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UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

FACULTY OF BUSINESS AND MANAGEMENT

**BACHELOR OF BUSINESS ADMINISTRATION (HONS)
INTERNATIONAL BUSINESS (BA246)**

**INDUTRIAL TRAINING REPORT AT
PETRA RESOURCES SDN BHD (PRSB)**



**PREPARED BY:
NUR QURRATUAIN BINTI NOR AZMI (2022947281)**

**PREPARED FOR:
MADAM FARAH SHAZLIN**

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SURAT KEBENARAN

Tarikh : 24/11/2025

Kepada :

Penyelaras Latihan Praktikal
Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196
Email : praktikalfppmelaka@uitm.edu.my

Tuan/Puan

Maklumbalas (/)



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Nama Pegawai :

Jawatan :

No. Tel. :

No. Faks :

Mohd Zulhusmi Shuhaimi
Senior Manager
Group Marine & Business Development

Cop jabatan/organisasi:



Executive Summary

My enriching and impactful 24-week internship journey commenced at Petra Resources Sdn. Bhd., a subsidiary of Petra Energy Berhad, a significant entity in Malaysia's oil and gas industry. This report presents a detailed account of my industrial training experience, outlining my responsibilities, assignments, and the essential skills I acquired. This document emphasises my educational experience, the organization's characteristics, and the significant insights gained during the internship period.

Petra Resources Sdn. Bhd. is dedicated to providing comprehensive brownfield services and offshore marine solutions, upholding a distinguished reputation for safety, technical proficiency, and operational excellence. This report explores the company's history, services, and market positioning, providing a comprehensive insight into its operations. A comprehensive SWOT analysis evaluates the organization's strengths, including its industry expertise and dedication to safety, its weaknesses such as limited diversification, opportunities in renewable energy initiatives, and external threats like variable market dynamics.

Discussions and recommendations are articulated to tackle identified challenges, emphasising the enhancement of innovation, efficiency, and strategic growth. In conclusion, this internship experience has significantly expanded my understanding of the industry while also refining my skills in communication, problem-solving, and collaboration, thus equipping me for a successful career in the energy sector.

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ACKNOWLEDGMENT

Firstly, I express my deepest gratitude to Allah for bestowing upon me the health, strength, and guidance that facilitated the completion of my 24 weeks at Petra Resources Sendirian Berhad. This significant experience has played a crucial role in my professional development and advancement.

I would like to express my sincere appreciation to Encik Ahmad Faizal Ahmad Nizam, Head of Department, and Encik Zulhusmi Shuhaimi, Senior Manager and my supervisor, for their exceptional guidance and support throughout my internship experience. The guidance and confidence they have provided have played a crucial role in my development both personally and professionally.

Furthermore, I want to express my sincere gratitude to my esteemed colleagues, Zhafirah, Azyan Aziz, Liyana Saari, Asyraf Radzali and Erisha Shazrin for their companionship, teamwork, and readiness to impart their insights and experiences. Collaborating with a highly skilled and encouraging group has proven to be both motivating and rewarding.

Moreover, I would like to express my sincere gratitude to Madam Farah Shazlin Johari, my lecturer for MGT666, the internship subject. Her guidance in facilitating this internship and the knowledge and skills she imparted have been instrumental in establishing the foundation for my success in the professional realm.

I would like to express my sincere appreciation to my parents and all my family members for their steadfast support, encouragement, and understanding during this internship experience. Their confidence in my abilities has served as a significant source of strength and motivation.

In conclusion, I extend my gratitude to all individuals who contributed to my internship, enhancing a rewarding and enriching experience that will undoubtedly influence my future pursuits in the professional realm.

STUDENT'S PROFILE



NUR QURRATUAIN BINTI NOR AZMI

OBJECTIVE

Detailed-oriented fresh graduate with solid academic achievement and hands on experience in the oil and gas industry. Skilled in strategic business planning with expertise in managing processes for tenders. Available to fit into your company starting in February.

