



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
JAKEL Trading SDN. BHD.**

SPECIAL PROJECT: USER MANUAL

**BY
ILYAS BIN IBRAHIM
2016524153**

**IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2019 – 30 JUNE 2019

**INDUSTRIAL TRAINING REPORT:
JAKEL TRADING SDN. BHD.**

SPECIAL PROJECT: USR MANUAL

**BY
ILYAS BIN IBRAHIM**

**FACULTY SUPERVISOR
PROF. MADYA DR. MOHD NASIR ISMAIL**

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARY 2019 – 30 JUNE 2019

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

ILYAS BIN IBRAHIM

2016524153

Date of submission: 3 MARCH 2019

Acknowledgement

First of all i would like to thanks to Allah because even for a short period of time i can finish my industrial training for this semester for the subject of 'Industrial Training' (IMC690). Thank you to all of the people who help me through my industrial training process, there are a lot of barries and challenges that i had faces in order to finish this industrial training.

Next, I want to express my gratitude to my beloved lecturers which is Prof. Madya Dr. Mohd Nasir Ismail for his guidance as a lecturer and supervisor for this subject which he himself helped me to complete my task during internship. I really appreciate the kindness and guidance that he give in order for me to complete this task that were given. All of the advices and information that he provided really helps me out during my days in the company. I really appreciate that a lot. thank you so much.

As for now, it is compulsory for me to give compliment to the whole JAKEL Trading SDN. BHD. staff for the cooperation in making my internship experience more meaningful and making me learn a lot of things during my internship. Not to mention to my supervisor En Mohd Nazri Bin Abd Aziz from JAKEL Trading SDN. BHD. that always have been there for me in giving me guidance and advice for my special project.

As for the others, I am truly grateful to be part of the IT department in the developing the Jakel Online Department from a scratch until it is fully operated in a short period of time. The IT department helps me a lot in helping me to understand the concept of the equipment used in the IT department. From the hardware computer part into the detail part which is cctv, server and many more.

In JAKEL Trading SDN. BHD. the one person that I personally want to thank the most is the director of the company itself En Luqman Bin Mohamed Jakel which he have given me a lot of experience which as for me someone with this age have learn many things from him, he have given be a big task with a big responsibilities where I've been sent to JAKEL Terengganu to be an acting General Manager and handle 3 big programs which are related to the government bodies and private companies. There is a lot of things that i have done which I myself cannot interpret in the report.

Last but not least, I am really grateful to my parents where there are always be there for me, they give me morale support and motivation which helps me a lot in my internship program. Lastly, to those who are involved directly and indirectly for my industrial training. I just can say thank you. Thanks for being so supportive and helpful all the way through this process. Only Allah can repay for what they have done.

Thank you.

Abstract

Starting from the February 2019 until June 2019, trainee has been placed at the Information Technology department in JAKEL Trading SDN. BHD. In short period of times the trainee were also given task that are related to other department due to the business nature of the organization. A lot of knowledge and experience were exposed to the trainee which is a very rare experience for an internship student. The system that were exposed to the trainee are two kind of system which is inventory system which were called Jakel Online and Jakel Store which is a website. Jakel Online system is an inventory system which are still updated where the function is to detect the current stock of the goods that are in the outlets and warehouse online. Through the system it is easier for Jakel to segregate the goods in the future just by look at the system. Second is the Jakel Store website where it is the a platform for people to shop online. In the website consumer can choose what item they want, what colour the consumer want to choose and free gift were also included.

Keywords : Jakel Online, Jakel Store, JAKEL Trading SDN. BHD. ,

Table Of Contents

Chapter 1 : Introduction.....	3
1.1 Background of The Organization.....	3
1.2 Organizational Structure.....	6
Chapter 2 : Organization Information.....	8
2.1 Departmental Structure.....	9
2.2 Department Function.....	9
Chapter 3: Industrial Training Activities.....	12
3.1 Training Activities.....	12
3.2 Special Project.....	31
Chapter 4 : Conclusion.....	32
4.1 Application of knowledge, skills and experience.....	32
4.2 Personal Thoughts and Opinion.....	33
4.3 Lesson Learnt.....	33
4.4 Limitations and Recommendations.....	34
5.0 References.....	34
6.0 Appendices.....	35
6.1 User Manual.....	35
6.1.1 Login.....	35
6.1.2 Goods Receive HQ (GRN).....	36
6.1.3 Key In Goods Receive Outlets (GRN).....	38
6.1.4 Outward Goods (Whole Sales).....	43
6.1.5 ONLINE STOCK CARD.....	48
6.1.6 CUSTOMER PURCHASE.....	52

List Of Figures

Figure 1: JAKEL Logo	3
Figure 2: Jakel Organization Chart Office.....	6
Figure 3: Jakel Organization Chart Retail.....	7
Figure 4: Jakel Organization Chart IT Department.....	8
Figure 5: PC Maintenance 1	12
Figure 6: PC Maintenance 2	13
Figure 7: PC Maintenance 3	13
Figure 8: MyRetail System Interface 1	14
Figure 9: MyRetail System Interface 2	15
Figure 10: Archive Progress 1.....	16
Figure 11: Archive Progress 2.....	16
Figure 12: Job Declaration 1	18
Figure 13: Job Declaration 2	19
Figure 14: Contract Project 1	20
Figure 15: Contract Project 2	21
Figure 16: Contract Project 3	21
Figure 17: Contract Project 4	22
Figure 18: Contract Project 5	22
Figure 19: Contract Project 6	23
Figure 20: Contract Project 7	23
Figure 21: Contract Project 8	24
Figure 22: Contract Project 9	24
Figure 23: Event with MB Terengganu 1.....	26
Figure 24: Event with MB Terengganu 2.....	27
Figure 25: Event with MB Terengganu 3.....	28
Figure 26: Event with MB Terengganu 4.....	28
Figure 27: Event OPS Pemeriksaan Bersama Pengarah Bomba Terengganu 1.....	29
Figure 28: Event OPS Pemeriksaan Bersama Pengarah Bomba Terengganu 2.....	29
Figure 29: Event OPS Pemeriksaan Bersama Pengarah Bomba Terengganu 3.....	30

Chapter 1 : Introduction

1.1 Background of The Organization



Figure 1: JAKEL Logo

The story began in January 1983 when the late Mohamed Jakel Bin Ahmad started his small retail business in Muar, Johor. The company was carrying JAKEL TRADING as a trademark in the textile industry to win over their customers. Mohamed Jakel later had expanded the business to Segamat, where the empire labeled as a dominant player in the industry.

In 1992, JAKEL TRADING further expanded its operations by venturing as a textile semi-wholesaler and supplier for the government agencies and private sectors. JAKEL TRADING continued to be a highly developed and respected textile company between 1992 and 1997.

It was difficult for JAKEL TRADING to obtain supplies due to an economic downturn at the end of 1997 until 1998. Fortunately, the crisis had been handled successfully by Datuk Hj Mohamed Faroz Bin Mohamed Jakel, who is now the Managing Director of JAKEL Group of Companies, the eldest son of Mohamed Jakel.

Due to a stock shortage in the market, JAKEL TRADING took a brave step heading directly to the manufacturers by importing stocks from overseas and sell them to the wholesalers in Malaysia. In the beginning, the Korean exporters were reluctant to work with JAKEL TRADING. Moreover, most of the importers could not extend their businesses as the bank had dismissed their facilities. However, Datuk Hj Mohamed Faroz Bin Mohamed Jakel's failure at the first attempt was not an obstacle for him to keep trying.

Seeing his determination, the manufacturers eventually agreed. Since then, the company had its own textile importers. In the late 1990s, JAKEL TRADING had become the major wholesaler and distributor in Malaysia. Additionally, their excellent capability of financial management had won the trust of Oversea-Chinese Bank Corporation (OCBC). Thus, OCBC did not hesitate to assist JAKEL TRADING in importing fabrics and to resell in Malaysia.

An investment of RM1.6 million was made to purchase the Shaw Brothers' Rex Cinema located in Segamat, Johor. The theater was turned into a warehouse. Although JAKEL Trading received overwhelming responses from the customers, the courageous decision was indeed worth taken. In the late 1990s, JAKEL TRADING became the major wholesaler and distributor of the textile industry in Malaysia.

With the goal of "ONE BRANCH, ONE STATE", JAKEL TRADING has opened 20 branches throughout Malaysia. It intends to conquer the textile industry from north to south of Malaysia.

Wisma JAKEL, that is located at Jalan Bunus, Off Jalan Masjid India, equipped with a stunning six-storey and seven lots to accommodate a wide range of high-quality fabrics. On the other hand, an investment of RM30 million was made for the new branch in Kuala Lumpur. Since then, JAKEL TRADING has been labeled as a leader in the fabric business.

A huge crowd of fabrics and textiles enthusiasts flocked into Wisma JAKEL every weekend as it was the biggest textile gallery in Kuala Lumpur. However, the overwhelming responses brought inconveniences to some customers. Thus, JAKEL TRADING took an alternative to open another branch that is located in Seksyen 7, Shah Alam, Selangor. It is strategically located in front of MARA University of Technology (UiTM) where there are about 52,000 local and international students, together with 11,000 staffs. Soon enough, the branch had become the hottest textile spot in the area.

An investment of RM50 million had been dedicated for Wisma JAKEL's opening in Shah Alam. It was launched by Sultan of Selangor, Sultan Sharafuddin Idris Shah on September 29 2010, 5 months after its opening. The branch is made up of 80,000 square feet and accorded as the Largest Textile Retail Outlet in the Malaysia Book of Records. Therefore, it is not surprising that JAKEL TRADING is now known as the leader of Bumiputera textile business in Malaysia.

In order to get closer to the customers, JAKEL TRADING has opened another branch in Johor Bahru on 23 March 2013. The intention was to facilitate the customers from every state to choose the best fabrics and quality to meet their needs and styles. Besides, JAKEL TRADING was planning to open 2 other branches in the busy town of Ampang and Bangi, Selangor with an investment of RM30 to RM40 million respectively.

With over 5,000 employees nationwide, JAKEL TRADING had been entrusted by the PERBADANAN USAHAWAN NASIONAL BERHAD (PUNB) to become the Mentor of Prosper Bumiputera Entrepreneurs in the textile business since 2003. The company was responsible for providing training and guidance to Bumiputera entrepreneurs who are keen to be involved in this industry.

JAKEL TRADING is committed providing quality and compassionate customer service. In 2011, JAKEL TRADING was awarded as The Best Textile Company of The Year by the UDC Business Award 2011 which was presented by the former Prime Minister of Malaysia, Tun Dr. Mahathir Mohamed. The awards justified their efforts.

In 2013, JAKEL TRADING was awarded the Best ASEAN Textile Company 2013. It was announced by the ASEAN retail and Franchise Federation (ARFF) at the Outstanding Business Awards 2013 which was presented by Datuk Seri Ismail Sabri, the Minister of Agriculture and Agro-Based Industry.

In the same year, JAKEL TRADING was awarded the Excellence in Retail Management by the Malaysian Institute of Management (MIM) during its prestigious Global Excellence in Management Awards 2013. In addition, JAKEL TRADING was also one of the 20 winners of HR Asia Best Companies To Work For In Asia 2013.

In 2014, JAKEL was awarded Business Icon of The Year and Industry Class in Retail Business at Selangor Excellence Business Awards 2014 hosted by Dewan perniagaan Melayu Malaysia (DPMM).

In the following year, JAKEL received the Best Brand in Retail Textiles (Corporate Branding) awarded by The Asia Pacific Brands Foundation APBF in 2015. Also, they won The Global Entrepreneur of The Year at the 2015 Middle East Entrepreneurial Leadership Award.

In 2016, JAKEL received the UTUSAN BUSINESS AWARDS 2016 "MASTER CLASS ENTREPRENEUR OF THE YEAR" and also the reward of MASTERCLASS RETAIL ENTREPRENEUR OF THE YEAR' at PANGKOR DIALOGUE AWARDS 2016. Once again, JAKEL has become one of the BEST COMPANIES TO WORK FOR IN ASIA 2016 – JAKEL TRADING SDN BHD by HR Asia.

The main shareholders of JAKEL TRADING are among the Jakel's. JAKEL TRADING's main shareholders are Datuk Hj Mohamed Faroz Mohamed Jakel and his siblings. The textile business is the lead to the empire's extension on several businesses. Currently, there are 26 subsidiaries operating under JAKEL TRADING. 2 of them that involve in the fashion sector are Ariani Textiles and Manufacturing (M) Sdn Bhd and Perano Sdn Bhd. Ariani Textiles and Manufacturing (M) Sdn Bhd owns the Galeri Tudung & Skaf Ariani and 20 other branches across the country. Meanwhile, Perano Sdn Bhd owns the Galeri Hajra Tudung & Selendang and operating 10 branches throughout Malaysia.

At present, JAKEL TRADING has acquired CapSquare Retail Centre and 2 office blocks in Kuala Lumpur that were developed by Bandar Raya Developments Bhd (BRDB) for an estimated RM420 million.

1.2 Organizational Structure

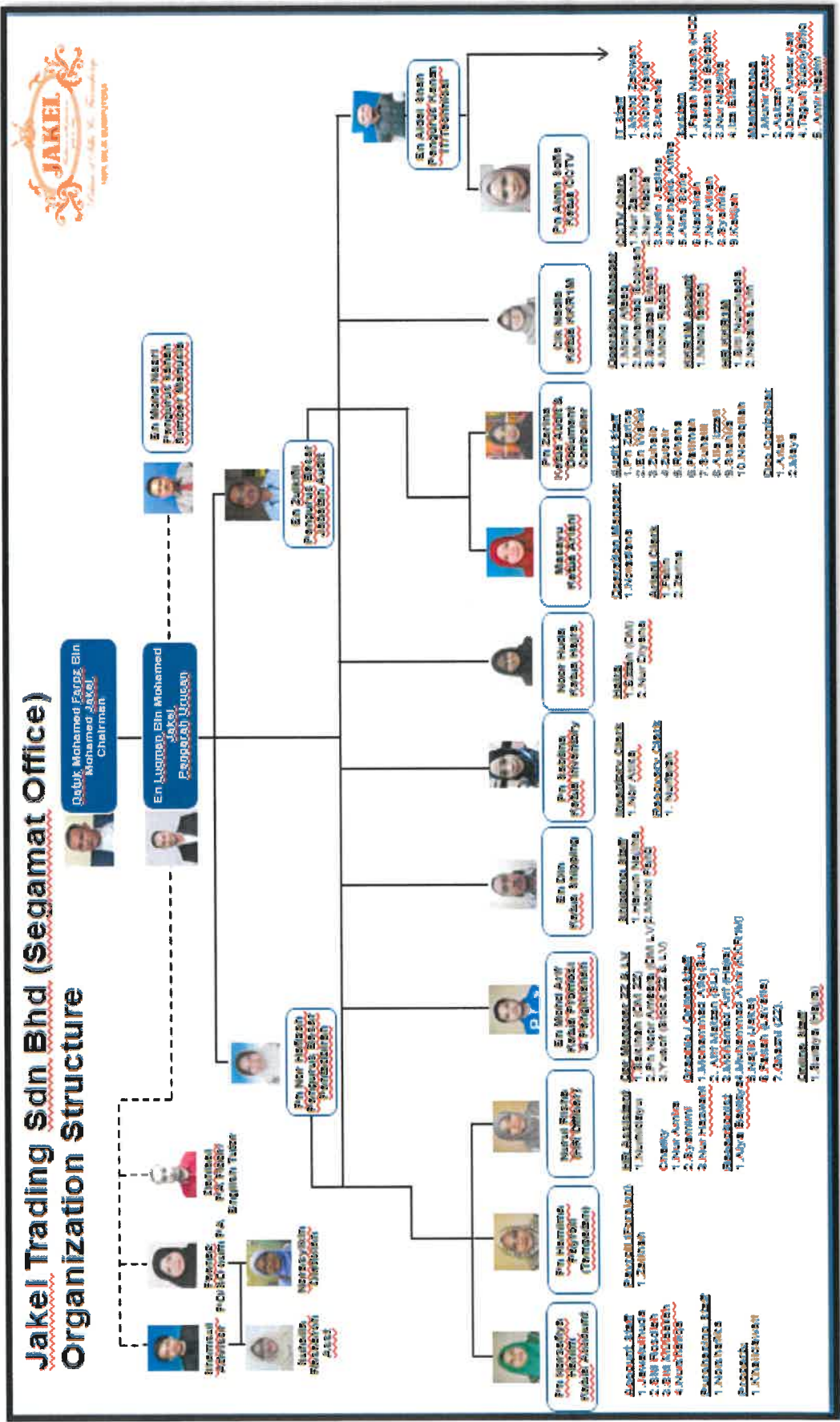


Figure 2: JAKEL Organization Chart Office

Chapter 2 : Organization Information

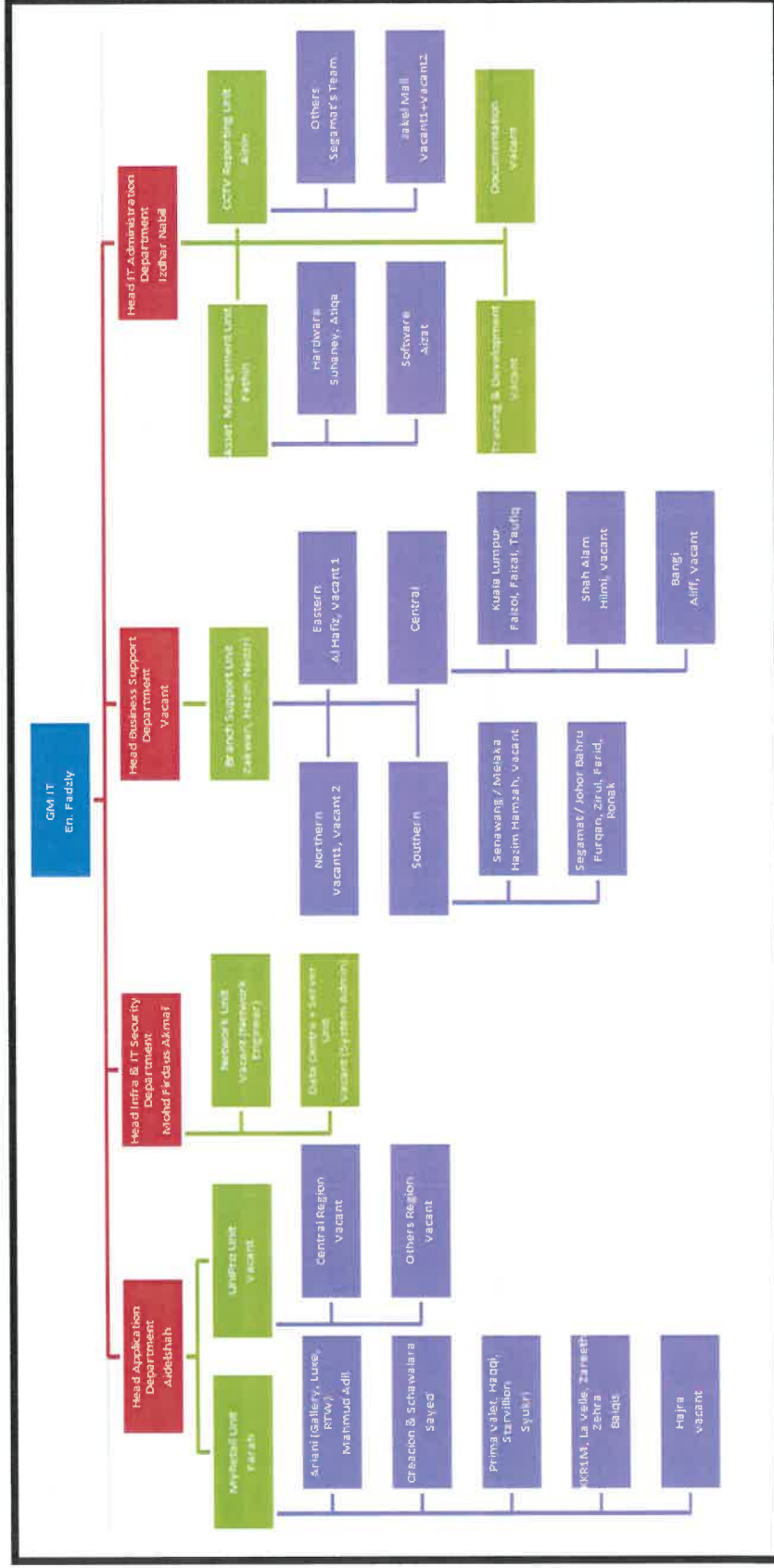


Figure 4: Jakel Organization Chart IT Department

2.1 Departmental Structure

2.2 Department Function

NO	UNIT	TASK
1	Asset Management	<ol style="list-style-type: none">1. Monitor and tracking all IT equipment (Hardware & Software) movement2. Responsible for all IT equipment procurement process.<ol style="list-style-type: none">1. Issue Purchase Order (PO)2. Get quotation from supplier3. Reconcile Statement of Account (SOA)4. Keep safe all document related i.e invoice, quotation. etc3. Planning, monitoring, tracking and recording all IT equipment assets and license to ensure compliance with vendor contracts.4. Review current asset data base and develop the best practise to support business operation5. Review current procurement process and develop the best practise to support business operation6. Design and execute asset management policies, procedures and processes for tracking company assets to oversee quality control throughout assets lifecycles.7. Ensure audit compliance for the IT equipment.8. Organize periodic audit of IT equipment.9. Monitor and provide standard IT equipment specification for all outlets and staff.10. All IT request need to update in system or form
2	Asset Management - Hardware	<ol style="list-style-type: none">1. Manage all IT asset documentation related<ol style="list-style-type: none">I. Record and filing all procurement document related i.e. Contract, Quotation, Invoice etc.II. Record and filing all IT equipment movementIII. Record and filing all IT equipment specification2. Manage obsolete items for disposal.3. Develop test plans to verify logic of new or modified hardware4. Plan, coordinate, test, and communicate changes, upgrades or maintenance schedules, and new hardware with Business Support and Application team.5. Ensuring business operations will operate correctly in current and future hardware environments6. All IT request need to update in system or form

