

**FACULTY OF BUSINESS AND MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE**

INDUSTRIAL TRAINING REPORT



JABATAN PERPADUAN NEGARA DAN INTEGRASI NASIONAL

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EXECUTIVE SUMMARY

The delightful are memories, the sweetest are intimacy and the aggrieved are separation. There are a lot of memories and experiences that I created during the six months of undergoing industrial training in the Jabatan Perpaduan Negara dan Integrasi Nasional. I am a bachelor of business administration in finance student from Universiti Teknologi Mara (UiTM) and underwent practical training at the end of the semester where it gave me experience and showed the real work situation. I was responsible for studying in the administration and operations department during the internship. Among the things I do is learning to manage the account statement transactions of each neighborhood in the Kulim and Bandar Baharu district as well as receiving complaints and any activities held to strengthen multi-racial relations. I also learned to manage disposal assets for unity kindergartens and neighborhoods by preparing documents and key data for new members for every month. After six months of my industrial training there, I was able to identify the SWOT analysis in the department where it resulted from the external and internal of the department. For this industry report, I made a research analysis where my title is Factors Affecting Company Profitability where I use secondary data collected using Data Stream and run the data using Stata for 10 listed companies with higher market capitalization in the transportation sector in Bursa Malaysia. There are several tests conducted which are Panel Specification Test and Diagnostic Test. At the end of this report, there are several recommendations where it can be used to improve the company's financial performance and their profitability. In short, profitability is the most important aspect to the company to determine their ability to survive in the long term and short term in business.

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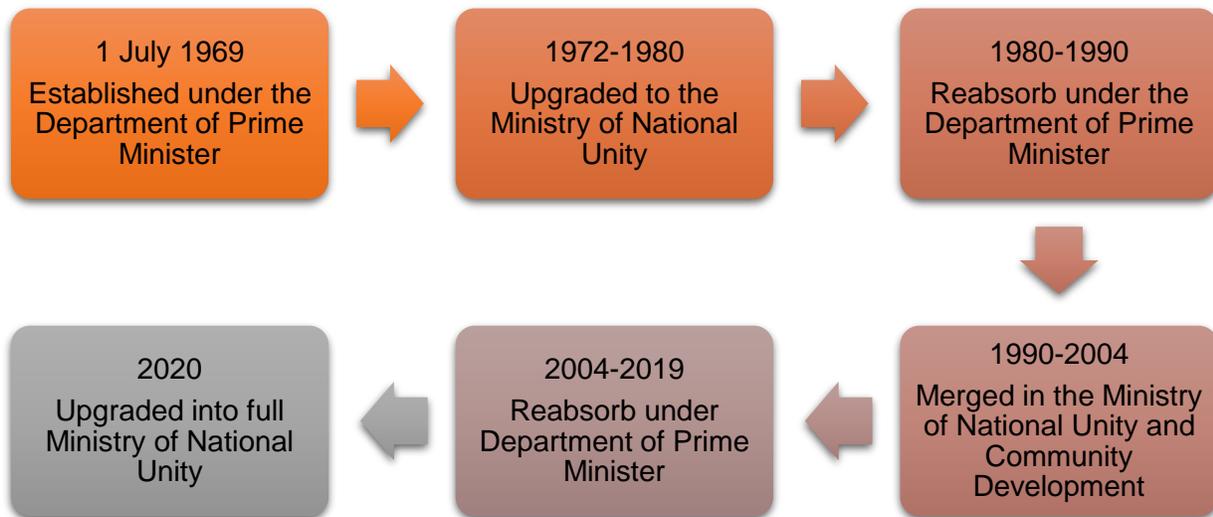
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PART 2: COMPANY'S PROFILE



Jabatan Perpaduan Negara dan Integrasi Nasional (JPNIN) Kulim/Bandar Baharu, Kedah

Figure 2: The background of the establishment of Jabatan Perpaduan Negara



Jabatan Perpaduan Negara dan Integrasi Nasional was established under the Department of Prime Minister in July 1969 after the events of racial riot on 13 May 1969 where this event made people realize the importance of harmony of all races in multi-racial country of Malaysia. In 1972, it has been upgraded to the Ministry of National Unity until 1980 and reabsorb again under the Department of Prime Minister until 1990. JPNIN merged again into the Ministry of National Unity and Community Development until 2004 and once again reabsorb into Ministry of National Unity in 2020 after political crisis in Malaysia.

2.1 VISION

The driver of National Unity Towards Common Prosperity by 2030.

2.2 MISSION

Enhancing and strengthening the social cohesion of Malaysian society through inclusive integration efforts based on the Federal Constitution and National Pillars.

2.3 MOTTO

UNITE WE PROGRESS.

2.4 GOALS

Ensure Malaysian community educated and love national unity towards various races.

