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UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

**UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA
KAMPUS BANDARAYA MELAKA**

**BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE
(BA242)**

INDUSTRIAL TRAINING REPORT (MGT666)



PREPARED BY:

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(2021100447)

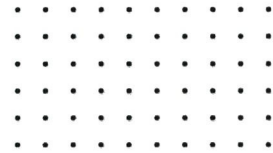
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PREPARED FOR:

PROFESOR MADYA DR ABDUL RAHIM RIDZUAN



INDUSTRIAL TRAINING REPORT



SWOT Analysis Schlumberger Procurement and Support Services Sdn Bhd

Batrisyia Zulkarnain
2021100447
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Prepared for:-
PM Dr Abdul Rahim Ridzuan

—



1 March 2023 - 1 September 2023



EXECUTIVE SUMMARY

One of the necessary criteria for those pursuing a Bachelor of Business Administration (Hons.) in Finance is industrial training. I am completing my internship curriculum at Schlumberger Procurement and Support Services Sdn Bhd. This industrial training programme is a requirement for students to graduate with their degrees. Starting on March 1 and ending on September 1 of the same year, this training lasts 24 weeks and consists of 12 credit hours. With this internship, students might also get a head start on the working world and a thorough experience at companies that are a suitable fit for them.

Graduates will have the skills necessary to compete for higher-paying employment courtesy to the implementation of the Industrial Training Program. Students are also exposed to the corporate world, where they may nurture their talents and become more appealing to employers. Additional advantages of industry training include exposure to the working world and the development of personality traits, communication skills, and self-discipline through the application of precise work ethics and standards. Additionally, University Teknologi MARA students who take part in industry training express greater self-confidence and a stronger drive to pursue careers in their fields of study.

The chance to intern at Schlumberger Procurement and Support Services Sdn Bhd. for me was an incredible experience. It was educational to reflect on my activities and gauge my growth throughout the course of my six-month internship in SLB. I received details on the company's history, present objectives, organisational structure, and goods and services. In the third section, I discuss my own experience as an intern while outlining the responsibilities of my department, and the advantages I gained on both a professional and personal level. As an intern, I had the chance to conduct a SWOT analysis of the organization, which I applied to assess its benefits, drawbacks, opportunities, and threats in Section 4 of this report. As a result, the report's section five's comments and recommendations will be crucial to the organisation's growth. A conclusion, extra citations, and appendices are included at the end to demonstrate that I successfully completed my internship.

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ACKNOWLEDGEMENT

In the name of ALLAH, the Most Merciful and Beneficent who gave us all the knowledge and strength to finish up this assignment. This assignment is a part of my course, "Internship". This has proved to be an excellent experience.

The success and final outcome of the assignment required a lot of advice and assistance from various people and I am extremely fortunate to have this all along the completion of my report. Whatever I have done is only due to such guidance and I would not forget to thank them. We would like to express my appreciation towards my parents and members of my family for their kind cooperation and encouragement which helped me in completing this report.

I am highly indebted to Profesor Madya Dr Abdul Rahim Ridzuan for giving me the opportunity to do this report and providing me the support and guidance which resulted in completing this report within the time given. I am extremely grateful to him for sacrificing his time to guide me through it all.

I am also thankful for everyone who supported me, for that I have completed my report effectively and moreover on time. They gave me many helpful comments which helped in preparing this assignment.

I have taken efforts in this report. However, it would not have been possible without the kind support and help from many individuals. I would like to extend my sincere thanks to all of them.

1.0 STUDENT'S PROFILE



PROFILE

Observant Finance student offering strong analytical and abstract reasoning skills. An effective team player with a proactive approach and determination to meet all assigned targets. Well-versed in business operations, business management, strategic planning, and market analysis.

SKILLS

- Leadership
- Communication
- Problem-Solving
- Analytical Skills
- Proficient in Microsoft Office
- Accounting Principles
- Financial Analysis
- Tax Reporting

LANGUAGE

ENGLISH

BAHASA MELAYU

ARABIC

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE 2021 - Present
UiTM KAMPUS BANDARAYA MELAKA, MELAKA

- CGPA: 3.67
- Dean's List (for all semesters)

DIPLOMA IN BANKING STUDIES 2018 - 2021
UiTM KAMPUS ALOR GAJAH, MELAKA

- CGPA: 3.89
- Recipient of the Vice Chancellor Award
- Dean's List (for all semesters)

EXTRA-CURRICULAR ACTIVITIES

- Project Assistant Manager for Navigating the Future (2022)
- Protocol Bureau for Wide. Worth, Wide (2022)
- Vice President for a college organization. Tun Ali (2020)
- Protocol Bureau for an organization. JPKC (2020)
- Project Assistant Manager for Program Phoenix Usahawanita 4.0 (2019)
- Committee of Dapur Kasih Charity Program (2019)
- Committee of Jelajah Siswa 1.0 (2019)

REFERENCE

SIR AMIRUDIN BIN MOHD NOR

A lecturer from UiTM Kampus Bandaraya Melaka

2.0 COMPANY'S PROFILE

2.1 Company's Information



Registered Business Name	SLB (formerly known as Schlumberger Procurement and Support Services Sdn. Bhd.)
Business Address	Level 6 & 7, 1, First Ave, Bandar Utama, 47800 Petaling Jaya, Selangor
Contact Number	03-7724 8688
Email Address	https://www.slb.com/contact-us
Nature of Business	The most prominent oilfield services provider in the world, offering customers in the oil and gas sector technologies, information solutions, and integrated project management that optimise reservoir performance.