Asset Management - Software

1. Monitor the software application (others than Application Team system), and document and analyze problems.
2. Ensuring software application i.e. Microsoft Office, Adobe Photoshop, Anti-Virus etc. work properly.
3. Planning, monitoring, and recording software application license to ensure compliance with vendor contracts.
4. Develop test plans to verify logic of new or modified applications.
5. Maintain system documentation.
6. Plan, coordinate, test, and communicate changes, upgrades/maintenance schedules, and new services with Application Team
7. Ensuring business operations will operate correctly in current and future system environments.
8. Managing, Monitoring and Maintaining staffs email (Company domain)
9. Work closely with Application Team and Audit Team to ensure appropriate controls and audit logs are in place.
10. Provide advice and training to end-users.
11. Maintain current knowledge of relevant technologies and business processes.
12. Review the governing regulations to ensure proper program support.
13. Enable best practices and develop process automation
14. All IT request need to update in system or form

CCTV Monitoring Team

1. Monitor, implement, manage all movements recorded in CCTV generally.
 - I. Monitoring employee ethics as prescribed by the company.
 - II. Monitoring and report any suspicious act by customer or employee
2. Ensuring all selected branches are equip with CCTV equipment for monitoring
3. Ensuring CCTV recordings and views across all branches operate normally without any problems.
4. Provide CCTV footage recording report for every approved request.
5. Report all the any malfunction CCTV equipment to Branch Support Team (Technical) and follow up until the problem solved.
6. Prepare daily, weekly and monthly reports based on ethical issues.
7. All IT request need to update in system or form

5 Training & Development

1. Assess training needs through surveys, interviews with employees, or consultations with respective team
2. Design and create training manuals, online learning modules, and course materials
3. Review training materials from a variety of sources and choose appropriate materials
4. Deliver training to employees using a variety of instructional techniques
5. Assist in the evaluation of training programs
6. Perform administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment
7. All IT request need to update in system or form

6 Information Technology Clerk

1. Creating Manual DO for the IT Department/Maintenance Department/Electrical Department and give it to the DO clerk to be recorded for system DO.
2. Summarize/record new goods receive and return goods from other outlets and supplier.
3. Make closing DO report after the goods was sent to the outlets.
4. Record inwards and outwards goods in the Inwards/Outwards goods books manually and make the monthly report
5. Make inventory report for the stock goods and goods that will be dispose in the IT store.
6. File and record breakdown IT equipment & maintenance which were received to be make a monthly report.
7. Oversee and create host file blocking record to be make as monthly report
8. Record and file daily worker routine to be make monthly report.

7 IT Technician

1. Create report for every breakdown equipment directly to the manager
2. Repair every IT equipment physically in every department by the order of the manager.
3. Carry out every work and report every IT equipment that can be use to th manager.
4. Prepare all instruction/task/project/report which were instructed by the manager
5. Ensure safety of the IT equipment in every department in a good condition.
6. Suggest/Report any improvement to the manager.

Chapter 3: Industrial Training Activities

3.1 Training Activities

During internship process and daily schedule, the trainee were given task as the IT Staff where the trainee were give task which is troubleshoot the internet connection for several department due to the internet problem that had been occur in the company. The other task that were given to the trainee is PC maintenance where the trainee instructed to disassemble several PC to improve the PC RAM, change wires and many more. After finish changing wires, improve PC performance and others, the trainee assemble back the PC and for the PC that cannot be repair, it is dissemble and the parts were being kept for the spare part usage in the future. The trainee were also instructed to service some other IT equipments such as printers, television and others.

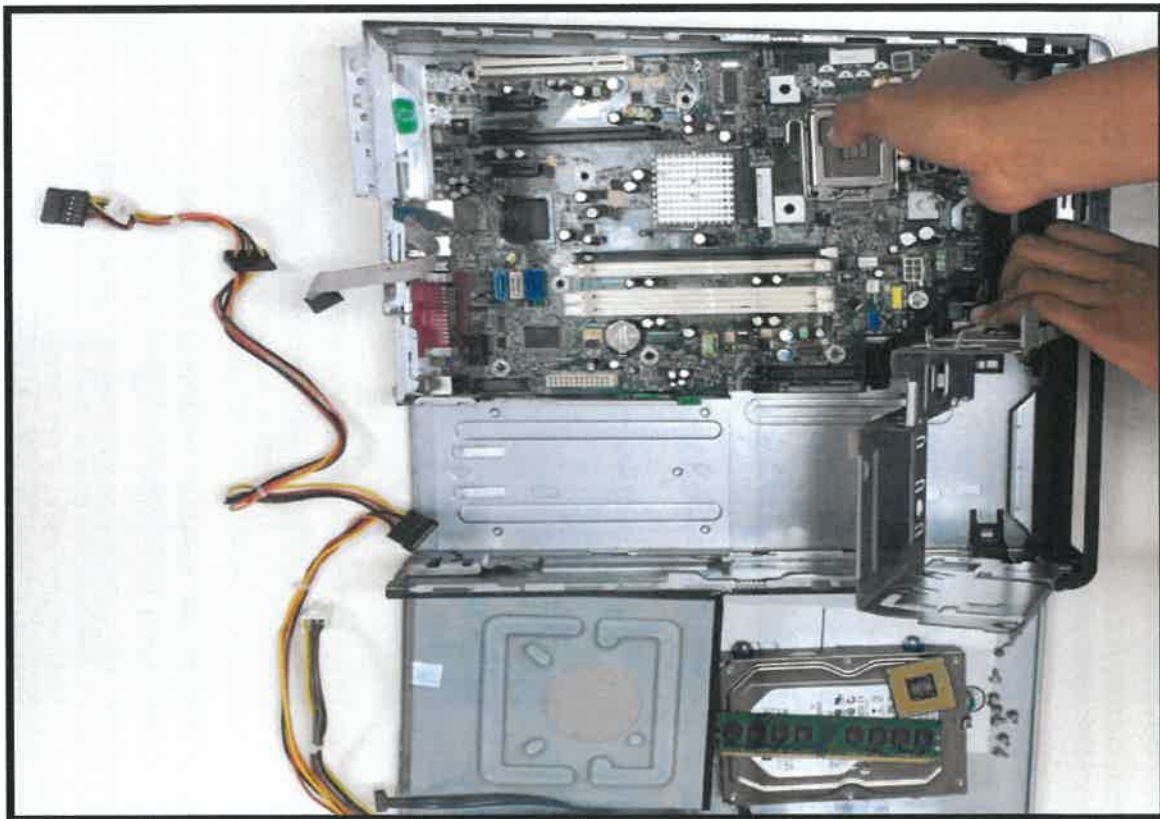


Figure 5: PC Maintenance 1

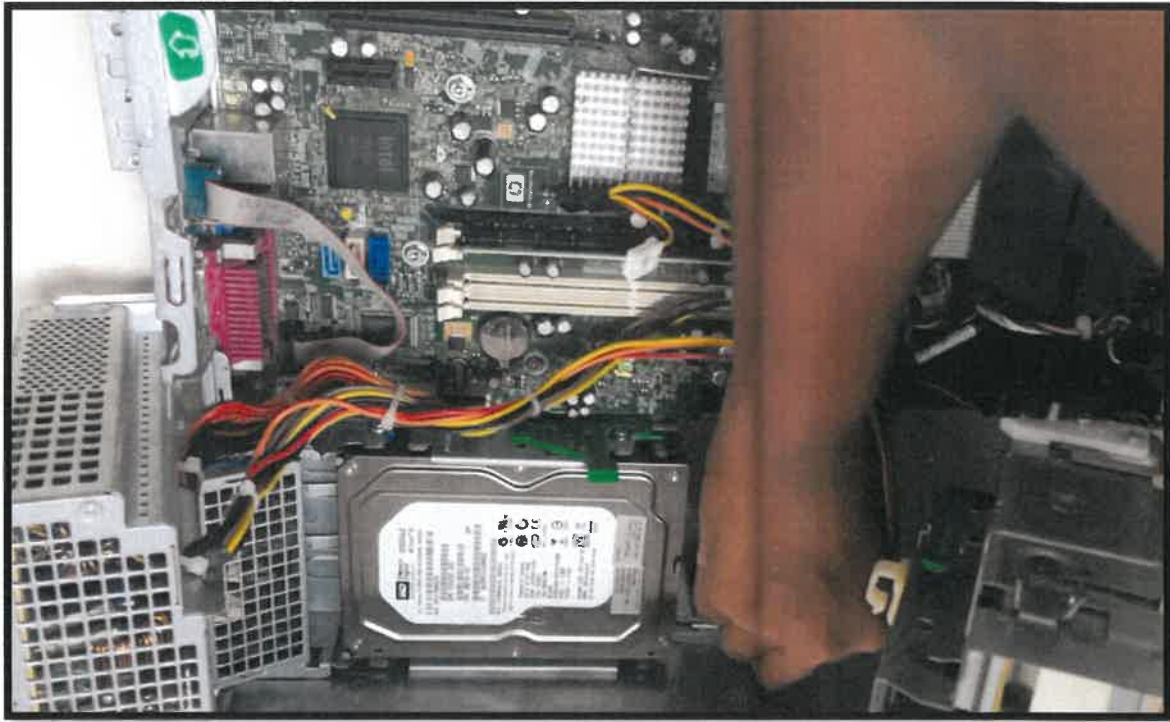


Figure 6: PC Maintenance 2

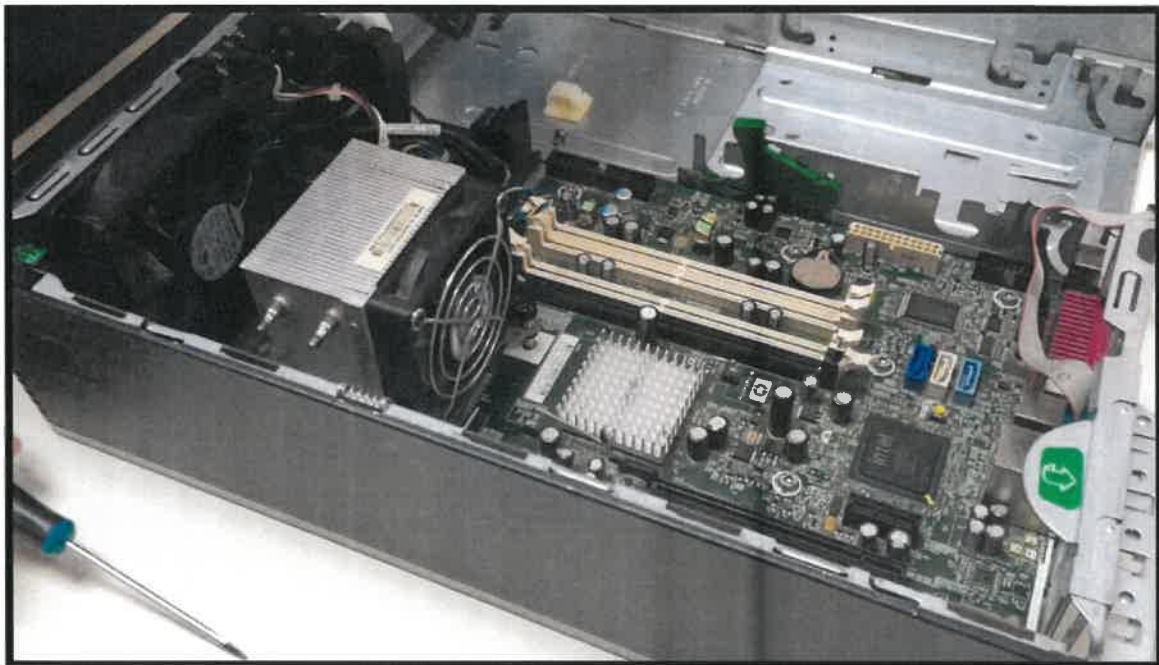


Figure 7: PC Maintenance 3

The other task that were related to the system is that the trainee were instructed by the director to check myretail system which seems to have a problem where the stock balance online of the product are not tally with the current stock of the warehouse also have many variance. The other problem that the trainee found is that some of the product are not in the system. The director instructed the trainee to held an immediate meeting with the senior manager, managers, auditor and quantity surveyor. After the trainee explain the problem that occur the senior manager ask the auditor to check and solve the problem and get back to the trainee. Several days after, meetings regarding the problem are being held and the problems are solved where the auditors found out the quantity of the stock in the system are mistakenly key in twice and that is why the quantity are not tally with the current stock. For some of the products that are not key in, it is because the system currently are being updated.

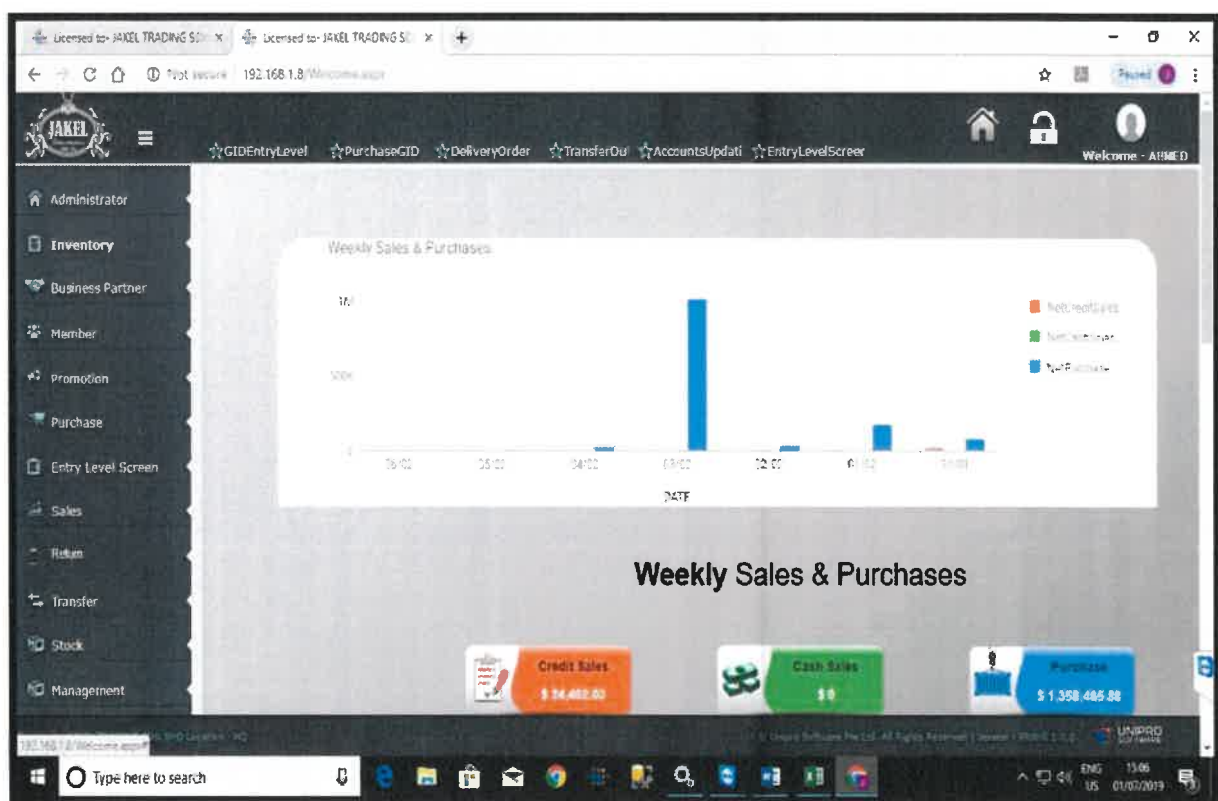


Figure 8: MyRetail System Interface 1

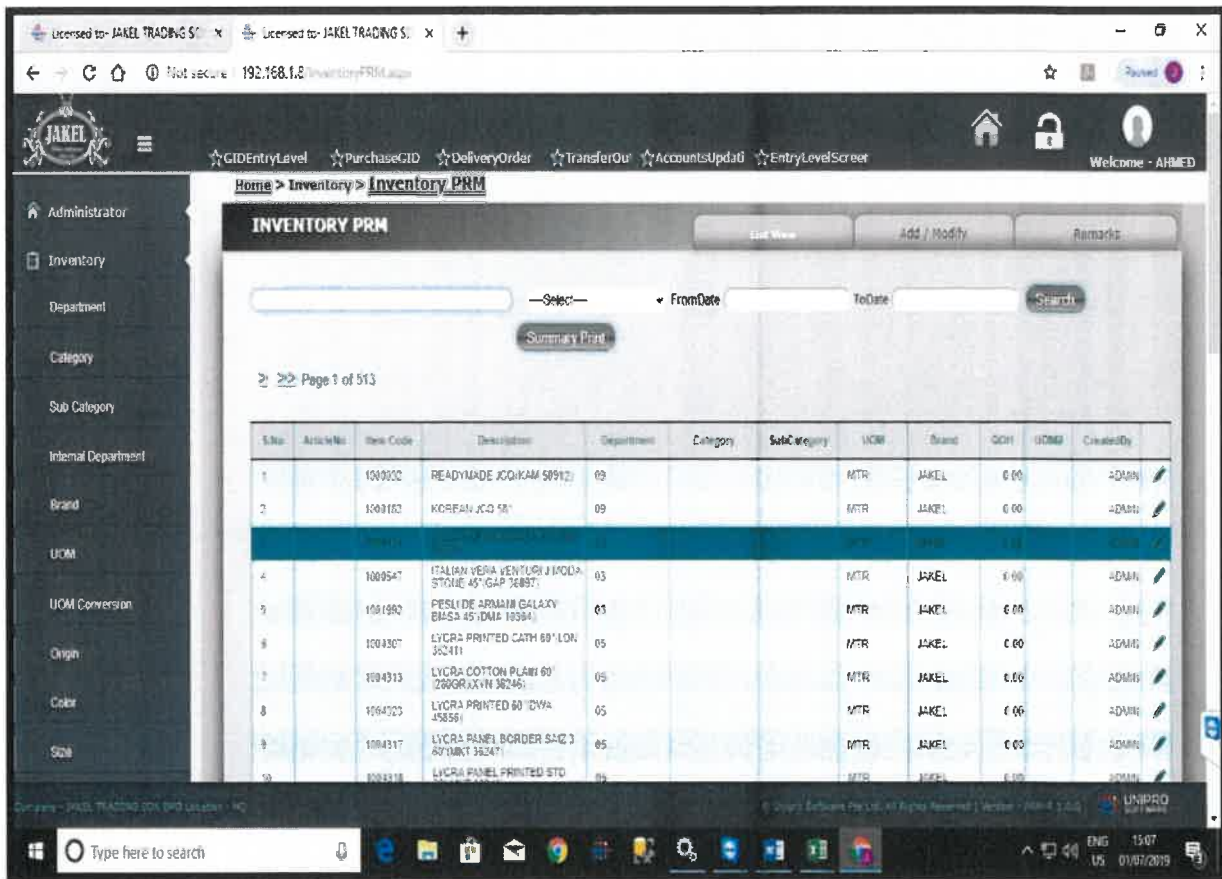


Figure 9: MyRetail System Interface 2

Due to the past experience that the trainee have before further study in Degree, the director aware that the trainee have experience in archive and the director instructed the trainee to set up archive of the company. The set up involve various kind of department which include inventory department, transport department, DO clerk, factory clerk, Human Resource department, shipping department and etc. The trainee liaise with the other department and helps in documentation, filing, summary and etc to ensure the archive in a proper way by following the archive standards. The trainee also liaise with the National Archive of Malaysia to ensure all of the archive materials follow the National Archive of Malaysia standards.