2.5 OBJECTIVE

- i. Preserve, maintain and enhance race relations towards national unity.
- ii. Conducting studies to find out the level and climate of race relations.
- iii. Propose comprehensive and holistic measures in managing national unity and national integration.

2.6 SERVICES

- i. Seeks to enhance and strengthen national unity and national integration.
- ii. Empowering community relations and development.
- iii. Strengthening early childhood education affairs for unity kindergartens and kindergartens.
- iv. Increase efforts to appreciate and cultivate the pillars of the country.
- v. Be a reference in the field of unity through research.

2.7 ORGANIZATIONAL STRUCTURE

Figure 2.7: Organizational structure of Jabatan Perpaduan Negara dan Integrasi Nasional

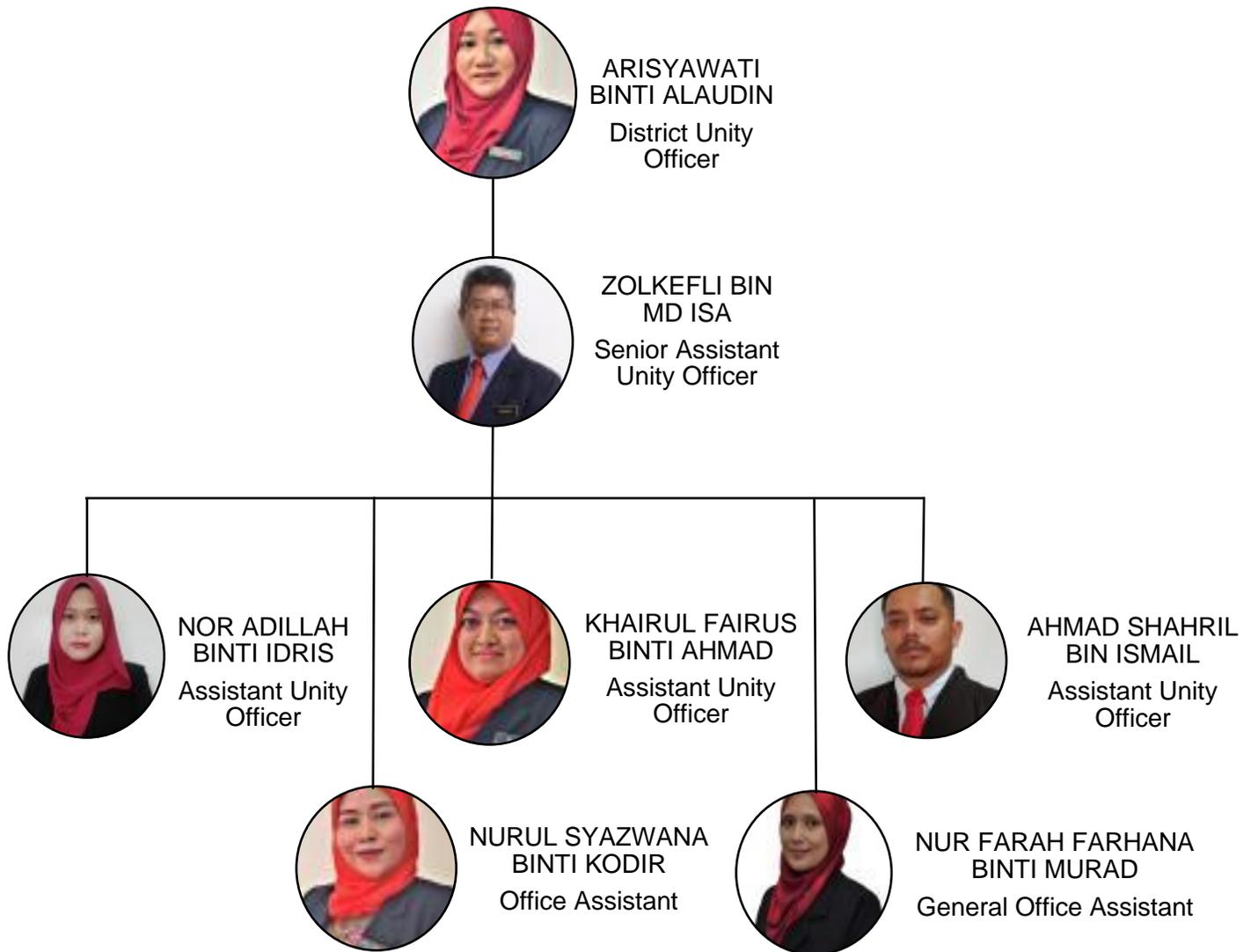


Figure 2.7 shows the organizational structure of Jabatan Perpaduan Negara dan Integrasi Nasional Kulim/Bandar Baharu. Overall, there are seven employees in the department where The District Unity Officer is Puan Arisyawati binti Alaudin and the Senior Assistant Unity Officer is Encik Zolkefli bin Md Isa. Then, there are three Assistant Unity Officer under operation department which is Puan Nor Adillah binti Idris, Cik Khairul Fairus binti Ahmad and Encik Ahmad Shahril bin Ismail. Next, Puan Nurul Syazwana binti Kodir is Office Assistant under administration department and Puan Nur Farah Farhana binti Murad as General Office Assistant.