EDUCATIONAL BACKGROUND

CGPA: 3.42

Bachelor in International Business Management (Hons), UiTM Bandaraya Melaka (March 2022 – July 2024)

CGPA: 3.45

Diploma in Tourism Management, UiTM Dungun (June 2019 – August 2021)

MUET: Band 3.5

WORKING EXPERIENCE

PETRA ENERGY BERHAD (PETRA RESOURCES SDN BHD)

Petaling Jaya, Selangor

Internship

(August 2024 – January 2025)

Business Development

- Assisting in gathering and analyzing market data to identify industry trends and potential business opportunities
- Attend Kick of Meeting (KOM) prepare Minute of Meeting (MOM) to meet client's needs
- Assigned to manage client correspondence and tender responses via email
- Assisted to renew company's MOF and CIDB licenses

Marine

- Analyze incoming marine tenders
- Assisted to fill up market survey, Invitation to Bid (ITB), Request for Proposal (RFP)
- Assigned to update vessels movement weekly
- Updated database in the marine system

Contract Admin

- Prepared the documents in claiming marine invoices
- Prepared for Additional Crew, POB and Catering Invoice for the vessels

PROFESSIONAL SKILLS

- Microsoft Word: Competent | Microsoft Power Point: Competent | Microsoft Excel: Intermediate
- Adobe Photoshop: Intermediate | Canva: Advance | Video Editing: Advance

LANGUAGES

- Malay: Native | English: Professional

REFERENCES

En Zulhusmi Shuhaimi
Senior Manager of Marine & Business Development
Petra Resources Sdn Bhd

Dr. Nur Melissa Mohammad Faisal Wee
Academic Advisor
UiTM Bandaraya Melaka

Figure 1 Resume

1.0 COMPANY PROFILE

1.0.1 COMPANY NAME

PETRA RESOURCES SDN BHD (PRSB)

1.0.2 COMPANY LOGO



Figure 2 Company's logo

1.0.3 COMPANY LOCATION



Figure 3 Company Building

1.0.4 OPERATION HOURS

Working Days	Office Hours
Monday until Friday	8.00AM until 6.00PM

1.0.5 VISION

To be a sustainable energy company

1.0.6 MISSION

- Embracing strong corporate governance
- Nurturing and cultivating the growth of our people
- Preserving the environment

