



**UNIVERSITI TEKNOLOGI MARA SARAWAK  
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES  
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)**

**PRACTICAL TRAINING REPORT  
SARAWAK ENERGY BERHAD**

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**16TH DECEMBER 2019 – 6TH MARCH 2020**

## DECLARATION

I declare that the work in this industry training report was carried out in accordance with the rules and regulations of University Teknologi MARA (UiTM). It is original and result of student own work, with the help of organization, lecturer and other references. This industrial training report has not been submitted to any other academic or non-academic institutions for any other qualification. Any form of publishing, copying and so forth is prohibited and requires the consent of the student.

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## TABLE OF CONTENT

Declaration	i
Acknowledgement	ii
Chapter 1: Introduction	
1.1 Introduction	1
1.2 Background of the Organization	1-2
1.3 Objectives	3
1.4 Company Policy	3
1.5 Mission of the organization	3
1.6 Vision of the organization	3
1.7 Organization structure	4
1.8 Core business of the organization	5
1.9 Industrial Training objectives and scope	
1.9.1 The Objectives for Industrial Training	5-6
1.9.2 Industrial Training Scope	6
Chapter 2: Technical knowledge/Content/Related theory	
2.1 Introduction	7-11
2.2 Teamwork	11-14
2.3 Decision Making	14-17
2.4 Society/Organization	17-18
Chapter 3: Recommendation and Conclusion	
3.1 Introduction	19
3.2 Problem during industrial training	19
3.3 Recommendation	19-20
3.4 Conclusion	20
References	21-22
Appendixes	22- 25

# **CHAPTER 1**

## **INTRODUCTION OF THE ORGANIZATION**

### **1.1 INTRODUCTION**

In this chapter, the introduction of the organization will be presented. It also will discuss the background of the company, the objectives and company policy, mission, vision of the organization. This chapter also will describe the organization structure and the core business of the organization. Lastly is about the industrial training objectives and scope and the summary of the chapter.

### **1.2 BACKGROUND OF THE COMPANY**

Sarawak Energy Berhad (SEB) started its operation in 1921, the government under Rajah Charles Vyner Brooke agreed to install the first power station in Kuching by using generator from the disused gold mine in Bau. A.O Thomas was appointed to head the Electrical Department within the Public Works Department in August, 1922. In 1930, electricity was introduced to Sarikei and Dalat and extended to nearby villages by August 1932. The Sarawak Electricity Supply Corporation (SESCO) was formed as a joint venture by the Sarawak Government and United Engineers Limited (EUL) in 1932.

In 1941, SESCO establish and implement new concession rates of 20 cents per unit for domestic lighting. It last for three months before Japanese troops invaded Sarawak. During Japanese occupation (1941-1945), the generator that had been sets in Kuching was transferred to Sandakan in Sabah. At the end of World War 2, only 7 SESCO power installation still functioned. At that time, Kuching experienced power shortages and breakdowns due to limit of electric generating capacity. Due to this issue, electrical supply then was restored to Mukah, Bintulu, Betong, Miri, Sarikei and Sibiu.

Additional stations keep on increase in many places such as Sri Aman (Simanggang), Betong, Bintulu and Kanowit in 1950. In 1962, the Sarawak Electricity Co.Ltd. was dissolved and all installations were transferred under SESCO divisional head office in Tnjung Priok. SESCO improve and develop its industry by join a venture agreement with the Colonial Development Corporation. By joint this venture, they can develop its new headquarters which tenanted by the old power station in Kuching namely Electra House. Sarawak Enterprise Corporation Berhad (SECB) established in 2005 and SESCO changed its name to Syarikat SESCO since it was privatized on 1<sup>st</sup> July. Two years later, they officially renamed as Sarawak Energy Berhad (SEB).

Sarawak Energy Berhad (SEB) is an energy development company which provide renewable and reliable power utility to the customer in Sarawak. SEB plays significant roles in providing reliable, safe and competitive-priced electricity power to Sarawakians in urban

and rural areas. This company consists of 33 department which are finance department, human resource, hydro, information and communication technology, internal audit and others. Sarawak Energy having the largest employer which comes from professional Sarawak talent. With the goal to achieve as developed status company in 2030, they captivate bold action to support agenda of sustainable and continuous development of Sarawak Energy Berhad (SEB). Therefore, they take a path to optimize and nurture their values from the dissemination of traditional utility to digital utility and corporate power house.



*Figure 1.1 Sarawak Energy Berhad headquarters in Kuching  
(Source: <https://www.theborneopost.com>)*

### **1.3 OBJECTIVES**

Sarawak Energy Berhad (SEB) objectives are to emphasize health and safety excellence and highlighted the efficiency of operational excellence. Besides that, SEB aims to enhances project delivery excellence as well as to develop talent management excellence. Lastly, SEB exist with the objective to encourage and maintains staff high performance culture.

### **1.4 COMPANY/ORGANIZATION POLICY**

The organization policy is responsible to meet the highest standards of transparency, accountability and integrity in all undertakings.

### **1.5 COMPANY MISSION**

Sarawak Energy Berhad mission is "Pursue opportunities for growth by fully developing the Sarawak Government's SCORE agenda".

### **1.6 COMPANY VISION**

The Sarawak Energy Berhad vision is "To achieve sustainable growth and prosperity for Sarawak by meeting the region's need for reliable, renewable energy".

## 1.7 ORGANIZATION STRUCTURE



Figure 1.2 Organization Chart of Sarawak Energy Berhad

(Sources: From official website <https://www.sarawakenergy.com/about-us/our-organisation>)



## **1.8 CORE BUSINESS OF THE ORGANIZATION**

The core business of the organization focused on generation, transmission, distribution and retail of electricity. The sources of power are generated through maximizing Sarawak's abundant natural resources such as coal, hydro and gas. Sarawak Energy Berhad supply electricity to their customers throughout Sarawak and beyond through an extensive network.

## **1.9 INDUSTRIAL TRAINING OBJETIVES AND SCOPE**

### **1.9.1 The Objectives for Industrial Training**

There are 10 scopes of tasks that faculty suggested for trainees to do during their practical training period at their own chosen company. Service, administration, financial, personnel, meetings, counter services, data processing, outdoor task, marketing and public relation are the tasks that Faculty of Administrative Science and Policy Studies demanded of their students to do at their respective company.

Each of the tasks given would benefits each student in the future, especially when they are started working after graduating. Mastering every task is compulsory so that it will be easier for the students to get a right job and expose to environment of the workplace after they graduate. Most of the employer nowadays demanded experienced fresh graduates. So, this practical training is one of the initiatives by the faculty to help prepare and guide their students for future jobs.

The purpose of a practical training is to expose students to real working of environment experience and at the same time, to gain the knowledge through hands on observation and job execution. From the practical training, the students will also develop skills in term of communication, management as well as to instill good qualities and self-confident from what they have learned in college. Moreover, this practical training program allows students to relate theoretical knowledge with its application in the particular industry.

The objectives of practical training are to provide students the opportunity to assess their interest in a career before permanent commitments are made to develop skills and techniques directly applicable to their careers. Internships is an organized method and activity that can develop to increase a student's sense of responsibility and boost their performance towards a career. Thus, it can help students to acquire and build a strong foundation preparing for future career.

