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FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (Hons.)

AM228

TOPIC:

OVERVIEW OF SAP SYSTEM IN SARAWAK ENERGY BERHAD

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CHAPTER 1

INTRODUCTION OF SARAWAK ENERGY BERHAD

1.1: Introduction of Sarawak Energy Berhad

Sarawak Energy Berhad is a fully integrated electric utility responsible for the generation, transmission and distribution of electricity in the state of Sarawak. Sarawak, being the largest state in Malaysia, has over 20,000MW of identified hydro potential, ensuring plentiful and reliable energy for the future at very competitive prices. With solid financial credentials, Sarawak Energy looks set to fulfil the State's ambition to attract energy industries to Sarawak.

Sarawak Energy is now being transformed into a major energy and utility player in Sarawak as well as in the region via the consolidation of the State power generation, transmission, the power and energy provider, spearheading the thrust as the State's flagship energy and utility group, hence complementing the rapid development growth of Sarawak.

In line with the State Government's plans to make Sarawak Energy Berhad a catalyst of growth, the utility is proceeding with the development of large hydropower projects to deliver bulk energy reliably at relatively low costs. Besides the federal funded 2,400MW Bakun hydroelectric project which is due to commence generation in 2011, the construction of the 944MW hydro-power plant in Murum is already underway. Plans are in the offing to develop eight other power (7 hydro and 1 coals) plants in the near future.

Chapter 2

Job descriptions

2.1 Introduction of current job description.

I have been working with Sarawak Energy Berhad since 19 December 2011 as Secretary/Personal Assistant to General Manager, Corporate Risk & HSE until 30 September 2014. Under Corporate Risk & HSE itself, they have five sections included Environment Impact Assessment (EIA) Section, Risk Management Section, Quality Management Section, Occupational Safety and Health Section and Environment Section. Early year of 2014 I had applied for transfer to hydro Department, post of Senior Clerk which the job scope is wider and challenging. After went through few interviews and assessment, 1st October 2014 I had officially transferred to Hydro Department, which is to be based in Murum Hydro Electric Project Site office.

2.2: Job Description for Secretary/Personal Assistant to General Manager

My job description for Secretary/Personal Assistant to General Manager, Corporate Risk & HSE as per table below:

JOB PURPOSE

- To keep abreast of organizational issues and have a good understanding of the organization's aims and objectives.
- To provide high quality executive personal assistance and administrative support and to ensure these tasks are handled efficiently and effectively.

Chapter 3: Analysis of Task

3.1 Introduction

Analysis of tasks more focuses on one are of task as covered and reflection of my personal experience like challenges and strengths during the daily task of my job along the journey of my three years working with Sarawak Energy Berhad. As a staff office support there are lot of challenges especially deal with human being. Being surrounded with my colleagues which come with so many characters and there I need to be more professional to face all the problems. In order to give a good support to all level of staff I need to prepared myself with all skills and knowledge that could give me full confident to give an idea and suggestion during the time whereby I need to initiate something to make sure all the activities in the office especially in administrative task.

Further from that there is challenges found in the system (SAP) that we use in Sarawak Energy Berhad. Especially that relate to my job.

3.2 Challenges

a.) *Server down time*

As we know that this SAP system required all full internet access in order for you to log in to the system. Without internet access there is not much we can do to proceed with our work to be done. So, as we all know that, there is a time server down and sometimes there is time we coverage not that good to get us keep connected to the