



UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Perlis  
Kampus Arau



## PERTUBUHAN PELADANG KAWASAN (PPK) BAGAN SERAI / BERIAH

# INDUSTRIAL TRAINING REPORT

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## **EXECUTIVE SUMMARY**

This report was prepared for my Industrial Training course on management and finance. I have been accepted to undertake training at Pertubuhan Peladang Kawasan Bagan Serai / Beriah, located in Bagan Serai, Perak. Pertubuhan Peladang Kawasan (PPK) Bagan Serai / Beriah established under the farmers' organizations act 1973 (Act 109) on 2 May 1974. The office of this organization is fully owned by the government.

I need to complete my industrial training for six months, from March 1 to August 15. I was placed under the account manager and finance department. My role and responsibility is to update the amount of shares invested by farmer members. I also help the officers to write the annual transaction amount of the farmers' shares in the share savings ledger card as well as help in other management in the financial department.

In this report, I mentioned the SWOT analysis, SWOT matrix, and PESTEL analysis of the company. SWOT analysis is used to evaluate the company's strengths, weaknesses, opportunities, and threats. In this report, I was conducting SWOT analysis for PPK Bagan Serai / Beriah.

At the end of this report, I am making a discussion and giving recommendations for PPK Bagan Serai / Beriah to overcome the weaknesses of their management and financial departments. The report also includes conclusions, references, and appendices to complete the report.

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## 2.0 COMPANY PROFILE



### 2.1 NAME

PERTUBUHAN PELADANG KAWASAN (PPK) BAGAN SERAI / BERIAH

### 2.2 LOCATION

**PERTUBUHAN PELADANG KAWASAN BAGAN SERAI/BERIAH  
KM 16, JALAN TAIPING , 34300 BAGAN SERAI  
PERAK DARUL RIDZUAN**



## **2.3 BACKGROUND**

Pertubuhan Peladang Kawasan (PPK) an institution owned by farmers established under the Farmers' Association Act 1973 (Act 109). The Director General of the Lembaga Pertubuhan Peladang (LPP) is the Registrar of all Pertubuhan Peladang in Malaysia. Act 109 the Farmers' Organizations Act 1973 was enacted specifically to reorganize farmers' associations and cooperatives based on agriculture. Under this Act, farmers' associations were abolished and re-registered as farmers' organizations, while agricultural-based cooperatives became member units of PP. Currently there are 1531 agricultural cooperatives and 119 farmers' associations serving rural farming communities.

Pertubuhan Peladang Kawasan (PPK) Bagan Serai/ Beriah has 11 members of the board of directors (BOD) who administer and lead all programs and activities at PPK. PPK Bagan Serai / Beriah has 36 areas or called units under PPK administration. Each unit has a leader who will always deal with and get information first from PPK. Every month the head of the unit and members of the board of directors will meet about PPK performance and current issues.

## **2.4 MISSION AND OBJECTIVE**

### **Mission**

- Improve economic and social standards.
- Increase knowledge & skills.
- Increase revenue and income.
- Create a progressive, prosperous and united farming community.

### **Vision**

PP becomes a superior farmer institution to improve the living, economic and social standards of farmers.

### **Objective**

Making PPK a strong organization, as a viable Farmer Institution, gave birth to a strong movement to provide the best service.

### **Quality policy**

PP is continuously committed to developing the agricultural sector efficiently that meets the needs of customers and stakeholders as well as implementing continuous improvements to improve service quality.

## **2.5 MAIN ACTIVITIES IN PPK BAGAN SERAI / BERIAH**

### **Economic Activity**

- Agricultural input business (fertilizers and pesticides)
- Supply of agricultural machinery and equipment
- Contract work (maintenance / supply)
- Paddy and palm oil marketing project

