

UNIVERSITI TEKNOLOGI MARA

INTERNSHIP REPORT (MGT667)

PREPARED BY:

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INTERSHIP POSITION:

ASISSTANT MANAGER

UNIT OR COMPANY:

GO TRADEGLOBAL VENTURE SDN. BHD.

SUBMISSION DATE:

23 AUGUST 2026

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EXECUTIVE SUMMARY

In this report, I summarize my four months of internship, during which I had an important chance to gain knowledge about the professional work environment and apply theoretical knowledge gained university. While being on the internship, I performed a few administrative tasks like managing documents and data, keeping records, providing customer support services, and other office tasks. In addition to gaining practical experience, this allowed me to understand more deeply how things work in the professional world.

As part of my internship, I developed many skills, namely communication, teamwork, time management, problem solving, and adaptability. Close collaboration with manager and co-workers made me feel confident and helped me to be efficient and positive regarding my professional duties. All in all, my internship turned out to be very useful and gave me a lot of experience for further professional development in the future work environment.

1.0 ACKNOWLEDGEMENT

My first thing is to thank Go TradeGlobal Venture Sdn. Bhd. for the opportunity to pursue my four-month internship program. The organization served as a scalable sales and distribution firm for Hasdey Fucuk products, providing insight into the food distribution industry and day-to-day business operations. This internship has been a great learning experience as it helped me understand how it is to be able to actually work with all practical knowledge, professional skills and the very nature of working environment. It filled the gap between classroom and industry and everything I learnt is thanks to the opportunity and guidance provided by the company.

I would like to take this opportunity to express my deepest appreciation to my manager, Cik Izaity Hanum for her endless guidance, support and motivation from the beginning until the end of my internship. From supervising me to be patient with my work, sharing knowledge and experience, and helping whenever I faced a problem such attributes changed the journey of learning for good. My skills improved, I became confident in executing my responsibilities and I was introduced to the things expected of me at work. I truly appreciate her dedication and commitment to my development.

Special thanks to all Go TradeGlobal Venture Sdn. Bhd. gentleness, cooperation, and assistance. They made me feel welcomed and created a positive work environment, creating an internship that was not only fun but also fulfilling. They guided me and shared their experiences which allowed me to learn new skills quickly and adjust to the work environment.

Lastly, I would like to thank my advisor Madam Intan Liana, my lecturers, family and friends for their constant motivation, providing me with guidance and having faith in what I do during the time of my study and internship. This internship and report would have been impossible without their encouragement and support.

Table of Contents

EXECUTIVE SUMMARY 2
1.0 ACKNOWLEDGEMENT 3
2.0 STUDENT'S PROFILE 4
3.0 COMPANY'S PROFILE 5
3.1 Company Background 5
3.2 Vision, Mission, Objectives and Goals 6
3.3 Organizational Chart 7
3.4 Product or Services 9
4.0 TRAINING'S REFLECTION 10
4.1 Duration of Internship 10
4.2 Specific Department 11
4.3 Roles, Responsibilities, Tasks. 12
4.4 Benefits Received and Gained 14
5.0 SWOT ANALYSIS 16
6.0 DISCUSSION AND RECOMMENDATION 17
6.1 Strength 17
6.2 Weakness 18
6.3 Opportunity 19
6.4 Threat 20
7.0 REFLECTION 21
8.0 CONCLUSION 22
9.0 REFERNCES 23
10.0 APPENDICES 24