2.8 SWOT ANALYSIS

Figure 2.8: SWOT Analysis for Jabatan Perpaduan Negara dan Integrasi Nasional



STRENGTHS

First of all, the strength is able to respond to all complaints quickly as each Rukun Tetangga have their own officers on duty where the residents are easy to approach and to work with. Next, they also have ability to manage the account statement for each Rukun Tetangga where JPNIN have power to freeze the account if there are any large amounts of money withdrawn without permission and they are also able to get additional grants for active resident areas for any event.

WEAKNESSES

The weaknesses in this department are the improvement and renovation matter in kindergarten and Rukun Tetangga take a long time to resolve where there is much paperwork to do and need approval from superiors. This caused the teachers and the residents to need to use their own money first if they want to buy anything and claim after getting the permissions used. Next is the outdated punch card system. The department should use new technology systems such as fingerprints because there are some workers who take the opportunity to ask coworkers to punch in their card and this can make employees less responsible. The last weakness is there are no strict instructions for the use of per capita grant money where resident representatives easily withdraw money for their own use, not for Rukun Tetangga activities.

OPPORTUNITIES

Moreover, there are opportunities in this department which is able to communicate with Rukun Tetangga with various technologies in which all meetings can be held by using technologies such as Google Meet and WhatsApps video call. Next opportunity is for the kindergarten to have a Rukun Tetangga donation from grant money to improve the kindergarten's infrastructure where the kindergarten can use the money to improve class decoration, studies equipment and class equipment.

THREATS

Last but not least, there are also threats in this department where many disabled activities due to pandemic Covid-19 which Rukun Tetangga technically established to make activities to strengthen relationships between various races, besides kindergarten activities also cannot be carried out as planned. Lastly, all instructions should be followed by the discussion of superiors that the officers cannot make their own decision without approvals and this can cause misunderstanding between officers and residents if they are not satisfied with the decision stated.

PART 3: TRAINING'S REFLECTION

Figure 3.1: The duration of industrial training at Jabatan Perpaduan Negara

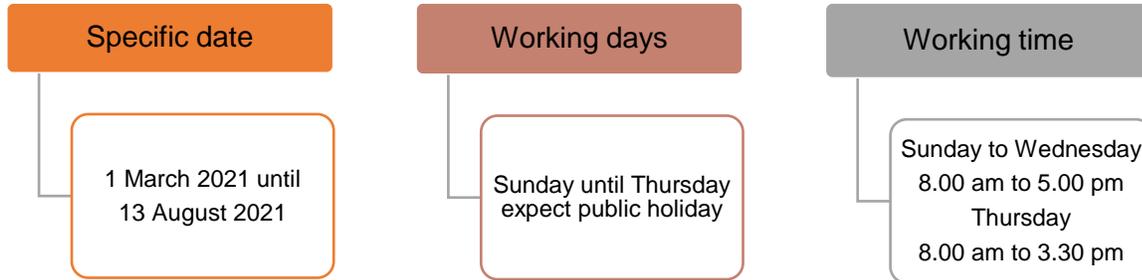


Figure 3.2: The department, roles and responsibilities in Jabatan Perpaduan Negara during industrial training

Department

- Administration and Operations

Roles

- Industrial training's student

Responsibility

- Monitor the bank statement of each Rukun Tetangga in Kulim/Bandar Baharu district to avoids misuse withdrawals.
- Calculated the total Bantuan Makanan Tambahan (BMT) payment for each kindergarten student for each months.
- Manage and fill out forms for the disposal of assets in kindergartens and Rukun Tetangga.
- Distribute Standard Operation Procedure (SOP) forms to residents who wish to worship in Rumah Ibadah Selain Islam (RISl).
- Attend meetings and prepare minutes of meetings for each meeting.

Industrial training is very important because it provides many benefits and opens the eyes of students to see the real working environment. It can also provide real work experience to students before stepping into the world of work after graduation. I underwent my industrial training at Jabatan Perpaduan Negara dan Integrasi Nasional Kulim/Bandar Baharu and I admit there is a lot I learned over these six months. I underwent my industrial training without allowance and this did not break my spirit, in fact I was more eager to learn new things. What matters to me is the priceless experience

Among them is that I am more efficient in using Microsoft applications such as Microsoft Excel, Microsoft Powerpoint where all jobs need to use a computer. Apart from that, my communication skills also improved because I am here dealing with the residents and about 24 kindergarten teachers every day. This makes me more confident to deal with outsiders and communicate in a proper and polite way.