### **Social Activity**

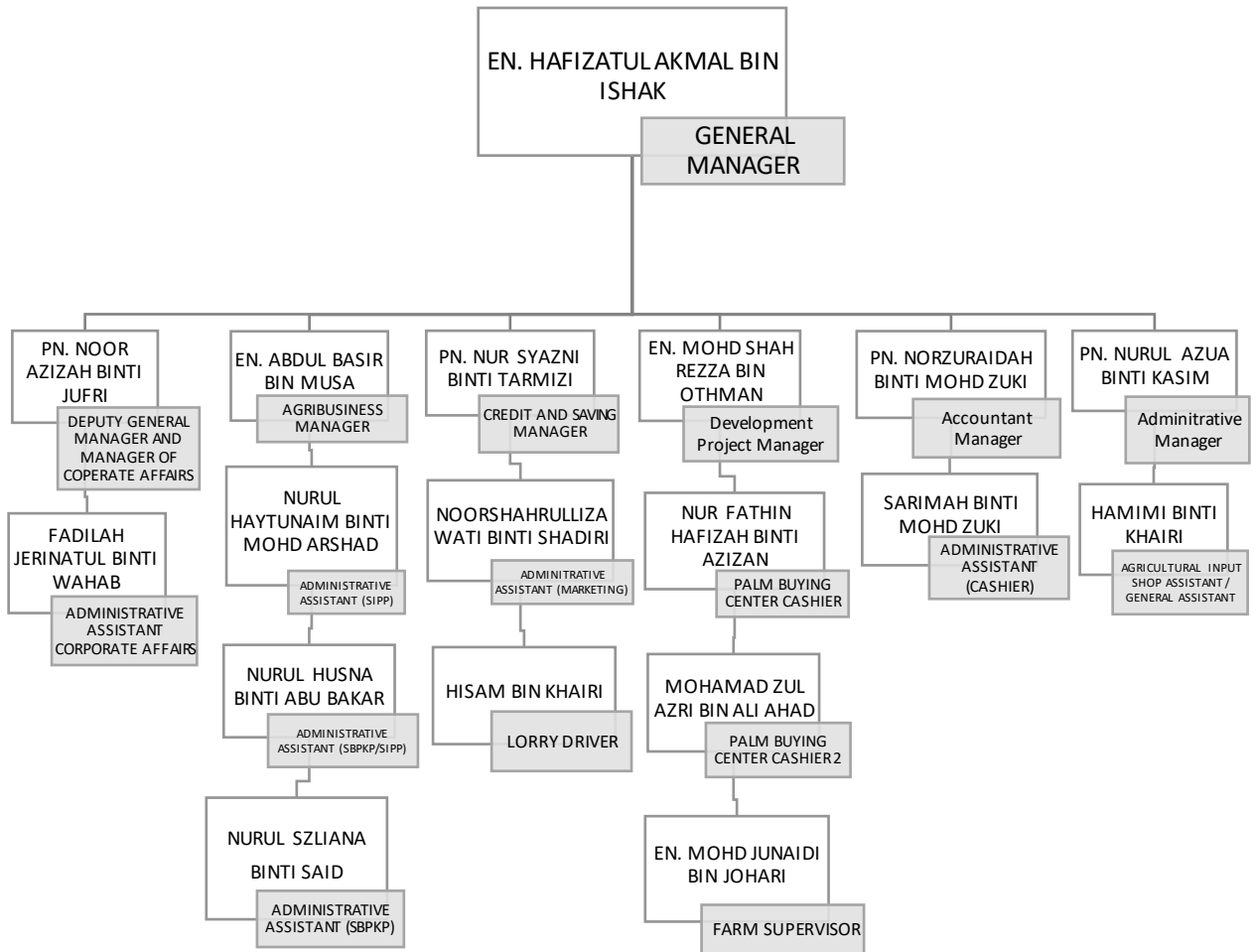
- Dividend/annual profit (dividend payment on shares)
- Providing education fund for their members who has children that are continuing their studies.
- Providing funeral fund for their members who has passed away.
- Providing welfare fund to any poor family within the state of Bagan Serai