1.0.7 OBJECTIVE AND GOALS

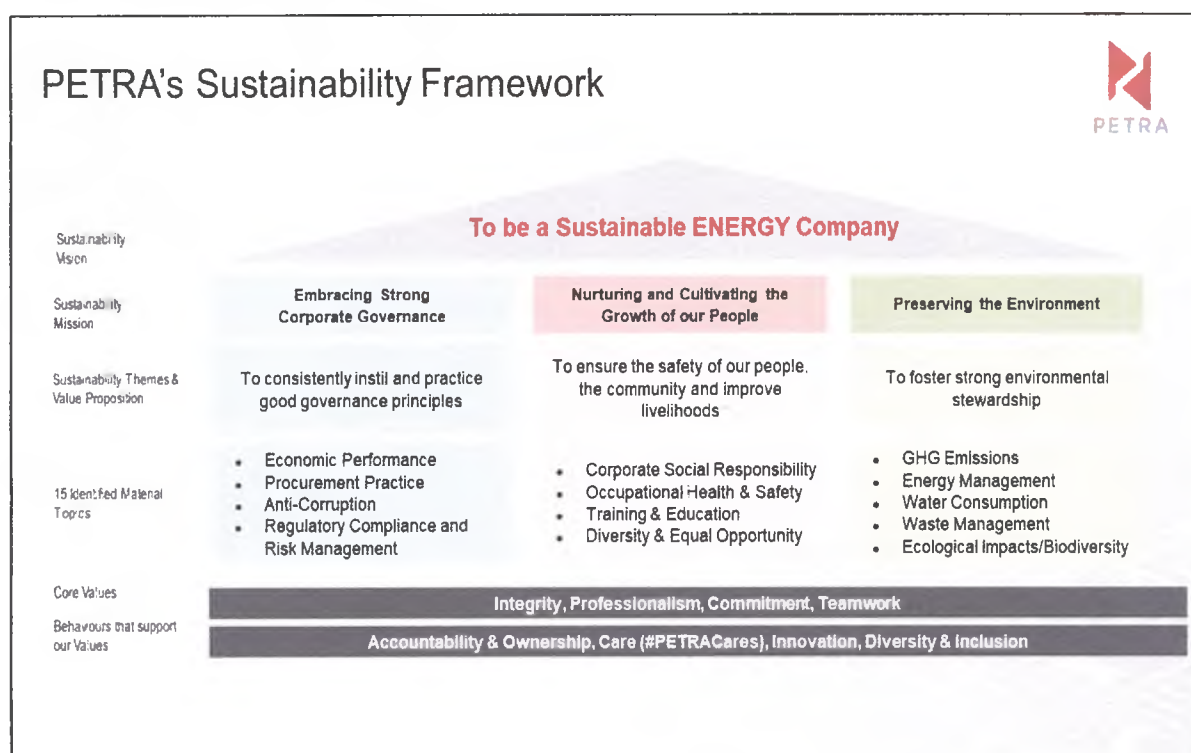


Figure 4 Company's objective

2.0 BACKGROUND OF COMPANY

Petra Resources Sdn. Bhd., established on 16th August 1988, stands as a notable entity within the Malaysian oil and gas industry. Their company website indicates that it has evolved into a significant service provider over time, offering a diverse array of specialised solutions tailored to various industries. The organisation provides an array of materials, tools, and equipment, complemented by proficient labour and oversight.

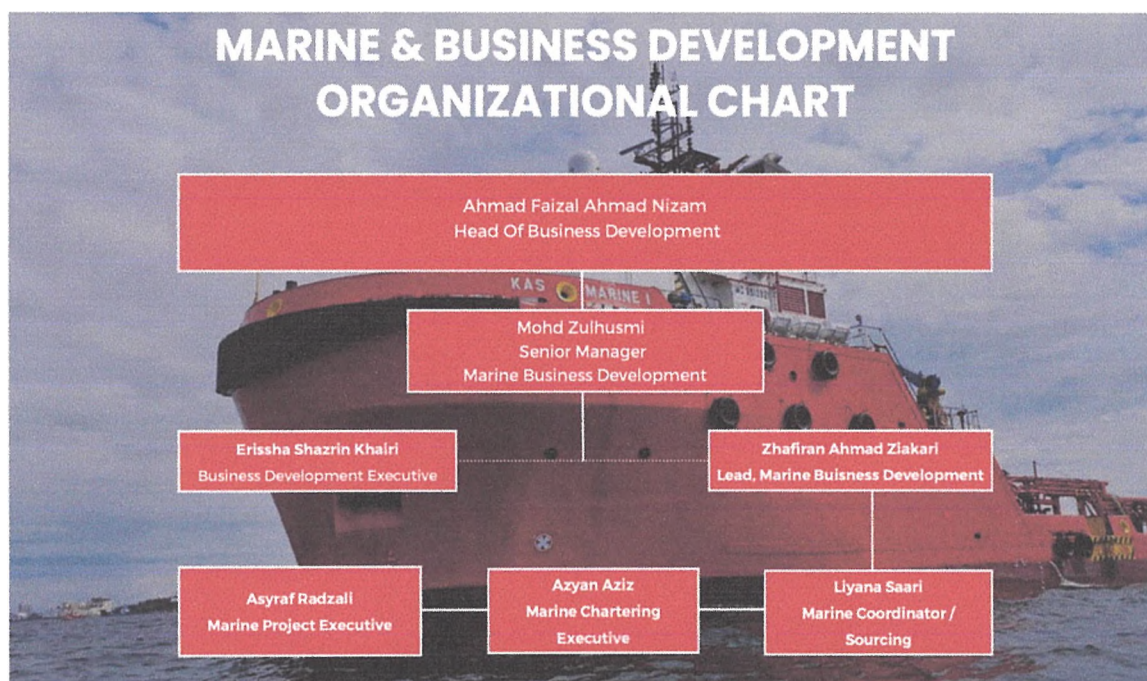
Moreover, according to their official website, they also offer marine vessel services, transportation logistics, electrical services, offshore crane operations, and comprehensive instrumentation maintenance. Petra Resources is established as a reliable collaborator for clients within the oil and gas sector due to this diverse array of services.

Additionally, their headquarter is based in Petaling Jaya, Selangor. Petra Resources operates as a wholly owned subsidiary of Petra Energy Berhad, a prominent integrated brownfield services provider in Malaysia, established in 2005. Apart from that, according to the Bursa Malaysia website, the parent organisation functions within a public framework and is officially listed on the Main Market of Bursa Malaysia.