Besides that, industrial training also provides an opportunity to employer to assess future employees. Hands on task and observation demonstrated the ability and effort of the students to learn, take responsibility, make decision and apply the skills that demanded by the organization. Industrial training also gives students to observe and evaluate on how the

employer and professional carried out their works as well as enabling informed about future path and discipline which need to follow in the workplace.

In addition, industrial training is a systematic introduction to the ways of industry which can help individual understand formal and informal relationship in the workplace so as to promote teamwork and fit with human relations. It is also can developing talent and attitudes, so that one can understand how Human Resource Development works. Moreover, students can gain hands-on experience that is related to the students majoring so that the student can relate to and widen the skills that have been learnt while being in university.

### **1.9.2 INDUSTRIAL TRAINING SCOPE**

During industrial training, student's job scope is mostly to observe and learn from their supervisor. Trainee need to prepare themselves to learn and put effort to learn and observe their working environment. Trainee was always being asked to observe them doing their works and do some work with carefully. During my internship, they will explain to me the processes and the reason they need to do so. Trainee also encouraged to be humble to ask any questions from seniors. It is necessary for trainee to learn as much as possible during industrial training such as knowledge of related jobs, practical skill, communication skill, good behavior, responsibility and others.

Besides, Industrial trainee will be exposed to the applications and technical practices. Trainee will also understand the process flow of project implementations, from the beginning stage of planning and designing, to developing and testing. Thus, trainee will be practice to exposure work related to respective field.

To equip the trainee with relevant knowledge and skill on this, the trainee will firstly learn the concept of plan reading. Trainee also needs to know and learn about relevant skills and technologies, and trainee also need support daily operation (Study Moose, 2016). For instance, in finance department of Sarawak Energy Berhad, the trainee has been taught to learn and master Systems Applications and Products in Data Processing (SAP). Various tasks assigned to the trainee are required to be completed in an effective and timely manner. Trainee not only will know about how the company runs in the process, but also forge a good working attitude in the meantime (Study Moose, 2016).

## CHAPTER 2

### TECHNICAL KNOWLEDGE/CONTENT/RELATED THEORY

#### 2.1 INTRODUCTION

In this chapter, the introduction of the organization will be presented. Next, it will explain about the term of teamwork with activity, related theory and the term of decision making. Lastly, it will describe the term of society or organization with activity and theory. Table below shows the work that I have done during my practical period in finance department.

<b>WEEK</b>	<b>TASK</b>
1	<ul style="list-style-type: none"><li>i. Briefing from HR department.</li><li>ii. Learn on how to scan all the invoices using enterprise scan either single sided or multiple pages.</li><li>iii. Go to despatch centre to deliver the cheque.</li><li>iv. Checking travel upload invoices in detail such as company code and document number.</li><li>v. Scan invoices and do Business Capture Center (BCC) to check information likes vendor no, purchase order (PO) no, gross amount and company code.</li><li>vi. Scan non purchase order (NPO) using photocopy machine and store in FB03 system.</li></ul>
2	<ul style="list-style-type: none"><li>i. Paper punch and organized invoices based on document number in file.</li><li>ii. Checking for non PO documents likes document number, travelling fares (local training – 825410) and travelling fares (local – 825010) based on its purpose stated in flight ticket. Attach all document no for Air Asia in FB03 system.</li><li>iii. Scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</li><li>iv. Scan non PO and do BCC. Store document based on company code, year and document no.</li><li>v. Profiling for all invoices based on company code (SPC – 1300).</li><li>vi. Despatch Hand Delivery Service Monitoring Systems and cheque to despatch centre.</li></ul>

3	<ul style="list-style-type: none"> <li>i. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> <li>ii. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount. Learn on how to find vendor no based on PO number using ME23N system.</li> <li>iii. Scan non PO and store to FB03, fill in company code, year and document no.</li> <li>iv. Profiling for all invoices based on company code (SPC – 1300).</li> </ul>
4	<ul style="list-style-type: none"> <li>i. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> <li>ii. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</li> <li>vii. Scan non PO and store to FB03, fill in company code, year and document no. Another method is scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</li> <li>iii. Profiling for all invoices based on company code (SPC – 1300).</li> <li>iv. Check VIM workplace to fixed error after BCC, such as missing PO no and vendor mismatch.</li> <li>v. Fill in telegraphic transfer document such as address, amount to pay and recipient name.</li> </ul>
5	<ul style="list-style-type: none"> <li>i. Check VIM workplace to fixed error after BCC, such as missing PO no and vendor mismatch.</li> <li>ii. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</li> <li>iii. Check VIM workplace to fixed error after BCC, such as missing PO no and vendor mismatch.</li> <li>iv. Scan non PO and send to email using photocopy machine. Scan non PO request form and store to FB03. Fill in document no, year and company code.</li> <li>v. Scan non PO by fill in requester' email and payment center (01). Do BCC and does not include PO number.</li> <li>vi. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> </ul>

	<ul style="list-style-type: none"> <li>vii. Fill in telegraphic transfer document such as address, amount to pay and recipient name.</li> <li>viii. Checking for non PO documents likes document number, travelling fares (local training – 825410) and travelling fares (local – 825010) based on its purpose stated in flight ticket. Attach all document no for Air Asia in FB03 system.</li> </ul>
6	<ul style="list-style-type: none"> <li>i. Check VIM workplace for Murum by assign image to fixed error after BCC, such as missing PO no and vendor mismatch.</li> <li>ii. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> <li>iii. Scan non PO and store to FB03, fill in company code, year and document no. Another method is scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</li> <li>iv. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</li> <li>v. Scan non PO by fill in requester' email and payment center (01). Do BCC and does not include PO number.</li> </ul>
7	<ul style="list-style-type: none"> <li>i. Scan non PO and store to FB03, fill in company code (Batang Ai – 2400), year and document no.</li> <li>ii. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</li> <li>iii. Checking for non PO documents likes document number, travelling fares (local training – 825410) and travelling fares (local – 825010) based on its purpose stated in flight ticket. Attach all document no for Air Asia in FB03 system.</li> <li>iv. Scan non PO by fill in requester' email and payment center (01). Do BCC and does not include PO number.</li> <li>v. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> <li>vi. Attach invoice to posted to LIV document, check and fill in document no (5400...) and year.</li> </ul>
8	<ul style="list-style-type: none"> <li>i. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</li> <li>ii. Scan non PO such as flight ticket and store to FB03, fill in</li> </ul>