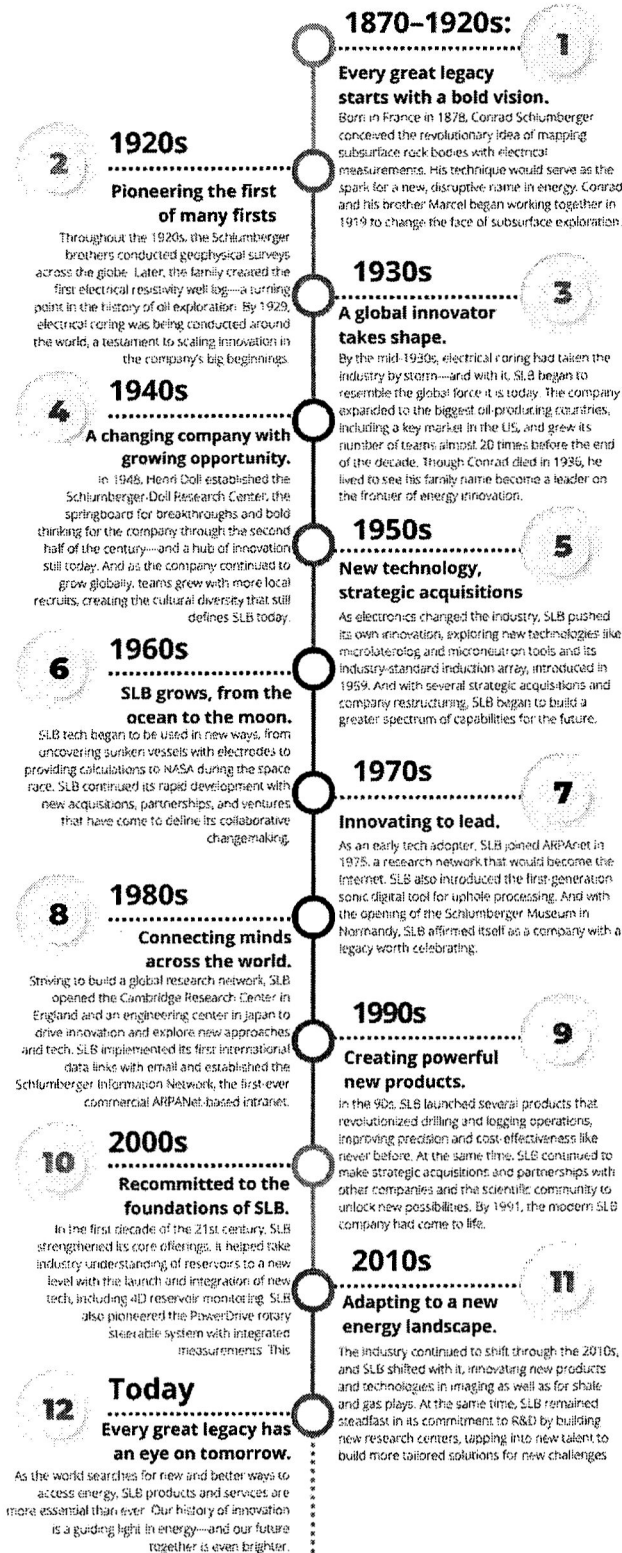
2.2 Company's Background



Schlumberger or better known now as SLB is a leading global source of oilfield services. Schlumberger produced 28.09 billion USD in revenues in 2022 with over 120,000 workers across more than 85 nations (Schlumberger, 2023).

The business specialises in upstream operations associated with the oil and gas sector. Exploration and production (E&P) is the term used when referring to this. Schlumberger participates in each of the three major E&P divisions which are exploration and evaluation, drilling, and completion and production. The latter brings in the greatest money for the company. Additionally, drilling and production involve a variety of tasks that allow major oil corporations like BP to obtain and distribute oil to their clientele. Production of drills, test drilling, well completion, and supplemental services including security services are a few examples of the services that SLB offers. (Engels, 2015).

Global energy services provider Schlumberger Ltd. originated in 1926 and has headquarters in Houston, Paris, London, and The Hague. The company develops and handles customer oil and gas assets and provides a wide range of solutions for the whole life cycle of a reservoir, including drilling, production, and processing. More than 120 nations contribute revenue for Schlumberger, with over 36% of them coming from the Middle East and Asia, 25% from Europe and Africa, 23% from North America, and 16% from Latin America. The corporation reported sales of \$23.6 billion in 2020 and \$42.4 billion in assets as of December 31, 2020. (Engels, 2015)



2.3 Vision, Mission & Value



Vision, Mission & Value



VISION

Our curiosity drives us to better understand what our customers do, how they do it, and what they need to help overcome their challenges.



MISSION

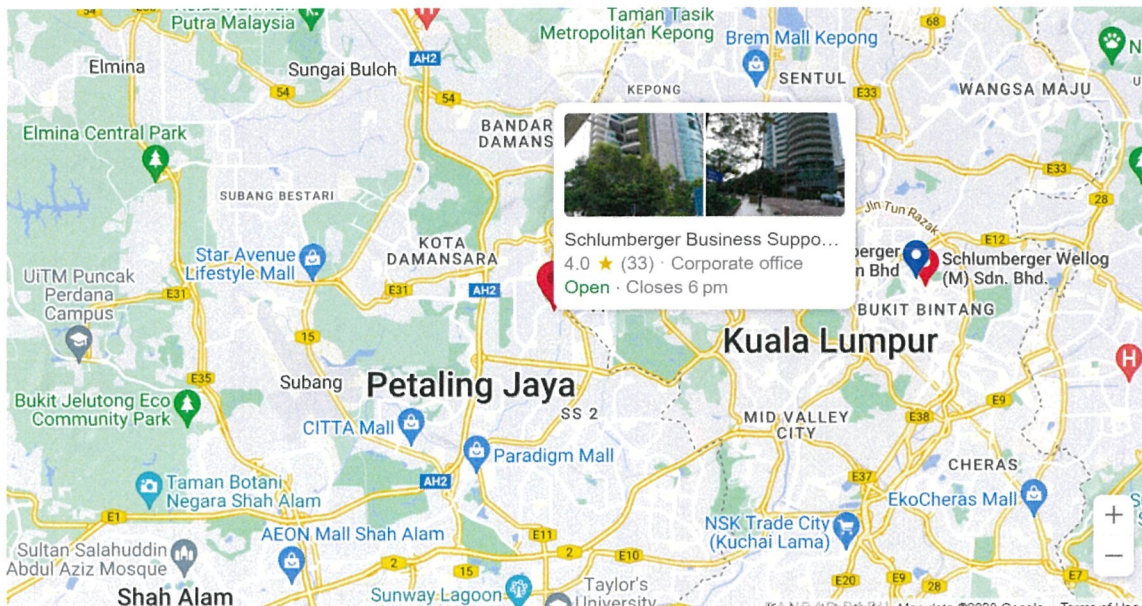
Knowledge, technical innovation and teamwork are at the center of who we are. For more than 8 years, we have focused on leveraging these assets to deliver solutions that improve customer performance.



