



2023 INDUSTRIAL TRAINING REPORT

LINACO SPECIALTY INDUSTRIES SDN BHD

1 MARCH - 15 AUGUST

PREPARE BY

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PREPARE FOR

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EXECUTIVE SUMMARY

Linaco Specialty Industries Sdn Bhd is where my interesting and instructive 6-month industrial training began. This internship report details the internship period that I have finished in Linaco Specialty Industries Sdn Bhd which started on March 1st, 2023 and will end on August 15th, 2023. Linaco Specialty Industries Sdn Bhd offers various types of soy sauce.

Linaco Specialty Industries is also encouraging recently graduated students, jobless people, and job seekers to look into a career in this factory, which offers numerous job chances. I have been assigned to work in the HR and Admin department for the two months of my employment. The other month I been transferred to warehouse department to do my primary job.

Here I had learnt how to be multi-tasking and how to achieve my goals in improving the SOP and KPI for my department. I also improve my problem solving skills by handle the delivery and shipment. I succeed in every assignment given to me by my managers.

To summarise, the SWOT Analysis element helps the reader understand why the analysis is essential by assessing positive and negative variables within and outside the firm.

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STUDENT PROFILE



COMPANY PROFILE

LINACO SPECIALTY INDUSTRIES
SDN BHD



LINACO

**He Who Builds
Will Himself Be Built™**

COMPANY PROFILE

BACKGROUND

Since 1910, Yuen Chun Industries Sdn Bhd has been the oldest sauces brand and manufacturer in Malaysia. Yuen Chun was founded in 1890 by Lee Nam, who relocated to Malaya from Heshan village in Guangdong Province China.

In 2021, the company name was changed to Linaco Specialty Industries Sdn Bhd because of the aim to expand its business into different segments of various markets. The enterprise currently operates in the Other Food Manufacturing sector. Linaco's founder joined together with Yuen Chun's fourth generation with the goal of growing and expanding the company's operations in 2019.

LSI continues to use traditional brewing methods combined with contemporary technology, they only using only the finest natural ingredients. Its sauces can be developed to the ideal taste profile, ensuring acceptance in various markets. The quality of sauces is a minimum of 6-12 months natural fermentation, organic, vegan, and gluten-free range are essential to the company's exacting quality requirements.

According to the most recent financial highlights, Linaco Specialty Industries Sdn. Bhd. reported an 8.76% decrease in net sales income in 2021. During the same time period, its total assets increased by 1.63%. Linaco Specialty Industries Sdn. Bhd.'s net profit margin fell by 5.63% in 2021.

COMPANY PROFILE

LOCALE

- Linaco Specialty Industries Sdn. Bhd. is an enterprise located in Malaysia, with the main office in Bandar Baru Enstek, Nilai, Negeri sembilan.
- Address : No.18, Lengku Teknologi, 4, Taman Teknologi, Fasa 1, 71760 Bandar Baru Enstek, Negeri Sembilan

VISION

- We want to build a sustainable future for the generations to come.

MISION

- Linaco Specialty Industries Sdn Bhd's mission is referring to their name LINACO.

- L** LEAD BY EXAMPLE (5D's)
- I** IDEAS CREATION
- N** NURTURE GROWTH
- A** AUTHENTIC, AGILE, ACCOUNTABLE
- C** CELEBRATE EVERY MOMENT
- O** ORGANIZATION UNITY

COMPANY PROFILE

BOARD OF DIRECTOR

DIRECTOR

Lee Choong San

ASST FACTORY MANAGER

Lim Tiek Ling

GENERAL MANAGER

Chong Chew Wee

PRODUCTION MANAGER

Tee Shuenn Sheng

FINANCE MANAGER

Shannon

QA/R&D MANAGER

Vivian Lee

SENIOR HR & ADMIN

Nur Awatief

PLANNING EXECUTIVE

Sam Pui Nee

PROCUREMENT MANAGER

Germinie Ng

WAREHOUSE EXECUTIVE

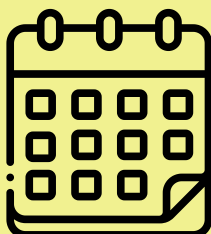
Celestine Ujang

MAINTENANCE EXECUTIVE

Wong Weng Yik



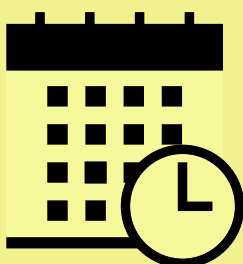
TRAINING REFLECTION



DATES

1 MARCH 2023 - 15 AUGUST 2023

The internship was conducted according to this period.