	<p>company code, year and document no. Another method is scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</p> <p>iii. Attach invoice to posted to LIV document, check and fill in document no (5400...) and year.</p> <p>iv. Checking for non PO documents likes document number, travelling fares (local training – 825410) and travelling fares (local – 825010) based on its purpose stated in flight ticket. Attach all document no for Air Asia in FB03 system.</p> <p>v. Check VIM workplace to fixed error after BCC, such as missing PO no and vendor mismatch.</p> <p>vi. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</p>
9	<p>i. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</p> <p>ii. Scan non PO such as flight ticket and store to FB03, fill in company code, year and document no. Another method is scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</p> <p>iii. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</p> <p>iv. Checking for non PO documents likes document number, travelling fares (local training – 825410) and travelling fares (local – 825010) based on its purpose stated in flight ticket. Attach all document no for Air Asia in FB03 system.</p> <p>v. Attach invoice to posted to LIV document, check and fill in document no (5400...) and year.</p>
10	<p>i. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</p> <p>ii. Scan non PO and store to FB03, fill in company code (Batang Ai – 2400), year and document no.</p> <p>iii. Fill in telegraphic transfer document such as address, amount to pay and recipient name.</p> <p>iv. Despatch Hand Delivery Service Monitoring Systems and</p>

	cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.
11	<ul style="list-style-type: none"> <li>i. Scan purchase order invoices (POI) and do BCC, fill in company code, PO number and gross amount.</li> <li>ii. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> <li>iii. Scan non PO such as flight ticket and store to FB03, fill in company code, year and document no. Another method is scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</li> <li>iv. Attach invoice to posted to LIV document, check and fill in document no (5400...) and year.</li> <li>v. Check VIM workplace to fixed error after BCC, such as missing PO no and vendor mismatch.</li> </ul>
12	<ul style="list-style-type: none"> <li>i. Scan non PO by fill in requester' email and payment center (01). Do BCC and does not include PO number.</li> <li>ii. Despatch Hand Delivery Service Monitoring Systems and cheque (Balingian, SPC, SESCO, Mukah) to despatch centre.</li> <li>iii. Scan non PO such as flight ticket and store to FB03, fill in company code, year and document no. Another method is scan non PO invoices and store in pendrive, drag and drop under FB03. Fill in company code (SEB – 8000), vendor no, invoice no, PO number and gross amount.</li> <li>iv. Checking for non PO documents likes document number, travelling fares (local training – 825410) and travelling fares (local – 825010) based on its purpose stated in flight ticket. Attach all document no for Air Asia in FB03 system.</li> <li>v.</li> </ul>

## 2.2 TEAMWORK

Teamwork is an essential part of workplace success. It is an element that organization strive for especially in achieving their goals. As the workload increases, people might rely each other which can be portrays as an effective teamwork. Teamwork involves building relationships and working with other people using a number of important skills and habits such as working cooperatively, contributing to groups with ideas, suggestions, and effort, communication (both giving and receiving), sense of responsibility, healthy respect for

different opinions, customs, and individual preferences, ability to participate in group decision-making (McGraw, 2000).

Besides, teamwork also provides great learning opportunities. Working in a team enables us to teach each other strength and weaknesses. You are able to avoid future errors, gain insight from differing perspectives, and learn new concepts and skills from more experienced colleagues. In addition, good teamwork structures offer brainstorm which in turn to boost success to problem solving and arrive to effective and efficient of solutions. This active engagement generates the future articulation; encouragement and innovative capacity to problem solve and generate ideas more effectively and efficiently (Wehbe, 2017).

Good teamwork fosters an atmosphere of loyalty and friendship. Strong relationship motivates employees to align together, cooperate and support each other. Individual possess different skills, perspectives, strength and weaknesses. When the teamwork cannot be practice in workplace, thus some challenges are unable to confront, so the overall objectives and goal cannot be fulfilled. This can create an environment where the employees focusing to compete each other as to promote their achievement to other colleagues. Hence, teamwork is vital as whole team should work each other towards goals. Getting together with others also can allow individuals to better understand the importance of teamwork and how the organization operate as well as promote the culture of teamwork success.

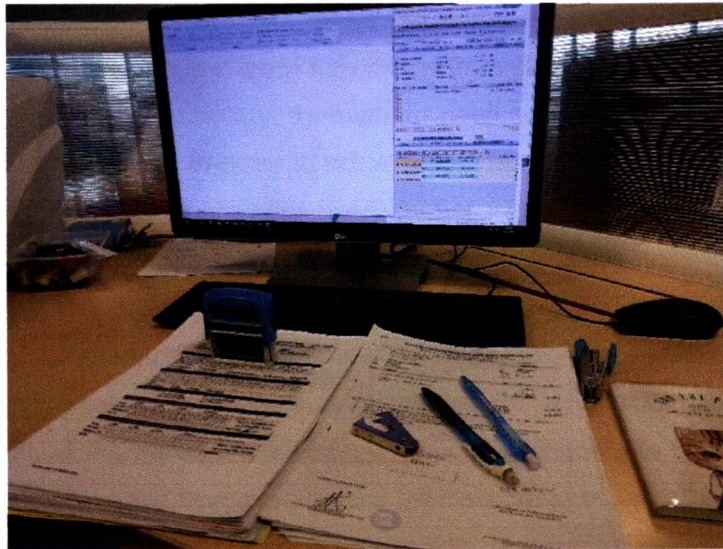
Teamwork can increase productivity and efficiency in the workplace. This is due to workload that have been shared, this can reduce pressure or stress to an individual to complete their task in time frame. Thus, this can build motivation as well as increase job satisfaction in positive working environment. Work as a group can promote efficiency, the task can be complete faster rather than work alone. It is because many minds intertwined towards same goals.

During my practical training, I have learned on how to use the photocopy machine and the scanner machine. With the help of the staff in the organization, I am able to use the scanner and photocopy machine during my practical training. I often help the staffs to photocopy all the documents that they need and scan the invoices in order to do Business Centre Capture (BCC). BCC is compulsory in order to recheck related information before make payment to vendors. Other than that, I also assist the staffs to despatch cheque that will be collect by the vendor. By helping each other, it makes me learn more about the teamwork in the organization. Workplace relationships are not only limited to friendship but also family relationship.

I also relate the term of teamwork with the activity that I had done during my practical at Sarawak Energy Berhad (SEB). During my internship at SEB, we are divided into two division under SEB and SESCO. The tasks given for intern under SEB and SESCO almost the same, thus we are cooperating each other to complete the task for specific time frame.



For instance, after scan invoices, we asked to finish Business Center Capture (BCC). BCC includes invoices that have been scan for any staff either SEB or SESCO. Hence, we assist each other to complete and finish BCC on the day the task given.



*Figure 2.1 Materials for Business Center Capture (BCC)*



*Figure 2.2 Complete Business Center Capture (BCC)*

When there are lot of works given by more than one staffs, every one of us work in a team. From scanning, checking and lastly profiling the invoices according to company code such as Sejingkat Power Corporations (1300) and Murum Hydro Power Generation (2200). From this day, I have learned good attitude from the staffs and trainee of Sarawak Energy Berhad. They alert with each other. In addition, I also was assigned to photocopy the

documents that they need, scan and store attachments into the system called Systems Applications and Products in Data Processing (SAP). I can observe that teamwork has been practice because all the staff and trainee was helping each other. When you work in a team you get into different situations in your work culture which makes you to observe how the work is done. Teamwork simply makes you more open and experience to different things and implies that you get new ideas and learn new things from other members of the team.

