



# INDUSTRIAL TRAINING REPORT AT JABATAN AGAMA ISLAM PERAK

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## 1.0 EXECUTIVE SUMMARY

This report describes my experience as a Finance Intern at the Jabatan Agama Islam Perak. My internship with them provided me with a comprehensive understanding of the administration scheme and finance scheme. In this report, I will discuss about the organization SWOT analysis which I observed and perceived during my internship.

The visualization and analysis of the organization's situation assist in observing how well the performance of the organization. Along with it, the background, business core and the operation of the organization are also discussed in detail. I mainly assigned to the development department but since I have experienced working in every department in the service management division, all the department is described thoroughly.

In second part, SWOT analysis is explained using observation during my internship. PESTEL analysis is also related to the SWOT analysis discussed. All if the points of the analysis elements are from apparent situation in the organization itself and foremost from my own experience and opinions.

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## 5.0 COMPANY'S PROFILE

This the information for the company that I get experience in the world of work. And have assigned to working at Jabatan Agama Islam Perak which is one of the Jabatan's branch in the state. It is also the headquarter of the Jabatan Agama Islam Perak.

### 5.1 COMPANY'S BACKGROUND



Figure 2: Jabatan Agama Islam Perak's building.

Jabatan Agama Islam Perak is located at the centre of the town in Perak, Ipoh.

It is addressed at Kompleks Islam Darul Ridzuan, Jalan Panglima Bukit Gantang Wahab, 30000, Ipoh, Perak, 30000.

On 10 August 1947, a gathering of religious scholars from all of the district of Perak was held in Kuala Kangsar. The meeting resulted in a resolution on the importance of setting up an Islamic Council in particular and the whole of Perak Malay Peninsula in general. Result from the meeting, the Perak Islamic Religious Affairs Department was established on 2 August 1949. The role of this department at that time was to provide guidance and education related to Islam to the community. This was followed by the establishment of the Islamic Religious Council and Malay Customs Silver on 23 October 1949 which aims to advise and help the Sultan in matters related to Islamic Religious and Malay Customs as mentioned in the Constitution State.

Jabatan Agama Islam Perak that I am currently doing my internship is the headquarter for the state religious council.

Jabatan Agama Islam Perak is the implementation of dakwah programs and management of Islamic education whereas it provides education to the Muslim community, marriage management, divorce and ruju' as well as Islamic family development and affair. Besides, management and maintenance of mosque and surau. Not just that, Jabatan Agama Islam Perak also does research and study of faith and sharia. The Jabatan also involves in tender quotations among vendor to supply goods and services such as generator manpower, renting and maintenance of photocopy machines services and security services. Not to forget the Jabatan also deals with school's canteen vendor tender. In this process, "sebut harga" or quotation is being held for the funding values exceeding 20 to 100. Using engineering, land and building rate tables. It will advertised not less than 21 days (local tender) and not less than 56 days (international tender). For procedure which value not more than 20 thousands may be made by direct appointment among local class f contractors registered with the Contractor Service Center under the relevant head and sub -head. use government orders or indentures as purchase or procurement documents as applicable. Another Jabatan Agama Islam Perak's business is accreditation of Halal slaughter certificates and halal certificates to those who register. Not just that but Jabatan Agama Islam Perak also handle marriage matters such as certificates, marriage cards and consultations.