## 2.6 ORGANIZATION STRUCTURE CHARTS

List of members of the board of directors

	<b>NAME</b>	<b>POSITION</b>
i.	DATO' HAJI SHAM BIN MAT SAHAT	Chairman Member of the board of directors
ii.	EN. ZAINAL ABIDIN BIN HAJI HANAFIAH	Member of the board of directors
iii.	EN. YAASIR ARAFAT BIN ZAINI	Member of the board of directors
iv.	EN. AZHAR BIN HASHIM	Member of the board of directors
v.	EN. MUSLAN BIN MOHD NAPIAH	Member of the board of directors
vi.	EN. MD. RASID BIN SALIM	Member of the board of directors
vii.	EN. MAHYUDDIN BIN RAHMAT	Member of the board of directors
viii.	PN. SAONAH BINTI MADAR	Member of the board of directors (Peladang Nita)
ix.	PN. MAKKIAH BINTI BAKRI	Member of the board of directors (Peladang Nita)
x.	EN. MOHAMAD HAFIZUL BIN HAMDAN	Member of the board of directors (Peladang Muda)
xi.	EN. MOHAMAD NOR BIN DIN	Member of the board of directors (Peladang Muda)

# Pertubuhan Peladang Kawasan Bagan Serai / Beriah Organization Structure Chart





## **3.0 TRAINING REFLECTION**

### **3.1 DURATION**

As part of the requirements for my degree at Universiti Teknologi MARA, I must participate in an industrial training program lasting six months, equivalent to 24 weeks. My internship starts on March 1, 2023 and I will finish on August 15, 2023. I work for a standard five-day work week, starting at 8:00 am and ending at 5:00 pm every day.

### **3.2 DEPARTMENT**

I have been given the responsibility to work under the Financial Management Department led by Pn. Norzuraidah Binti Mohd Zuki who manages the finances at PPK Bagan Serai / Beriah. I am also involved in the management of the Poison Input Shop owned by PPK Bagan Serai / Beriah.

### **3.3 ROLES AND RESPONSIBILITIES**

My role and responsibility as an intern under the Financial Management Department is to record any changes in financial related activities at PPK Bagan Serai / Beriah.

First of all, my role and responsibility is to record the amount of shares of farmer members who invest in Sistem Primari Pertubuhan Peladang (SPPP). I will adjust the amount of shares by rounding to the ringgit without having any remaining cents in order to be able to adjust the amount of all shares in PPK that will be audited every year. If there is a negative or empty balance I will report to the officer to make sure that the member has ceased to be a member or the remaining shares have all been removed. Every change needs to be recorded because every share will get a dividend every 6 months.

In addition, I will also work at the counter if there are clerks who are not present. During the course of this industrial training, the provision of financial incentives and fertilizers to farmers was actively carried out. I will record the receipt in Microsoft Excel by writing the date of receipt. If there are any questions related to the acceptance, I will see their names have accepted through Cash or banking in the list provided by PPK. Additionally, I will record every payment for fertilizer charges under Skim Intensif Pengeluaran Padi (SIPP) and SKBKP in the existing list.

I was also involved in the subsidy of Pesticides under SIPP along with some practical students and clerks. I will take the poison as in the subsidy receipt and pack it to give to the farmers. The granting of this subsidy is done throughout the month of May 2023 before the start of planting rice and palm oil. So I am responsible for managing the grant, which is the amount of poison according to the price and area of the farmer's land. One hectare of land will get RM300 for farmers. Then I will manage the selection of poison from the farmers so that it is according to the amount allocated.

Finally, I was also involved in writing the transactions and total shares of PPK Bagan Serai / Beriah farmers in the ledger. Every year farmers who invest in PPK will get dividends according to the amount invested. So the transaction needs to be written in the ledger for the reference of officials and farmers. Although the transaction is in the SPPP system, it can only be viewed according to the desired year without showing all transactions each year. So I will write the beginning balance and the ending balance in the ledger.

I will also be involved in preparing the hall for the events that will take place at PPK Bagan Serai. For example, Eid al-Fitr feast, PPK Bagan Serai / Beriah General Meeting and Council involving farmers. Additionally, I will work at the Agricultural Input Store for a certain amount of time if the store needs my help. I will be assigned to write down each purchase to facilitate stock calculation. Before the stock inspection from the Audit department, I will help the Clerk to calculate and check the old and new stock.

### **3.4 BENEFITS**

During my internship, I received an allowance of RM100.00 per month. The allowance was given to me to help with daily expenses and transportation costs during my time at the organization. The allowance given is useful in covering various expenses such as meals, transportation to the workplace, and other costs that occur during my internship.