Related with service quality theory, from what I have been observed these activities can be related with service quality. In order to achieve standard or goals of the organization, the members or team itself has to consider every matter that related with service quality. Service quality is a multi-item scale developed to assess customer perceptions of service quality in service and retail businesses (Parasuraman et. al., 1988). It is including tangibles physical facilities, staff appearance and equipment. Service quality represents service quality as the discrepancy between a customer's expectations for a service offering and the customer's perceptions of the service received, requiring respondents to answer questions about both their expectations and their perceptions (Parasuraman et. al., 1988). The use of perceived as opposed to actual service received makes the service quality measure an attitude measure that is related to, but not the same as, satisfaction (Parasuraman et. al., 1988). Parasuraman et. al. (1991) presented some revisions to the original service quality measure to remedy problems with high means and standard deviations found on some questions and to obtain a direct measure of the importance of each construct to the customer.

### **2.3 DECISION MAKING**

Decision-making is a fundamental part of current management. Basically, the major activity of management is sound decision making or rational decision making. In real life of business, every manager takes many decisions as an integral component in the role of manager. Decisions play important roles as they determine both organizational and managerial activities (Juneja, 2015). A decision can be defined as a course of action in making choices from many alternatives in order to achieve organizational or managerial goals. Decision making is a process in identifying, gathering information and accessing alternative resolution. It is continuous and imperative element of managing or undertaking any organization or business activities. Decisions are made to encourage and assist operation of an organization. Decisions should be made at every level of management to arrive at a solution. Further, the decisions make up one of core functional values that every organization adopts and implements to ensure optimum growth and drivability in terms of services and or products offered (Juneja, 2015).

Management requires decision making process before finalized certain decision and action. Decision making is a process of selecting the best course of action from among many alternatives. When the managers make decision, they decide what to do with conscious and measured logic ensuring organization to move in the direction of its goals. It is useful for the successful operation of organizational activities. All the managerial functions such as planning, organizing, directing and controlling are determined by the decision. Rational decision results in motivation for the employees. When the rational decisions are implemented, the organization makes high profits.

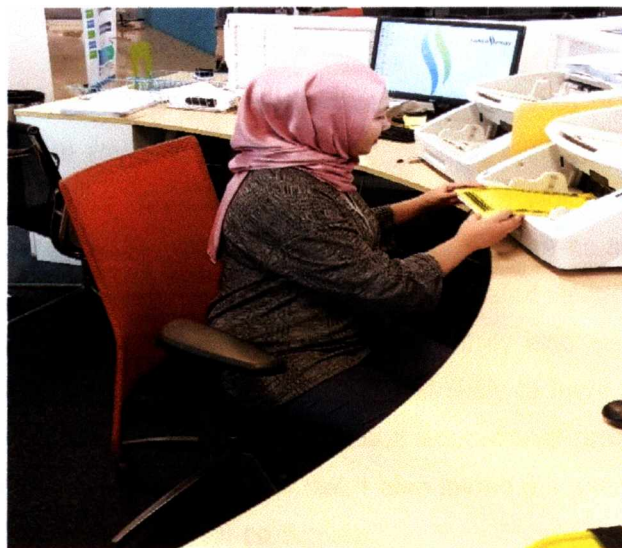
There is several importance of decision making in the organization. First is, it ensures the success of overall institution. It is said that good and timely decisions may yield success for the institution, whereas wrong and out of track decisions may push the whole institution to peril. Hence, decision making is essential for the whole institution, since it provides momentum to it, sustains the existence of the organization and provides a higher outcome at low cost. Decision making is needed to come out with unity of action. In control, it will have to determine how the quality or standard to be laid down, how the variation from the standard are to be adjusted and also how those principles to be acknowledge into instructions. The successful of managerial performance rely on the ability to make good decisions.

During my practical training at Sarawak Energy Berhad (SEB), I was assigned to join an event, the Legal and Enterprise Risk Day. The first event I joined with the staff under finance department of SEB is Legal Enterprise Risk Day which was held on 24<sup>th</sup> February 2020. My supervisor gives me opportunity to join the event after lunch hour. The event gives me lot of information and knowledge on the important of emphasizing the importance of integrity as an ethical basis for decision making in the way they conduct their business. During the event, I observed how they exchange their ideas to handle the issue that will be manage regarding integrity and other core values. They also emphasize on the important of courage, respect, unity and accountability.

Besides that, I also assigned to scan invoices which it needs to be attach with different colour of separator based on certain function. My supervisor thought me either using a lot of separator for each invoice or only one separator (need to reorganize in the Systems Applications and Products in Data Processing, SAP). It might be convenient as I am able to choose from both alternatives which make easily to understand. Apart from that, from what I have been observed, the staff pass the task to new intern as they expect trainee have been learn from another intern. Thus, certain tasks might be invalid and error which will be stored in the workplace. Hence, they will need to recheck and rescan and cause delay to pay to vendors.



*Figure 2.3 Legal and Enterprise Risk Day*



*Figure 2.4 Scan invoices using separator*

Based on office management theory, office is a term used by many to refer to the place where information is processed and when referring to the people working in that location. While, for management, is the art or skills used by those who blend together the six M's which are manpower, materials, money, methods, machines and morale. Office management view the management process primarily as the science of managing knowing what principles are and how they should work. The efficient office reflects a perceptive manager one who by training, experience and intuition has sensed the need for improvement and has taken steps to bring out change. These activities also related with

service quality theory. In order to achieve something, every staff in the organization need to reflect themselves in order to know the efficient of their service.

## **2.4 SOCIETY/ORGANIZATION**

Society means individual is the basic component of society. The interaction of individuals with each other gives birth to group. The social groups interact with each other and develop relationships with each other, leads to a society. Consciousness of kind is developed and also the people with shared interests are joined together rustling within the formation of assorted groups and categories. Human life might be uniform and when there is no difference in cultural conditions, probably limited in which little change is predictable. While for the organization, it was defined as a social unit of people that is systematically arranged and managed to meet a need or to pursue collective goals (UK essays, 2016). The relationships between responsibilities and roles, the different task or activities and an authority assigned to carry out different tasks are determined by the management structure of an organization. Organization is the act of institute or establishing something together with a system of arrangement of rules and order and structure for classifying things.

From what I see Sarawak Energy Berhad deal with external public, they make a community relations program which can help the organization achieve visibility as a good community citizen and gain the good will of the community in which it operates. As for example of events that Sarawak Energy Berhad launch under corporate social responsibility (CSR). During the event, we are going to Bau and going to isolated village, distributed some foods and do gotong-royong. In addition, during the event, they also mentioned about the need to help the community for example utilities and most likely to have ongoing programs that might include supporting rural renewal, social and educational programs, community organizations. Support might be in term of financial. I also joined the event by helping them distributes the foods that been provided for participant.



*Figure 2.5 Chinese New Year Event*

During my practical training, Sarawak Energy Berhad also celebrating Chinese New Year with all the staffs in the finance department which comprises different races, religion and cultures. This celebration creates harmonious environment in which everyone gets close to each other rather than focus silently in doing the tasks. These events create the time to focus to strengthen employee engagement. Having positive interactions in the workplace can broaden our thinking to work together effectively and efficiency.