WORKING DAYS

MONDAY - FRIDAY

With the exclusion of public holidays according to the Government.



WORKING HOURS

8:00 AM - 6:00 PM

With the exclusion of public holidays according to the Government.

ROLE & RESPONSIBILITIES

I joined Linaco Specialty Industries Sdn Bhd as an intern in the HR & Admin Department and Logistics (warehouse) administration department.

I was employed to assist in the day-to-day operations of the HR and Administration department for 2 months. The administration unit is in charge of maintaining and supporting the office staff. As an intern I managed to perform administrative tasks such as proofreading, receiving payment receipts and records of each available service, invoices, and other documents. HR and Admin executive of the department handles all the major matters and I assist the task when needed.

At Warehouse, my roles and tasks are daily office administration work such as handling phone calls, stock take reports, preparing policy delivery documents, stock take reports, responding to emails, maintaining general office files and other documents.

Other list of tasks/jobs of Admin is as follows:

- Receiving delivery order.
- To ensure the quantity item received match with delivery order.
- To chop, sign & return the DO.
- Update the stock card in the system (computer) after QC approval.
- Photocopy the DO, chop incoming verification & fill up.
- Receive MR from Production. - Update stock card in the system.
- Accept return note, ensure the quantity return are match with RN.
- To assist the management team in any other matter where necessary and or requested to do so.

GAINS : INTRINSIC & EXTRINSIC

For allowance, the company offers me quite a lot from other companies that hire interns. I earned Rm50 per day. However, I receive an allowance that is compatible with the amount of effort required. Some knowledge that I have learned is professional soft skills such as communication, punctuality, and time management. These are skills that are key to success at a job and college and are highly sought after by companies. As a result, I have improved my time management and multitasking abilities. Since this job require me to deal with internal and external. It also has improved my communication skills, problem solving, technical skills and honesty. The workplace culture is extremely good and helpful for me because if I do not know or am unsure about something, Every day is a learning and experience for me as I aspire to become a better person with help from my senior colleagues, of any race or religion, they never fail to provide a hand.



SWOT ANALYSIS

STRENGTH

- NEED-BASED PRODUCTS
- HALAL MALAYSIA CERTIFICATE
- MAINTAIN LOWER PRICE
- PROVIDE JOB OPPORTUNITIES

WEAKNESS

- LACK OF PRODUCT BRANDING
- LOW TECHNOLOGY MACHINE

OPPORTUNITY

- TRAINING AND DEVELOPMENT
- INCREASE EXPORT TO GLOBAL

THREAT

- UNSUSTAINABLE PRICE BY SUPPLIERS
- MANY COMPETITORS
- POLLUTION

PESTEL :



POLITICAL

- Political instability and conflicts can also greatly impact the industrial business. Manufacturing activities may be hampered in political instability or violence areas, resulting in production interruptions, lower productivity, and higher costs..



ECONOMIC

- Wage rates, interest rates, economic growth or decline, currency rates, and inflation are all economic issues.
- These aspects are characteristics of the performance of an economy that have a direct impact on a corporation as well as long-term consequences.
- Consumer purchasing power would be impacted, and the demand-supply models for that economy would shift because of the rise in inflation and economy instability



SOCIAL

- For marketing the product company should take serious in a few factors such as age distribution, career preferences, population growth rates, health, and safety are very important.

PESTEL :



TECHNOLOGY

- Manufacturing that want to lower costs, eliminate waste, and boost profitability now can't function without technology. By far, one of the most advantageous aspects of manufacturing technology is quality improvement. It is clear why many production facilities are choosing to use robots and automation because people are more prone to error than trained machines are.



ENVIRONMENT

- Pollution from industry can contribute to ozone depletion, animal and human health issues, and global warming. It may also pollute drinking water, release dangerous pollutants into the atmosphere, and deteriorate soil quality. Most industries generate some pollution, but some generate more waste than others.



LEGAL

- In terms of safety, the food business has strict criteria. In order to avoid expensive lawsuits, company must take considerable caution to make sure they adhere to the laws.