During the last 6 months of industrial training, I have gained many benefits, including improving my soft skills and improving my technical skills and knowledge. From what I have seen, my communication skills have improved because my job requires me to interact with people, where I have to serve farmers who come to PPK to inquire about Pesticide subsidy distribution and financial incentives from the government. Apart from that, it boosts my confidence level to interact with others.

In addition, my knowledge about financial management in a company can also be increased. PPK Bagan Serai is a government company that manages finances provided by the government in addition to profiting from other revenues. I have also seen that my technical skills and knowledge have increased during my internship. I learned numerous unusual things, including using government systems such as SPPP and E-padi. Using this system made me not only increase my knowledge for management and finance but also increase my knowledge in agriculture.

## 4.0 SWOT ANALYSIS

SWOT (strengths, weaknesses, opportunities, and threats) analysis is a framework used to evaluate a company's competitive position and to develop strategic planning. The SWOT analysis evaluates internal and external variables as well as present and anticipated future situations.

Strengths describe an organization's excellence and what sets it apart from the competition. As for the financial department, it can be seen the profit factor obtained by the company compared to other companies.

Next, weaknesses refer to internal factors that may put an organization at a lower level than its competitors. For a company, there will definitely be internal problems that will be a factor in the decline or loss in workplace management and the company's profits. The weaknesses may include the fact that the organization may not have enough skills and knowledge, have limited resources, rely on outdated technology and more.

Furthermore, opportunities refer to the external factors that an organization can leverage to its advantage. Opportunities may come about due to various factors such as market trends, emerging technologies, shifts in consumer preferences, and others. Identifying opportunities helps organizations take advantage of external circumstances to grow and achieve success.

Last is threat, which refers to external factors that can potentially prevent the growth of an organisation. Threats can arise from multiple factors, such as competitors, economic downturns, regulations, technological advancements, and more. By acknowledging potential threats, organisations may develop plans to overcome them.

# SWOT ANALYSIS OF PERTUBUHAN PELADANG KAWASAN (PPK) BAGAN SERAI / BERIAH

## Strengths

- The biggest agricultural sector supplier
- Great business strategies to maximize profits

## Weakness

- Less ability to use advanced technology
- Lack of interaction between members of the board of directors and PPK employees

## Opportunities

- **Members has an opportunity to become an entrepreneur.**
- **Strategic place for plantation sector**

## Threats

- Agricultural input stores that have received little attention from farmers
- Competitor among other private business entity.

## 4.1 STRENGTHS

- **The biggest agricultural sector supplier**

Pertubuhan Peladang Kawasan (PPK) is known as the biggest supplier of agriculture sectors for farmers in the terms of supplying inputs, farm needs as well as daily necessities. It helps farmers especially in rural area to grow their agricultural activities. In addition, PPK also provide farm machinery services for any farmers who become PPK members. PPK will suggest the best machinery products for the farmers, and they will cover the cost of purchasing the machinery product to facilitate the farmers to get the machines in order to make it easier for them to run their agriculture business. This will help the farmer to enlarge their agriculture activities in better ways by having an advance machinery product

- **Great business strategies to maximize profits**

PPK has great business strategies to maximize their profits. As the organization was known as biggest agricultural provider, they also have few businesses which the capital comes from the collection of investment funds from their members to help them to operate the business to generate more profits and they will distribute the profits in the terms of dividend to their members who contributes their capital to PPK. Their other business are chilli field plantation, poultry farming and coconut plantation but the majority of their business is based on crude palm oil plantation. They also making profits by having few business to cover the management costs and give the benefits towards their members who in need by supplying the farmer needs who also operates an agricultural business. In addition, they also have come out a new business during the pandemic which food and groceries deliveries where they help anyone who cannot going out by providing delivery services. Their delivery fees are far more cheaper compared to other food delivery services such as food panda and grab food.

## **4.2 WEAKNESS**

- **Less ability to use advanced technology.**

Technological progress is a key driver of improvements in incomes and standards of living (Aqib Aslam, 2018). Most companies must have their own in their organization. I am aware of some weaknesses and limitations in this organization. Starting with the first weakness, the organization lacks the ability to use the latest technology. I see these organizations are still using mail where they must post letters using 'poslaju' to deliver information to their members. This will allow for large paper usage especially when they have a lot of information to send to their members. The reason for using correspondence as a medium of communication between the organization and its members is because most of its members are elderly people, most of whom are less likely to use advanced technology such as email, whatsapp or smart phones.