Organisational theory is the study of the behaviour and nature of organisations and their environments (Miner 2005). It also refers to the set of intertwined conception, definitions that illustrate the behavior of individuals or groups or subgroups, who interacts with each other to accomplish certain activities towards the achievement of goal. Every organization has it goals or objectives. In order to achieve the objectives, the organization need to prepare and manage from ground staff. In other words, every staff are participated in ensuring the organization achieve the goals.

## **CHAPTER 3**

### **RECOMMENDATIONS AND CONCLUSION**

#### **3.1 INTRODUCTION**

This chapter will describe how to solve the problem during my practical. It is also will describe the problem that encountered during my practical and solution for the improvement. Lastly is conclusion from all the discussion of the chapters.

#### **3.2 PROBLEM DURING INDUSTRIAL TRAINING**

First problem that I faced during my practical at Sarawak Energy Berhad that in sequence as in Chapter 2, refers to filing system is outdated and materials is not sufficient. Once we scan the invoices, we had difficulties to complete the tasks on time because of the insufficient materials. It takes time which we need to find materials likes file, staple remover and separator paper. Every organization need to alert with the needs of the staff in the office even if it is a small matter because it can affect the operations of the organization.

Second problem is poor communication skills. Communication is one of internship challenges which make some tasks difficult to be discuss and understand. For example, the staff only gives a new task by only giving notes on it. Therefore, I need to learn from another intern in order to complete that tasks. It can cause confusion and extremely tense environment as I am less motivated and not productive at all. When the things are going wrong and find out by the senior executive, they will finger-pointing when mistakes are made to the trainee in charged.

Third problem that I faced during my internship is cultural barriers in the workplace. For example, during first week to struggle socialize with the staffs, trying to observe the organizational behavior is challenging in terms of language and flexibility towards job. There is a staff which only can speaks mandarin, this can cause misinterpretations which can affect the operation of the organization in order to accomplishes organization goals.

#### **3.3 RECOMMENDATION**

First recommendation is the organization should check and alert on their materials whether it is enough or not. Office equipment as for example is one of the important materials in order for the staff to complete their tasks. If there is insufficient of materials in the office, the service quality of the organization can be affected. The officer who is in charge of the store should do a check list in order to ensure the equipment is sufficient. Service quality can be affected by the progress of the organization.

Second recommendation is the officer need to lead for interpersonal skill, meet face to face to reduce distractions. Miscommunications typically occurs when too much in using

email and phone to communicate each other. Meet in person so that communication skill in the workplace can be improved to achieve the objectives of the organization.

Last but not least, as I mentioned before, the organization needs to produce creative outcome and knowledge sharing which may come from different cultural experiences and backgrounds. This can stimulate and result in innovation to create and assist organization to have a positive work environment. Thus, it is beneficial for both individuals and organization as well as an important part of the successful of the organization.

### **3.4 CONCLUSION**

In conclusion, it is important to experience and understand real life situations in industrial organizations and accelerating the learning process of how student's knowledge could be used in a realistic way. In addition to that, industrial training can also one of alternative for student to understand the formal and informal relationships in an industrial organization so as to promote favorable human relations and teamwork. It also instills teamwork and good relationships with other employees. Practical training also teaches me to be better in delivering ideas and information as a part of knowledge sharing. It is also teaching me to increase my confident level in communicate and get along with the people in the organization. From this practical training, I gained more extra knowledge on true life situation regarding workplace environment and with the knowledge that I gain which can be adapted in my daily life. Besides, it also gives me the best experiences to learn professional behavior to grow in career in the future.



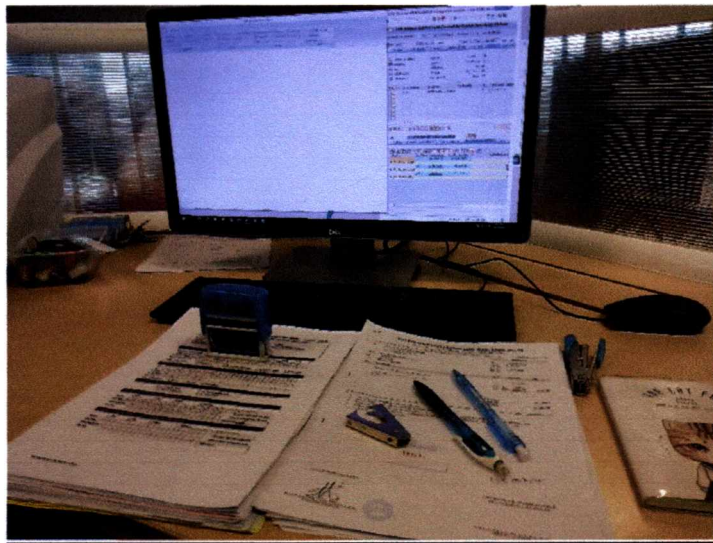
## REFERENCES

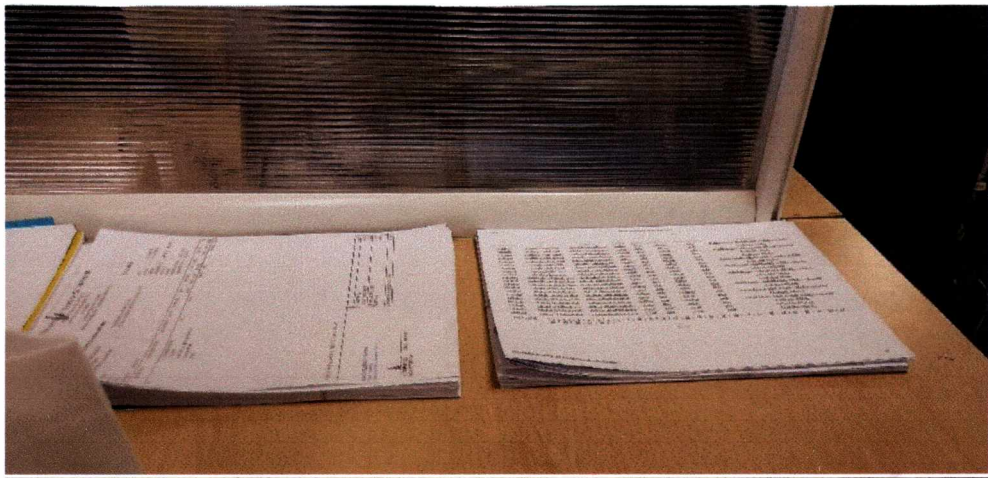
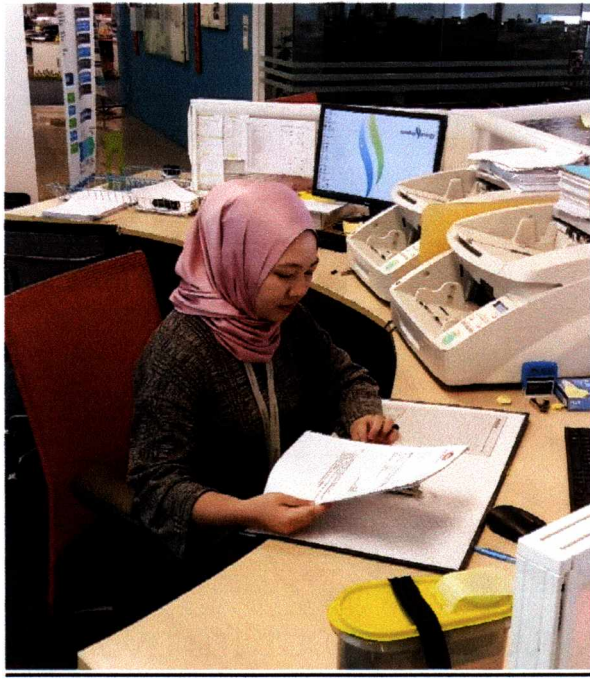
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## APPENDIXES