VALUE

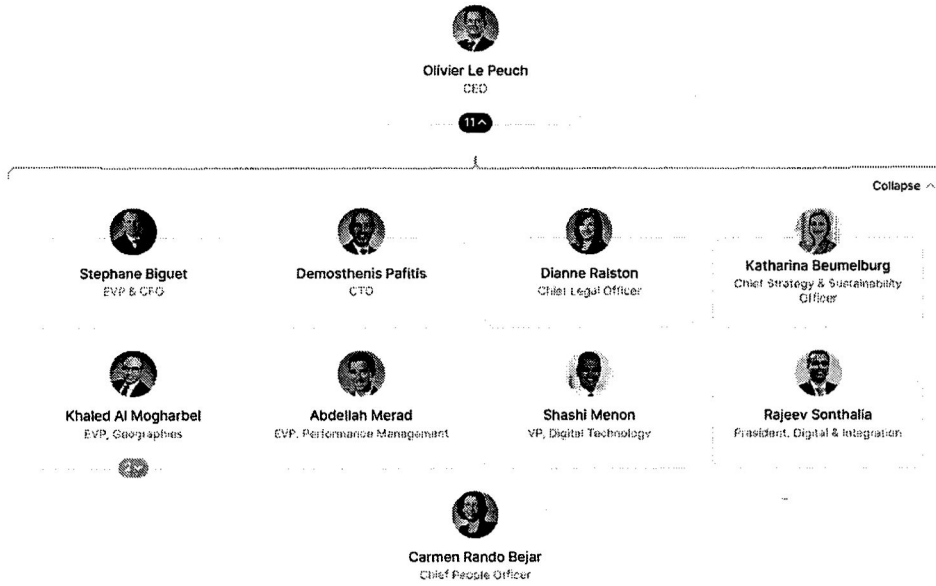
Assuring sustainable progress for all on the journey to net zero and beyond.

2.4 Location

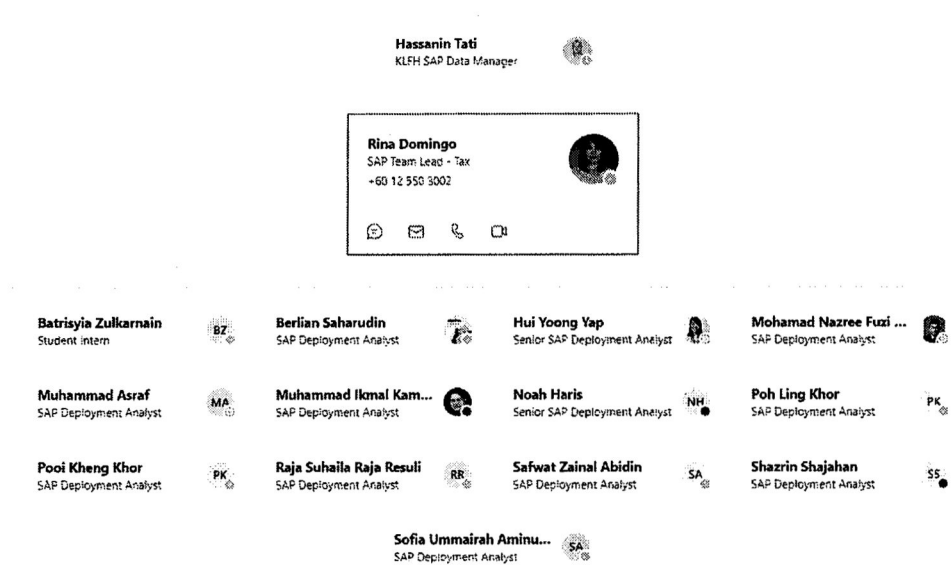


Level 6 & 7, 1, First Ave, Bandar Utama, 47800 Petaling Jaya, Selangor

2.5 Organizational Structure



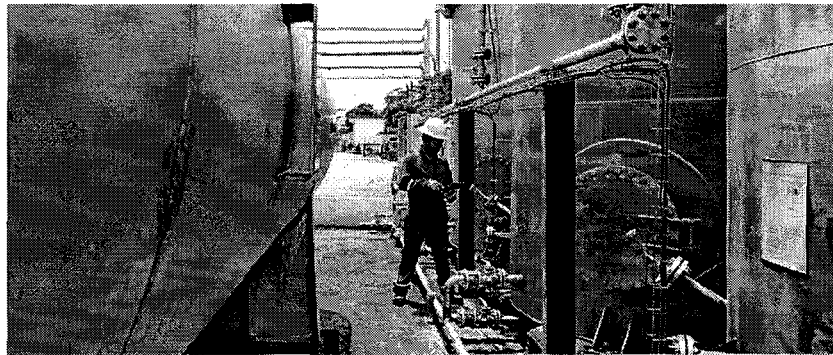
SLB's higher organization



SAP Deployment (Tax Team) Organizational Chart

2.6 Services Offered

2.6.1 Decarbonizing Industry



Methane Emissions Management

While certain approaches may contribute to solving the problem, a thorough understanding of your company and integrated processes are necessary to make significant changes in methane emissions. SLB has oversight of the wider picture, which includes a firm's long-term methane removal strategies. SLB removes the guesswork from methane management through connected software, hardware, and dependable end-to-end solutions. (SLB)

Flaring Reduction

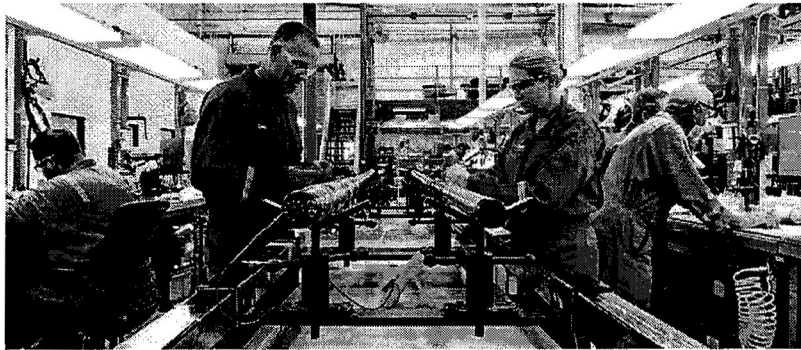
Gas flaring continues in oilfield operations despite improvements in sustainability and efficiency. However, advances also present the chance for fresh approaches. Modern SLB hardware and software provide clients with their highest control over the fuel streams. When flaring cannot be avoided, SLB is setting the standard for improving combustion efficiency to reduce emissions. (SLB)

Carbon Capture, Utilization and Sequestration (CCUS)

To achieve the current climate targets, it is essential to efficiently manage the entire life cycle of carbon emissions. SLB's carbon capture, utilisation, and sequestration (CCUS) products and services integrate subsurface and surface knowledge and technologies for a complete collaboration that clients can rely on. (SLB)

2.6.2 Innovating in Oil & Gas

Under Innovating in Oil & Gas, SLB offers a wide range of services. However I will only be highlighting three (3) of the services.