Next, I was also able to succeed in some activities while I underwent industrial training here, among them was to hold a competition to make a greeting card between all primary school students in the Kulim and Bandar Baharu districts. It gave me the experience to deal with teachers, students and many more. Apart from that, I also participated in a meeting organized by the Ministry of Unity and the District and Land Office where it gave me knowledge, especially unity in our harmonious country.

.PART 4: INDUSTRY ANALYSIS

Factors Affecting Profitability on Transportation Companies in Malaysia

4.1 ABSTRACT

The purpose of this study is to investigate the relationship between the profitability of 10 companies with the high market capitalization in the transportation sector in Malaysia which are influenced by Current Ratio, Fixed Asset Turnover (FATO) and Asset Turnover (ATO). This study also wants to identify which ratio that gives the most significant impact on the company's financial performance. In this study, secondary data was used in collecting the data. It will determine the relationship between the company's profitability listed in Bursa Malaysia and the independent variables such as current ratio, fixed asset turnover and asset turnover. The data was taken over a period 10 years from 2011 until year 2020 from a company listed in Bursa Malaysia in the transportation sector with high market capitalization. Data stream took part in this study in generating the data and running the data using Stata for further analysis. Besides that, online journals such as Emerald, ResearchGate and other journals that have been chosen in this study. This research is organized into several sections. First, it presented related works on determinants profitability. Then, it discussed the study's data and methodology. Next, the finding analysis and results are presented along with discussions. Finally, conclusions and recommendations for future research are provided.

4.2 INTRODUCTION

Profitability is company earnings after deducting all expenses during the production and it is the main pillar of all companies to survive in the long term in Malaysia. Profitability is one of the factors to look at where it can measure where the company is doing well or not and the company's ability to increase their profitability by using their resources. Profitability is so important where it shows the company's ability, increases shareholders satisfaction and attracts more investors to their company. (Alarussi & Alhaderi, 2018). There are many factors affecting company profitability which are liquidity (Atsbeha Berhe & Kaur, 2017), efficiency (Azad et al., 2018) and fixed asset turnover (Vržina & Dimitrijević, 2020). a company is supposed to achieve their goals because it can help them increase the economic growth, innovations, employment and technological change to the company. Moreover, there are many studies that have been carried out in Malaysia

regarding the company profitability but there are limited studies. It is because there are stability and sustainability issues faced by Malaysian companies. Capital structure, firm size, firm age and debt ratio will be used to show firm performance and this will help the company to have good profitability.

4.3 LITERATURE REVIEW

Profitability (Return on Asset)

Profitability is earnings of company generated after deducting with all expenses during the production of company. There are many measurements can be used to identify the profitability such as return on asset, return on equity, gross profit margin, net profit margin and this will help the company to identify their company's ability. There are also studies from financial institutions stating that return on assets is the most thoughtful dependent variable used to explain independent variables in the Southeastern Europe region banking industry. There are many advantages using return on assets to measure the profitability in a company where it reflects the ability of the company management using their real investment and financial resources to get a high amount of profit (Zainudin et al., 2017).

Besides, return on assets can also be used to measure the profitability for both financial and non-financial companies where Luqman Hakim and Sugianto (2018) state that it can be measured the financial performance of multinational companies also especially the profitability and investment. Furthermore, return on assets is also effective to the company where it can optimize the assets of the company to generate profit. More high return on assets shows more profit generated from the company and it shows the company is effective in using their resources to get maximum profit. In short, return on asset is the analytical techniques used to measure the level of effectiveness of the company operations (Liuspita & Purwanto, 2019).

Current Ratio (DR)

Current ratio is a ratio used to identify the amount of current assets that are owned by the company to pay their short-term obligations which consist of current liabilities (Anwar, 2019; Lusy et al., 2018). Current ratio can determine the company's ability and it cannot be too high or too low where low current ratio have liquidity problems until unable to meet short term obligation (Amanda, 2019). Then, high current ratios will cause an influx of idle funds that may reduce company's net profit because they have high assets compared to liabilities (Fayyaz & Nabi, 2016).

Besides, the current ratio is an indicator used by investors to evaluate a company's financial performance then the company can make a decision whether they need to keep their fixed asset or sell it to others. According to Hantono (2018), a high current ratio will attract investors' attention to invest in their company which can increase the current assets and can make high profit. There is also research conducted by (Amanda, 2019; Anwar, 2019; Fayyaz & Nabi, 2016; Lusy et al., 2018) stating that the current ratio has a positive relationship with return on asset where it is the dependent variable in this research.