UNIVERSITI TEKNOLOGI MARA  
CAWANGAN SARAWAK

**PRACTICAL TRAINING  
LOG BOOK**

1. Student's Name : SYAHIRAH BINTI HUD
2. Date & Place of Birth : 20/02/1997 & HUS
3. UTM I/C No. : 2018425014 / 970330-13-5096
4. Course : BACHELOR OF ADMINISTRATIVE SCIENCE (HONOUR)
5. Year : 2019/2020 Part 5
6. Home Address : 102 KAMPUNG GOEBILT JALAN BAKO  
93050 KUCHING SARAWAK
7. Address During Practical Training : SARAWAK ENERGY BERHAD,  
MENARA SARAWAK ENERGY, NO 4,  
THE ISTHMUS 93050 KUCHING SARAWAK
8. Place of Training : SARAWAK ENERGY BERHAD
9. Name of Supervisor In-Charge : LEE YIAN HOON
10. Duration of Training  
From : 16 DECEMBER 2019 To : 6 MARCH 2020

**FOR OFFICE USE ONLY :**

11. Remarks : [Dean / Course Tutor]

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
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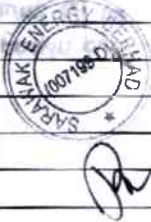
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Date	Exact Nature Of Work Done	Supervisors Remarks
16/12/19	1. Briefing on HR dept 2. Teach on how to scan all the document/ invoice - using enterprise scan either single sided or multiple depend on invoice - Domatrix scan to ensure clear scanning of document - Go for dispatch center (Level 2) - differentiate between PO and non PO - Travel upload invoices, for checking in detail all the document had been scan	
17/12/19	1. Attach for staff claim in storage (attach (F803) 2. using AWD and WIM and referring to document no and company no. For instance SESCO - 3000 3. Scan using multipages for all document of staff claim	
18/12/19	1. sending for payment document at dispatch centre 2. Profiling for invoice .PO	
19/12/19	1. sending cheque to dispatch centre (sarawak energy) 2. scan invoice and doing for BCC for PPLS, SEB, sarawak Power 3. Scan non PO using photocopy machine and save in a pendrive	 



Date	Exact Nature Of Work Done	Supervisors Remarks
30/12/19	<p>Scan for non PO Caswandy (catering) and SEB            All documents have been scan in pendrive and store            to EB03. Fill in the document number,            company code and year based on the non PO            document. For example, company code 8000            for SEB. Store business document (non PO)            and drag folder PDF in attachment list            non PO document. This document can be            check either have been posting or store            in attachment list.</p> <p>Scan non PO document for <sup>vendor</sup> company code no, eg            806323 for global <del>energy</del> energy minerals            Sdn Bhd.</p> <p>Paper punches and organized based on            the document number in file.</p> <p>Checking for non PO document on information            like document no, <del>traveling</del> <sup>traveling</sup> fares (local training)            825410 or <del>traveling</del> <sup>traveling</sup> 825410 (purpose) for the flight            ticket. Attach no document for all Air Acta            document.</p>	
03/12/19	<p>Scan for non PO document <del>using</del> and store in            pendrive. Drag and drop document under EB03.            Fill in company code document number and            year based on non PO document. Profiling for            all document related based on company code,            for instance 8000 for SEB.</p>	







Date	Exact Nature Of Work Done	Supervisors Remarks
24/12/19	Scan for non PO and do BCC. Store document based on: company code, document number and year. Check detail all n existing information and before submit. Go for dispatch for delivery document. Profiling for Sarawak Energy document according to document number. Check * for invoice based on document no, purpose, date, cost center no for flight ticket find and organize invoice based document no.	
26/12/19	Profiling for non PO document such as CDC based on their document number. <del>document</del> filling Fill in the information related in a document. Scan non purchase order (PO) invoice using p and store in pendrive. Rename non PO documents based on their document no. Store all document using F102 and check for company code, year and document no. Go to dispatch Centre / Hand Delivery Service Monitoring System document. DO for BCC by checking all related information such as vendor number, company code, invoice no, date, invoice date and gross amount.	
27/12/19	Scan and send document to an email. Scan for non-PO document and store in travel upload invoices. Scan for ticket flight document and upload in F103. Despatch i for "Hand Delivery Service Monitoring System" document. Scan PO & invoices & store and send to related email.	

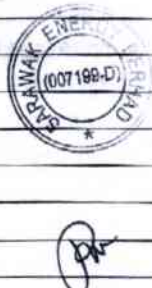
Date	Exact Nature Of Work Done	Supervisors Remarks
20/12/19	Scan for non PO and send to email using photocoppy machine. Check related information for invoice such as cost center, travel agent reference and total amount. Scan for PO document and do for BCC. Non PO → find company code, document number and year, check all related information such as <del>amount</del> total amount, vendor name. Dispatch cheque for Sejingkat Power (SPC) at Dispatch Centre.	
02/01/2020	Despatch for "Hand Delivery Service Monitoring System and cheque for SEB by writing on the vendor name. Scan for invoice under purchase order (PO) and do for BCC. Check all the related information such as vendor no, invoice no, PO number, gross amount and company code. Scan for invoice and upload in FBO3.	
03/01/2020	Despatch for cheque for example from Balingan, SPC and SESCO. Send "Hand Delivery Service Monitoring System" to despatch centre. Scan for invoice under POI and do for BCC. Check related information such as vendor number, company code, PO number and gross amount. Learn on how to find vendor number based on PO number using ME23N. Scan for invoice and upload in FBO3.	


Date	Exact Nature Of Work Done	Supervisors Remarks
06/01/2020	<p>Dispatch for "Hand Delivery Service Monitoring" system to dispatch centre. Do for BCC, check for vendor number, company code, PO number, gross amount and PO number. Check in VIM workplace related information either duplicate and or mismatch vendor before 'apples rules' (posting) Collect for cheque from visitor centre from vendor.</p>	
07/01/2020	<p>Send document for "Request for invoice" to other office with wing. Scan for purchase order invoice for Sarawak Energy Berhad with company code 2020. Do for BCC, check vendor number, company code, gross amount, to invoice and PO number. Scan invoice and store through FBO3. Fill in company code, document no and year. Check on the amount, vendor number and company code. Check on purchase order (PO) Request Form, its company code, for instance 8000, 1500 and 1300, vendor name, vendor number, cost center, for example 802072 and G/Account no (802011) and total amount based on that non PO documents.</p>	
08/01/2020	<p>Scan for purchase order invoice (POI) and do for BCC, vendor number, company code, PO number, invoice date, reference and gross amount. Scan for Non purchase order using dematrix (single and multiple invoice double sided) to ensure it is clear. Scan invoice and store to FBO3 from pendrive by drag and drop. Fill in document number, company code and fiscal year. Send for cheque to other office and go to visitor centre to get invoice from vendor. Organized invoice based on their document number (profiling)</p>	 <p style="text-align: right;">Pa</p>