Petra Resources has its operational origins closely linked to Miri, Sarawak, where it embarked on its initial ventures more than thirty years ago. Miri serves as an essential centre for the company, facilitating its ability to bolster Malaysia's expanding energy sector through the provision of localised and efficient solutions. The organisation has established a robust reputation for its contributions to sustainable energy solutions, with a strong focus on safety, reliability, and quality.

As a subsidiary of Petra Energy Berhad, Petra Resources also aligns closely with its parent company's commitment to adopting Environmental, Social, and Governance (ESG) principles, ensuring sustainable and responsible practices throughout its operations. This approach has enabled the company to stay competitive while addressing global energy transition challenges.

3.0 ORGANIZATIONAL STRUCTURE



4.0 PRODUCT OR SERVICES OFFERED

Petra Resources Sendirian Berhad stands out as a significant entity within the oil and gas industry, offering an extensive array of services encompassing exploration, development, production, brownfield maintenance, marine support, and renewable energy solutions. The organisation engages in significant initiatives within the realms of exploration, development, and production. Furthermore, Block SK433, an onshore field located in Sarawak, possesses a petroleum contract that permits the execution of exploration, development, and production activities.

The Banang small field, located off the coast of Terengganu in Malaysia, is also under its oversight. Upon the successful conclusion of an eight-year Risk Service Contract (RSC), Petra Resources exhibited its operational proficiency by taking on sole operatorship of the Banang Field in 2020 under a Term Service Agreement (TSA) with Petronas. By collaborating with PETROS to obtain a petroleum contract for Block SK433, the company further broadened its portfolio in 2021, underscoring its strategic commitment to bolstering Malaysia's upstream oil and gas sector.

Also, the organization's expertise in integrated brownfield maintenance and engineering services represents another essential asset. To enhance and sustain oil and gas infrastructure, PRSB provides tailored solutions. The services encompass the construction,

maintenance, and modification of existing structures to guarantee their durability and functionality, alongside hook-up and commissioning processes that prepare facilities for operational readiness. To facilitate the successful execution of significant projects, the organisation additionally offers services in project management, procurement, and logistics.

The technical expertise of Petra Resources in engineering, operations, and maintenance ensures the uninterrupted functioning of vital oil and gas infrastructure. Furthermore, it provides tailored solutions for oil field optimisation that enhance productivity and operational efficiency. The organisation demonstrates proficiency in packaging and equipment manufacturing, delivering tailored systems to meet the unique requirements of various industries.

Furthermore, within the domain of marine offshore support, Petra Resources manages a comprehensive fleet of specialised assets tailored to address the intricate requirements of offshore operations. The fleet comprises four workboats, two accommodation and work barges, one Anchor Handling Tug Supply (AHTS) vessel, and a Mobile Offshore Production Unit (MOPU).

Moreover, these assets empower the organisation to deliver comprehensive logistical and operational support, facilitating smooth project execution in offshore settings. The MOPU, specifically, provides adaptability and effectiveness in offshore production demonstrates the organization's dedication to utilising cutting-edge technologies within its operational framework.

Also, Petra Resources Sendirian Berhad is achieving significant progress in the realm of renewable energy alongside its traditional oil and gas services. The organisation is diligently pursuing avenues in sustainable energy as a component of its Environmental, Social, and Governance (ESG) vision and transformation strategy.

Lastly, the involvement in the Kasawari Carbon Capture and Storage (CCS) Project, recognised as the largest CCS initiative globally, represents a significant effort to reduce carbon emissions and advance the use of cleaner energy sources. Petra Resources is expanding its portfolio and engaging in global efforts to address climate change and advance towards a more sustainable energy future through participation in innovative projects.

5.0 TRAINING REFLECTION

5.0.1 DURATION

Internship duration is from 12th August until 24th January 2025.

5.0.2 WORKING HOURS

DAYS	TIME
Monday until Friday	8.30AM until 5.30PM
Sunday until Saturday	Off Day and Rest Day

5.0.3 SPECIFIC DEPARTMENT

I was assigned my practical industrial under Marine and Business Development Department.