Figure 10: Archive Progress 1

DEPARTMENT SHIPPING

(SD-6)

PERSON IN CHARGE: EN. DINEN FARDON HANIN

NO.	SUBJECT	YEAR
1	STOCK CARD SHIPPING MAY (1)	2018
2	STOCK CARD SHIPPING MAY (2)	2018
3	STOCK CARD SHIPPING MAY (3)	2018
4	STOCK CARD SHIPPING MAY (4)	2018
5	STOCK CARD SHIPPING JUNE (1)	2018
6	STOCK CARD SHIPPING JUNE (2)	2018
7	STOCK CARD SHIPPING JUNE (3)	2018
8	STOCK CARD SHIPPING JUNE (4)	2018
9	STOCK CARD SHIPPING JULY (1)	2018
10	STOCK CARD SHIPPING JULY (2)	2018
11	STOCK CARD SHIPPING AUGUST (1)	2018
12	STOCK CARD SHIPPING SEPTEMBER (1)	2018
13	STOCK CARD SHIPPING OCTOBER (1)	2018
14	STOCK CARD SHIPPING NOVEMBER (1)	2018
15	STOCK CARD SHIPPING NOVEMBER (2)	2018
16	STOCK CARD SHIPPING NOVEMBER (3)	2018
17	STOCK CARD SHIPPING NOVEMBER (4)	2018
18	STOCK CARD SHIPPING DECEMBER (1)	2018
19	STOCK CARD SHIPPING DECEMBER (2)	2018
20	STOCK CARD SHIPPING 2014 (1)	2014
21	STOCK CARD SHIPPING 2014 (2)	2014

Figure 11: Archive Progress 2

Due to the past experience of working with the company before, the trainee were also instructed by the director to continue taking care of the east region & Klang Valley outlets which involve 5 states which is Selangor, Negeri Sembilan, Pahang, Terengganu and Kelantan. There are 19 outlets were involve directly under the trainee which is Jakel Terengganu, Ariani Gong Badak, Ariani Kuala Terengganu, Haqqi Terengganu, Hajra Terengganu, KKRM Dungun, Salem Aziz Textile Tanah Merah, Salem Aziz Textile Kota Bharu, Salem Aziz Textile Kubang Kerian, Ariani Tanah Merah, Ariani Kota Bharu, Ariani Kubang Kerian, Hajra Kubang Kerian, KKRM Gua Musang, KKRM Bentong, KKRM Jerteh, Jakel Senawang, Ariani Senawang, and Ariani Bangi. The task of the trainee is to monitor, make sure the target given by the director achieve, solve problem, petty cash approval, and ensure everything is under control. The trainee also given task as the representative of the director in visiting outlet and nominated as the Ariani representative in checking the authentic of the Ariani product.

TARIKH: 23/07/2019 (JUMALAH)
 DIRUMAH: PENGARAH JAKEL TRADING SDN BHD
 NEEPAWA: SEMUA TEK (KLA JAKEL TRADING SDN BHD) SEGAMAT
 PERKARA: MAKLUMAT PEMTGGANG JAWATAN PESEKUTU PERUSAHA (PN) KEPADA PENGARAH

Merujuk kepada perkara di atas.

Adalah dimaklumkan bahawa semasa PEKERJA JAKEL TRADING SDN BHD (SEGAMAT) terlibat sebagai ahli pemegang saham dengan pemegang saham berkaitan melalui resitnya dan berkaitan Pemintaan Peribadi (PN) kepada Pengarah, terdapat seperti berikut:

NO	Nama	Tugasan
1	Mr. Yusoff bin Ariff	Mentor & pengarah dalam kemunculan Personal dan juga sebagai penerbit bagi projek dalam Keseluruhan PN.
2	Mr. Mohamed Ridwan Naim bin Saifur	Mentor & pengarah projek untuk projek dalam semua aspek perniagaan.
3	Mr. Fiaz bin Ibrahim	Wakil pengarah dan pemegang saham dalam PN.
4	Mr. Nori Bahron Ibrahim bin Saifur	Wakil pengarah dan pemegang saham dalam PN.

Selain itu, dengan ini, ini jabatan dan tugas yang dijalankan oleh mereka adalah sebagai berikut: pengarah dalam kes yang berkaitan dengan projek ini dan projek ini adalah sebagai berikut: *Research Training & Development (RTD)* dan juga sebagai *Research Training & Development (RTD)*.

NO	Nama	Jawatan
1	Mr. Aliyasa Hadzi Hari Mohd Yusoff	Senior Analyst, RTD & juga sebagai mentor.
2	Mr. Yusoff bin Naim bin Saifur	Pengarah Projek RTD & juga sebagai mentor.
3	Mr. Mohd Ridwan bin Naim bin Saifur	Pegawai Projek RTD & juga sebagai mentor.
4	Mr. Nori Bahron bin Saifur	Pegawai Projek RTD & juga sebagai mentor.
5	Mr. Aliyasa Mohd Yusoff	Pegawai Projek RTD & juga sebagai mentor.
6	Ms. Nur Syahira Haniffa Saifur	Pegawai Projek RTD & juga sebagai mentor.

Manakala, di bawah ini adalah Pelesenan (PN) yang berkaitan dengan Wakil Pengarah dalam projek ini yang berkaitan dengan projek ini. Berikut juga terdapat *Purchasing Office* yang berkaitan dengan projek ini yang berkaitan dengan projek ini.

Apabila direview mengenai situasi yang berkaitan dengan projek ini, dan juga mengenai projek ini.

Yours truly,

 (Signature)
 PENYAJIAN: MAI MOHAMMADI (JAKEL)
 PENGARAH
 JAKEL TRADING SDN BHD

68 Pengarah Besar, Pengarah Ketua & Pengarah (JAKEL Trading & Keseluruhan Keseluruhan) (JAKEL Trading & Keseluruhan) (JAKEL Trading & Keseluruhan)
 Jabatan Sumber Manusia (Jakel Trading Sdn Bhd)
 (JAKEL Trading Sdn Bhd)

Figure 12: Job Declaration 1

The director also instruct the trainee to taking care of the director schedule which to ensure all of the appointments are properly manage, record all the director instructions and ensure that the instructions are to be done as instructed.

During the internship also the director instructed the trainee to be the manager of the contract department which to plan the daily task of the contract workers, monitor the work progress, every purchase related with the patty cash need to have approval by the trainee, the trainee also involved in recruiting new staff for the contract department, bonus, and improvement of the new warehouse. The trainee also liaise with the outsource contractor due to the development of the new warehouse in Semenyih, Selangor.

Several project were monitor and conduct by the trainee to ensure everything is going as plan by the trainee and the director. Project that were manage by the trainee are parking lot space, additional air conditioner, goods rack, container shop, container cafe, water piping, new office development and many more.

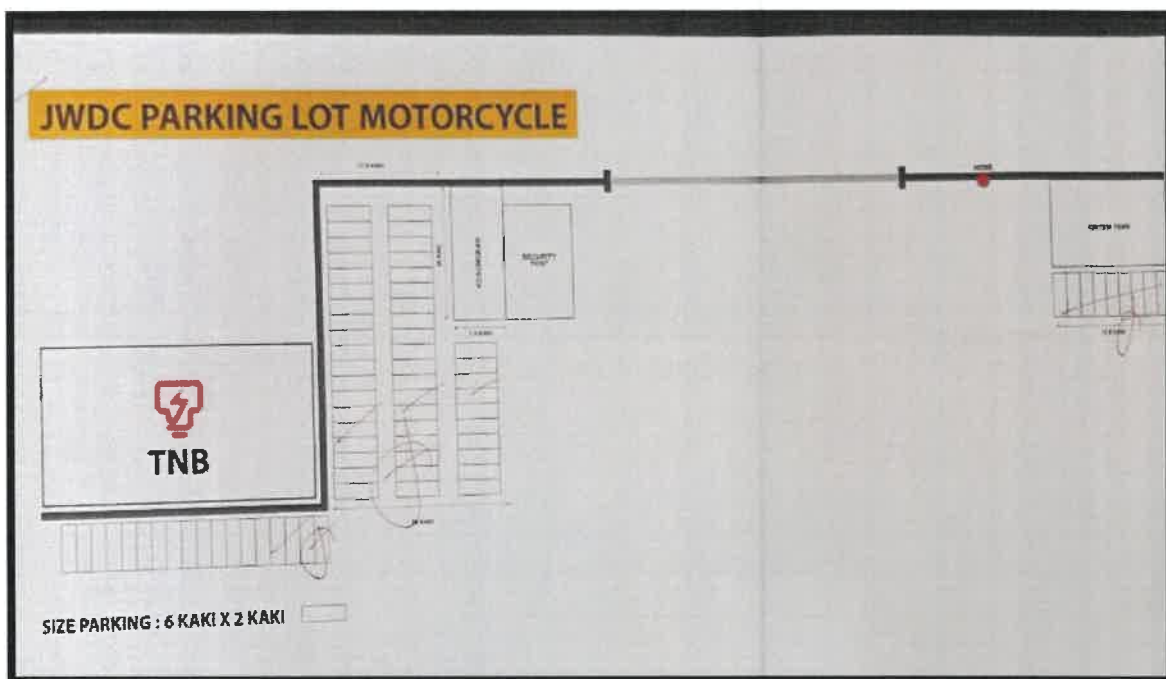


Figure 14: Contract Project 1

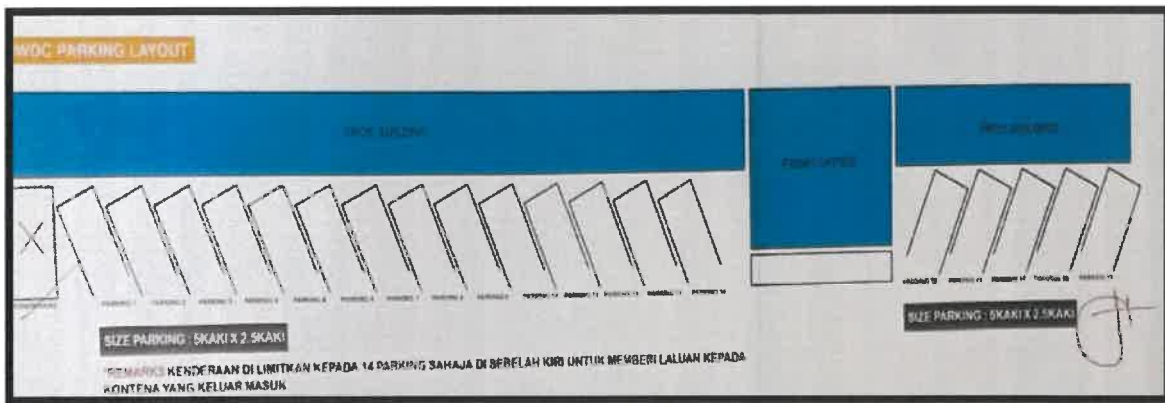


Figure 15: Contract Project 2

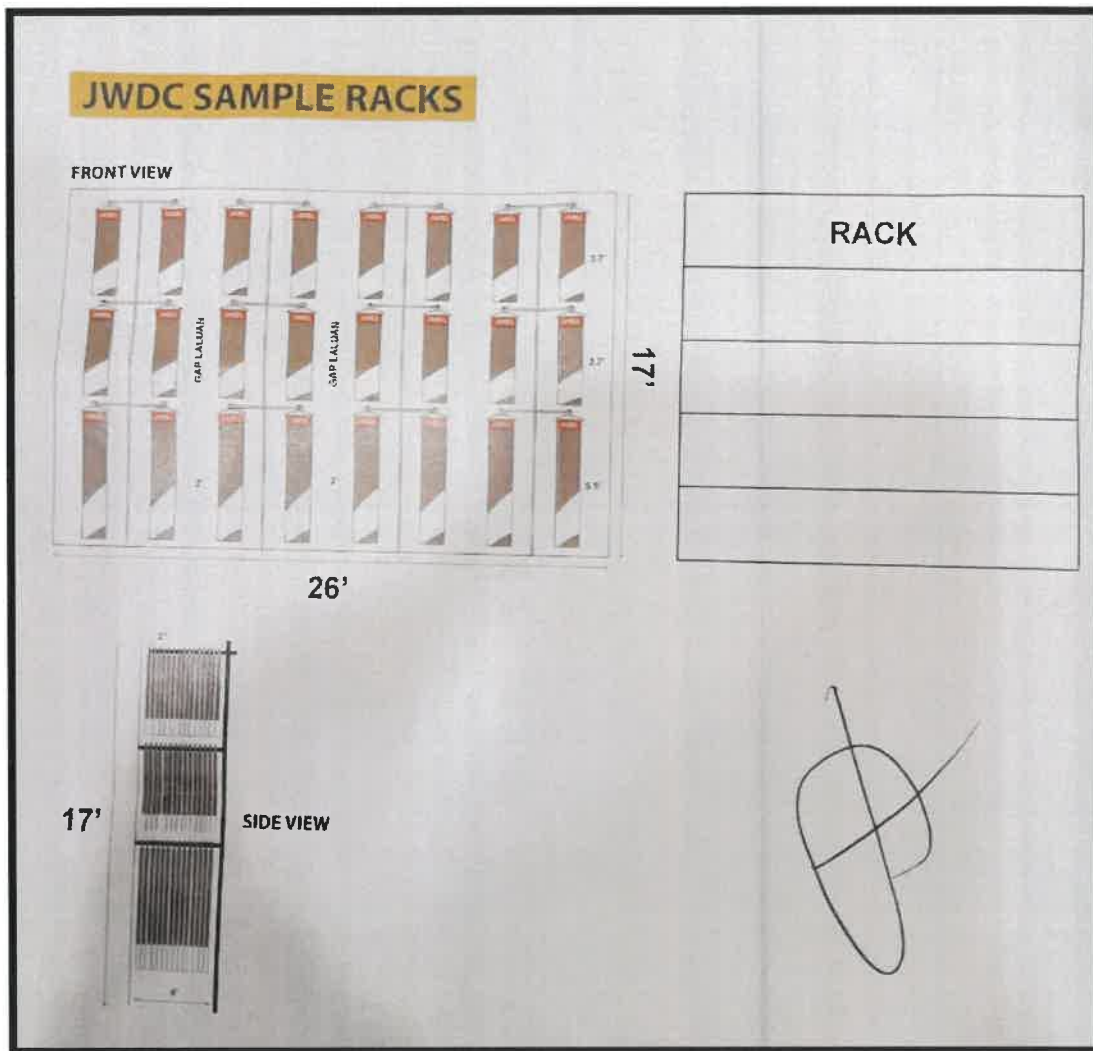


Figure 16: Contract Project 3

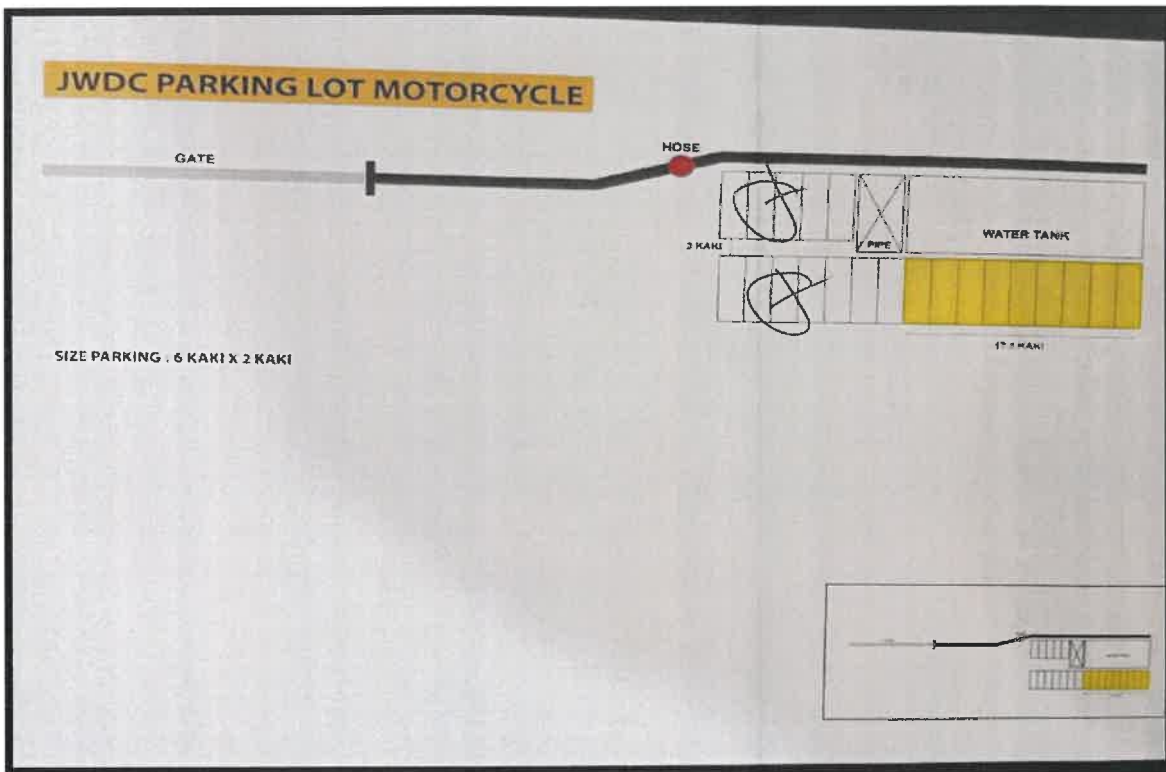


Figure 17: Contract Project 4



Figure 18: Contract Project 5

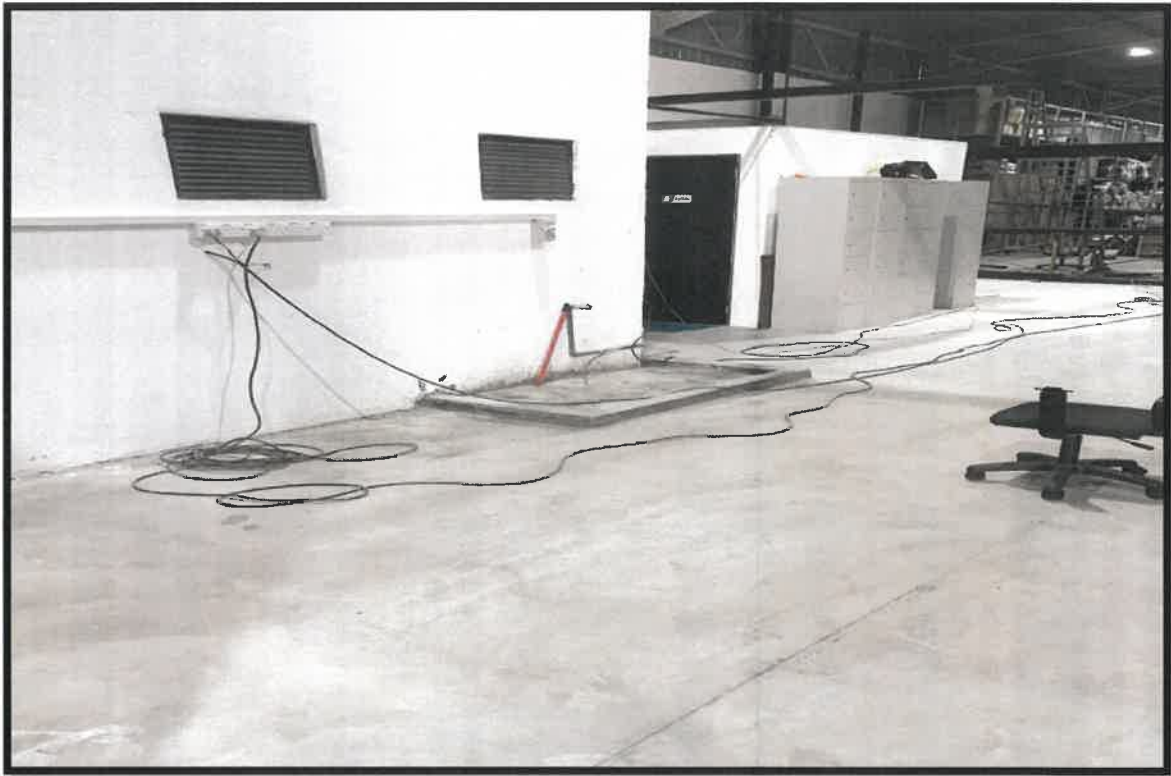


Figure 19: Contract Project 6



Figure 20: Contract Project 7



Figure 21: Contract Project 8



Figure 22: Contract Project 9

During the festive season which is Ramadan, the trainee were sent to Jakel Terengganu as an acting General Manager which the task is to ensure the target sales that were given by the Director achieve. To plan daily task of the maintenance staff Terengganu, IT department Terengganu, to ensure the store are in the appropriate ways, staff recruit/termination, approval, floor management, price reduction and etc. The trainee big project that relate with Jakel Terengganu is liaising with the Head of the SME Bank En Mat Zaki Hamat which is contribute to the orphan. Second big project is with the EPIC group Terengganu which involve the minister of Terengganu Yang Amat Berhormat Ahmad Samsuri Mokhtar and his wife which also related with the contribution to the orphan, media were involve such as Berita Harian, RTM and etc. The third big project is related with the Director of the Jabatan Bomba Dan Penyelamat Malaysia Terengganu, Yang Setia Mohamad Shoki Bin Hamzah which involve media such as RTM, Berita Harian, Siaran Nasional in an event OPS Pemeriksaan. All of the event were a success and the trainee are as the representative of the Jakel Terengganu.