Well Construction

Customers must reduce their cost per barrel while increasing returns, which entails improving all aspects of the well construction process including quality, cost, effectiveness, speed, and safety. The clients of SLB may enhance operational success, amp up operational effectiveness, and connect people and machines. (SLB)

Completions

Hydrocarbons are obstinate substances that must be pulled out of the rock where they have been waiting for millions of years using well-thought-out, precisely executed processes and specialised equipment. Therefore, to access, stimulate, manage, and monitor output and maximise recovery. The company's committed petrotechnical professionals are capable of assisting clients in unlocking their reservoir thanks to their strong hardware solutions, integrated services, digital systems, and project management skills. (SLB)

Abandonment Solutions

Well abandonment gets rid of the continuous expenses associated with unprofitable oil and gas platforms, closed-off wells, and outdated subsea infrastructure. You can fulfil contractual commitments and permanently eliminate liabilities by sealing each well with a durable, leak-free barrier to restore the integrity of the reservoir caprock. With SLB technology and knowledge, it's possible to reliably seal each well while staying within the boundaries of your finances. (SLB)

2.6.3 Scaling New Energy Systems

There are various new energy systems that SLB is able to handle, but in this paper I will only focus on three (3) of them.



Geoenergy

Geoenergy is easily accessible and dependable for heating and cooling buildings as a result of SLB knowledge and technological innovation. The company's Celsius Energy system makes use of surface heat pumps, cutting-edge digital controls, and technologies that maximise geoenergy exchange. By utilising this renewable energy source, SLB may reduce your overall energy usage and emissions. (SLB)

Geothermal

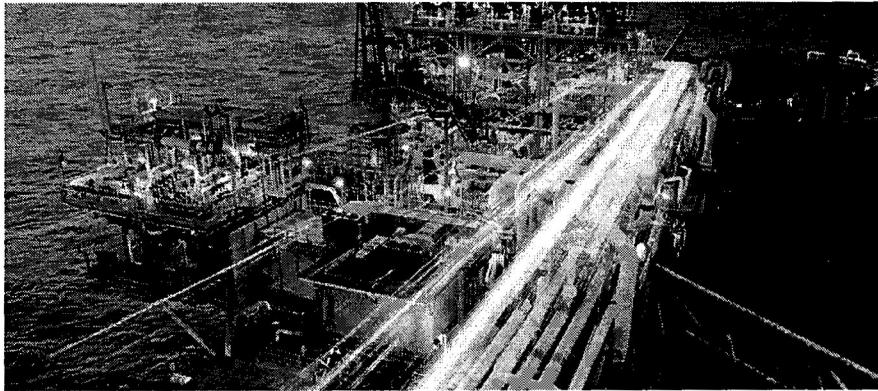
SLB has been engaged in underground work for more than a century and is honoured to have contributed to 80% of all geothermal projects worldwide. The whole range of geothermal operations are handled by SLB's GeothermEx geothermal consulting services. SLB uses their knowledge in digital, well construction, and field development to organise and carry out clients' projects. (SLB)

Lithium

Lithium batteries, which power electric vehicles, are in high demand at the present time. All nations and businesses aim at protecting their future access to vital minerals. We can now source lithium at scale with less water and waste generation thanks to SLB's innovative technology and strategy. SLB is paving the way for a surely electrified future by utilising integrated direct lithium extraction and production technology. (SLB)

2.6.4 Delivering Digital at Scale

Since SLB has a wide range of services they offer in order to deliver digital at scale, I will only be highlighting three (3) of it.



Data Solutions

Utilise SLB's broad range of linked digital technologies, which are available on-premise or in the cloud and are designed to give you the insights you need to securely and effectively maximise the value of your assets, to make better decisions faster. (SLB)

Oil and Gas Cloud Solutions

The cloud-based digital solutions provided by SLB have completely rewritten the book on conventional oil and gas operations. Processes that used to take weeks or months to complete can be completed in a matter of hours or days spanning across every domain. Production is fully optimised across all global asset portfolios, and decisions are based on the most recent information from all data sources. (SLB)

Edge AI for IoT

The oil and gas value chain's automation in combination with edge AI and IoT boost operational effectiveness. Implement choices more quickly to increase output and financial performance. Additionally, it can learn how to transform data into insights. Your assets will make decisions, forecast outcomes, and solve issues locally – quickly, comprehensively, and frequently without human interference. (SLB)

3.0 TRAINING REFLECTION

Before applying, I always knew I would like to get involved in the oil and gas industry but this is my first time hearing about Schlumberger (SLB). Since I major in Finance, the opportunities are endless for me. After extensive research on the company, I am interested in it. I applied under Finance Intern through an application my friend recommended. After roughly two (2) days of waiting, I finally got a call from the recruiting team and scheduled an interview for the position. An interview and a medical check up later, I am finally completing my internship with SLB.

3.1 Duration Practical Training:

My internship with Schlumberger (SLB) took me six (6) months or 24 weeks from 1st March 2023 until 1st September 2023. For my department, out of the five working days, we are required to only come into the office every Monday and Thursday from 8.30AM to 5.30PM. For the other day, we are given the opportunity to work from home. The SAP Deployment is located on the 6th floor of First Avenue, Bandar Utama.

3.2 Training Knowledge & Technical Skills:

For the past 24 weeks, I had the opportunity to experience the real working environment where I came to realize the importance of teamwork, communication skills as well as confidence. Doing my internship in SLB has been a learning experience for me that helped me in improving my communication skills with my colleague, building confidence to speak out and reach out to my superiors as well as strengthening my analytical skills to solve complex issues.

From the technical perspective of things, I am definitely more knowledgeable in Excel compared to when I first started as that is the main application the department uses as well SLB's systems like Oracle, Lawson, Quest and much more. From there, it forces me to always explore what else can Excel offer to ensure I could do my work smoothly during the course of 24 weeks of my practical training.

Other technical skills that I gained is that I am more aware of data management. Numerous companies have needed assistance with data management and secure data storage since the computerization of data. Due to this demand, a sizable job market that directly relates to the technical talent of data management is now available. The SAP department is essentially transferring data from the previous software to the latest software; SAP. Hence, ensuring the transferred data is stable and valid is imperative in this department.

