



UNIVERSITI  
TEKNOLOGI  
MARA

**KMI**  
KUANTAN  
Medical  
Centre

# INDUSTRIAL TRAINING REPORT

KMI KUANTAN MEDICAL CENTRE



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# EXECUTIVE SUMMARY

For all undergraduate courses in the Faculty of Business and Management, internship is the final course on the course schedule. A student must do an internship or get on-the-job training in fields linked to their academic degree and area of specialisation. This internship course acts as a real-world training ground for students to gain working experience, practical knowledge, and responsibility in carrying out duties given to them by the employer. It would improve practical abilities, information, and attitude in completing the assignment.

This Industrial Training Report is a comprehensive summary of the 24-week internship I completed at KMI Kuantan Medical Centre. This report intends to demonstrate my industrial training process throughout the course of this 24-week period, including practical experience like interacting with lots of people, adjustments to working in the actual world of business, and information and skills acquired for both professional and personal growth. During my internship, I was assigned under two departments which are Account & Finance and Quality Assurance and Risk Department. When I am working as an intern under Account & Finance Department, I need to do knock off and do some reconciliation with patient's payment bills. On the other hand, when I am working under Quality Assurance & Risk Department, mostly my job is amend policy and procedure for each department.

Other than that, this report also include several information of KMI Kuantan that include the company's establishment, logo, etc. Next, this report also includes of my student's profile, company's profile, training's reflection, SWOT analysis, discussion and recommendation based on SWOT and lastly conclusion. However, the most crucial part of this industrial training report is the SWOT analysis which includes the strength, weaknesses, opportunities, and threats of the company. Overall, this report will help the readers to understand the SWOT analysis of KMI Kuantan.

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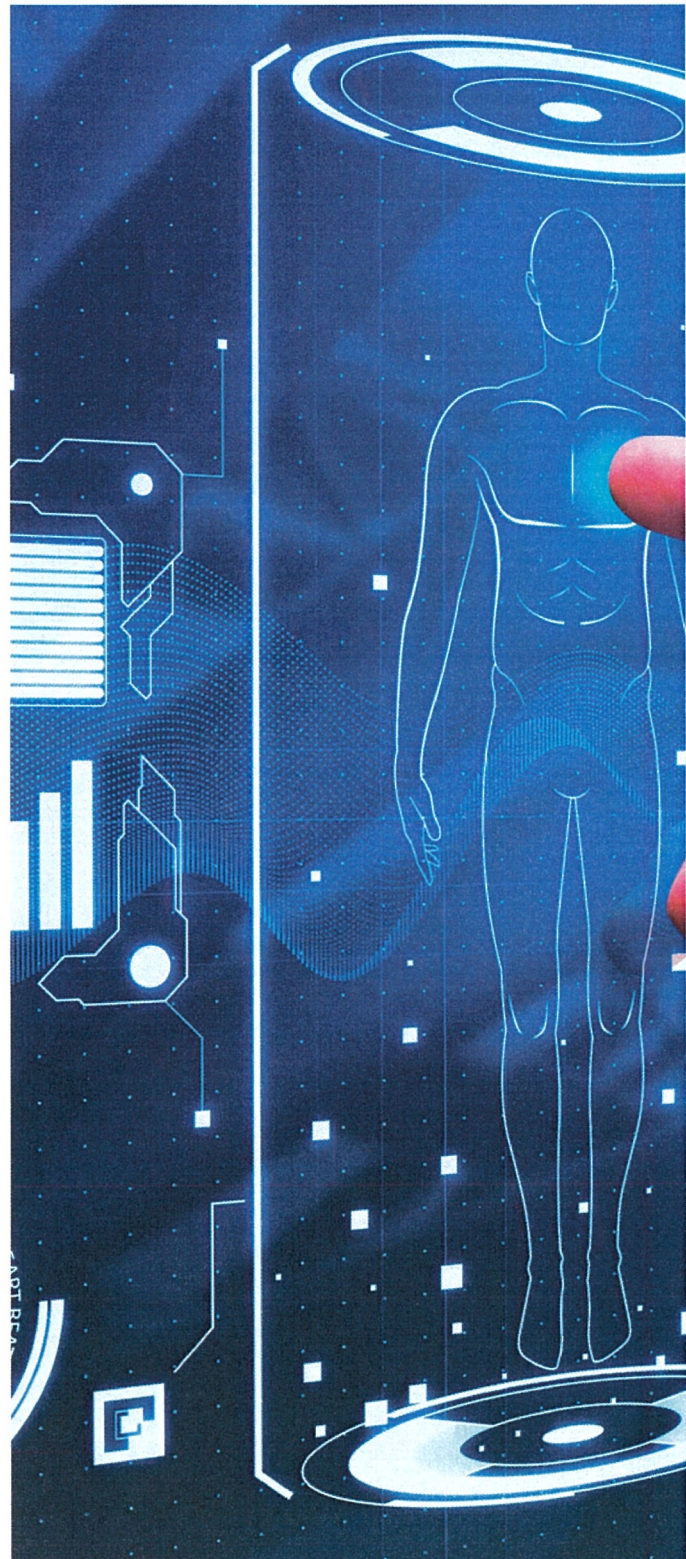
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Not only that, but I also want to express my gratitude to Mr. Mohd Ridzuan, Mrs. Nor Anizam, Mrs. Miliza Mohammad, and the rest of the KMI Kuantan Medical Centre team for their wonderful support and encouragement. I would also want to express my gratitude to my parents for helping me to complete this endeavor both physically and psychologically.

I can say that my industrial training prepared me for the realities of the workplace. It enabled me to learn more about a variety of departments, even those unrelated to my field of study and employment. Therefore, I am confident that this will be useful to me in the future.