Figure 23: Event with MB Terengganu 1



Figure 24: Event with MB Terengganu 2



Figure 25: Event with MB Terengganu 3



Figure 26: Event with MB Terengganu 4



Figure 27: Event OPS Pemeriksaan Bersama Pengarah Bomba Terengganu 1



Figure 28: Event OPS Pemeriksaan Bersama Pengarah Bomba Terengganu 2



Figure 29: Event OPS Pemeriksaan Bersama Pengarah Bomba Terengganu 3

3.2 Special Project

Jakel Online is a system that were created by the collaboration of Jakel IT staff and outsources company which is myretail. The system were created for several functions which to provides the organization a comprehensive solution for the inventory management requirement. It will keep track of the orders, sales, deliveries which helps a lot in making the inventory management more proper. This system provides a great value to the organization.

Several function of the system is that the system itself helps in detecting the current stock balance of all the item, it is much more easier for the inventory clerk to check the current balance of the item that the clerk are looking for as for example Baju Melayu Aaron Aziz because they can easily browse through the system and track down the current balance of the system that have left.

Second is it helps in segregate the goods to the outlets which from the system the inventory clerk can detect how many items left to be segregate to because basically the system is a master list for all of the items. So by looking to the system also can helps in segregate the items.

Third one is it helps in stock take count where every goods that were store in the warehouse if wanted to be send out must have a proper documentation which involve documents such as Inwards Deliver Order or Outwards Delivery Order. If just in case the internal auditor check the physical quantity of the goods are not tally with the system, there must be something wrong whether the goods are not mistakenly not send to the outlet or the DO are mistakenly key in.

The second thing that the trainee were instructed to do is the basic user manual for the Jakel Store where to guide the customer how to buy through Jakel Store. All of the user manual can be refer in the appendices.

Chapter 4 : Conclusion

4.1 Application of knowledge, skills and experience

The trainee had applied the knowledge that were learn before in his Diploma level which is PC maintenance, due to that kind of exposure and also knowledge that were exposed to the trainee, the trainee have that kind of skills and also capability to assemble & dissemble the damage PC. The trainee had also increase knowledge by referring to the reliable source in the internet by using the reliable link that were provided before in the past of the trainee diploma level.

The trainee also applied the knowledge and skills learnt from System Analysis and Design I and II where the trainee identify the problem occur in the system which the company used for stock update.

The trainee also given a task to set up and reorganize back the archive of the company due to minor subject where have been thought in the degree level and events under the archive subject where the trainee were send to the Jaringan Alumni & Industri in semester 4 to help reorganize filing and documentation of the place. Due to that experience it helps the trainee to restructure back the internship company archive. By reorganizing the archive it is easier for the company to re track and retrieve the document or file easily.

During the study in Universiti Teknologi Mara Kelantan, the trainee had exposed to the tight schedule and work timeline where it helps the trainee a lot in time management where the trainee were instructed to be assitant director which involve time management and etc.

The trainee in the semester 6 join a lot of activities and event that helps the trainee in managing the contract staff by planning, approval and any more thanks to the process flow which were implemented properly by the Universiti Teknologi Mara Kelantan.

4.2 Personal Thoughts and Opinion

The trainee feels that the organization a lot of opportunities and supportive environment. The Director, Managers, Supervisors, Auditors, Clerk and others are friendly and easy to be dealt with a good communication interaction. Each of the department were very helpful which they guide the trainee which helps the trainee to learn a lot of different things.

The trainee also thinks that knowledge and skills provided by the faculty is necessary and useful. However, some improvement can be done by ensure that the students really understand the reason what they are doing. Everything happens for a reason, example that can be given is that every institution or organization have it's own vision and mission which it actually the one thing that can refer as the guideline. Same as for the students, many choose government institutions in order to gain knowledge and experience but end up the knowledge that the students learn were nothing. What it means by nothing is it is just an experience that can find anywhere.

Basically it is really suggested that every trainee in the future to take private companies because most of the trainee that comeback after their internship program founds something that is very useful for usage in the future.

4.3 Lesson Learnt

The trainee has learnt to be more discipline, punctual, and has improve in communication skills. Being in working surrounding, the trainee has learnt how to commit with time where on the daily basis the company provide punch card to the trainee which makes the trainee learn how to be punctual in every occasion or work.

The trainee also learn to be more multi tasking when doing work which the organization have teach the trainee to be more active in doing works. The organization instructed the trainee to held many task in a time which make the trainee exposed and gain a lot of experience. As for example in a daily basis task the trainee have almost 19 outlets that needs to be follow up to ensure that the outlets running smoothly, the trainee have to follow up if there are any problems that occur in the outlets and solve the problem by using the best method. During the sales peak hours in Ramadhan at Jakel Terengganu there had been an attempt of shoplifting which the trainee identify, by communicating with the managers on duty and helps with the cctv department, everything is solved without involving any third parties.

As for the communication part, the trainee involves in 3 big event and frequently interact with the outsources contractor and suppliers which really helps a lo in improving communication skills.

4.4 Limitations and Recommendations

The equipment provided by organization is quite limited. The trainee would like to suggest the IT department to solve the internal problem that they have which is lack of communication and follow ups. The IT department should have proper listing of the daily task they should have done day by day.

The trainee would also like to recommend that faculty may improve the courses by providing more hands-on courses so that the future students who will undergo practical training will be well-equipped with hands-on skills rather than only theories learnt in classes.

5.0 References

- **Jakel Trading SDN BHD. (n.d.). Retrieved from <https://www.jakel.my/>**
- **Jakel System [Personal interview]. 2019, March 3)**

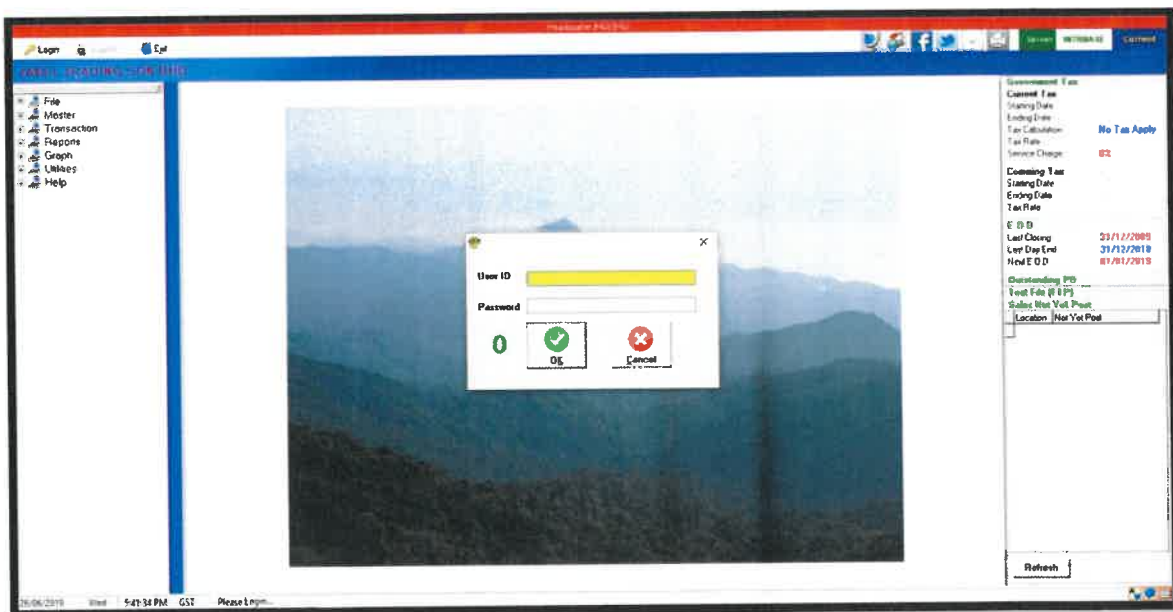
6.0 Appendices

6.1 User Manual

6.1.1 Login

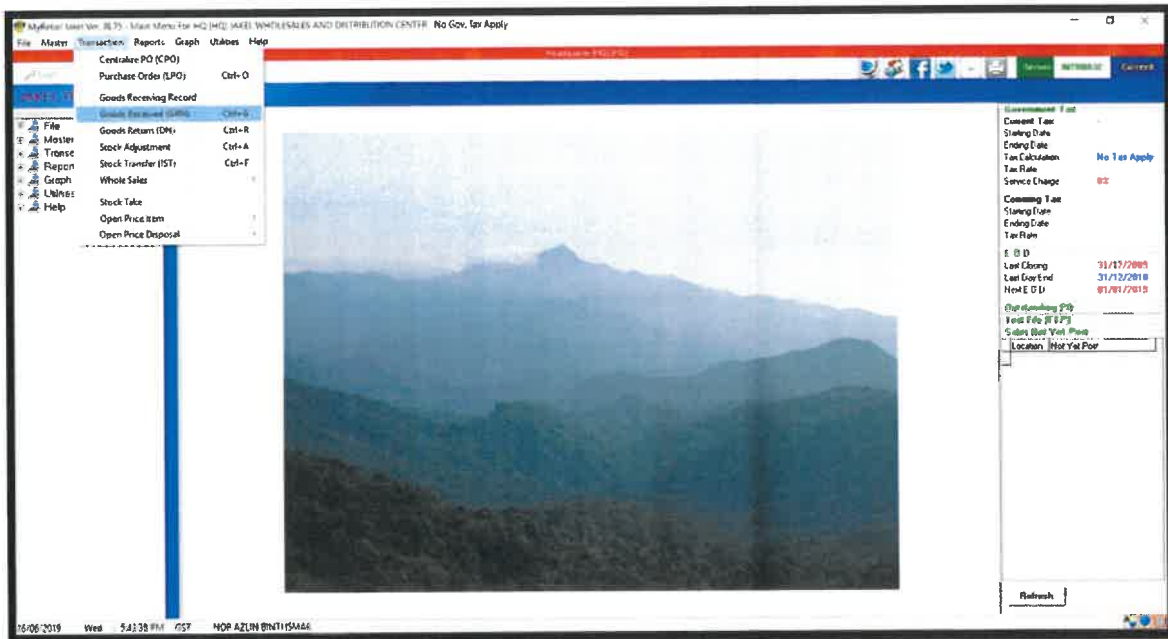
Step 1 : Double click the Jakel Online icon

Step 2 : Fill up 'User ID' and 'Password'

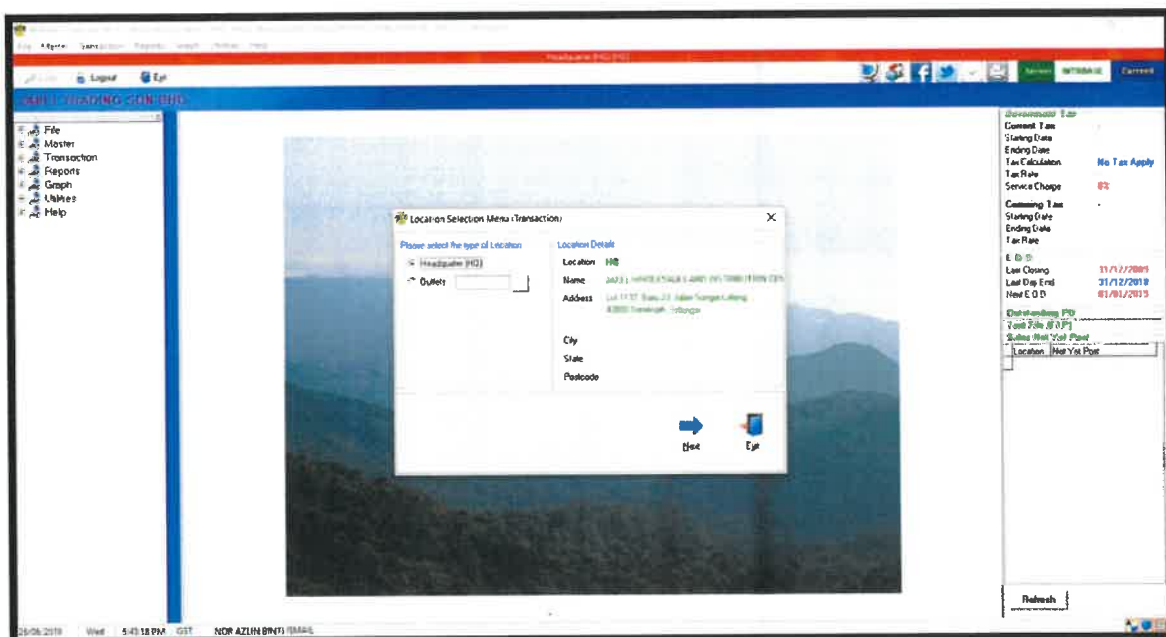


Step 3 : Click 'OK' then the system is ready to use

6.1.2 Goods Receive HQ (GRN)



Step 1 : From the main page interface, click the 'transaction' button on the upper left of the system & choose Goods Received (GRN)



Step 2 : Choose Headquarters for viewing goods received for JWDC Semenyih then click 'Next' button.

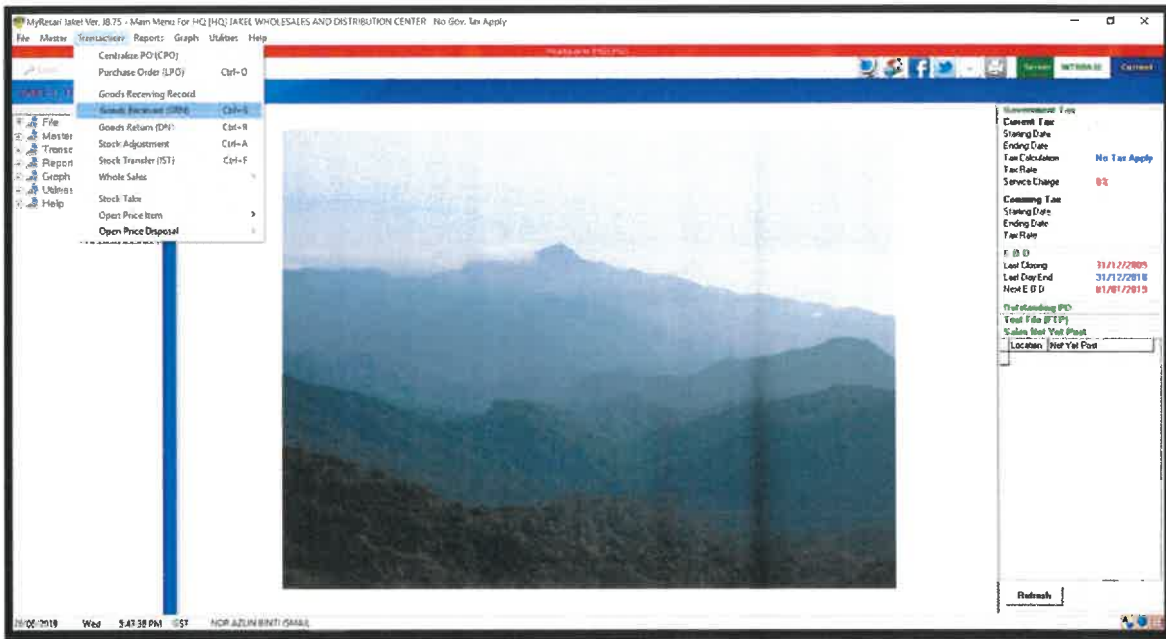
GR No	Location	Ref No	GR No	Receiving Date	Invoice No	Posting	GR Type	PO No	Supplier	Comment	Purchase Type	User Code
54Y0000134	HD		54Y0000134	25/04/2019	STOCK	N	N				Normal	
54Y0000137	HD		54Y0000137	18/05/2019	NEW STOCK	N	N		Y001	Y	Normal	
54Y0000140	HD		54Y0000140	17/04/2019	STOCK	N	N		5005	N	Normal	
54Y0000145	HD		54Y0000145	06/04/2019	NEW	N	N		Y001	N	Normal	
54Y0000148	HD		54Y0000148	26/04/2019	NEW STOCK	N	N		5001	N	Normal	
54Y0000157	HD		54Y0000157	25/02/2019	NEW STOCK	N	N		5001	N	Normal	
54Y0000172	HD		54Y0000172	14/04/2019	STOCK	N	N		5005	N	Normal	
54Y0000185	HD	1013483	54Y0000185	11/05/2019	STOCK	N	N		5005	N	Normal	
54Y0000191	HD		54Y0000191	29/04/2019	STOCK	N	N		5005	N	Normal	
54Y0000192	HD	1012030	54Y0000192	29/04/2019	STOCK	N	N		A002	N	Normal	
54Y0000193	HD	1012032	54Y0000193	09/05/2019	STOCK	N	N		A002	N	Normal	
54Y0000212	HD		54Y0000212	09/05/2019	STOCK	N	N		A002	N	Normal	
54Y0000217	HD	1012601	54Y0000217	09/05/2019	STOCK	N	N		A002	N	Normal	
54Y0000219	HD		54Y0000219	29/04/2019	STOCK	N	N		A002	N	Normal	
54Y0000230	HD	1012660	54Y0000230	05/05/2019	STOCK	N	N		A002	N	Normal	
54Y0000236	HD	1012660	54Y0000236	29/04/2019	STOCK	N	N		A002	N	Normal	
54Y0000239	HD	1012661	54Y0000239	29/04/2019	STOCK	N	N		A002	N	Normal	
54Y0000243	HD		54Y0000243	11/04/2019	STOCK	N	N		5001	N	Normal	
54Y0000244	HD		54Y0000244	11/04/2019	STOCK	N	N		5001	N	Normal	
54Y0000249	HD		54Y0000249	11/04/2019	STOCK	N	N		5001	N	Normal	
54Y0000251	HD		54Y0000251	09/04/2019	STOCK	N	N		5001	N	Normal	
54Y0000270	HD		54Y0000270	06/04/2019	NEW ITEM	N	N		F001	N	Normal	
54Y0000272	HD	RTB MANONANAN	54Y0000272	06/04/2019	NEW ITEM	N	N		5001	N	Normal	

Step 3 : This is the interface for reference usage to view the details of the receiving goods.