3.3 Benefit of Training:

Increased Self Awareness: Reflecting on training experiences encourages me to understand my strengths and shortcomings, which can result in a deeper sense of self and personal development. Since this opportunity exposed me to various people, situations and settings, it has also helped me with my confidence. For example, having a fluent conversation in English is not my forte and since SLB is a multinational company where the workers are from different types of backgrounds it is rather obvious English would be used the majority of the time. Thus, this has definitely boosted my skills and confidence to hold a conversation in English with my colleagues.

Build Professional Connections: The phrase "your network is your net worth" was coined by Porter Gale. Internships offer some of the most effective networking opportunities since I can connect with professionals at all levels and from a variety of departments or specialities. After organizing a team building activity for my department, I have received recommendations and encouragement from my colleagues and team leads to try and apply for a permanent position in SLB. This might look small, but to an intern, this could eventually be an opportunity to stay and work with SLB full time so it is important for me to try and build a good rapport with the superiors here. (Gale, 2013)

Resume Booster: It is difficult to be hired in an extremely competitive job market. Lack of experience is one of the primary issues students run into when looking for professions. Any recruiter will find the resume more appealing as a result. It will convince employers that the student shows promise professionally and could potentially be an appropriate candidate for a job. When I applied for the internship at SLB, I knew it would give me an upper hand for when I start applying for work opportunities after completing my internship. This is due to the fact that the company is widely known in the oil and gas industry.

3.3 Roles, Responsibilities, Task & Assignments:

Despite the fact that I am still a student throughout the internship, I perceive it as an opportunity to get valuable hands-on experience in the working world. The first day of my internship, the other interns and I were required to attend an onboarding session where we were briefed on what to do as interns, to update our LDAP profile, how to claim our allowance and much more. The process took us one whole day as it was packed with briefings and guides for us to complete our internship with SLB. There are various tasks and assignments I took over during my internship placement however I will only be highlighting a few of them.

The first week of my internship consisted of getting to know my colleagues who I will be working closely with as well as my role as an intern in the department. For my very first task, I was assigned to complete a CDD0058 report of an entity. CDD0058 is essentially where I will compile the management and fiscal working TBs (trial balance) and ensure that all the data is steady and correct for the system to process and input data to the new system. It took me quite awhile to get the hang of it since the task is rather complex for someone new as I am but I still persisted and pushed through. This is so that I will be prepared for when the next cycle comes, I am able to assist Asraf. After countless hours of training and practicing, I finally am able to finish up a report for an entity within the time given.

The next task was the Currency Clean Up Workings. Currency Clean Up happens when they would want to clear off or write off any accounts of any entities involved. So I was assigned to check whether the file is stable and in the correct format before handing it over to the next process. This is where I would update the hard currency, cross check the posting keys and G/L account numbers to ensure a smooth pass over. This task was rather tedious as I need to double or sometimes triple checks if the posting keys are correctly debited or credited to the account. I was also assigned to update the hard currency for EUR, KSA, KWT, NAF, OPG and QTG. Despite it being a simple task of just cross checking and updating, it was still a major task as this could affect the Clean Up task done by the other teams.

Other than that, I was also entrusted to extract data from the previous system and compiled it to a file under FINR666. Before that, I had to ask for approval to create an Oracle account to get the data from. Once I was approved, I started the task. FINR666 is basically a detailed source statement report. This task was the one that was the most time consuming as the files from Oracle were big so it took awhile to load the page and I was given quite a huge list of entities to get it done.

Compared to the aforementioned tasks, this particular one was easy. I assisted Hassanin Tati, the Head of Department of SAP Deployment, to edit Powerpoint presentation slides for the Seniority Awards Ceremony (refer Appendices - Picture 4). This is where my creativity was challenged. Despite getting a template for it, Hassanin has another vision for it. So it was a bit tough when I had to redo it a handful of times to fit his vision. This task has given me the opportunity to get to know some of my colleagues as I had to open up their LDAP and look into their experiences to put those details into the slides. During the Seniority Awards Ceremony, I was given the recognition from Hassanin of assisting him in doing the slides for this particular event.

The last major event that I co-handled was organizing the department's team building activity (refer Appendices - Picture 5) after Hassanin appointed Roobi and I for it. This was the most challenging in my opinion as I had to juggle between my other tasks while organizing it. But nevertheless, it was a great experience because I got to boost my confidence level as well as my communication skills since I am required to deal with a third party for this team building session. The team building activity definitely helped me in getting to know and being even more comfortable with my colleagues out of my team since we were randomly put into groups for the activities. Though we were all worn out at the end of the team building session, it was a great event. Throughout the course of my internship, I would say that this has been a wonderful opportunity for me to learn new things through hands-on experience in the working world.

4.0 SWOT ANALYSIS

Strengths and opportunities contribute positively to achieving organizational objectives, making them favorable for organizations. On the other hand, weaknesses and threats hinder the achievement of organizational objectives, making them unfavorable. Therefore, a successful strategy selection involves analyzing the organization's internal strengths and weaknesses from the internal environment, as well as the opportunities and threats from the external environment. The manager's role is to find a balance between external and internal factors, aligning the organization's strengths and weaknesses with environmental opportunities and threats. (Gurel, 2017)

In this part of the report I will thoroughly discuss the strengths, weaknesses, opportunities and threats of the SAP Deployment department. I have decided to do a smaller scope and focus on my own department instead of SLB as a bigger picture is because I could resonate and understand the problem as I am facing it as well as an SAP Deployment intern. I have also asked my mentors and colleagues about the main problem that they faced after being in this department for more than 2 years.

There are various problems that have been issued by my colleagues, however the problem that I have decided to focus on is that the team **needs to manually copy and paste data from old software to the new software while making sure everything is steady**. For some, it might not sound as a major problem but once you're doing the job and having tight deadlines that need to be met, this is a major issue. Not to mention, if the file is too big, it is gonna take a longer time for it to load, copy and paste. Other than that, I have had a handful of times where I am on a tight schedule and suddenly my laptop would just restart by itself and I lost all my work. Basically I needed to start from scratch in order to submit a full report to my mentor before the deadline.

Essentially, the reason why SLB is unable to just upload and run the data to the new software is because of the difference in format. So when analysts would just run the data, ignoring the new format and what not, the data will not be uploaded to new software where all employees have access to. So this is where the SAP Deployment team will come in and try to come up with formulas and templates so other departments can use it to upload data to the new software. Hence why I decided to focus on this particular issue for my SWOT analysis.



