



INDUSTRIAL TRAINING REPORT

@ MAJLIS BANDARAYA MELAKA
BERSEJARAH (MBMB)

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EXECUTIVE SUMMARY

This internship report presents the overall experience, responsibilities, and key learnings gained throughout my industrial training at the Finance Department, Majlis Bandaraya Melaka Bersejarah (MBMB). The Finance Department consists of several key units such as administration, accounts, procurement, and budget. Each units playing an essential role in ensuring effective financial management and service delivery within the municipal council.

Throughout my internship, I was given exposure to multiple financial and administrative processes, including documentation management, procurement support, financial record handling, and departmental coordination. This experience allowed me to apply theoretical knowledge to real working situations while gaining a deeper understanding of public sector financial governance, compliance with government procedures, and the importance of accuracy in financial reporting.

In addition to detailing my daily tasks and learning experiences, this report also includes a SWOT analysis to evaluate the strengths, weaknesses, opportunities, and threats observed during my internship. The SWOT analysis provides a structured overview of the working environment, departmental operations, and factors that influenced my learning process throughout the internship.

Overall, this internship has significantly improved my administrative, analytical, and communication skills, while giving me valuable insights into the operational structure and financial responsibilities of a local government authority. The knowledge and experience gained at MBMB's Finance Department have contributed greatly to my personal growth and professional readiness.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me the opportunity and blessing me with a pleasant destiny that led to my placement in the Finance Department of Majlis Bandaraya Melaka Bersejarah (MBMB). Through this opportunity, I was able to grow and develop in a supportive and professional environment. I am also thankful for being blessed with good health, which enabled me to complete my practical training successfully and as planned.

Secondly, I would like to express my heartfelt appreciation to my beloved family, who have always been my greatest source of strength and motivation. Their continuous support, both financially and emotionally, as well as their constant encouragement, have helped me throughout this journey. May Allah always keep them under His care and blessings.

I would also like to extend my sincere appreciation to my industrial training supervisor, Puan Nadiatul Izma binti Mohd Hamdan, for her guidance, support, and valuable advice throughout the six months of my internship. Her supervision and encouragement greatly contributed to my learning experience.

In addition, I would like to express my sincere thanks to my academic advisor, Dr. Nor Shahrina Mohd Rafien, for her guidance, constructive feedback, and assistance in completing this report.

Last but not least, I would like to extend my gratitude to everyone who has contributed directly or indirectly to the successful completion of my industrial training. In particular, I am truly thankful to the entire team at the Finance Department for their cooperation, guidance, and for providing me with valuable work-related experience.

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