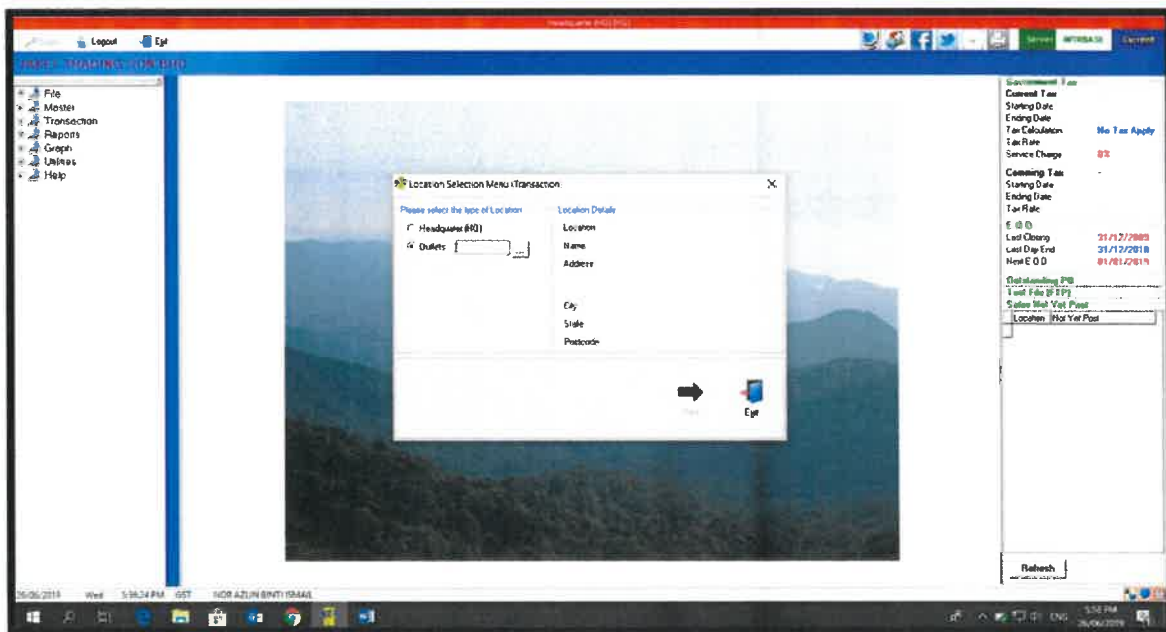
GR No	Location	GR No	Receiving Date	Invoice No	Posting	GR Type	PO No	Supplier	Comment	Purchase Type	User Code
54Y0000124	HD	54Y0000124	05/04/2019	YT-47120	N	N		5010	N	Normal	
54Y0000133	HD	54Y0000133	03/04/2019		N	N		5001	N	Normal	
54Y0000162	HD	54Y0000162	18/04/2019	SLB327	N	N		5016	N	Normal	
54Y0000163	HD	54Y0000163	18/04/2019	SLB322	N	N		5016	N	Normal	
54Y0000164	HD	54Y0000164	18/04/2019	SLB323	N	N		5016	N	Normal	
54Y0000165	HD	54Y0000165	18/04/2019	SLB324	N	N		5016	N	Normal	
54Y0000172	HD	54Y0000172	12/05/2019	SL0703	N	N		5016	N	Normal	
54Y0000186	HD	54Y0000186	18/04/2019		N	N		5001	N	Normal	
54Y0000187	HD	54Y0000187	16/04/2019	SL36230	N	N		5007	N	Normal	
54Y0000192	HD	54Y0000192	29/04/2019	SC790	N	N		5009	N	Normal	
54Y0000193	HD	54Y0000193	22/03/2019	WH1500001768	N	N		5009	N	Normal	
54Y0000194	HD	54Y0000194	22/03/2019	SC790	N	N		5009	N	Normal	
54Y0000195	HD	54Y0000195	13/02/2019	WH12232	N	N		5015	N	Normal	
54Y0000219	HD	54Y0000219	06/04/2019		N	N		5701	N	Normal	
54Y0000220	HD	54Y0000220	22/04/2019	RTB MANONANAN	N	N		5001	N	Normal	
54Y0000224	HD	54Y0000224	22/04/2019	RTB MANONANAN	N	N		5004	N	Normal	
54Y0000225	HD	54Y0000225	22/04/2019	RTB MANONANAN	N	N		5004	N	Normal	
54Y0000231	HD	54Y0000231	20/04/2019		N	N		5007	N	Normal	
54Y0000234	HD	54Y0000234	20/04/2019		N	N		5009	N	Normal	
54Y0000235	HD	54Y0000235	20/04/2019		N	N		5009	N	Normal	
54Y0000239	HD	54Y0000239	23/05/2019	SC1800	N	N		5009	N	Normal	
54Y0000240	HD	54Y0000240	23/05/2019	SC1800	N	N		5009	N	Normal	
54Y0000246	HD	54Y0000246	23/05/2019	SC1800	N	N		5009	N	Normal	
54Y0000247	HD	54Y0000247	23/05/2019	SC1800	N	N		5009	N	Normal	

Step 4 : Click 'Sort By' to choose details to view.

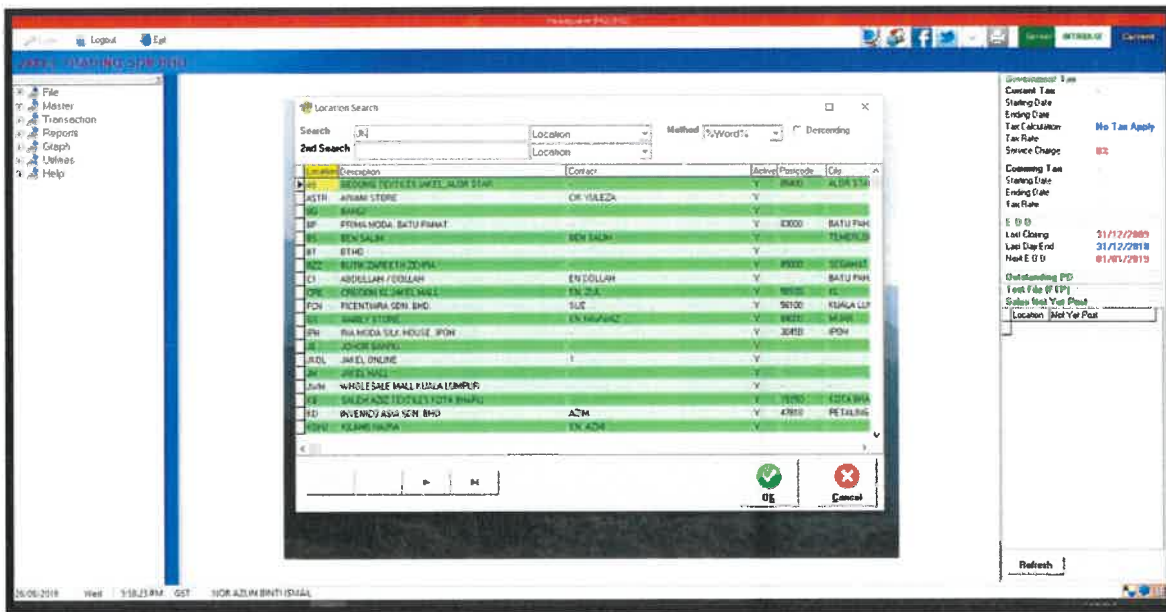
6.1.3 Key In Goods Receive Outlets (GRN)



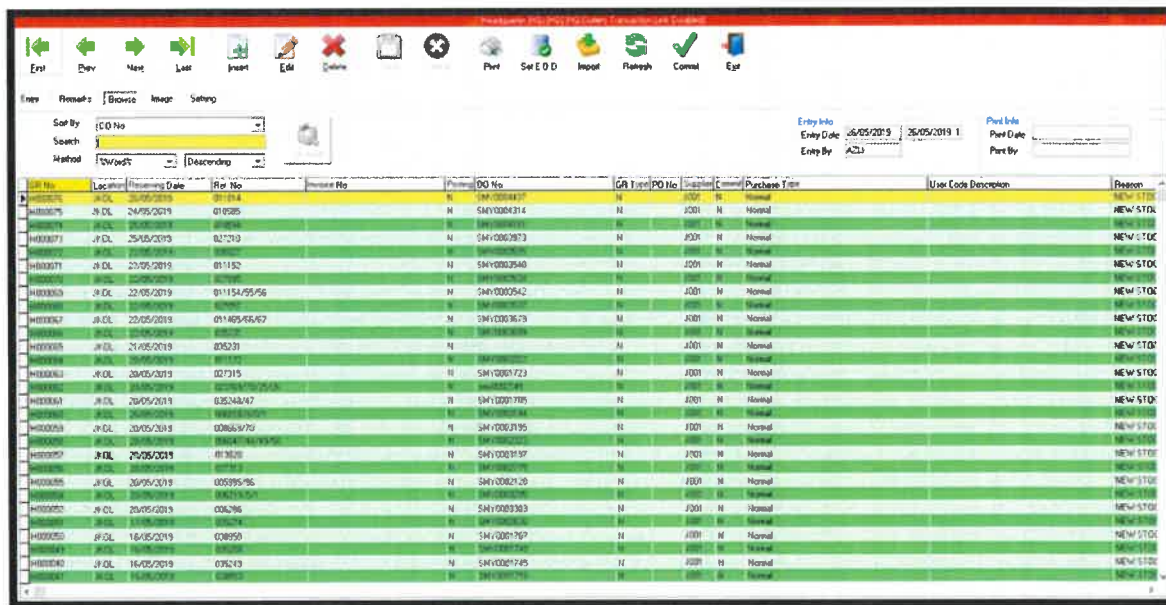
Step 1 : From the main page interface, click the 'transaction' button on the upper left of the system & choose Goods Received (GRN)



Step 2 : Choose Outlets for viewing goods received for outlets then click 'Next' button.



Step 3 : Choose outlet



Step 4 : This is the interface for reference usage to view the details of the receiving goods.

Prosource Bhd (P) [P] [C] [Data Management] [Invoicing]

Exit Dev Mod Last Insert Edit Delete Print Set E.O.D. Import Refresh Count Exit

Entry Remarks Browse Image Setting

Sort By [DO No] Search Method [Words] [Descending]

Entry Info: Entry Date: 26/05/2019 Entry By: AELI Part Info: Part Date: 26/05/2019 Part By:

GR No.	Local	Receiving Date	Ref No.	Invoice No.	Primary	DO No.	GR Type	PD No.	Regional	Control	Purchase Type	User Code	Description	Reason
H000076	JF-DL	24/05/2019	010953		N	SMV000474	H	J001	H		Normal			NEW STD
H000076	JF-DL	24/05/2019	010955		N	SMV000474	H	J001	H		Normal			NEW STD
H000076	JF-DL	24/05/2019	021210		N	SMV0003973	H	J201	H		Normal			NEW STD
H000076	JF-DL	22/05/2019	011952		N	SMV000540	H	J001	H		Normal			NEW STD
H000076	JF-DL	22/05/2019	011952		N	SMV000540	H	J001	H		Normal			NEW STD
H000083	JF-DL	22/05/2019	01154-55-56		N	SMV000242	H	J001	H		Normal			NEW STD
H000083	JF-DL	22/05/2019	020721		N	SMV000322	H	J001	H		Normal			NEW STD
H000087	JF-DL	22/05/2019	01482-56-57		H	SMV000379	H	J201	H		Normal			NEW STD
H000088	JF-DL	22/05/2019	020721		N	SMV000322	H	J001	H		Normal			NEW STD
H000089	JF-DL	21/05/2019	026231		N	SMV0001122	H	J001	H		Normal			NEW STD
H000089	JF-DL	20/05/2019	027315		N	SMV0001723	H	J201	H		Normal			NEW STD
H000092	JF-DL	20/05/2019	021158-59-60		N	SMV0002145	H	J001	H		Normal			NEW STD
H000093	JF-DL	20/05/2019	005248-47		N	SMV0201705	H	J001	H		Normal			NEW STD
H000094	JF-DL	20/05/2019	001958-59		N	SMV0001948	H	J001	H		Normal			NEW STD
H000094	JF-DL	20/05/2019	000053-70		H	SMV0003195	H	J001	H		Normal			NEW STD
H000097	JF-DL	20/05/2019	013825		N	SMV0001187	H	J001	H		Normal			NEW STD
H000098	JF-DL	20/05/2019	000204-23		H	SMV0002123	H	J001	H		Normal			NEW STD
H000098	JF-DL	20/05/2019	005219-58		N	SMV0003535	H	J001	H		Normal			NEW STD
H000099	JF-DL	20/05/2019	006286		N	SMV0002383	H	J001	H		Normal			NEW STD
H000100	JF-DL	15/05/2019	005590		N	SMV0001787	H	J001	H		Normal			NEW STD
H000100	JF-DL	15/05/2019	005590		N	SMV0001787	H	J001	H		Normal			NEW STD
H000100	JF-DL	15/05/2019	025249		H	SMV0001745	H	J001	H		Normal			NEW STD
H000100	JF-DL	15/05/2019	000000		N	SMV0001745	H	J001	H		Normal			NEW STD

Step 5 : Click 'Insert' to go to other interface for key in purpose

Prosource Bhd (P) [P] [C] [Data Management] [Invoicing]

Save Cancel

Entry Remarks Browse Image Setting

GR No. [000000/00] User Code: [] Receiving Date: 26/05/2019
 Ref No. [000000/00] Invoice No: [] Invoice Date: 26/05/2019
 PD No. [] DO No: [SMV0001201] DO Date: 26/05/2019
 Supplier: [] Purchase Type: []
 Reason: []

GST Function: [] Tax Code (T): [] Tax Transaction (Dev): []
 Refresh GST: [] % Local Supplier: [] Imported from Overseas: []

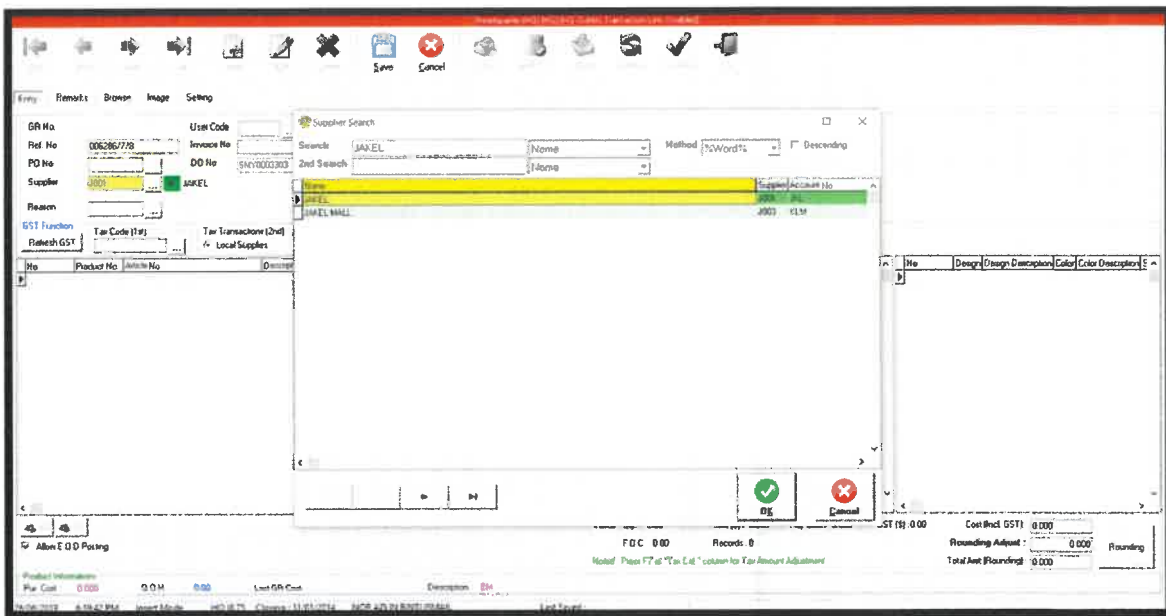
No.	Product No.	Reason No.	Description	Pack Size	Level	Batch No.	Unit Qty	Unit Qty (UOM)	UOM Desc.	Total Qty	F.O.C. ()	He	Design (Design Description)	Color (Color Description)

Product Information: Pta Cost: 0.000, OOH: 0.00, Last GR Cost: [], Description: []

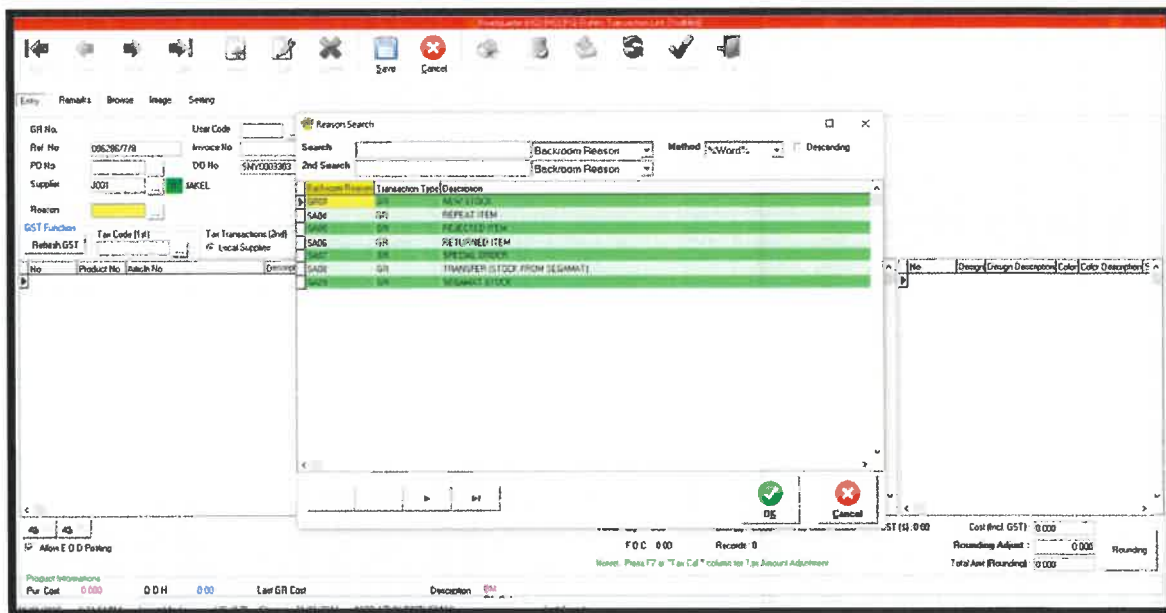
Total Qty: 0.00, Doc (S): 0.000, Ad. Cost: 0.000, GST (Rs.): 0.00, Cost (incl. GST): 0.000
 F.O.C.: 0.00, Records: 0, Receiving Amount: 0.000, Total Amt (Rounding): 0.000

Notes: Please F7 if "In Cal" columns has Tax Account Adjustment

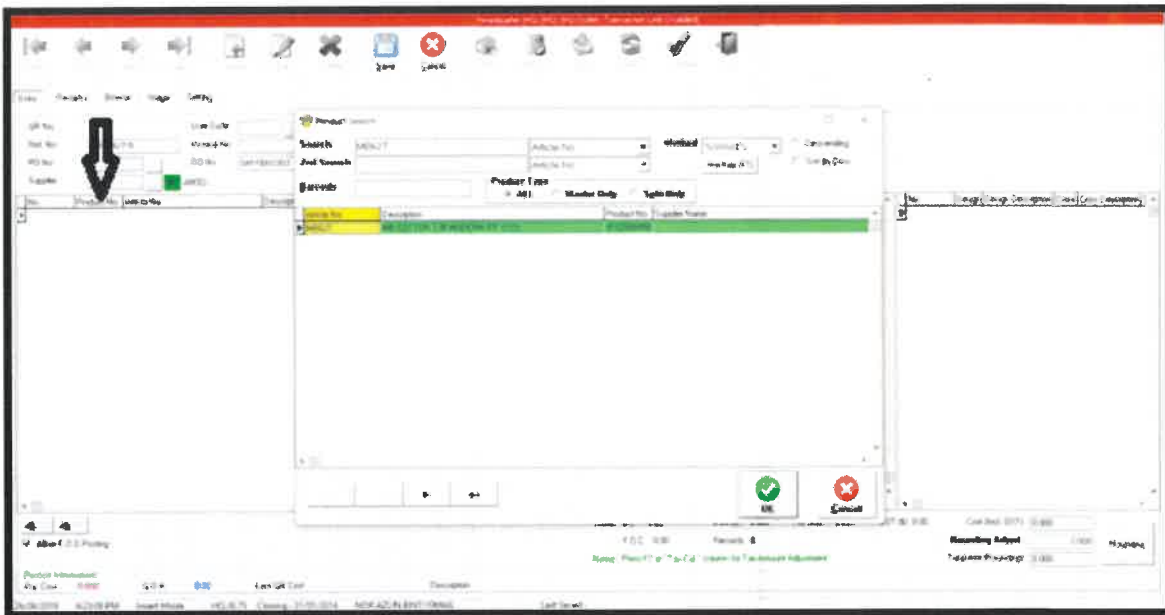
Step 6 : Fill in the blank column by referring to the D.O received by the outlets.