SWOT ANALYSIS

Schlumberger Procurement and Support Services Sdn. Bhd.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Increased oversight• Data quality assurance advancements	<ul style="list-style-type: none">• Avoidable errors• Inconsistency
OPPORTUNITIES	THREATS
<ul style="list-style-type: none">• Job opportunities• Sharpen Excel skills	<ul style="list-style-type: none">• Low speed of data entry• High cost of training

4.1 STRENGTHS

- Increasing oversight

Ideally, you have control over which categories each specific number is assigned to when you keep records by hand. Analysts might need to manually track these figures if the company has particular requirements that make it difficult to measure something, for example; sales or trends in an automatic method. Manual data entry has the additional advantage of determining the integrity of the data entered into a system when circumstances where the software is unable to make the distinction between correct and incorrect data quality (PubMed, 2013). In this case, all of the senior analysts in the SAP Deployment department are able to tell whether the data in a working trial balance for example are in the correct order or not before uploading it to the new system. There have been numerous times where they would immediately detect the mistakes from just one look of the file. This only proves that the analysts are a professional at doing their job because a skill like that could only be seen from those who have years of experience in the department.

- Data quality assurance advancements

The quality of the data has a substantial effect on what degree of precision the data entry is. To ensure the accuracy of your data, each analyst is taught to only release items which have been approved for analysis (Wiechork & Charao, 2021). As a result, model training datasets are consistently of the greatest calibre and accuracy. Human experts in data entry and annotations are more able to address changing business needs. They can therefore implement improvements that are specifically suited to the requirements of the clients, working TBs and much more. Flexibility is beneficial because it helps the analysts to react swiftly and effectively to the shifting company needs with regard to data annotation activities. For example, in SLB there are some items that need to be changed manually before letting the data run through the new system. If this process is overlooked, it will definitely be a problem when uploading the data to the system and it will delay the whole GoLive process.

4.2 WEAKNESSES

- Avoidable errors

The manual process is carried out by people, who are not perfect at performing repetitive mundane tasks. In contrast to a machine that operates according to predetermined rules and never gets fatigued unless it malfunctions, a man is prone to making mistakes when faced with a laborious task because of the dynamic of human nature. Errors in data entry can be caused by a variety of circumstances. For instance, exhaustion or fatigue substantially decreases accuracy. Accuracy suffers as tiredness rises. Additionally, accuracy suffers when speed is emphasised as a crucial component of data entry. A 1999 study found that workload and stress may negatively impact performance when doing data entry activities. Lack of sleep also affects how well people accomplish activities in general and might lead to mistakes in data entry. Errors in data entry are bound to happen since there are so many potential causes for them (Scott et al., 2008). Manual data input is a cumbersome and monotonous activity that can be demoralising, especially when the analyst has access to better and more productive work inside the business.

- Inconsistency

Manual data input services are always at a disadvantage since maintaining consistency among individuals is a difficult operation that must be avoided in a setting where data consistency is essential to the success of the system. When rekeying texts, the procedure should be carried out properly without rushing or appearing hasty. Rekeying takes a lengthy time. While using manual data capture tends to drag things out and can lead to mistakes to document processing (Hamzah et al., 2018). Humans make mistakes, thus this could significantly affect the consistency of the data migration. A business, large or small, could overcharge or undercharge customers, overpay or underpay suppliers, obstruct the accounting and auditing procedures, and face legal and financial repercussions if the data entry error involves money. Despite using human effort means the oversight is more increased, but then humans are prone to make mistakes. When the data entry procedure is repetitive and/or involves an extensive amount of data, even the best data entry operators are vulnerable to making errors.

4.3 OPPORTUNITIES

- Job opportunities

When job creation is the goal of a project, manual data entry provides more benefits to the people and government in job creation. With more jobs created through manual data entry services, the better the society will be. (Offshore Business Processing, 2022). The more human involvement there is in the process of data migration, it is also considered as job opportunities. As mentioned before, the SAP Deployment is not just blindly copying and pasting data from one file to another, it is tediously going through it and seeing if the data is netting to zero. If it is not netting to zero, where does the amount come from? While it could be done by running it through the system, The software may produce a less-than-ideal output if the input were to vary even slightly from the established form and send out an error or record incorrect data.

- Sharpen Excel Skills

Some may even ask why mastering Excel is considered as a skill? According to a study done by Formby and others in 2017, A number of studies have also discovered that graduates with sophisticated analytical skills—specifically, Excel—are more marketable and achieve higher wages. As a result, having strong functional analytical abilities, such as excellence of Microsoft Excel, upon starting a career is becoming more and more of a requirement for employment. Fast-growing job categories identified as middle-skilled jobs reiterate skills more than needing a bachelor's degree and frequently pay more than traditional jobs that only require a bachelor's degree. Significant business knowledge is needed for these positions, but there is also a strong emphasis on the ability to use quantitative business analytics in decision-making. Although some could contend that business graduates need to aim for more senior management positions, it would be more accurate to view these middle-skilled jobs as a step on an advanced road for business graduates to management. In these circumstances, being an intern in the SAP Deployment department is most likely the reason why I am more proficient in using Excel compared to the first day I started here. Excel is essentially the most used application within the employees of SLB; especially in the SAP Deployment department.

4.4 THREATS

- Low speed of data entry

A man cannot possibly match the pace of the machine in processing. The slow speed of manual data input will result in system failure in a data security scenario where millions of items must be checked for data integrity and data validation to ensure high accuracy of data components entering a system. Rekeying requires a lot of effort and time. If a document or document project requires rekeying, additional time must be given for rekeying the text and proofreading. Employees should open a word processing program and start typing text exactly as it appears on the spreadsheet when rekeying text. However, it must make sure it sticks closely to the original's structure and content. When rekeying texts, the procedure should be carried out properly without rushing or feeling rushed (Hamzah et al., 2018). Someone trying to input 20 entities worth of data within a time constraint is bound to blunder. This will only result in mistakes and having to redo the file thus affecting productivity. In this case, a SAP analyst does not have the luxury to take their time when trying to complete a file. On average, they would give themselves roughly 30 minutes per file as they have to go through a large number of it in a day.