This will incur huge costs in terms of electricity, photocopying and the use of the paper itself. Their members also must go into the office just to check the dividends they received. Also, the organization's system is very outdated where it is difficult to find their members' data especially when their members have died. The amount of capital they invest must be transferred to their family members but the process takes longer. To stay competitive, small businesses need to adopt and incorporate online technology into their everyday business operations.

- **Lack of interaction between members of the board of directors and PPK employees**

When it comes to effectively updating information in the workplace, communication is the key. Failure to communicate effectively will result in a communication gap between employees, which will lead to misunderstanding as well as losses in terms of time, productivity, and efficiency. In PPK there are 11 members of the board of directors who administer this PPK. All BOD will come to PPK if there is an important meeting with officers. However, it is not involved with other PPK clerks. This will increase the communication gap between them. Furthermore, top officials are also rarely in the office due to external affairs that make it difficult for them to convey information from the BOD. Problems in the PPK will only reach the BOD if there is an emergency meeting or an audit meeting. This will cause problems with poor management of a government institution.

### **4.3 OPPORTUNITIES**

- **Members has an opportunity to become an entrepreneur.**

Other than investing in this organization, anyone who become a member of PPK Bagan Serai has a chance to join PPK which they can be an entrepreneur with the guidance from PPK Bagan Serai. This organization will provide an entrepreneur training to any members who wants to be an entrepreneur in

agricultural business. The agricultural business includes crude palm oil plantation, chili cultivation and so on.

Furthermore, this training is provided without any extra fees. In the training session, all the entrepreneurs will be given some ideas on how to manage the business, procedure before jump into a new business, how to implement agricultural technologies and many more. This is the good opportunities as the organization can build a new business with the entrepreneurs where both can gain the benefits.

- **Strategic place for plantation sector**

Perak has known as the largest producer of crude palm oil plantation. Perak also is the strategic place for plantation sector as many types of plantations can be produced including palm oil plantation. Although North Perak is famous for rice cultivation, palm oil plantations are also widely planted. And there are farmers who switch from rice cultivation to palm oil cultivation. PPK Bagan Serai / Beriah has recognized this opportunity and they want to spend on agricultural business by producing and supplying as many types of plantations as the demand for agricultural products especially crude palm oil has the highest demand considering the price of crude palm oil that continues to rise.

#### 4.4 THREATS

- **Agricultural input stores that have received little attention from farmers**

The Agricultural Input Shop in PPK cooperates with Agricultural Chemicals (M) Sdn. Bhd. (ACM) to help farmers choose and obtain pesticides or fertilizers for rice and palm oil cultivation. However, this input store has received less response from farmers in the Bagan Serai area. Its location next to the Bagan Serai/Beriah PPK Office makes it a strategic place. The average customer who comes will buy wholesale and will get a special price. The lack of purchase by farmers from this agricultural input store will be a sign of PPK's failure in promoting the store.



The goods sold are also only specific to the cultivation of rice and palm oil. The result of an interview with several customers said that the price sold is very expensive compared to the market price. They also hope that pesticides for the cultivation of other agricultural plants such as vegetables and fruits can be obtained from the store. In addition, the cooperation between ACM and PPK is also quite poor, resulting in the input store not being able to be developed and new pesticides being difficult to enter for sale.

- **Competitor among other private business entity.**

Competition in business encourages innovation and motivates companies to create products people value at prices they can afford. PPK Bagan Serai/Beriah is not the only organization that conducts agricultural business in the Bagan Serai and northern Perak areas. There are several other organizations that also participate in the same agricultural sector, most of which are private sector. Their businesses are also more likely to provide similar products and services where their products are of higher quality and technologically more advanced than PPK's such as high-quality farm suppliers and advanced machine services. Furthermore, they also have a wide variety of product supplies to offer. In addition, the supply price of their products such as fertilizer and other farm needs is cheaper than PPK Bagan Serai/Beriah. Although PPK has a wide variety of products, it lacks appeal and the promotions carried out cause other stores to stand out compared to sales stores in PPK. And they also run various promotions given to farmers in addition to getting free advice.