Fixed Asset Turnover (FATO)

Fixed asset activity ratio that measures the effectiveness of use of assets to make sales where greater ratio will show the company effective using their assets. Suherman et al., (2017) stated that it will influence the size and amounts of sales and Widyastuti (2019) stated it will determine the effectiveness in generating sales by utilizing the assets. Furthermore, fixed asset turnover ratio and return on asset shows a positive relationship if fixed asset increases along with the dependent variables it has a positive effect for financial performance. The statement is more proven through Due to Vržina & Dimitrijević, (2020) study said that profitability can be gained when there is efficiency of investment from fixed assets. However, there are also contrast study from Diaz & Tjokro Hindro (2017) where they stated more investment in fixed asset cause high maintenance cost to be paid by the company

Asset Turnover (ATO)

Asset turnover ratio is used to determine the sales revenue of the company and it also measures the company efficiency to use their assets to make profits. In short, the company can use asset turnover ratio to estimate their efficiency and decide whether their company is able to make profit or gain losses. Azad et al., (2018) stated that asset turnover ratio can positively and negatively impact the company performance. Moreover, a company needs to have a high asset turnover ratio where it can attract more investment to the company because it will gain more profit by less amount of assets and less debt and equity (Alarussi & Alhaderi, 2018). By this, the amount of investment will be increased and the amount of loss can be reduced by identifying the company's strength and weakness (R.Sathishkumar & G.Balamurugan, 2019).

4.4 RESEARCH METHODOLOGY

Under this chapter, this study uses the secondary data and information that were collected from the data in Thomson Reuters Datastream only. All the data collected for 10 companies with high market capitalization from transportation sectors listed in Bursa Malaysia and the data was taken over a period 10 years from 2011 until year 2020.

Moreover, the dependent variable is a variable that depends on the changes of the independent variables. It is the effect that depends on the factors measured in this study. Dependent variable is expected to change if there are any changes in the independent variable. As a result, the dependent variable that has been chosen in this study to examine their financial performance is the profitability of 10 companies with high market capitalization in transportation sector listed in Bursa Malaysia. Then, independent variable is a cause of being manipulated by dependent variable in this study. Independent variables that have been examined in this study include current ratio (CR), fixed asset turnover (FATO) and asset turnover (ATO).

The list for the companies are:

- 1) BINTULU PORT HOLDINGS BERHAD
- 2) FREIGHT MANAGEMENT HOLDINGS BERHAD
- 3) GDEX BERHAD
- 4) LINGKARAN TRANS KOTA HOLDINGS BERHAD
- 5) MALAYSIA AIRPORTS HOLDINGS BERHAD
- 6) MALAYSIAN BULK CARRIERS BERHAD
- 7) MISC BERHAD
- 8) TIONG NAM LOGISTICS HOLDINGS BERHAD
- 9) WESTPORTS HOLDINGS BERHAD
- 10) YINSON HOLDINGS BERHAD

Table 4.4: List of variables and the measurement

Variables	Proxy	Measurement
Dependent variables		
Company Profitability	Return on asset	$\frac{\text{Net income}}{\text{Total asset}} \times 100$
Independent variables		
Current ratio	Current ratio	$\frac{\text{Current Assets}}{\text{Current Liabilities}} \times 100$
Fixed asset turnover	Fixed asset turnover	$\frac{\text{Fixed Assets}}{\text{Total Assets}}$
Asset turnover	Asset turnover	$\frac{\text{Sales revenue}}{\text{Total assets}}$

4.5 REGRESSION EQUATION

This research uses the following regression model.

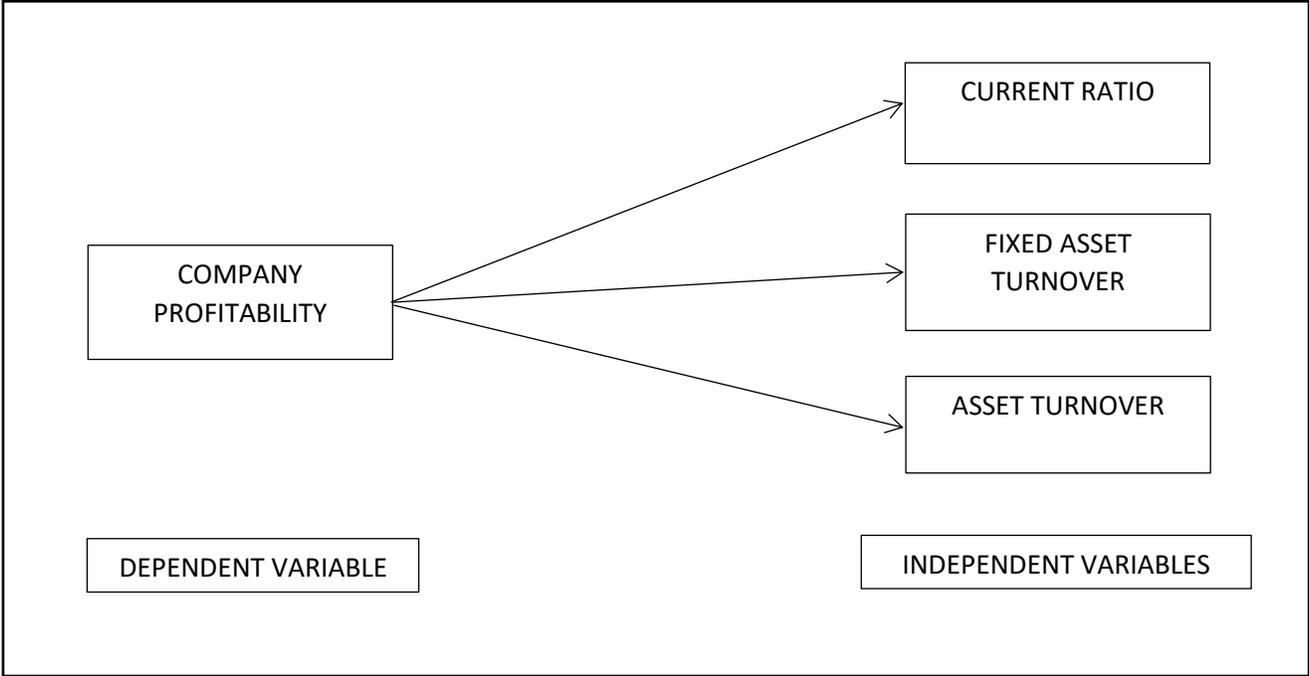
$$ROA_{it} = \beta_0 + \beta_1 CR_{it} + \beta_2 FATO_{it} + \beta_3 ATO_{it} + \epsilon_{it}$$