- High cost of training

One benefit of an automated system is its cheap operating costs, but employing a manual data entry system will need hiring more staff to supply services at a higher volume, and each employee will need to undergo basic training to be able to complete their given jobs. The cost of the project is high because it involves an initial expenditure on tools, software, and training. These expenses would be significant. Employees will be the main cost on any project once the infrastructure is in place, but there will also be costs associated with updating software, hardware, and training, as well as the occasional capital spend for specialised equipment. Depending on the types of assets you are digitising and at what level, workflow expenses may vary. OCR requires more time and money than scanning images, and labour expenses have an impact on workflow costs (Hamzah et al., 2018). For example, when SLB wanted to create the latest version of software, they needed to establish a new department just for the data migration process, hence resulting in a new department; SAP Deployment. This might be costly to the company as it takes roughly 45 employees to migrate the data from the previous system to the latest system.

5.0 DISCUSSION AND RECOMMENDATION

Some ideas and recommendations for the business to take into account are included below based on the SWOT analysis of Schlumberger (SLB):

5.1 Internal Factors (Strengths and Weaknesses):

- Train more employees to increase oversight

Training additional employees to increase oversight is a proactive strategy that enhances organizational control and accountability. By increasing the number of trained individuals responsible for oversight, the workload can be better distributed, efficiency can be improved, and the risk of unnoticed errors or misconduct can be reduced. Employee training and development acts as a valuable mechanism that not only enhances the necessary competencies for job performance but also facilitates individuals in experiencing greater satisfaction with the outcomes of their work. (Walters & Roriguez, 2017)

As mentioned before this skill does not just happen overnight, it takes months or sometimes years to even develop those skills because by then, the analysts have gone through countless WTBs that need to be modified and checked before uploading it to the new system. If more employees are trained, there would be less checking that needs to be done as the analyst is sure that they are inputting the right amount to the right account.

In order to avoid any avoidable errors like inputting the wrong entity in the column, it is also advisable to ensure that the employee is given proper training and briefing on the job scope. Despite SAP Deployment's main goal is data migration, not everyone fully understands how the file should be. For example, it took me roughly a month to fully grasp the way to complete the CDD0058 file as it was a long and detailed process.

In the absence of adequate training and development opportunities, employees would be unable to fulfill their tasks to their fullest potential. Employees who possess the necessary capabilities to carry out job-related responsibilities tend to exhibit higher job satisfaction, leading to increased job tenure. Training and development serve as essential tools that not only optimize employee performance but also enhance their efficiency, productivity, satisfaction, motivation, and innovation within the workplace. (Walters & Roriguez, 2017)

- Ensure data is checked by multiple analysts:

With the accumulation of information and the continuous growth of data size, ensuring the accuracy and validity of datasets becomes increasingly challenging. Fact checking often involves numerous data sources discussing the same subject, but determining which source holds the correct information or if any of them contain relevant details related to the specific query can be uncertain. (Afrati et al., 2017)

This might sound tedious because it basically means having to do a job twice but as they always say, it is better safe than sorry. Hence it is advisable to run the data by another set of skilled eyes in case of any corrections needed to be made to the file. With another pair of eyes, the probability of errors could be low as any mistakes could be corrected by the second analyst.

In order to maintain consistency throughout the data migration, it is extremely important to ensure data is checked by multiple analysts. In the department, analysts are handling a large amount of money so it is critical that everything that goes live is accurate. Data migration is definitely a cumbersome process so humans are prone to make any mistakes when tiredness arises. So having the data double checked would certainly ensure the data is steady and consistent.

Implementing a process that involves multiple analysts in checking data is crucial for ensuring its accuracy and reliability. This collaborative approach significantly reduces the likelihood of errors, biases, or oversights, thereby enhancing the overall quality of the data. The research highlights the importance of collaborative cross-checking as a vital element of resilience. By engaging in this practice, the ability to promptly detect and address erroneous assessments or actions is enhanced, leading to effective mitigation or elimination of negative consequences. (Patterson et al., 2007)

If these suggestions and recommendations are put into practise for internal SLB factors, it will support the company's long-term growth and sustainability through allowing it to build on its strengths and amend its weaknesses.

5.2 External Factors (Opportunities and Threats):

Opportunities:

- Job opportunities:

The establishment of a new department creates job opportunities within an organization. The introduction of this department opens up possibilities for individuals to take on new roles and responsibilities, contributing to the growth and development of the organization. This expansion can result in increased employment prospects, providing individuals with fresh career opportunities and avenues for professional advancement. While change can evoke fear and confusion within organizations, it also has the potential for positive impacts on both employees and the organization as a whole, as long as it is carefully managed. (Jalagat, 2016)

Since SAP Deployment is a project-based department, it means that once the goal is achieved, the department will be dismantled and the employees in the department will most likely move to other departments. It might be safer to still have a group of SAP Deployment employees to overlook the system if there is any problem with it. For example, if other employees have any problems with the SAP system, they are advised to contact the team as they are well versed in the area as they were the one handling and migrating data to the SAP system.

- Expand partnerships:

Establishing robust partnerships is a fundamental element of thriving entrepreneurial endeavors, with the specific nature and form of these relationships varying based on the industry and its scale of operations. Expanding partnerships with Microsoft can bring numerous advantages and opportunities for an organization. For example, Access to cutting-edge technology: Partnering with Microsoft grants access to their extensive range of innovative technologies and solutions. This includes cloud computing platforms (such as Azure), productivity tools (such as Office 365), artificial intelligence frameworks (such as Azure AI), and more. Leveraging these technologies can enhance operational efficiency, scalability, and competitiveness. (Kiss, 2020)

SLB could take this opportunity to expand partnerships with organizations that offer a workshop to enhance one's Excel skills for example. New employees tend to oversell themselves by saying they are Excel savvy when in reality, they are unable to do simple formulas like XLOOKUP and VLOOKUP. In this department, those basic formulas are important to increase work productivity. What better way than building a good rapport with Microsoft than collaborating with Microsoft themselves to enhance SLB employees' Excel skills.

Threats:

- Allocate time for cross-checking:

It is essential to allocate dedicated time for cross-checking tasks. By setting aside specific periods for cross-checking, individuals can ensure that sufficient attention and effort are given to verifying information, data, or processes. This dedicated time allows for a thorough examination of details, identification of inconsistencies or errors, and validation of accuracy. (Patterson et al., 2007)

Proofread everything. This piece of guidance has been said countless times, but it deserves to be repeated because even minor errors can result in loss costing millions of dollars. This could be done in 2 steps; first, schedule some time to set aside proofreading in between inputting the data. Second, by taking breaks at regular intervals, analysts can also prevent mistakes from happening in the first place. This minimises tiredness and the probability of mistakes. As the saying goes, it is better safe than sorry.