## SWOT MATRIX

	<p style="text-align: center;"><b><u>Strengths</u></b></p> <ul style="list-style-type: none"> <li>• The biggest agricultural sector supplier</li> <li>• Great business strategies to maximize profits</li> </ul>	<p style="text-align: center;"><b><u>Weakness</u></b></p> <ul style="list-style-type: none"> <li>• Less ability to use advanced technology.</li> <li>• Lack of interaction between members of the board of directors and PPK employees</li> </ul>
<p style="text-align: center;"><b><u>Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Members has an opportunity to become an entrepreneur.</li> <li>• Strategic place for plantation sector</li> </ul>	<p style="text-align: center;"><b>SO Strategies</b></p> <ul style="list-style-type: none"> <li>• new agricultural entrepreneurs can ask for advice and loans</li> </ul>	<p style="text-align: center;"><b>WO Strategies</b></p> <ul style="list-style-type: none"> <li>• constantly meeting and improving the relationship between officers and customers</li> </ul>
<p style="text-align: center;"><b><u>Threats</u></b></p> <ul style="list-style-type: none"> <li>• Agricultural input stores that have received little attention from farmers.</li> <li>• Competitor among other private business entity.</li> </ul>	<p style="text-align: center;"><b>ST Strategies</b></p> <ul style="list-style-type: none"> <li>• regularly meet with pesticide and fertilizer suppliers</li> </ul>	<p style="text-align: center;"><b>WT Strategies</b></p> <ul style="list-style-type: none"> <li>• using the latest technology to attract the attention of farmers and customers</li> </ul>

## 5.0 DISCUSSION AND RECOMMENDATION

### 5.1 SO Strategic

- **New agricultural entrepreneurs can ask for advice and loans**

PPK is one of the places to inquire about the management of rice and palm oil for an area. The farmers will always come to PPK to inform the situation and the results they get. For the new farmers, it is customary for them to come and ask about the process for them to start an agricultural project. PPK will give advice and recommendations to young farmers to go through the initial process. In fact, PPK provides advisory services to make loans to cover their operating costs. This loan is to help ease the financial burden of farmers in capitalizing projects and encourage farmers to work on and expand food production projects.

Other than that, PPK also provides Machinery and Equipment Ownership Scheme. This scheme is to encourage farmers and rice paddies to have their own machinery and equipment to cultivate their rice fields and farms without relying heavily on "service providers". With this, farmers and paddy farmers will be able to reduce operating costs, provide quality land and a wider cultivated area in addition to increasing income through wages for the work done and being able to modernize agricultural efforts. Although the allocation for this scheme is allocated by the government to LPP, but PPK will manage it by selecting farmers who are suitable and eligible to receive it. For this scheme, the government will pay 70% of the price of the machinery or equipment and the remaining 30% must be paid by the farmer.

With the various initiatives from the government to help these farmers, it will attract many to venture into the field of agriculture. PPK also needs to regularly visit farmers to farm vegetables and fruits to attract their interest. PPK also needs to provide agricultural courses to those who are interested in becoming a successful farmer. Therefore, a lot of their sales can be sold in PPK which will add revenue to PPK which is not only dependent on paddy and oil palm products.

## 5.2 WO Strategic

- **Constantly meeting and improving the relationship between officers and customers**

Having good employee relations is vital for a successful business plan (Anjan (A.) Pathak, 2023). It wouldn't be incorrect to argue that maintaining a great relationship with your staff and having good communication with them is the key to keeping your business on track. The people who work for you are in charge of everything that occurs at work. However, things like this are important to fostering trust and understanding with your employees is to have a good relationship with them.

PPK is the main place for oil palm and paddy farmers. So every service to farmers needs to be given well. The clerk's service to farmers was the main focus during my internship at PPK. Some farmers respond to clerks who are less friendly and less smiley while serving customers and farmers. This matter was repeatedly voiced in small meetings in the village units. But this matter is not taken into account by officers and BOD. The result of the lack of interaction between superiors and clerks makes this matter difficult to resolve. This will reduce the interest of farmers who want to deal in PPK Bagan Serai / Beriah.