Whereby:

ROA	=	Return on asset
α	=	Constant Number of Coefficient
$\beta_1 CR$	=	Current ratio
$\beta_2 FATO$	=	Fixed asset turnover
$\beta_3 ATO$	=	Asset turnover
ϵ	=	Error term

4.6 THEORITICAL FRAMEWORK

Figure 4.6: Theoretical framework of Factors Affecting Company Profitability in Transportation Industry



4.7 FINDING AND ANALYSIS

Under this chapter will discuss the result that was obtained on the findings regarding the profitability for 10 companies with high market capitalization under transportation sector listed in Bursa Malaysia. This finding carried out for a period 10 years from year 2011 to 2020 with a total of 100 observations. In generating and evaluating the data, Software for Statistics and Data Science (STATA) was used to analyze the data with the explanation on the hypothesis.

4.7.1 DESCRIPTIVE ANALYSIS

Table 4.7.1: Descriptive statistic for profitability and company financial performance

Variables	Obs	Mean	Standard Deviation	Minimum	Maximum
ROA	100	6.3529	8.304373	-50.59	25.20
CR	100	2.4333	2.245406	0.69	14.61
FATO	100	3.8181	7.388775	0.60	30.20
ATO	100	0.464	0.3957195	0.09	1.67

Notes: ROA= Return on Asset, CR=current ratio, FATO=fixed asset turnover, ATO=asset turnover

Table 4.7.1 discussed the descriptive statistic for factors affecting company profitability. The table shows that there are 100 samples of observation used in this sector. The highest mean is ROA which is 6.35 followed by FATO which indicates 3.82. In addition, the mean value for CR is 2.43 and ATO also indicates 0.46. For standard deviation, ROA shows the highest figure which is 8.30 followed by FATO which indicates 7.39. It means that ROA has greater spread of data from the mean compared with others. In addition, the lowest standard deviation is ATO which shows only 0.39. Therefore, ATO has a lower spread of data from the mean. This is followed by CR which indicate 2.25 respectively. The minimum value of CR shows the highest figure which is 0.69 followed by FATO which is 0.60 and 0.09 for ATO. ROA obtains the lowest minimum value which is -50.59 but has a high maximum value which is 25.2. The highest maximum value is FATO which is 30.20 and the lowest is ATO which indicates just 1.67.

4.7.2 PANEL SPECIFICATION TESTS

Panel specifications tests to confirm the presence of return on asset in company in Malaysia. There are three test which is Pooled Ordinary Least Square (POLS) vs Fixed Effect (FE): F Test, Pooled Ordinary Least Square vs Random Effect (RE) using Breusch and Pagan Lagrangian multiplier test (BP-LM) and Hausman Test. The result of specification test are shown in the table below.

Table 4.7.2: Panel Specification Test (P-Value)

F-Test		BP-LM Test		Hausman		Appropriate Model
F	p-value	chibar2	p-value	chibar2	p-value	Random Effect
F(9, 87) = 3.69	0.0006	17.04	0.0000	0.10	0.9920	

The results show the p-value of the F-test is significant which is p-value is less than 0.05 which indicate 0.0006. Therefore, we reject Ho that each firm has different intercept, hence the Fixed Effect model is more appropriate than POLS. For BP-LM test, the result shows the p-value is less than 0.05 which is 0.0000. Therefore, the decision is rejecting Ho. This shows that the Random Effect model is more appropriate than POLS. In other words, there are firm-specific effects in the data. Next, Hausman test to the p-value is more than 0.05 which is 0.9920. Therefore, Ho is not rejected and the most appropriate model is Random Effect (RE) model. Based on the overall test, the results suggest that Random Effect model is the most appropriate model estimator for leverage and company financial performance in Malaysia.