- Start a mentoring program:

Mentorship in the workplace presents opportunities to provide valuable support for both psycho-social and career development. By implementing a mentoring program, organizations can foster a culture of learning, knowledge sharing, and professional growth. Mentees benefit from the guidance and expertise of experienced mentors, while mentors gain satisfaction from helping others succeed. The organization as a whole can experience improved employee engagement, retention, and overall development. (McDonald & Wilson-Mah, 2022)

To create a more productive workforce, make use of the knowledge already present in your company. SLB can put together a mentoring program by identifying the team members who are the finest and most adept at their jobs. These mentors can enhance the learning process in the organisation by helping new hires comprehend the rules and proper procedures for doing their tasks. Allowing these mentors to provide guidance to others is an excellent approach for minimising employee training costs because they have already received training on the topic and have demonstrated proficiency in it.

By taking advantage of the opportunities and minimising the threats, SLB can definitely be a good opportunity for undergraduates to do their internship here.

6.0 CONCLUSION

In a nutshell, over the course of 24 weeks of my internship with Schlumberger (SLB), it has proved to be a bittersweet experience. This internship has given me fresh perspectives and the determination to pursue an international career in the financial industry. There are various things I may try to improve to get prepared to begin my future career. I can improve my communication abilities to present and articulate myself with greater confidence.

Despite my job scope during the internship differs to my degree major it has exposed me to the world of an analyst for a big firm. During my internship, I learned more about what an analyst in SLB does and how to prepare myself to work as a responsible and determined analyst in the future. During my training, I have come to understand that observation and communication is the key component in determining the issue. It does not just apply solely for my task but also for my everyday tasks. I work proactively with my colleagues to identify the issues during the task at hand. Additionally, the project indirectly fosters my abilities to develop self-discipline, have self-confidence and to learn on my own initiative. Moreover, as I interact with other people, my communication abilities improve. When I made any mistakes during my training, my mentors and colleagues would offer me criticism and guidance. Nevertheless, their suggestions have helped me adapt and prevent me from repeating the same mistakes.

Personally, I would recommend others to do their practical training at SLB. The benefits here are amazing compared to the other companies. SLB also has an amazing working environment where everyone is approachable and for an intern that is a bonus. I can confidently ask them for any tasks that I can help with or even ask any questions and they will answer it. I cannot say for all departments but for the SAP Deployment department, employees are certainly patient in briefing and training me for my workload despite having tons of work themselves. Other than that, the working hours are flexible since we are only required to come into the office twice a week according to the department. Thus, I only have to come in on Mondays and Thursdays. This could benefit those who live further away from office since they would only need to commute only twice a week, compared to the other companies.

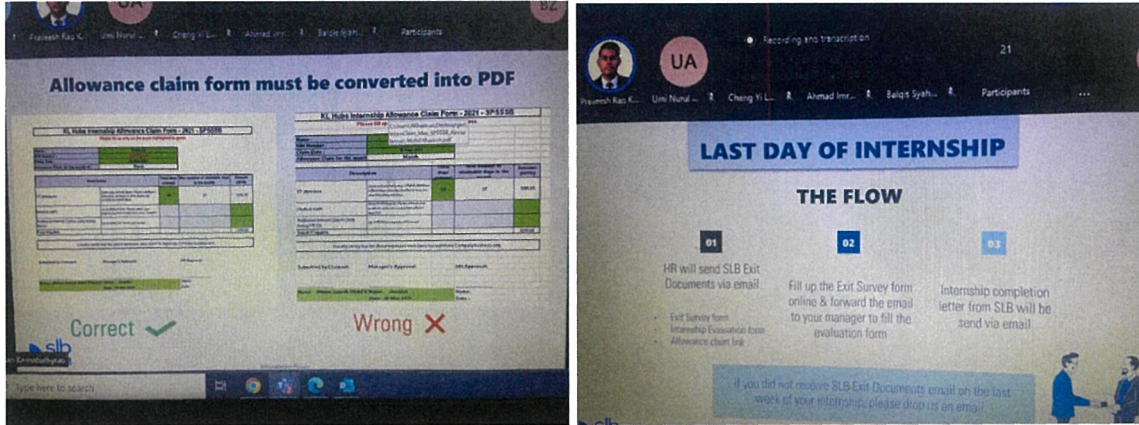
All in all, SLB is the perfect place for me to do my practical training as it ticks all the boxes I have for an internship placement company. I am also planning to apply for any permanent position vacant with SLB to start off my career.

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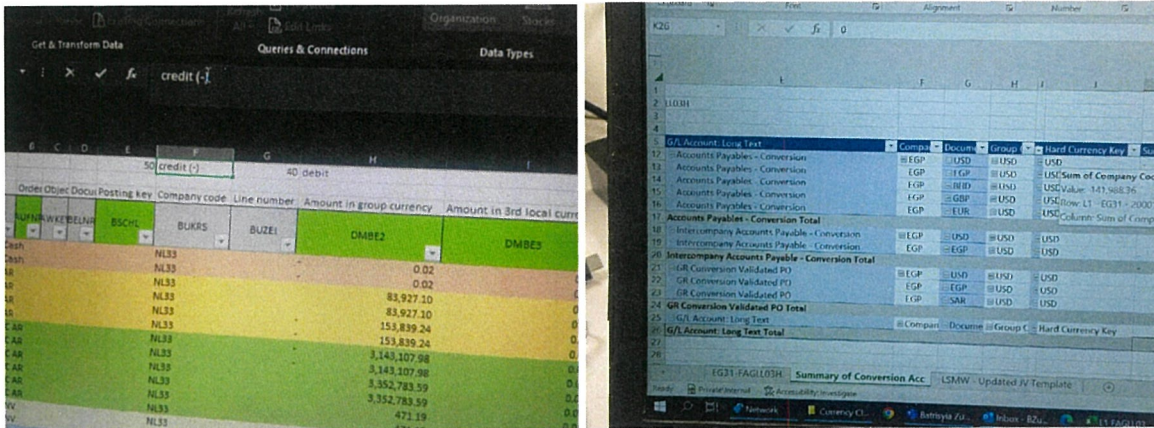
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8.0 APPENDICES



Picture 1: Onboarding Session



Picture 2: Currency Clean Up Workings



Picture 3: SAP Deployment Iftar party at Bedouin Arabian Cuisine



Picture 4: SAP Deployment Seniority Award Ceremony



Picture 5: Organizing SAP Deployment's Team Building Activity at NextGen



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Picture 6: Original Similarity Percentage (5%)