Working connections between employees have long been found to be essential to their general welfare and performance reviews at work. This matter needs to be resolved immediately because every farming season there will be many farmers who will go to PPK Bagan Serai / Beriah to solve the problems they face or want to get information related to the farming they are doing. The BOD should always be concerned about the expressions of the farmers who want them to get good treatment from the clerks at PPK Bagan Serai/ Beriah. Officers need to always rebuke unfriendly clerks and take notice of the farmers present. Customer service has an impact on both existing customers and potential customers. So the main thing that needs attention is that the relationship between the BOD and the clerk needs to be close to make PPK the best agricultural center in the state of Perak because Bagan Serai / Beriah PPK was once the best PPK in 2022.

### 5.3 ST Strategic

- **Regularly meet with pesticide and fertilizer suppliers**

Pesticides and fertilizers are one of the items sold to farmers from PPK. Farmers do need these items to improve their agricultural projects. But PPK will manage it well because PPK also manages the subsidy of pesticides and fertilizers from the government. Skim Intensif Pengeluaran Padi (SIPP) is one of the government's initiative for farmers to ensure delivery and supply in accordance with the specifications and standards set to help farmers increase the productivity of the country's agro-food sector. So PPK will get information about pesticides and fertilizers that will be sent to PPK from suppliers first. And after that, PPK will discuss with the farmers before ordering poison and fertilizer to the supplier. After discussing and making a decision PPK will place an order and wait for the goods to reach them.

This matter seems to be going smoothly, but there is an adverse effect on PPK because pesticides and fertilizers arrive at PPK later than the requested date. This will be a problem for farmers who want to use it immediately. In fact, if the farmer wants to buy the poison at the poison input shop in PPK, they also do not have stock or PPK does not take the poison to sell. This will make a profit to the competitors, which is the private sector that sells various types of poison that they want. As a result of the lack of sales of pesticides and fertilizers at PPK, the movement in and out of stock could not be carried out properly. According to the study while at 'Kedai Input Racun' in PPK, customers who come only ask the price and compare it with the market price in other stores.

This needs to be resolved properly if PPK wants to make a decent profit from the sale of pesticides. PPK needs to discuss with pesticide and fertilizer suppliers to find a solution to solve the problem of lack of sales in PPK. Promotions also need to be carried out every month by PPK together with suppliers if there is a program run at PPK. In addition to the promotion, suppliers can introduce their latest products to farmers. This will make a 'win-win situation' for PPK and suppliers. So, this will increase PPK's income which is not only dependent on their main products which are paddy and palm oil.

## 5.4 WT Strategic

- **Using the latest technology to attract the attention of farmers and customers.**

The obstacles faced by management while implementing technology transformation differ from those faced when conducting effective project administration (Leonard-Barton, D, 2014). PPK is one of the important places for farmers to get information. So changes and improvements need to be made in order to give satisfaction to farmers. PPK has several systems and software used by clerks to store and retrieve farmer information. Sistem Primari Pertubuhan Peladang (SPPP) is a software system used by clerks to store information related to finance, stocks, loans and other money-related information. Clerks will use the software when they want to get customer information organized at the counter. So this system is one of the improvements from PPK and Lembaga Pertubuhan Peladang (LPP) from using the old system which used a lot of paper and files. Account and financial management look more organized when the customer's financial information can be obtained easily.

Other than that, PPK also uses the E-Padi website to store information related to fertilizers, poisons, agricultural products, and the name of agricultural landowners. This web is important to the clerk because farmers will always be concerned about them and ask various questions about the management of poisons and fertilizers given by the government. If there is a change of ownership for fertilizers and pesticides, farmers need to fill out the form and complete it before the information can be changed on the Web. This is also one of the advances made by PPK to facilitate matters when dealing with customers.

However, there are few problems in the management of financial information that can be identified when doing industrial training at PPK. Among them is the management in recording the receipt of financial assistance from the government and payment of rice fare to PPK. Using Microsoft Excel is one of the best ways to record the date of receiving the help. But the information will become confused when all the clerks use the excel on different computers without having a connection between them. So the PPK officer needs to solve it with the file being able to be connected between the clerks so that any changes can be seen the same by all users.