4.7.3 DIAGNOSTIC TESTS

Table 4.7.3: Diagnostic Test

Model	Multicollinearity	Heteroscedasticity	Serial correlation
	1.03	0.0000	0.0000
	No multicollinearity problem	Have heteroscedasticity problem	Have serial correlation problem

As shown in table 4.7.3, the calculated values of Variance Inflation Factors (VIF) is 1.03 which all the variables show value less than 10. It means that multicollinearity does not appear to be a severe problem in this study. Then, Heteroskedasticity using Modified Wald Test and the results show that the p-value is less than 0.05 which means that the variances are not constant or there is a heteroskedasticity problem. Lastly, Serial Correlation Test (Autocorrelation) using Wooldridge test and the result is 0.0000. It means that there is serial correlation problem exist in this study. Refer to the Diagnostic tests, the study has no multicollinearity problem. However, the results suggested that there is serial correlation problem and heteroskedasticity problem exist in this study.

4.7.4 MULTIPLE REGRESSION RESULTS

The chosen model is Random Effect but with the heteroskedasticity problem. The results suggested conducting Random Effects GLS regression with cluster option.

Table 4.7.4 The Multiple Regression Results for 10 companies in transportation sector in Malaysia

	Random Effect
Current Ratio	0.4828
	(0.93)
Fixed Asset Turnover	0.2555***
	(2.98)
Asset Turnover	6.4923*
	(1.72)
Constant	1.1904
	(0.32)
N	100.0000
r2_o	0.1300
p	0.0238
chi2	9.4535

Notes: (1) *t* statistics in parentheses

Notes: (2) * $p < 0.1$, ** $p < 0.05$, *** $p < 0.01$ (1)

Notes: (3) definition of your variable: example: CR = current ratio, FATO = fixed asset turnover, ATO = asset turnover

Regression model:

$$ROA_{it} = 1.1904 + 0.4828CR + 0.2555FATO + 1.1904ATO + e$$

The result from the regression is the 10 companies with high market capitalization in the transportation sector listed in Bursa Malaysia within a 10 years period from year 2011 until 2020. The chosen model used is a random effect with heteroskedasticity problems. The regression of the company's current ratio, fixed asset turnover and asset turnover have statistically significant relationships with company profitability. It shows the regression result that adjusted R² is 13% and the p value is 2.38%. Fixed asset turnover has the greatest influence on the company's profitability by highest statistical value which is 2.98 followed by asset turnover and current ratio which is 1.72 and 0.93 respectively. It shows that fixed asset turnover is the most significant due to the lowest value which is 0.26 compared to asset turnover and current ratio which is 6.49 and 0.48. Fixed asset turnover supposedly has significance because there are studies by Widyastuti (2019) and Jolly Cyril & Singla, (2020) where they assume that fixed asset turnover has a positive effect on the financial performance.

5.0 DISCUSSION AND RECOMMENDATION

According to a carried study, there are some recommendations that can be implemented to increase company financial performance and their profitability. The first recommendation is that the company should increase their marketing strategy to distribute their products over a wide area in order to influence investors to make an investment in their company. Advertising and marketing strategies are so important where it can increase profitability as it is their strategic goals and get higher profit (Tyagi & Nauriyal, 2017). It is because a company can produce many products and services by huge amounts of resources to generate profit. For example, the company can use the most cheap and effective ways by using social media such as Instagram, Website and Facebook where many users in that platform and Zainudin et al., (2017) also stated that using latest e-marketing technologies is the best way to improve marketing strategies in this era.

Furthermore, the company also needs to dispose of more strategic planning to maintain and increase their financial performance if there are no significant factors shown in the company. The company is supposed to be aware of anything that could cause any losses and shorten their profitability to avoid investors investing at other companies. So, a company should indicate good performance, high growth potential and give information about the company to the investors (Ndlovu & Alagidede, 2018). For example, the company can get new investors to increase their current assets and can get high financial performance because investors decide to invest by looking at the firm 's growth, profitability and productivity (Liuspita & Purwanto, 2019).

Last but not least, a company should use their current asset and current liability effectively to generate profitability. A company should focus on internal and external factors because it controls the firm and can increase quality and efficiency into the top management (Jolly Cyril & Singla, 2020). One of the reasons is the company needs to be balanced and able to make profit in the short term and long-term period. So, a company cannot have a higher current ratio where it shows the company to liquid and they should sell their current assets to pay the current liabilities to be more efficient because Kantakji et al., (2020) declare that high level of liquidity can affect the performance including cash flow.

