents my resume, which highlights my personal details, education, and skills. The third section explains the company profile of Melaka Finance House Berhad, including its background, vision, mission, objectives, organizational structure, and services offered.

The fourth section describes my internship details such as the duration, working days and hours, job responsibilities, tasks assigned, and the benefits gained during the internship. The fifth section covers the SWOT analysis of Melaka Finance House Berhad and provides recommendations for improvement. The appendices include photos taken during my internship as supporting evidence.

Through this internship, I gained practical experience in the financial industry, especially in property financing under the Dana Hartanah Department. I also improved my skills in administration, teamwork, and communication. This internship experience has helped me better understand how a financial institution operates and will be useful for my future career in finance and related fields.

1.1 ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Melaka Finance House Berhad for providing me with the opportunity to undergo my internship training at the organization. This internship has given me valuable exposure and practical experience in the financial services industry.

I would like to convey my sincere appreciation to my industrial supervisor, Cik Nur Syahirah binti Othman, for her continuous guidance, supervision, and constructive feedback throughout my internship period in the Dana Hartanah Department. Her support and encouragement have greatly contributed to my learning and professional development.

I would also like to extend my appreciation to all the staff of Melaka Finance House Berhad for their cooperation, assistance, and support during my internship. Their willingness to share knowledge and experience made my internship journey meaningful and beneficial.

Furthermore, I would like to express my heartfelt thanks to my academic advisor, Dr. Azhana binti Othman, for her guidance, advice, and support throughout the completion of this internship report.

Lastly, I would like to thank my family and friends for their continuous encouragement, understanding, and moral support throughout my internship period and the preparation of this.

TABLE OF CONTENT

NO	CONTENT	PAGE
1.0	EXECUTIVE SUMMARY 1.1 ACKNOWLEDGEMENT	1
2.0	STUDENT'S PROFILE	3
3.0	COMPANY'S PROFILE 3.1 COMPANY'S NAME 3.2 LOCATION 3.3 THE HISTORY OF PUBLIC SERVICE DEPARTMENT 3.4 LOGO 3.5 VISION, MISSION, CORE VALUES, OBJECTIVES 3.6 ORGANIZATIONAL CHART 3.7 SERVICES OFFERED	4
4.0	TRAINING'S REFLECTION 4.1 ROLES AND RESPONSIBILITIES IN FINANCE DIVISION 4.2 BENEFIT AND EXPERIENCED GAINES	13
5.0	SWOT ANALYSIS	18
6.0	DISCUSSION AND RECOMMENDATION 6.1 STRENGTHS 6.2 WEAKNESSES 6.3 OPPORTUNITIES 6.4 THREATS	19
7.0	CONCLUSION	31
8.0	REFERENCES	32
9.0	APPENDICES	33