## 6.0 CONCLUSION

In summary, this industrial training course encouraged me to enhance and develop my skills and knowledge. I have gained a lot of useful experience over the last six months by getting involved in real work. Since this is my first job in a large company, it is challenging for me, but I am grateful for the advice provided by colleagues. The Department of Finance and management has provided a useful insight into the duties of each department. Throughout my internship, I was given a lot of tasks and responsibilities to help the department with its work.

I would really like to express my gratitude to Pertubuhan Peladang Kawasan (PPK) Bagan Serai / Beriah for giving me these opportunities to complete my industrial training and thank you to all my supervisors and my colleagues for taking care of me by lending a hand when I was in need. They have also provided me with many benefits, such as an allowance, a computer, Wi-Fi, foods, and more. The treatment given to me is so much appreciated.

Next, there were many benefits that I gained during my internship at the company, where I learned about the finance of government institutions and agricultural management. My supervisor also helps me adapt to the environment by guiding me on how to perform a task or job. It took me a while to understand how it works.

Furthermore, I gained a significant understanding of the various strengths and weaknesses found in the finance department. In this report, I have provided additional information and elaborated on the details of each SWOT analysis. There are still some parts in the finance and management department at PPK that need improvement.

Overall, throughout my internship at PPK Bagan Serai / Beriah, I have added experience and knowledge about managing a department in the company. My communication skills can also improve when I want to serve guests who want to get information at PPK. It has also added to the feeling of being more confident in facing people when involved in various events. Additional knowledge about finance also increases when doing it under the finance department.

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## 8.0 APPENDICES



**Agricultural Input Shop / Pusat Khidmat Rakan Ladang (PKRL)**



**Distribution of Pesticide Subsidy under SIPP**



**Public awareness briefing and agreement signing ceremony between Petronas Gas Berhad (PGB) and paddy farmers**










**PPK Bagan Serai / Beriah 45th Annual General Meeting of 2023**

## Document Information

<b>Analyzed document</b>	PPK by Muhamad Fauzi.pdf (D172575514)
<b>Submitted</b>	8/4/2023 1:46:00 PM
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<b>Submitter email</b>	fauzisaarani17@gmail.com
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## Sources included in the report

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<b>W</b>	URL: <a href="https://www.imf.org/en/Blogs/Articles/2018/04/09/globalization-helps-spread-knowledge-and-tech...">https://www.imf.org/en/Blogs/Articles/2018/04/09/globalization-helps-spread-knowledge-and-tech...</a> Fetched: 8/4/2023 1:46:00 PM		<b>1</b>
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## Entire Document

1 M A R C H 2 0 2 3 - 1 5 A U G U S T 2 0 2 3 INDUSTRIAL TRAINING REPORT MUHAMAD FAUZI BIN SA'ARANI 2020615312 RBA242 6A  
PREPARED FOR : PERTUBUHAN PELADANG KAWASAN (PPK) BAGAN SERAI / BERIAH Wan Mohd Yaseer Bin Mohd Abdoh (Advisor)  
EXECUTIVE SUMMARY This report was prepared for my Industrial Training course on management and finance. I have been accepted to undertake training at Pertubuhan Peladang Kawasan Bagan Serai / Beriah, located in Bagan Serai, Perak. Pertubuhan Peladang Kawasan (PPK) Bagan Serai / Beriah established under the farmers' organizations act 1973 (Act 109) on 2 May 1974. The office of this organization is fully owned by the government. I need to complete my industrial training for six months, from March 1 to August 15. I was placed under the account manager and finance department. My role and responsibility is to update the amount of shares invested by farmer members. I also help the officers to write the annual transaction amount of the farmers' shares in the share savings ledger card as well as help in other management in the financial department. In this report, I mentioned the SWOT analysis, SWOT matrix, and PESTEL analysis of the company. SWOT analysis is used to evaluate the company's strengths, weaknesses, opportunities, and threats. In this report, I was conducting SWOT analysis for PPK Bagan Serai / Beriah. At the end of this report, I am making a discussion and giving recommendations for PPK Bagan Serai / Beriah to overcome the weaknesses of their management and financial departments. The report also includes conclusions, references, and appendices to complete the report.