6.0 CONCLUSION

In the summary, the study was carried out to analyze the company financial performance which is profitability towards variables of current ratio, fixed asset turnover and asset turnover for 10 companies with high market capitalization in the transportation sector listed in Bursa Malaysia. Profitability is the most important aspect to the company to determine their ability to survive in the long term and short term in business. Unfortunately, this study shows current ratios do not show any significant level where it makes us realize that current ratio is used to measure a company's ability to pay short term obligations where the investor should increase their current asset to pay their payable and current debt. In short, fixed asset turnover ratio and asset turnover have significant value to return on asset and current ratio do not have significant value with return on asset.

At the end of this industry training, I gained a lot of experience and it is very useful for me to continue my career in the future. Among them is that I can manage my finances better in both the administration and operations departments. In administration, I was able to learn various things such as how to manage assets to be disposed of, opening a new house to make a kindergarten and more. As for operations, I was able to learn how to manage the neighborhood pillars where I received the task of monitoring their financial statements for each month and receiving suggestions and any activities throughout the movement control order. The most important thing is a very mature experience. I am more enthusiastic and confident to face the people where this department also does a lot of activities for the people between the Rukun Tetangga and also the unity kindergarten.

In the next five years, I will work in a company or any government agency where I want to learn more things and gain more experience. This is because I see a lot of things I do not know and I have to learn when I go through my industrial training. I am very interested in learning new things because it is very closely related to my daily life, especially management in business. Apart from that, I also want to improve my skills especially in the areas that I am interested in such as administration and finance. I am also interested in continuing my studies to Master if I want to get promoted and I think it is the best way for me in the future.

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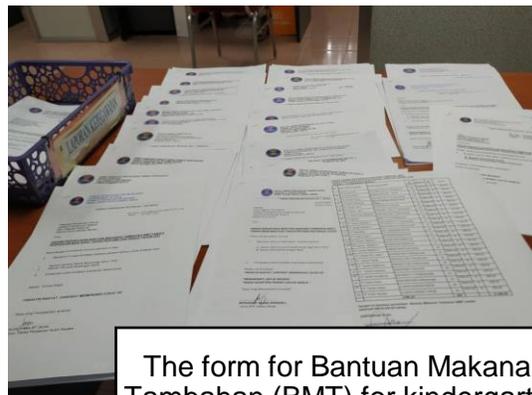
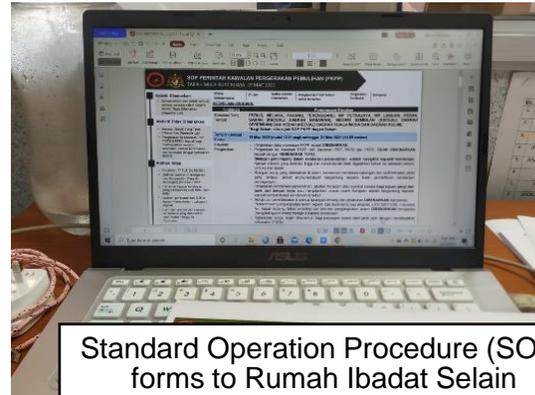
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8.0 APPENDICES





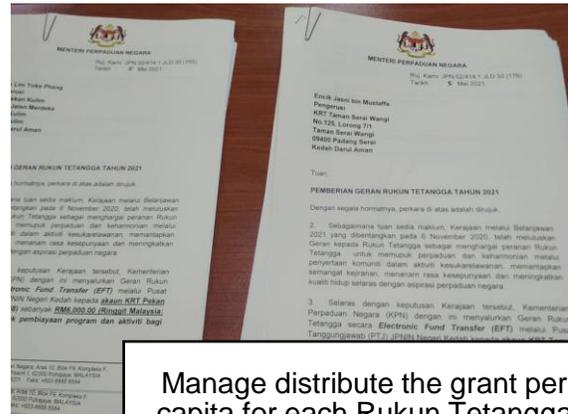
Compile the bank statement for Rukun Tetangga for Zone Kulim/Bandar Baharu, Lunas and Padang Serai



Join vaccination program at Kulim Sentral



Join vaccination program at Kulim Sentral



Manage distribute the grant per capita for each Rukun Tetangga



Joining meeting with District Officer at Pejabat Daerah dan Tanah Bandar Baharu



Joining meeting with all kindergarten's teacher



Prepared poster for 'Hari Raya' card competition for primary school



Prepared certificate for student who are joined 'Hari Raya' card competition



Be a part of PERKESO working interview at Jabatan Perpaduan Kulim



Set up vaccination centre at Sekolah Kebangsaan Mahang (MOVAK)



Be a volunteer at vaccination centre (MOVAK)



Get first dose of vaccine at vaccination centre