DISCUSSION & RECOMMENDATION

STRENGTH



NEED-BASED PRODUCT

Linaco has been identifying the changing needs of its target market, as evidenced by the Rasaku Soy Sauce varieties. They produce various variants of soy sauce to cater to the specific want and needs of the customer. For example, sweet soy sauce, thick soy sauce, light soy sauce, oyster sauce, and many more. Each cuisine has a different recipe and requires different soy sauce. With this product, various types of cuisine, whether Malay cuisine, Chinese cuisine or Indian cuisine can be produced by using the variety of soy sauce that is sold. Like oyster soy sauce, it has its own flavor different from other soy sauces. Therefore, consumers can choose to buy the soy sauce they want at the same time they will trust Linaco's products.

PROVIDE JOB OPPORTUNITIES

The more the company grows, the more employees are needed to ensure that operations can run smoothly. Therefore, many job opportunities have been provided by the Linaco company to help the community earn their own income, especially young people. Not only that, they also open up opportunities for those who want to change the fate of their lives. For example, many contract workers are hired to undergo training even though they are being monitored by the authorities. This can help to reduce the unemployment rate in Malaysia. I recommend this company to take care of the welfare of their employees so that they can reduce the issue of exit and entry of employees and can further develop the company with the abilities and abilities that each employee has.

HALAL MALAYSIA CERTIFICATE

In general, everyone knows that Malaysia has a population whose majority is Muslim. This company took the initiative to obtain a halal certificate so that they could penetrate the Muslim market. As a Muslim, halal and good food is the priority of society in Malaysia. Therefore, the recognition of Halal from Jakim, can make their products as user-friendly products that can be used by every social level, religion and race. With the Malaysian Halal certificate, the company not only gets privileges in advertising but also becomes a product that can be more competitive in the domestic and foreign markets. In my opinion, Linaco Company needs to be stricter in ensuring that the product production activities in this company follow the standards set by the Jakim so that the company is not taken action and the certificate is revoked.

MAINTAIN LOWER PRICE

Linaco still maintains momentum by selling at a lower price than other brands. This is because the company's target market is low-income consumers. With the unstable economy nowadays, people are more inclined to buy cheap, quality and worthwhile goods. The average per capita income in Malaysia which has been moderate has resulted in food industries such as soy sauce being able to continue operating. This is because, this soy sauce can be owned by all groups, whether rich or poor. Therefore, Linaco should keep maintain their strategy to provide reasonable prices in order to generate more profits through purchases from regular and new consumers.

WEAKNESS

LACK OF PRODUCT BRANDING

Branding is the most important input in business and makes the customer aware of the product or service since the customer would not recognize the product or service without branding. There are so many similar products that are used for the same cause and for satisfying the same customer needs. Having a powerful and recognized brand in your portfolio might function as a barrier to new competitors entering the same industry as you. For recommendation is company should do more marketing in various platform since now many opportunity to get consumer attention to buy this product. For example, Linaco can use the advantage of using online platforms to promote their product like TikTok, Instagram and etc since this application has many audiences to watch the content you provide by applying the hard and soft sell.

LOW TECHNOLOGY MACHINE

To compete in a large market, Linaco should have good technology to maintain their performance in producing sauce by the demand. For example, if the order is 10000 bottle but production only can produce less than 2000 bottles per day. It can be difficult if they get large orders in a limited time to delivery. According to a report from ING, technology helps food manufacturers produce more products efficiently for a growing world population. Food shelf life and safety can be improved by applying technology to improve processing and packaging. I think that Linaco should invest in buying more high-technology machines to make sure the production side can meet the requested order in fast, efficiently and safely.

OPPORTUNITY



TRAINING & DEVELOPMENT

Effective training and education can help ensure that workers obtain the knowledge and skills required to create a safe and high-quality product. It can lead to higher productivity and better outcomes by improving worker morale and job satisfaction. Furthermore, providing ongoing training and education opportunities can help staff stay up to date on industry trends and advances, it is also allowing them to remain competitive and adaptable in an ever-changing organization. I recommend they to provide industry-related seminars, product knowledge information or skills development, such as effective communication skills or team-building skills regularly. This can reduce the gap between ranks and allow them to work as a team effectively.

INCREASE EXPORT TO GLOBAL

As the world's population becomes more diverse, food manufacturers are being called to provide products that can cater to the nutritional demands and tastes of many cultures and locations. Due to political stability in Malaysia, many entrepreneurs are able to establish their joint ventures with large countries and it will make it easier for them to get investment from foreign investors. Linaco has already become a company that exports its products to other countries such as Singapore, France, Australia and Thailand. Therefore, Linaco's company can take advantage of this by market the product to a wider market which is the international market in a way developing new products and flavours that cater to unique tastes and preferences. However, companies need to maintain good relations with the parties they deal with in order to continue doing business in the longer term.