Date	Exact Nature Of Work Done	Supervisors Remarks
09/01/2020	Scan for invoice (multiple page invoice) and store to FBO2. Scan invoice under purchase order invoice and do for BCC. Fill in and check vendor number, company code, gross amount, PO number, reference number and document date. Search PO number <del>is</del> through me2n by insert company code, vendor name and execute. Write down information in telegraphic transfer document such as address, amount to pay and recipient name.	
10/01/2020	Scan for purchase order invoice (POI) and do for BCC. Check and fill in company code, comp vendor number, PO number, gross amount, reference and document date. Check for invoice in workplace to fixed error after BCC either: missing PO number or vendor mismatch.	
13/01/2020	Scan purchase order invoice (POI) and do for BCC. Check and fill in company code, vendor number, PO number, gross amount, reference and document date. Check invoice in workplace to fixed some error after BCC, for example, missing of PO number and vendor mismatch.	
14/01/2020	Scan purchase order invoice (POI) and do for BCC. Check and fill in company code, vendor number, PO number, gross amount, reference and document date. Scan for non PO and send to email using photocopy machine.	 



Date	Exact Nature Of Work Done	Supervisors Remarks
15/01/2020	<p>Scan non-PO request form and store to FBO2. Fill in document number, company code and year based on the non-PO form. For example, company code 3000 for SEB. Scan and upload Non-PO, insert requester's email, payment center (01). Do for BCC and it does not have PO number. Despatch cheque from SPC and Balingan. Fill in telegraphic transfer document such as address, amount to pay and recipient name.</p>	
16/01/2020	<p>Scan Invoice and store to FBO3. Fill in document number, company code and year based on non-PO form. Scan purchase order invoice (POI) and do for BCC. Check and fill in company code, vendor number, PO number, gross amount, reference and document date. Check for non-PO form information like document number, travelling fares (€25410) for local training and €25010, travelling fares fares for local (flight ticket). Send "Hand Delivery Service monitoring system" to despatch centre. Scan invoice and attach to posted LIV document.</p>	
17/01/2020	<p>Scan non-PO request form and store to FBO3. Fill in company code, document number and year. Scan purchaser order invoice (POI) and do for BCC. Check for company code, vendor number, PO number, gross amount, reference and document date. Fill in telegraphic transfer document such as address, recipient name and amount to pay. Despatch cheque, Balingan and SPC.</p>	 



Date	Exact Nature Of Work Done	Supervisors Remarks
20/01/2020	check workplace under minimum 2000 by assign image and fill in company code, document number and fiscal year. Despatch cheque and "Hand Delivery Service Monitoring System" upload. Scan and upload non PO request form and store to FBOB.	
21/01/2020	Scan non PO request form and upload to FBOB. Check and fill in company code, document number and year. Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, PO number, gross amount and document date. Despatch "Hand Delivery Service Monitoring System and cheque.	
22/01/2020	Scan and upload non PO request form to FBOB. Fill in company code, document number and year. Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, reference, gross amount, document date and PO number. Send cheques for Mukah, Selangor Power Corporation and Balingan "Hand Delivery Service Monitoring System" to despatch centre.	
22/01/2020	Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, reference, gross amount, document date and PO number. Send cheque and "Hand Delivery Service Monitoring System" to despatch centre. Scan non PO by fill in requester email and do BCC without PO number. Check and fill in vendor number, document date, reference <del>gross am</del> and gross amount. Check workplace under minimum (2000) and (2000) to avoid error. (a) invoice, vendor mismatch	 



Date	Exact Nature Of Work Done	Supervisors Remarks
24/01/2020	Scan non PO and do BCC. Check and fill in vendor number, company code, reference, gross amount, document date and PO number. Scan and upload non PO request form to FBO3 and LIV. Fill in company code, document number and year.	
27/01/2020	PUBLIC HOLIDAY - CN'Y	
28/01/2020	Scan invoice and upload to FBO3. Check and fill in company code, for instance 2400 (Batang Ai), document number and year. Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, PO number, gross amount and document date. Check for non PO document on certain information such as document number, travelling fares (local training) 825410 or travelling fares (local) 826010 (purpose) for flight ticket.	
29/01/2020	Scan non PO invoice and do BCC. Fill in requester email and upload <del>to</del> non PO invoices. Check and fill in vendor number, company code, reference, document date and gross amount. Scan and upload non PO request form to FBO3. Fill in company code, for example 8000 for SEB, document number and year. Despatch cheque for SPC. <del>and cheque to</del> Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, document number, date, reference, company code, PO number, gross amount. Attach invoice to posted LIV document. Check and fill in document number and year.	

Date	Exact Nature Of Work Done	Supervisors Remarks
20/01/2020	Scan PO invoice and do BCC check and fill in vendor, document number, date, PO number, gross amount and reference. Scan non PO invoice and store to FBOB. Send cheque (Balingan) and "Hand Delivery Service Monitoring System" to Despatch Centre. Attach invoice to posted LV document, check and fill in document number and year.	
21/01/2020	Scan purchase order invoice and do BCC check and fill in vendor no, company code, document date, reference, PO number and gross amount. Scan non PO invoice, store to FBOB. Check and fill in document number, company code and year. Send cheque (SEB) to despatch and Hand Delivery Service Monitoring System" to despatch centre.	
02/02/2020	Scan purchase order invoice (PO1) and do BCC check and fill in company code, vendor number, reference, document date, PO number and gross amount. Scan non PO and by fill in requester email and do BCC check and fill in company code, vendor number, reference, document date, PO and gross amount. Scan invoice and store to FBOB. Send "Hand Delivery Service Monitoring System" to despatch centre. Scan attachment (AM ASTA) to FBOB. Check and fill in company code, document number and year. Check for non PO invoice and on certain information such as document number, traveling fares (local training) 825410 and traveling fares overseas 825010 (purpose) for flight ticket.	





Date	Exact Nature Of Work Done	Supervisors Remarks
04/02/2020	Scan invoice, non PO request form and attach to FBO3. Check and fill in company code, document number and year. Check invoice in workplace to fix some error after BCC, for instance, missing PO number or vendor mismatch. Send "Hand Delivery Service Monitoring System" to despatch centre. Scan purchase order invoice to (PO) under PO and do BCC. Check and fill in vendor number, company code, document date, reference, PO number and gross amount. Company code 2000 for SEB.	
05/02/2020	Scan purchase order invoice (PO) and do BCC. Check and fill in company code, vendor number, reference, document date, PO number and gross amount. Send "Hand Delivery Service Monitoring System" to despatch centre. Scan non PO and go to FBO3 (1900...) and LIV (5400...). Check and fill in (FBO3) company code, for instance 2200 (Murum), 1800 (SPC) and for LIV, check and fill in document number and year.	
06/02/2020	Scan purchase order invoice (PO) and do BCC. Check and fill in company code, vendor number, reference, document date, PO number and gross amount. Send "Hand Delivery Service Monitoring System" to despatch centre. Scan non PO and go to FBO3 and LIV. Check and fill in (FBO3) company code, year and document number. LIV document number and year. For example, Murum company code Murum (2200), PPLS (1200), SPC (1300), SEB Power (2000) and SEB (8000).	 