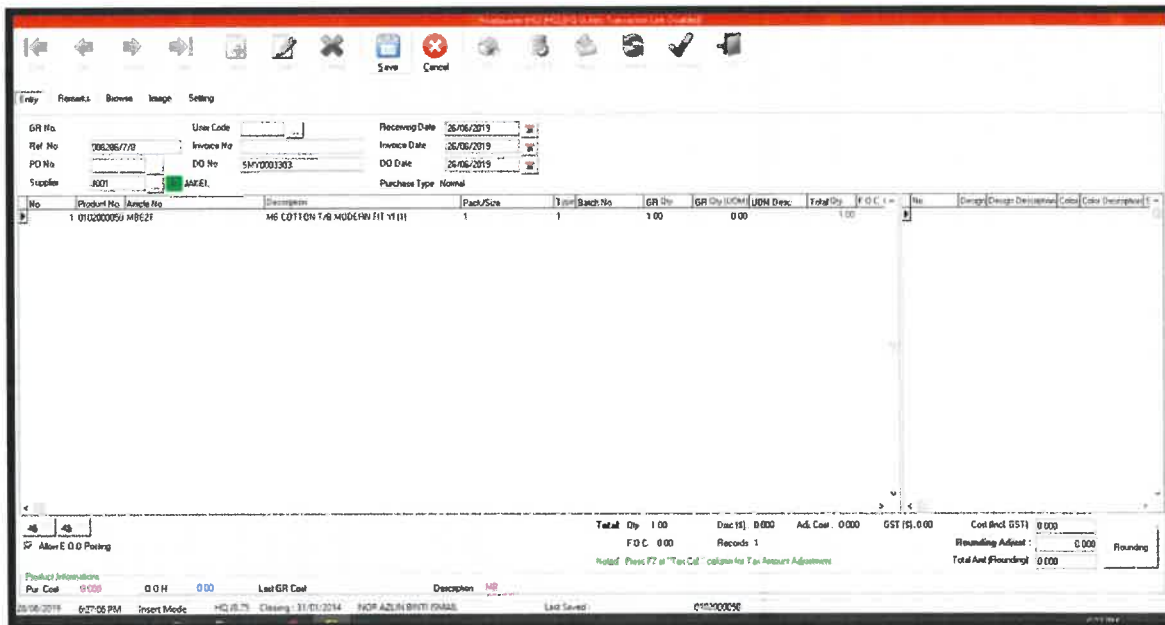
Step 7 : Click 'Supplier' button then choose from which outlet the item were sent from.



Step 8 : Click 'Reason' button and choose the reason why the item were sent.



Step 9 : Click 'Product No' then choose or fill in based on the D.O ten click 'OK' button

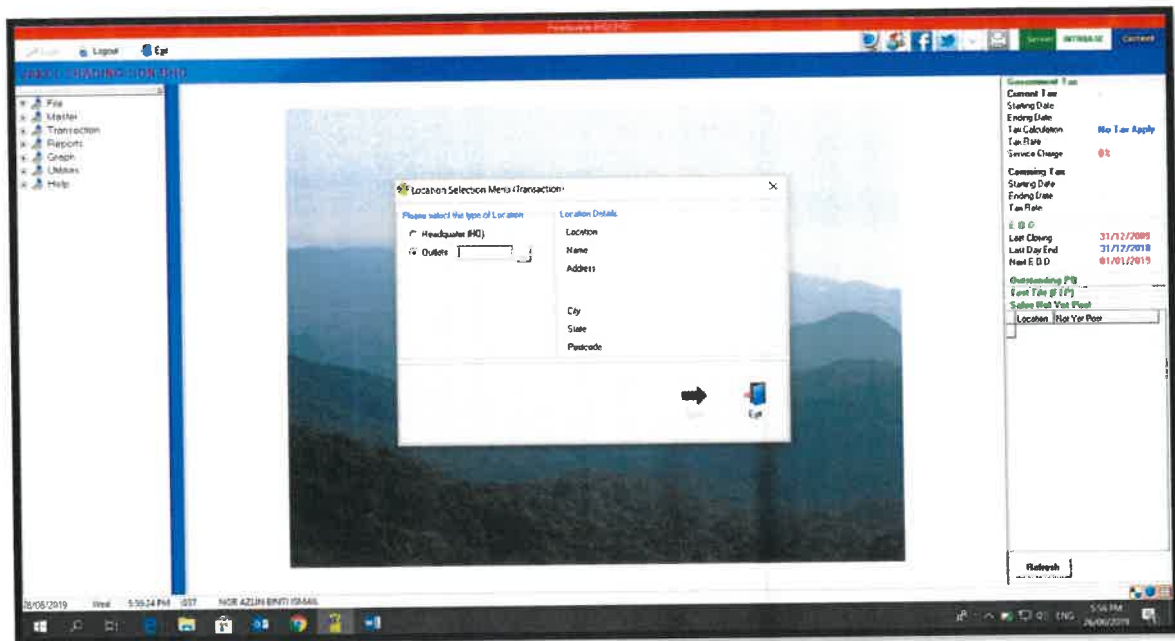


Step 10 : Click 'Save' after finish key in all details

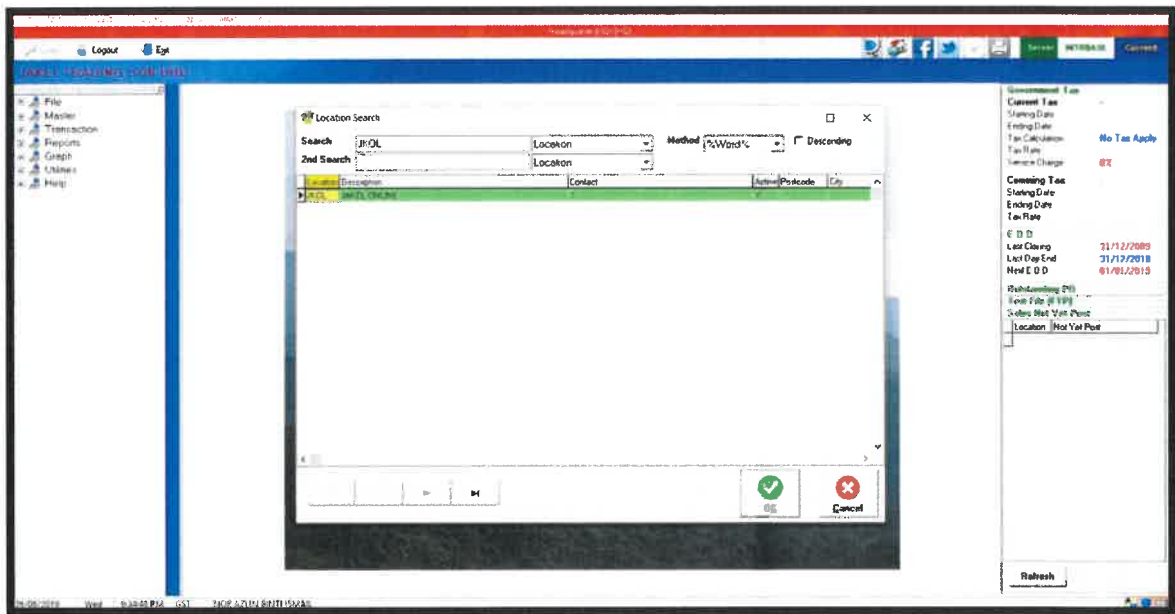
6.1.4 Outward Goods (Whole Sales)



Step 1 : Click 'Transaction' button then choose 'Whole Sale'



Step 2 : Click the 'Outlet' button to choose from which outlet the D.O is going to be create.



Step 3 : Choose outlet then click 'OK'

The screenshot shows a list of invoices with the following columns:

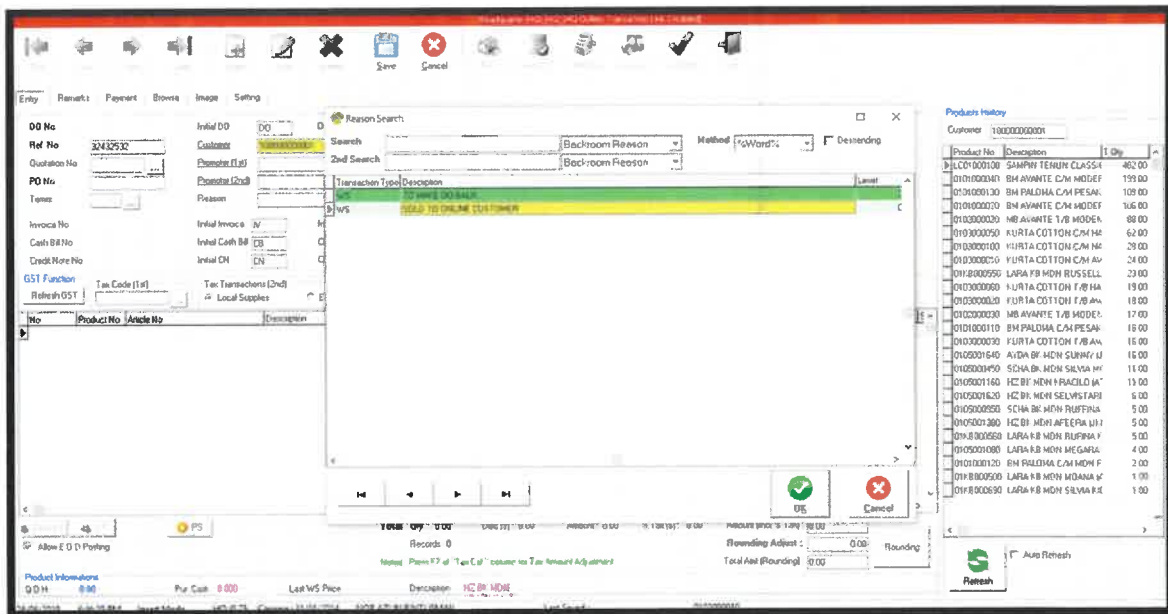
Invoice No.	Invoice Date	Cash B/L Invoice No.	Cash B/L Date
DOH00043	25/05/2019		
DOH00042	25/05/2019		
DOH00041	25/05/2019		
DOH00039	18/05/2019		
DOH00038	18/05/2019		
DOH00037	14/05/2019		
DOH00036	12/05/2019		
DOH00034	21/05/2019		
DOH00033	21/05/2019		
DOH00032	21/05/2019		
DOH00031	30/05/2019		
DOH00030	26/05/2019		
DOH00029	26/05/2019		
DOH00028	26/05/2019		
DOH00027	26/05/2019		
DOH00026	25/05/2019		
DOH00025	25/05/2019		
DOH00024	25/05/2019		
DOH00023	25/05/2019		
DOH00022	25/05/2019		
DOH00021	24/05/2019		
DOH00020	22/05/2019		
DOH00019	22/05/2019		

Step 4 : All of the details of outward goods can be check here.

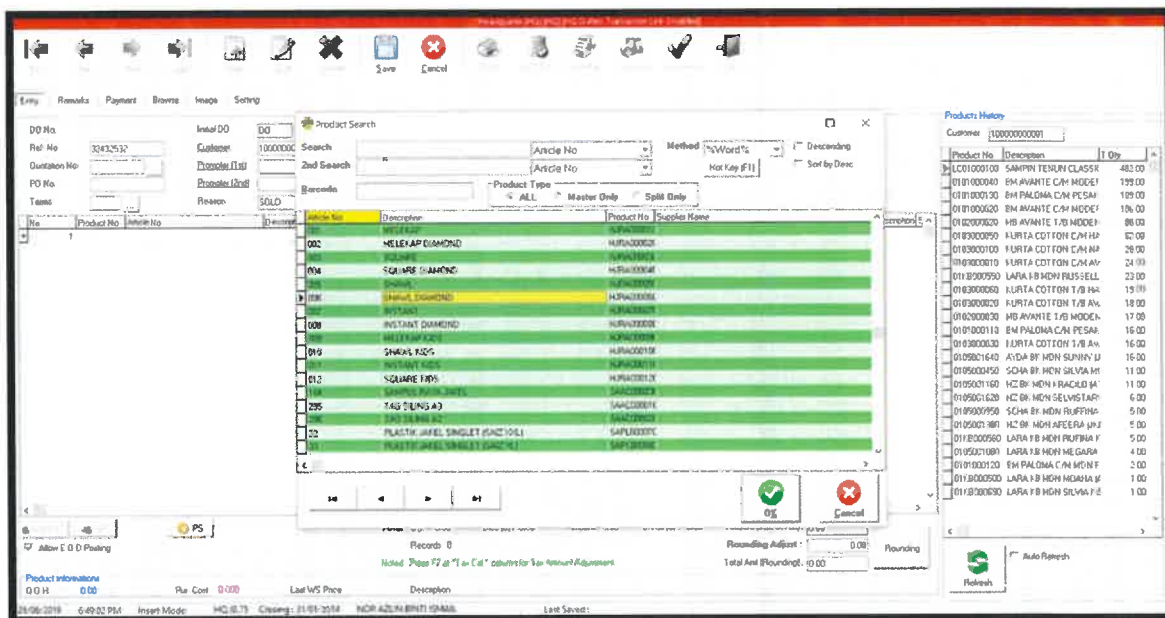
Ref No	Invoice Date	Ref No	Invoice No	Phone	DD No	GR Type	PD No	Supplier	Status	Purchase Type	User Code	Description	Result
H000076	J-CL	24-05-2019	011874		N	SMY000437		J001	N	Normal			NEW STOCK
H000075	J-OL	24-05-2019	010855		N	SMY000434		J001	N	Normal			NEW STOCK
H000074	J-CL	25-05-2019	023954		N	SMY000431		J001	N	Normal			NEW STOCK
H000073	J-CL	25-05-2019	027210		N	SMY000373		J001	N	Normal			NEW STOCK
H000072	J-CL	25-05-2019	027210		N	SMY000373		J001	N	Normal			NEW STOCK
H000071	J-CL	25-05-2019	011152		N	SMY0003540		J001	N	Normal			NEW STOCK
H000070	J-CL	25-05-2019	011152		N	SMY0003540		J001	N	Normal			NEW STOCK
H000069	J-CL	25-05-2019	011154/95/56		N	SMY0003542		J001	N	Normal			NEW STOCK
H000068	J-CL	25-05-2019	011154		N	SMY0003542		J001	N	Normal			NEW STOCK
H000067	J-CL	22-05-2019	011405/46/67		N	SMY0003679		J001	N	Normal			NEW STOCK
H000066	J-CL	22-05-2019	011405		N	SMY0003679		J001	N	Normal			NEW STOCK
H000065	J-CL	21-05-2019	025231		N	SMY0003679		J001	N	Normal			NEW STOCK
H000064	J-CL	20-05-2019	027315		N	SMY0003679		J001	N	Normal			NEW STOCK
H000063	J-CL	20-05-2019	027315		N	SMY0003723		J001	N	Normal			NEW STOCK
H000062	J-CL	20-05-2019	027315/75/05/06		N	SMY0003745		J001	N	Normal			NEW STOCK
H000061	J-CL	20-05-2019	027315		N	SMY0003723		J001	N	Normal			NEW STOCK
H000060	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000059	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000058	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000057	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000056	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000055	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000054	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000053	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000052	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000051	J-CL	20-05-2019	027315		N	SMY0003745		J001	N	Normal			NEW STOCK
H000050	J-CL	16-05-2019	025249		N	SMY0004745		J001	N	Normal			NEW STOCK
H000049	J-CL	16-05-2019	025249		N	SMY0004745		J001	N	Normal			NEW STOCK

Step 5 : Click 'Insert' button to create new outwards D.O

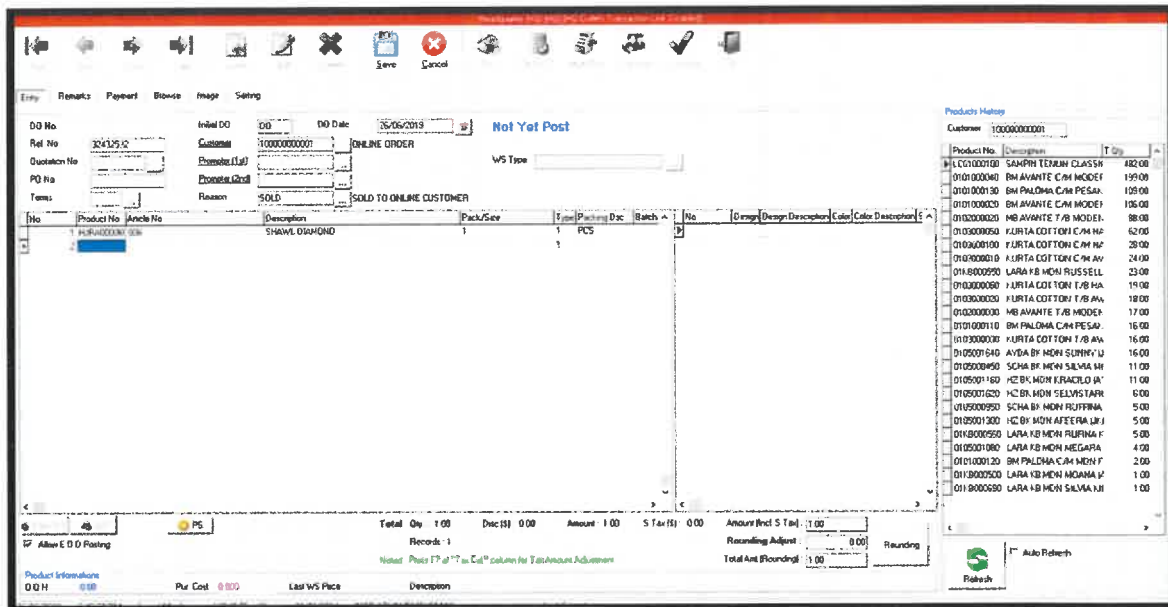
Step 6 : Fill in the blank by referring to the customer order and details of the item.




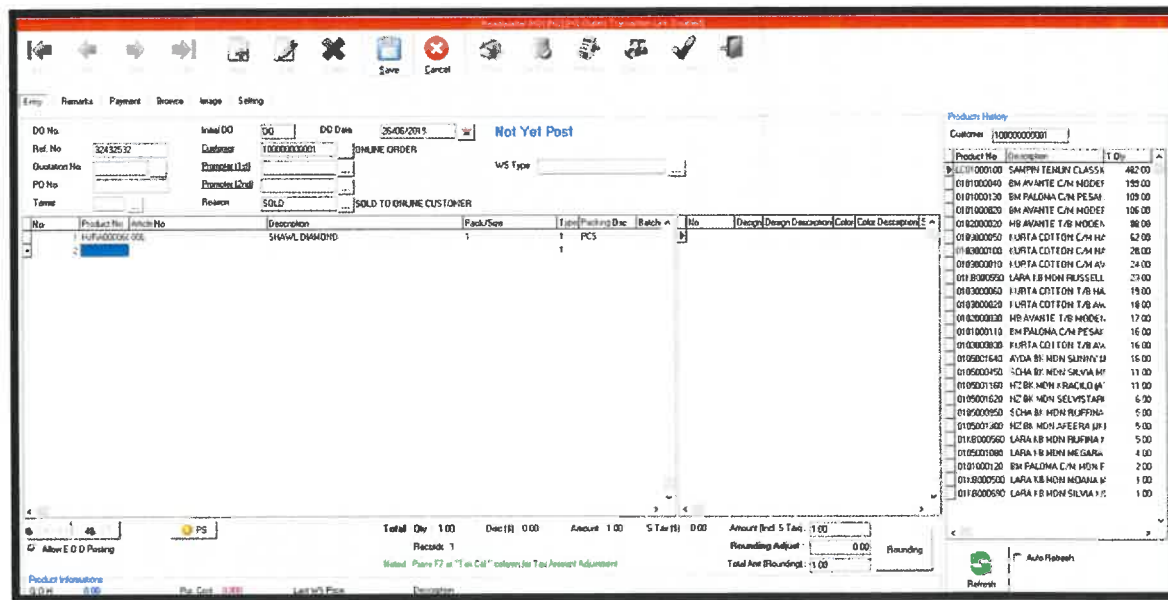
Step 7 : Click 'Reason' button and select reason for the item to go out then click 'OK'



Step 8 : Choose the product that are being sent out for according to the customer order then click 'OK'



Step 9 : If you want to add item that you want to be send out just push the down arrow  at the keyboard.