THREAT

UNSUSTAINABLE PRICE BY SUPPLIER

Suppliers and buyers need to depend on each other to keep their business running smoothly. However, there are some suppliers who take advantage of buyers that are companies even though they have been working together for a long time. This situation will make it difficult for one side, which is companies that want to get raw materials to carry out their production operations. However, the company cannot control this from happening because it is beyond their jurisdiction which makes it a threat to the company. The LSI company will suffer huge losses if this happens. Therefore, companies must be careful in choosing suppliers by doing in-depth research and always considering the price, quality, delivery time and service they can offer.

MANY COMPETITORS

New competitors entering the market will be a threat to food manufacturing companies such as Linaco. This is because competitors will be more competitive to get a place in the market by making various innovative products from existing products in the market. Through that method, customers will easily change to try something new. This will make competitors more prominent and attract buyers to try their products that have better privileges and benefits. Here various strategies need to be created to ensure that this company can continue to compete and strengthen the company's performance by doing more research in order to plan more effective strategies to remain competitive in the market.

POLLUTION

By discharging toxic waste into the air, water, and land, industries contribute to environmental pollution. When it comes to air pollution, unquestionably that factory is major source of toxic smoke, which releases harmful chemicals and gases into the environment. This is because, the boiler in this company uses diesel which causes the production of output such as particular matter, soot and nitrogen oxide. Recommendation for air pollution is company should use natural gas because can produce less soot and particulate matter.

Besides, water pollution comes from the wastewater that factories dump into oceans or rivers. Although LSI have waste water treatment plant, there are still problems that are difficult to curb such as color parameters from waste water. This is because, one of the ingredients used to make soy sauce is caramel which causes the waste water released to be slightly yellowish. However, it is still controlled and approved by the authorities.

Recommendation for air pollution is company should use natural gas because can produce less soot and particulate matter. While for the water pollution is company should use advancing polishing system to reduce color such as decoloring system.



CONCLUSION

In conclusion, internship prepares me for the real world of employment. During my internship, I gained a variety of new experiences, as well as improved skills, professionalism, and ethics. I am also confident in my capacity to succeed in my job no matter where I work. As a result, when I am assigned to complete particular tasks, I become more professional.

This experience taught me the value of a company's potential to succeed. However, there are other areas in this organization may develop in order to go further and produce safe, healthy, and sustainable food products. Innovation, collaboration, and a shared commitment by workers and management will help the company overcome the many challenges in future. Manufacturers can improve their brand reputation and profitability while also contributing to the health and well-being of consumers and the earth by prioritizing food safety and sustainability to grow.

Before completing my internship, company has propose me to continue working with them. I'm so thankful for this big opportunity to start my career here. I will use my knowledge I gained here and keep improve my skills to become more efficient employee. I believe that this industry will continue to prosper in the future.