Date	Exact Nature Of Work Done	Supervisors Remarks
07/01/2020	Send "Hand Delivery Service monitoring System" to despatch centre. Scan purchase order invoice and do BCC. Check and fill in company code, vendor number, reference, document date and gross amount. Scan and upload non PO and store to FB03. Check and fill in company code, document date, and year. Company code, for instance SEB Power (2000) and Mirum (2000).	
10/09/2020	Scan invoice under purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, reference, document date and gross amount. Scan and upload non PO and store to FB03. Check and fill in company code, document date and year. Despatch "Hand Delivery service monitoring System" to despatch centre.	
11/02/2020	Scan and upload invoice to purchase order invoice and do BCC. Check and fill in company code, vendor number, reference, document date and gross amount. Send "Hand Delivery Service monitoring System" to despatch centre. Scan and upload non PO to FB03. Check and fill in company code, document date and year.	
12/02/2020	Scan and upload invoice to purchase order invoice POI and do BCC. Check and fill in company code, vendor number, reference, document date and gross amount. Send Hand Delivery Service Monitoring System" to despatch centre.	 

Date	Exact Nature Of Work Done	Supervisors Remarks
13/02/2020	Scan and upload non purchase order (PO) request form, to fill in requester email and do BCC. Check and fill in vendor number, company code, reference date, and gross amount. Send cheque to despatch centre for instance Selangor Power Corporation (SPC). <del>Also</del> check for non PO (flight ticket) on certain information such as document number, travelling fares (local training) 825410 or travelling fares (local) 825010. purpose for flight ticket.	
14/02/2020	Scan attachment and upload to FB03 (19...) and LIV (5400...). Check and fill in document number, company code and year. Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, reference, date, gross amount and purchase order (PO) number. Shredding outdated documents.	
17/02/2020	Scan purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, reference, document number, gross amount and purchase order (PO) number. Scan and upload attachment to FB03 (19...) and LIV (5400...). Check and fill in company code, <del>vendor</del> document number and year. Fill in telegraphic transfer (TT) eg: amount to pay, recipient address, name and purpose of payment.	 



PRACTICAL TRAINING LOG BOOK

Date	Exact Nature Of Work Done	Supervisors Remarks
18/02/2020	Send "Hand Delivery Service Monitoring System" to despatch centre. Scan purchase order invoice (POI) and do Bcc. Check and fill in vendor number, reference, company code, gross amount, document date and purchase order (PO) number. Scan and upload invoice to FBOS (attachment). Check and fill in company code, document number and year.	
19/02/2020	Send cheque and "Hand Delivery Monitoring Service Monitoring System" to despatch centre. Scan <del>non PO</del> attachment to FBOS (19...), Check and fill in company code, year and document number. Scan purchase order invoice (POI) and do Bcc. Check and fill in company code, vendor number, reference, document date, gross amount and purchase order (PO) number.	
20/02/2020	<b>HOSTELS REGISTRATION</b>	
21/02/2020	Send Cheque (Sejingsbat Power Corporation) to despatch centre. Scan and upload non purchase order (Non PO) by fill in requester email and do Bcc. Check and fill in vendor number, company code (1800) gross amount, document date and reference. Scan attachment and upload to FBOS. Check and fill company code, document number and year. Scan purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, document date, reference, gross amount and purchase order (PO) number.	 

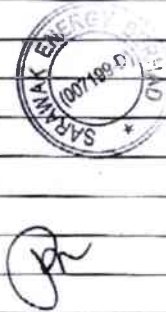
PRACTICAL TRAINING LOG BOOK

Date	Exact Nature Of Work Done	Supervisors Remarks
24/02/2020	Scan purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, reference, document date, gross amount and purchase order (PO) number. Send cheque and "Hand Delivery Service Monitoring System" to despatch centre.	
25/02/2020	Scan attachment and store to FBO3. Check and fill in company code, for instance REF (2000), document number (19 xxx) and year. Scan purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, reference, document date, gross amount and purchase order (PO) number. Check workplace to fixed some error for instance vendor mismatch or missing purchase order (PO) number.	
26/02/2020	Scan non-PO and invoice and upload to non purchase order (PO) invoices and do BCC. Check and fill in vendor number, company code, reference, document date and gross amount. Scan attachment and upload to FBO3 and LIV. Check and fill in company code, document number and year. Send "Hand Delivery Service Monitoring System" to despatch centre.	
27/02/2020	Check workplace to fixed certain error, for instance vendor mismatch, missing purchase order (PO) number or balance not zero. Send cheque and "Hand Delivery Service Monitoring System" to despatch Centre. Upload non PO invoice and fill in requester email before do BCC. Check and fill in vendor number, company code, reference, document date and gross amount.	

PRACTICAL TRAINING LOG BOOK

Date	Exact Nature Of Work Done	Supervisors Remarks
08/02/2020	Scan attachment and store to FB03 (19xxx) and Lrv (5400...). Check and fill in company code, document number and year. Scan and upload purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, reference, document date, purchase order (PO) number and gross amount. Send "Hand delivery Service Monitoring System" to despatch centre.	
02/03/2020	Scan and upload non purchase order (PO) invoice by fill in requester email and do BCC. Check and fill in company code, vendor number, document date, reference <sup>and</sup> gross amount. Send "Hand Delivery Service Monitoring System" to despatch centre. Scan attachment and upload to FB03 (19000...). Check and fill in company code, <del>year</del> , document number and year. For instance, company code 1300 for Sejingkat Power Corporation.	
08/02/2020	Scan and upload non purchase order (POI) invoice by fill in requester email and do BCC. Check and fill in vendor number, company code, document date, reference and gross amount. Scan and upload purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, document date, reference <del>and</del> gross amount and purchase order (PO) number. Scan and upload attachment and store to FB03. Check and fill in company code, document number and year.	 

PRACTICAL TRAINING  
LOG BOOK

Date	Exact Nature Of Work Done	Supervisors Remarks
04/03/2020	Scan purchase order invoice (POI) and do BCC. Check and fill in company code, vendor number, document date, reference, gross amount and purchase order (PO) number. Scan and upload attachment, store to FBO3. Check and fill in company code, document number and year. Re-send "Hand Delivery Service Monitoring System" to despatch centre.	
05/03/2020	Scan attachment and store to FBO3. Check and fill in company code, vendor number and year. Checking <del>in</del> Altasia reconciliation between S.A.P. Scan purchase order invoice (POI) and do BCC. Check and fill in vendor number, company code, reference, document number, gross amount, date and purchase order (PO) number.	
06/03/2020	Scan attachment and store to FBO3. Check and fill in company code, vendor number and year. Scan POI and do BCC. Check and fill in company code, vendor no, reference, document no, PO number and gross amount.	

PRACTICAL TRAINING LOG BOOK