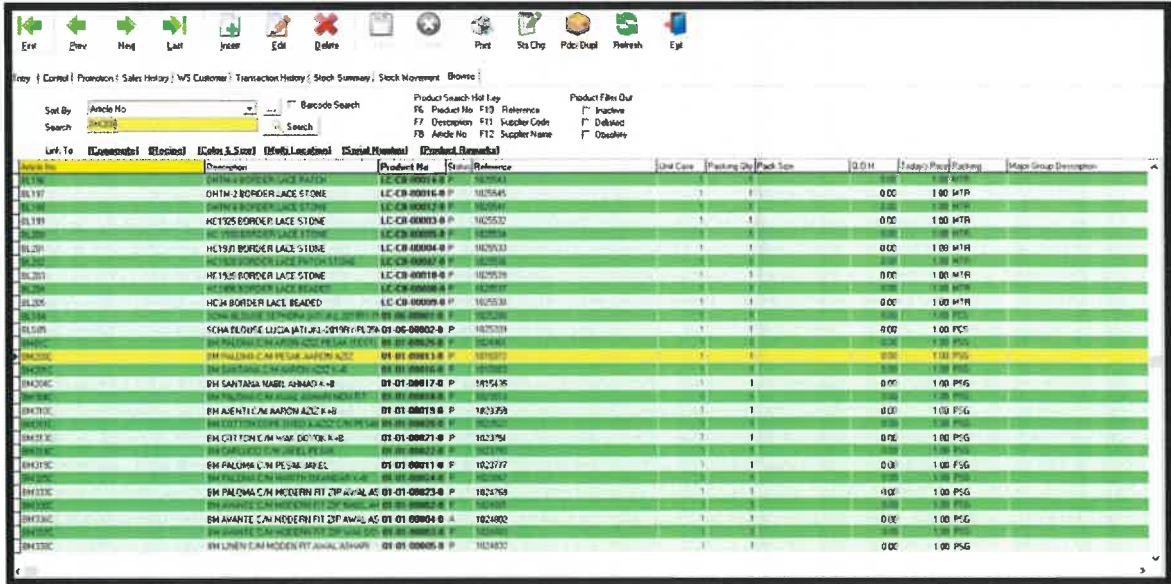


Step 10 : Click 'Save' after everything is done.

6.1.5 ONLINE STOCK CARD



Step 1 : Click 'Product' on the left corner of the interface



Step 2 : Browse through the list and click the item to view or double click

Entry | Control | Promotion | Sales History | WS Customer | Transaction History | Stock Summary | Stock Movement | Browse

Sort By: Article No
 Search: BM200 Search

Product Search Hot Key:
 F6 : Product No F10 : Reference
 F7 : Description F11 : Supplier Code
 F8 : Article No F12 : Supplier Name

Link To: [Composite] [Recipe] [Color & Size] [Multi Location] [Serial Number] [Product Remarks]

Article No	Description	Product No	Status	Reference
001	MELEKAP	HJ-RA-00001-0 P		
002	MELEKAP DIAMOND	HJ-RA-00002-0 P		

Step 3: The other way to browse is by fill in the search column by entering the article number and enter

Exit Prev Next Last Print Edit Delete Print Snr Chg Pdr Dup Refresh Epl

Entry | Control | Promotion | Sales History | WS Customer | Transaction History | Stock Summary | Stock Movement | Browse

Product Coding
 Department: 01 READYMADE Class
 Category: 0101 BAJU MELAYU Status: Potential
 Item: 00013 01-01-00013-0 G.Tax: 5.0%

Product Details
 Description: BN PALDIA CAI PESAR (AKRON ACEH) Int. Category:
 Description 2: Int. Industry:
 Article No: BM200C Item:
 Reference: 1015072 Stock: BATIC TESTDESCOL12
 Unit Case: Pack Qty: Pack/Size: Supplier:
 Carton Pack. Qty: Pack Desc: PSG Lines: 01 Stock: AD01
 Split Setup: Rem. Type: Manual

Price & Cost Scale Setup Other 1/2 Other 2/2 Multi Supplier Multi Level Qty Price

Price Control
 STD Sell Price: 1.00 GST Amt: 0.00 STD Price Incl GST: 1.00
 Purchase Cost: 0.000 Today's Price: 1.00 Standard Price:
 G Profit / Margin: 100.00% 100.00% 2nd Price: 1.00 100.00% -> STD Sell Price System
 G Profit / Margin: 1.000 1.000% 3rd Price: 1.00 100.00% -> STD Sell Price System
 Average Cost: 0.000 4th Price: 1.00 100.00% -> STD Sell Price System
 Franchise Cost: 0.000 5th Price: 1.00 100.00% -> STD Sell Price System
 Net Cost: 0.000

Product Barcode
 Barcode: 010100013000181 Y
 010100013000189 Y
 010100013000193 Y
 010100013000194 Y
 010100013000195 Y
 010100013000196 Y
 010100013000197 Y
 010100013000198 Y
 010100013000199 Y
 010100013000204 Y
 010100013000205 Y
 010100013000214 Y
 010100013000301 Y
 010100013000302 Y

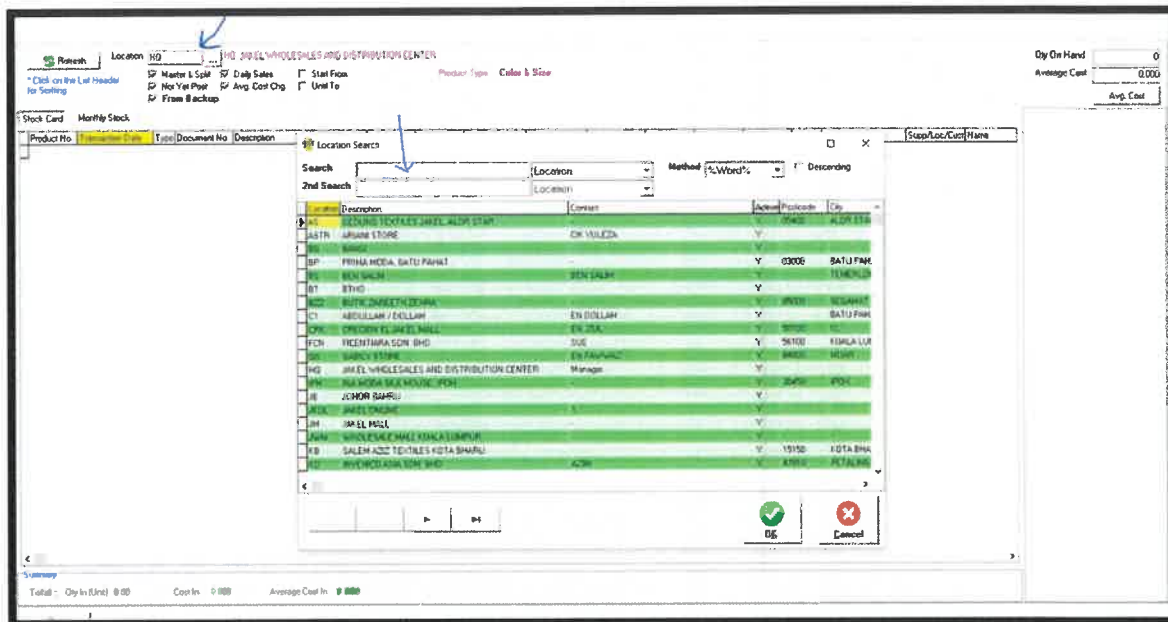
Creation History
 Regular Date: 01/03/2019 9:39:15 PM Left User: AHMA Modified Date: 11/04/2015 7:27:49 PM

Step 5 : This interface shows detail of the item that were being choose to view

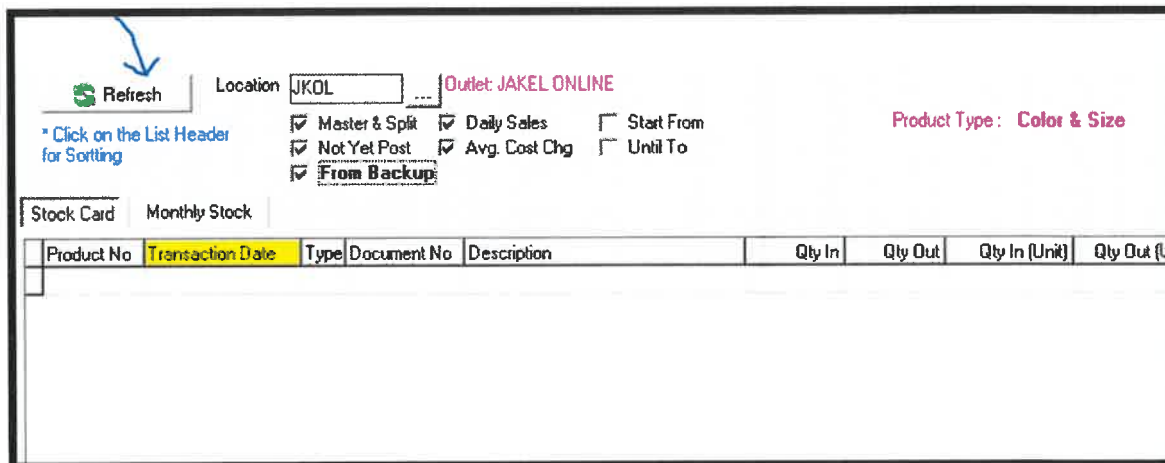
Product Coding
 Department: 01 READYMADE Class
 Category: 0101 BAJU MELAYU Status: Potential
 Item: 00013 01-01-00013-0 G.Tax: 5.0%

Product Details

Step 6 : Click 'box logo' to view the stock card



Step 7 : Choose location to view from which location of the stock card want to be view



Step 8 : Click 'Refresh' to refresh & view the current stock card

Product: [JAKEL DRIJNE] Product Type: Cola & Size

Qty On Hand: [] Average Cost: [] Avg. Cost: []

Stock Card Monthly Stock

Product No	Transaction Date	Type	Document No	Description	Qty In	Qty Out	Qty In (Net)	Qty Out (Net)	Balance	Total Cost	Unit Cost	List Price	Posting Date	Supp./Loc./Cust/Name
01010001	01/02/2014	OP	H000001	The Shop Closing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/02/2014	
01010001	02/05/2014	SR	H000002		7500.00	0.00	7500.00	0.00	7500.00	0.00	1.00	7.50	25/05/2014	0101
01010001	04/05/2014	SR	H000003		1400.00	0.00	1400.00	0.00	8900.00	0.00	1.00	7.50	25/05/2014	0101
01010001	11/05/2014	WS	H000004		0.00	3.00	0.00	3.00	8897.00	0.00	0.00	1.00	25/05/2014	0101
01010001	12/05/2014	WS	H000005		0.00	1.00	0.00	1.00	8896.00	0.00	0.00	1.00	25/05/2014	0101
01010001	13/05/2014	SR	H000006		2000.00	0.00	2000.00	0.00	10896.00	0.00	0.00	1.00	25/05/2014	0101
01010001	14/05/2014	WS	H000007		0.00	1.00	0.00	1.00	10895.00	0.00	0.00	1.00	25/05/2014	0101
01010001	14/05/2014	WS	H000008		0.00	1.00	0.00	1.00	10894.00	0.00	0.00	1.00	25/05/2014	0101
01010001	14/05/2014	WS	H000009		0.00	1.00	0.00	1.00	10893.00	0.00	0.00	1.00	25/05/2014	0101
01010001	15/05/2014	WS	H000010		0.00	6.00	0.00	6.00	10887.00	0.00	0.00	1.00	25/05/2014	0101
01010001	15/05/2014	WS	H000011		0.00	3.00	0.00	3.00	10884.00	0.00	0.00	1.00	25/05/2014	0101
01010001	16/05/2014	WS	H000012		0.00	6.00	0.00	6.00	10878.00	0.00	0.00	1.00	25/05/2014	0101
01010001	16/05/2014	WS	H000013		0.00	5.00	0.00	5.00	10873.00	0.00	0.00	1.00	25/05/2014	0101
01010001	16/05/2014	WS	H000014		0.00	0.00	0.00	0.00	10873.00	0.00	0.00	1.00	25/05/2014	0101
01010001	20/05/2014	WS	H000015		0.00	9.00	0.00	9.00	10864.00	0.00	0.00	1.00	25/05/2014	0101
01010001	21/05/2014	WS	H000016		0.00	8.00	0.00	8.00	10856.00	0.00	0.00	1.00	25/05/2014	0101
01010001	22/05/2014	SR	H000017		8000.00	0.00	8000.00	0.00	18856.00	0.00	1.00	7.50	25/05/2014	0101
01010001	22/05/2014	SR	H000018		8000.00	0.00	8000.00	0.00	18856.00	0.00	1.00	7.50	25/05/2014	0101
01010001	22/05/2014	SR	H000019		8000.00	0.00	8000.00	0.00	18856.00	0.00	1.00	7.50	25/05/2014	0101
01010001	22/05/2014	WS	H000020		0.00	9.00	0.00	9.00	18847.00	0.00	0.00	1.00	25/05/2014	0101
01010001	23/05/2014	WS	H000021		0.00	4.00	0.00	4.00	18843.00	0.00	0.00	1.00	25/05/2014	0101
01010001	24/05/2014	WS	H000022		0.00	10.00	0.00	10.00	18833.00	0.00	0.00	1.00	25/05/2014	0101
01010001	25/05/2014	WS	H000023		0.00	10.00	0.00	10.00	18823.00	0.00	0.00	1.00	25/05/2014	0101
01010001	25/05/2014	WS	H000024		0.00	300.00	0.00	300.00	18523.00	0.00	0.00	1.00	25/05/2014	0101
01010001	26/05/2014	WS	H000025		0.00	3.00	0.00	3.00	18520.00	0.00	0.00	1.00	25/05/2014	0101
01010001	26/05/2014	WS	H000026		0.00	800.00	0.00	800.00	17720.00	0.00	0.00	1.00	25/05/2014	0101
01010001	27/05/2014	WS	H000027		0.00	6.00	0.00	6.00	17714.00	0.00	0.00	1.00	25/05/2014	0101
01010001	28/05/2014	WS	H000028		0.00	2.00	0.00	2.00	17712.00	0.00	0.00	1.00	25/05/2014	0101
01010001	29/05/2014	WS	H000029		0.00	7.00	0.00	7.00	17705.00	0.00	0.00	1.00	25/05/2014	0101
01010001	30/05/2014	WS	H000030		0.00	2.00	0.00	2.00	17703.00	0.00	0.00	1.00	25/05/2014	0101
01010001	31/05/2014	WS	H000031		0.00	1.00	0.00	1.00	17702.00	0.00	0.00	1.00	25/05/2014	0101

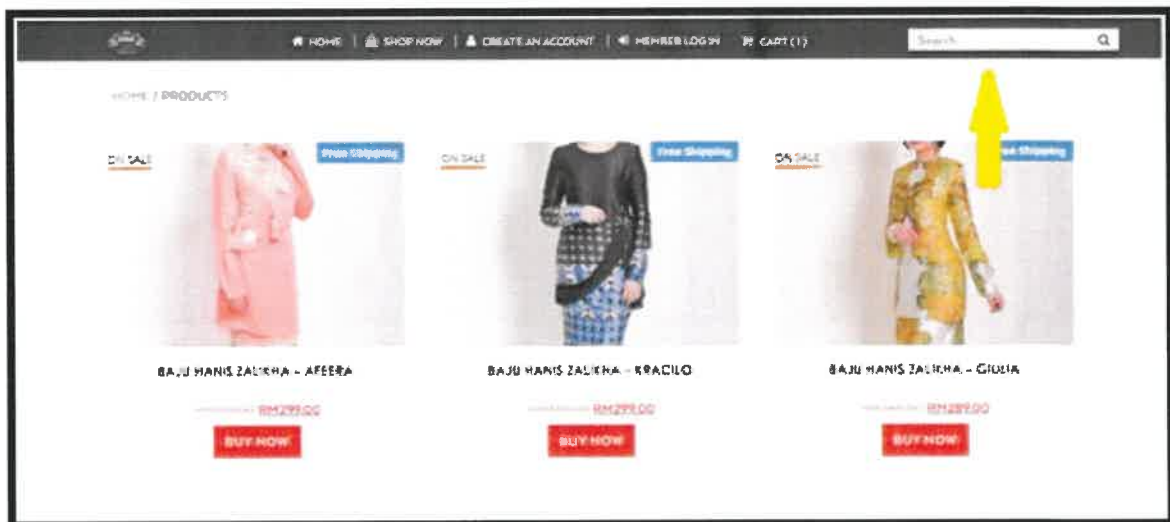
Summary

Step 9 : The dark green colour shows item that were receive and light green shows item that were sent out.

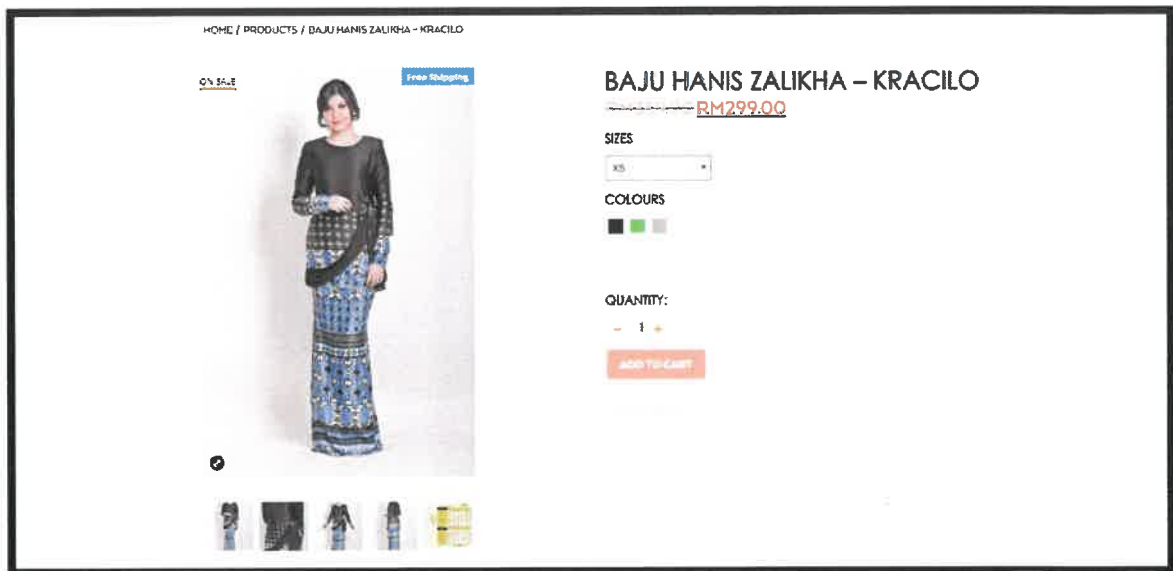
6.1.6 CUSTOMER PURCHASE



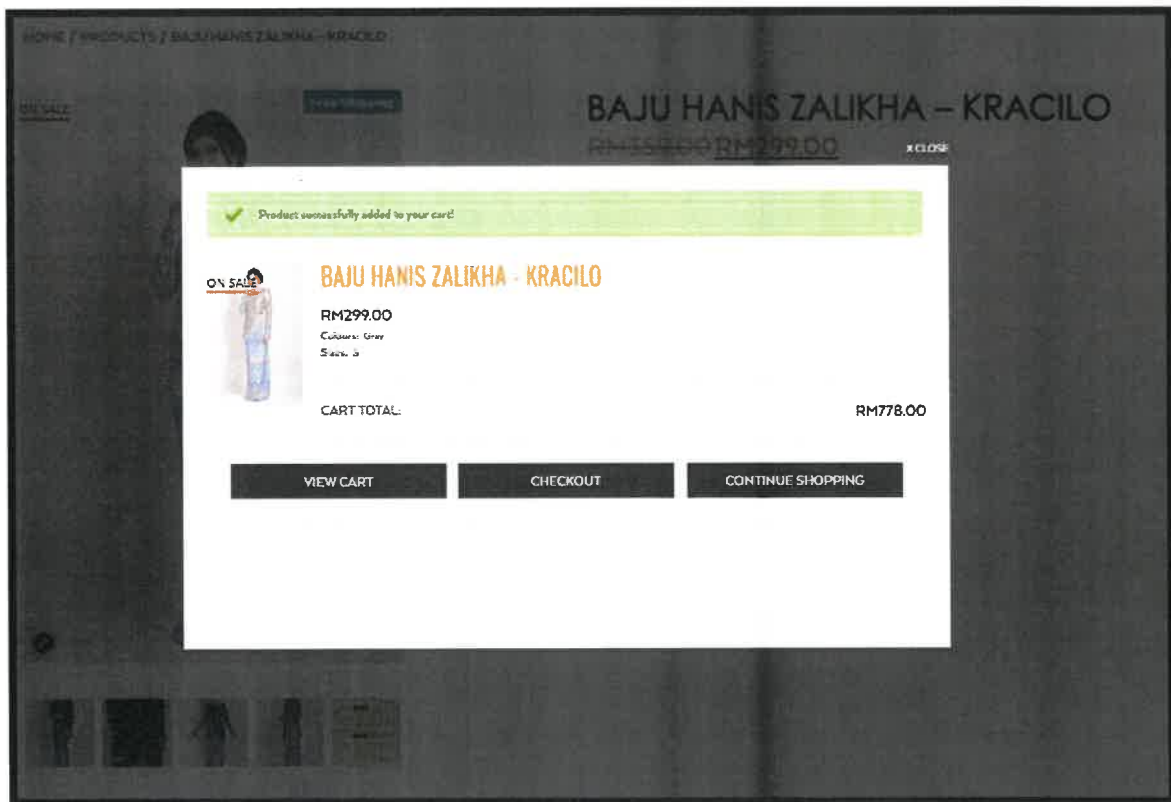
Step 1: From the main interface click 'Shop Now'