REFERENCES

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APPENDICES

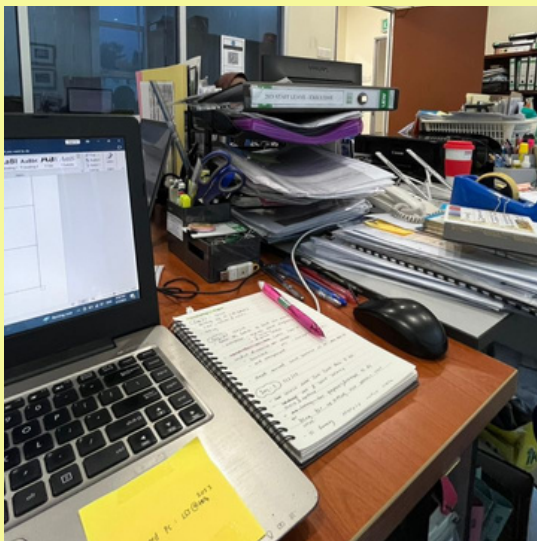


Figure 1: Prepare ID card & car sticker



Figure 2: Filing MC receipt & leave form

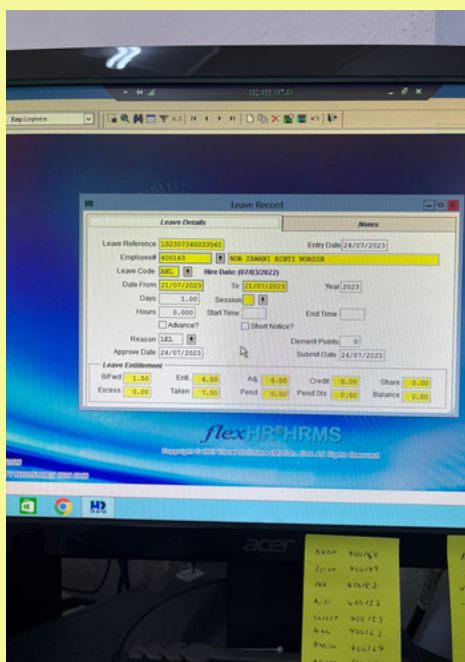


Figure 3: Record leave in system

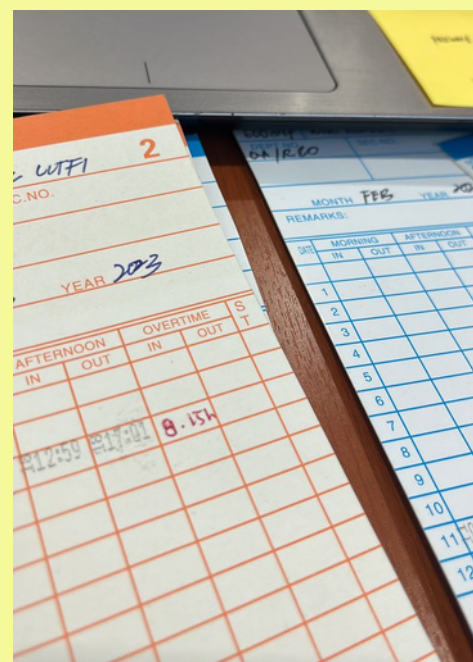


Figure 4: Calculate overtime manually

APPENDICES



Figure 5: Farewell party for Ms Norita

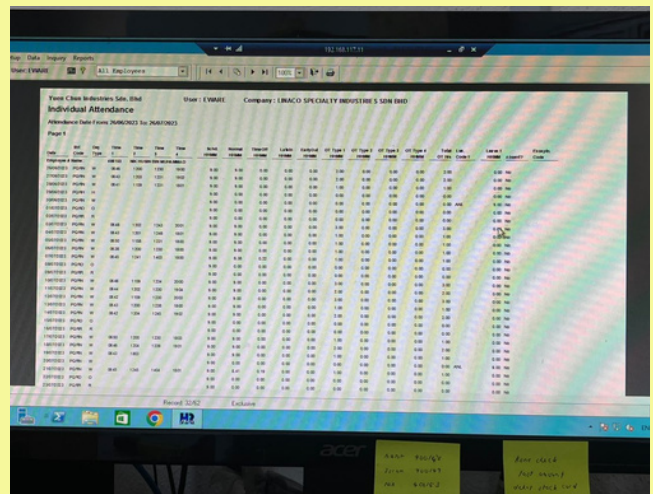


Figure 6: Print & recheck attendance monthly

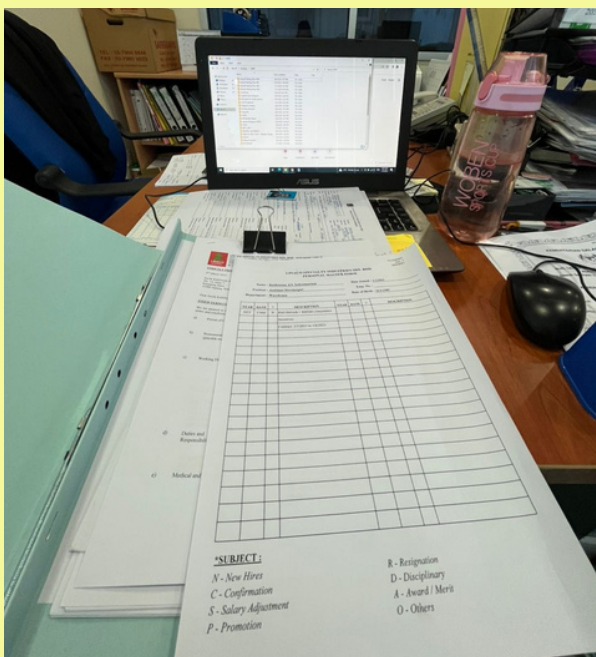


Figure 7: Prepare form for new general worker



Figure 8: Site visit with senior to see how the process from cooking to packing

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Sources included in the report

Entire Document

company PROFILE LINACO SPECIALTY INDUSTRIES SDN BHD 5

6
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