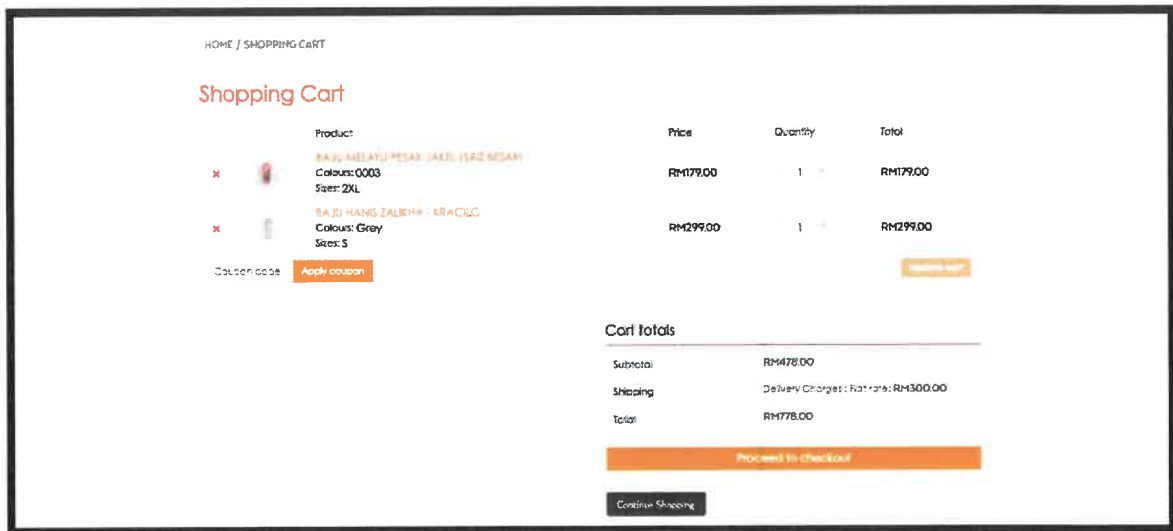
Step 2 : Choose the product shown or type the item customer wanted to buy



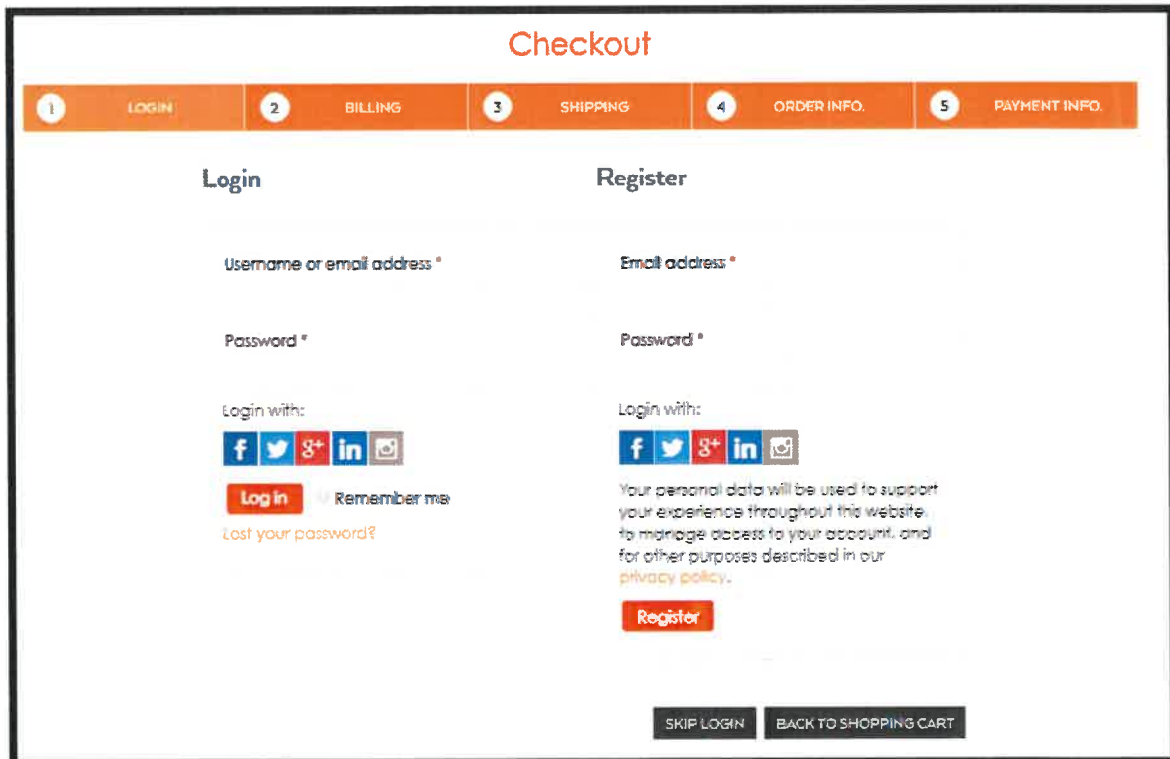
Step 3 : Choose the colour, size, quantity and click 'ADD TO CART' to checkout



Step 4: To view item that have been choose click 'View Cart', Click 'CONTINUE SHOPPING' to shop more and click 'CHECKOUT' to finish shopping.



Step 5 : By clicking the 'VIEW CART' button, it will show the list of item that were choose by the user



Step 6 : To log in just fill in the username and password. To skip just click the 'SKIP LOGIN' BUTTON'.

Checkout

1	LOGIN	2	BILLING	3	SHIPPING	4	ORDER INFO.	5	PAYMENT INFO.
---	-------	---	---------	---	----------	---	-------------	---	---------------

Billing details

First name * Last name *

Company name (optional)

Country *

Malaysia

Street address *

House number and street name

Apartment, suite, unit etc. (optional)

Town / City *

State / County *

Postcode / ZIP *

Phone *

Email address *

Create account password *

Password

PREVIOUS

NEXT

BACK TO SHOPPING CART

Step 7 : To finalize checkout fill in the billing details for the reference of the postage

Checkout

- 1 LOGIN
- 2 BILLING
- 3 SHIPPING
- 4 ORDER INFO
- 5 PAYMENT INFO

← Ship to a different address?

Address Book (optional)

Address Book (optional)

Address Book (optional)

First name *

Last name *

Company name (optional)

Country *

Select a country...

Street address *

House number and street name

Apartment, suite, unit etc. (optional)

Town / City *

State / County *

Postcode / ZIP *

Order notes (optional)

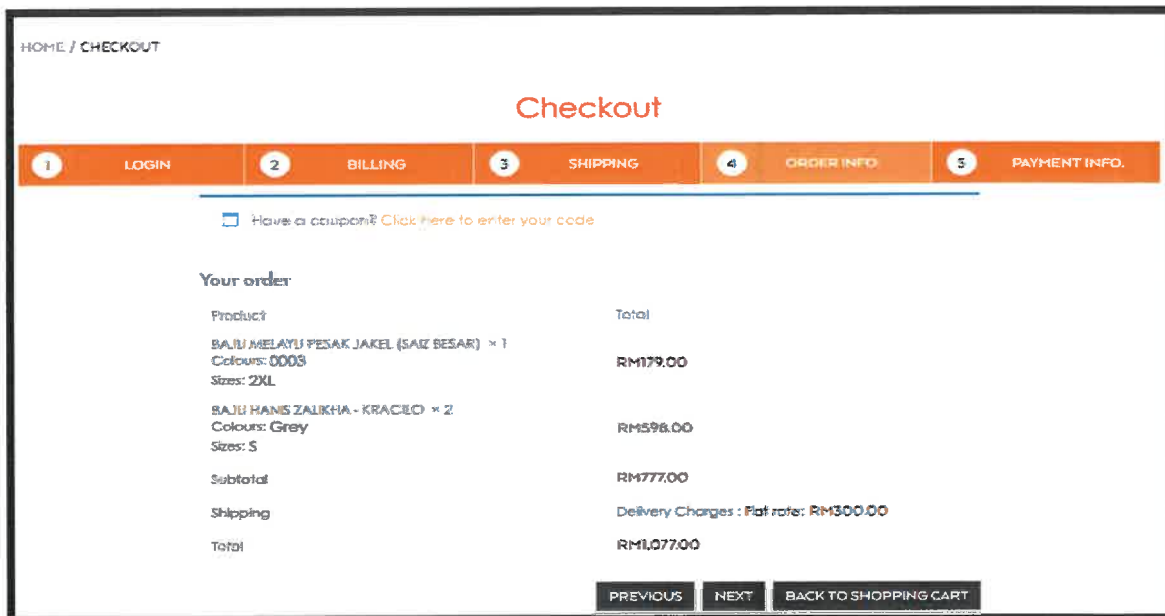
Notes about your order, e.g. special notes for delivery.

PREVIOUS

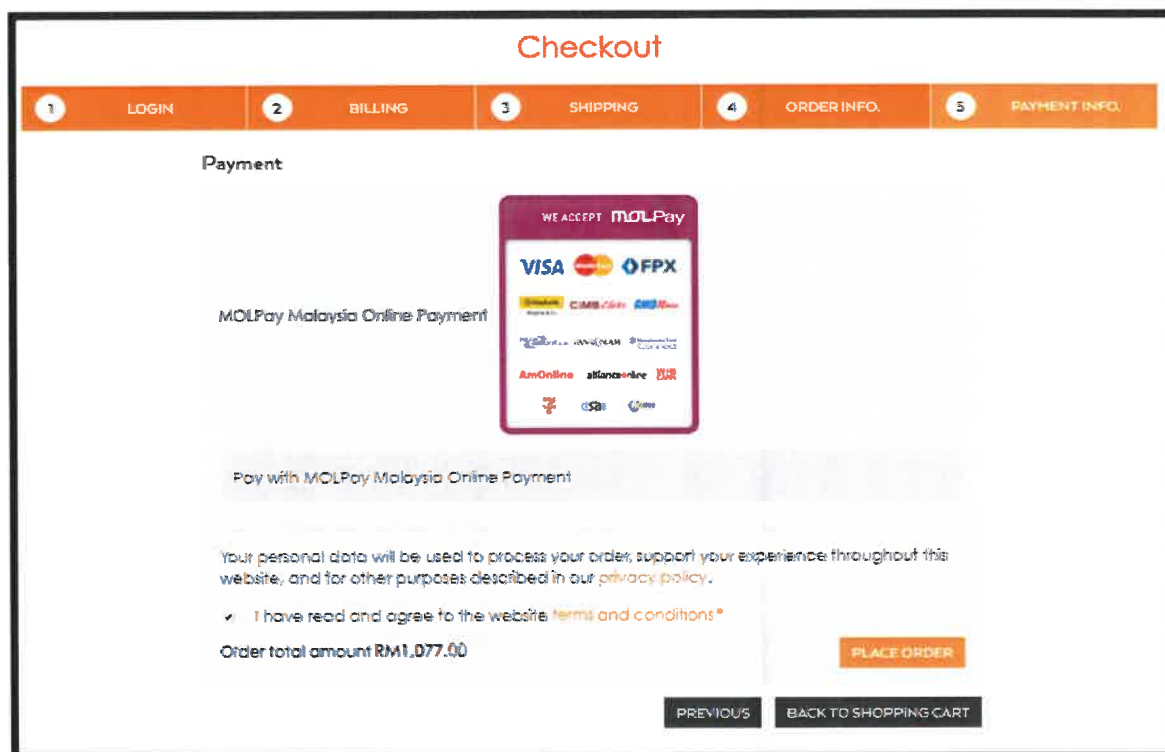
NEXT

BACK TO SHOPPING CART

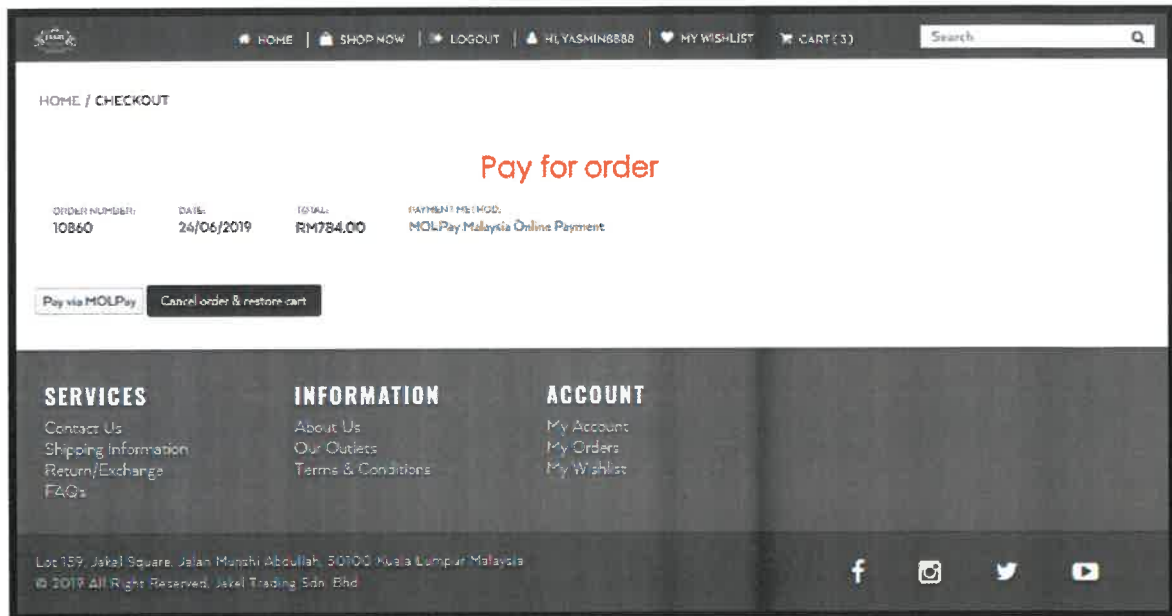
Step 8 : Fill in the form for the address for shipping then click 'Next' button.



Step 9 : Recheck the item that wanted to purchase and if everything is done, click 'NEXT' button.



Step 10 : Confirm the total amount and read the terms and condition after that click 'PLACE ORDER' to proceed to the payment part.



Step 11 : Choose payment method or choose to 'CANCEL ORDER' if want to cancel.

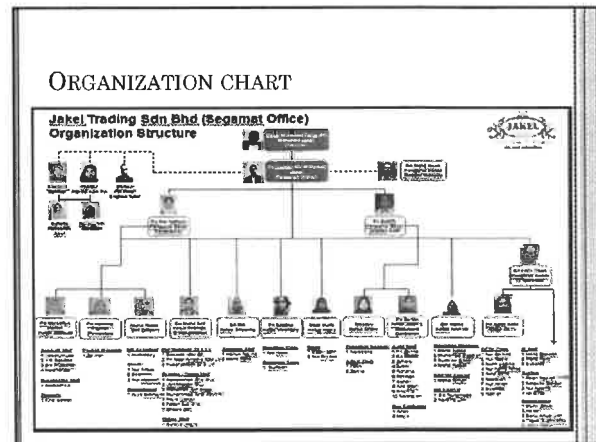

Step 12 : Fill in the blank form with the details and proceed with the payment.

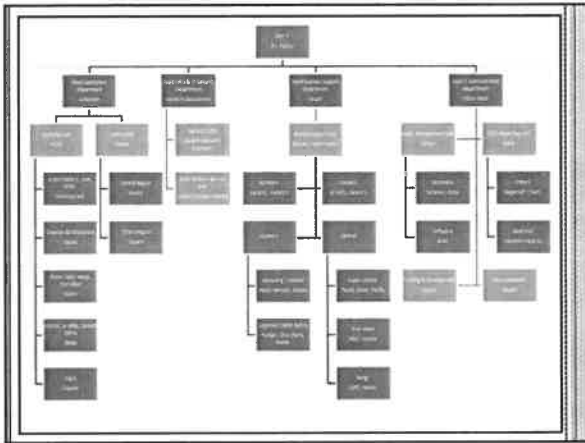


JAKEL TRADING SDN. BHD
ILYAS BIN IBRAHIM
1 February 2019 – 30 June 2019

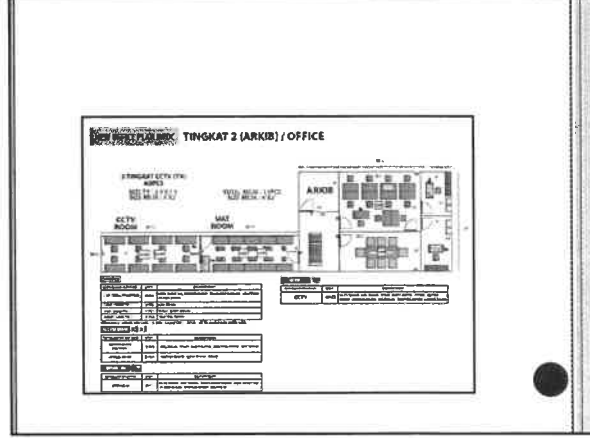
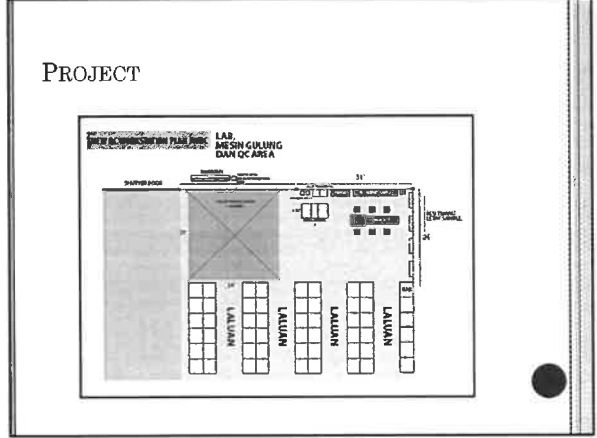
INTRODUCTION

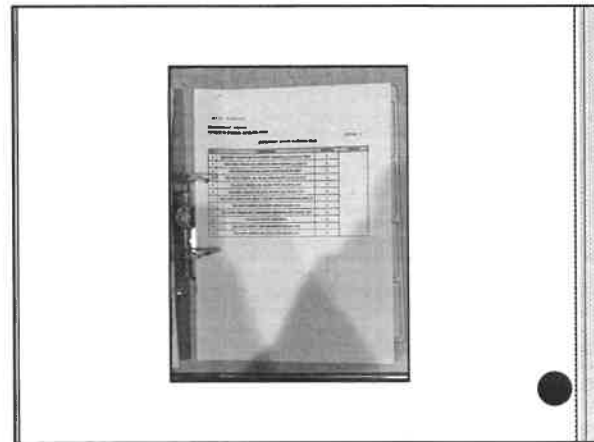
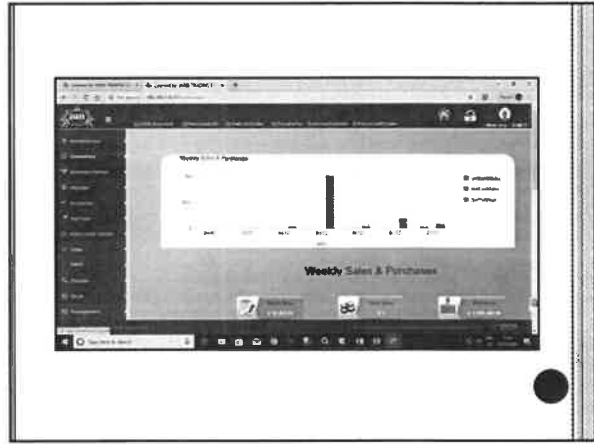
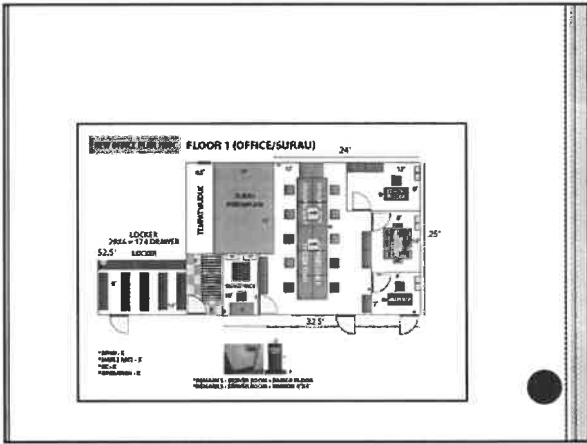
ORGANIZATION BACKGROUND





- ### TRAINING ACTIVITIES
- o PC Maintenance
 - o System Analyst
 - o Archive
 - o Operation Manager
 - o Manager Contract
 - o Acting General







CONCLUSION