5.0.4 ROLES AND RESPONSIBILITIES

i. Marine

One of my main duties involved the **regular monitoring of vessel movements, facilitating updates for management and addressing client enquiries** through the preparation of slide presentations every Wednesday following the securing and progression of projects. This task necessitated a careful attention to detail, as I was **required to gather information from multiple sources, ensuring both accuracy and consistency in the presentation of vessel movements.**

Furthermore, I **compiled marine reports, prepared tender documents, and addressed various administrative requirements**, which involved acquiring essential HSE documents and vessel certifications from Petra Marine in Miri, Sarawak. This experience **refined my organizational abilities and underscored the significance of meticulous documentation and effective communication within the field.**

A crucial aspect of my responsibilities included **overseeing and updating the marine database upon the arrival of new tenders.** This process entailed entering data into Petra Marine's server and **conducting an analysis of the market survey, RFP (Request for Proposal), RFQ (Request for Quotation), and ITB (Invitation to Bid) documents.** This provided me with a comprehensive insight into the tendering process and the strategic positioning of the company within a competitive market.

Additionally, I **engaged in discussions with various Petra subsidiaries** located in Sarawak, specifically with Petra Marine, to **solicit supplementary documentation to meet the clients' needs for each vessel**. I **enhanced my administrative skills** by acquiring the ability to respond to emails in a formal manner to solicit further documentation. This **enhancement of my professional communication abilities** has equipped me for forthcoming engagements with clients and colleagues.

ii. **Business Development**

In addition, I was also tasked with responsibilities in the Business Development department. Throughout my training period, I engaged in the process of **updating and renewing the organization's MOF (Ministry of Finance) and CIDB (Construction Industry Development Board) licenses**. This task illuminated the fact that these certifications transcend mere administrative obligations, and they serve as essential credentials that empower companies to broaden their market presence and engage in a more diverse array of projects. This experience **provided valuable insights into the strategic significance of regulatory compliance and its influence on the sustainability and growth of enterprises within the oil and gas industry**.

Additionally, a notably significant experience during my training involved serving as the emcee for the BALIFEX Project Workshop, where I **acquired skills in effective communication** with the project director, captain, and other individuals engaged in ongoing projects. I **acquired technical skills pertinent to the engineering dimensions of vessel operations**, thereby **enhancing my comprehension of the industry**. Additionally, it significantly boosts my confidence in public speaking and provides me with a comprehensive understanding of the business industry.

Also, I had the opportunity to **participate in OGA 2024 (Oil and Gas Asia)** at KLCC, which provided a significant chance to engage with the business development in the oil and gas industry. This esteemed exhibition provided an opportunity to engage with prominent figures in the industry and clients who have been instrumental as vendors and partners in the historical and future endeavors of Petra Energy Berhad. For example, company that collaborated with Petra Energy Berhad that delivering innovative VSAT solutions for maritime vessels, in addition to suppliers of critical personal protective equipment and sophisticated tools designed for offshore activities. This experience significantly expanded my professional connections while enhancing my comprehension of the essential elements within the oil and gas sector.

iii. Contract Admin

Furthermore, I engaged in the **preparation and support of diverse contract administration documents, specifically in relation to the processing of marine invoices.** My duties encompassed the preparation of **Catering Invoices, Additional Crew documentation, and POB (Personnel on Board) reports for each operational vessel.** The aforementioned documents played a crucial role in facilitating precise and prompt invoice claims for the organization. This task **enabled me to cultivate a comprehensive understanding of the invoicing process, encompassing the verification of billing details and their alignment with contractual terms.**

In addition, this experience not only **improved my financial literacy** but also **offered practical insights into the management of contractual obligations and the essential role of documentation** in supporting the operations of the company. It **enhanced my understanding of the precision and accountability necessary in contract administration** to ensure seamless financial workflows and adherence to industry standards.

Overall, my industrial training at PRSB **offered a comprehensive learning experience, enhancing my practical knowledge and technical skills in marine and business development.** This experience significantly fostered my personal growth, improving my capacity for multitasking, adaptability, and openness to taking risks. Engaging in a rapidly evolving and vibrant setting alongside a varied group of individuals has imparted valuable lessons on the significance of collaboration, timeliness, and clear communication. The skills I have acquired, along with the technical expertise developed, represent invaluable assets that will provide a robust foundation for my future career.

5.0.5 INTERNSHIP BENEFITS

Allowances	RM1200 monthly
Office Equipment	Laptop and mouse
Facilities	Accessible to any Petra Energy approved facilities

6.0 DEPARTMENT'S SWOT ANALYSIS

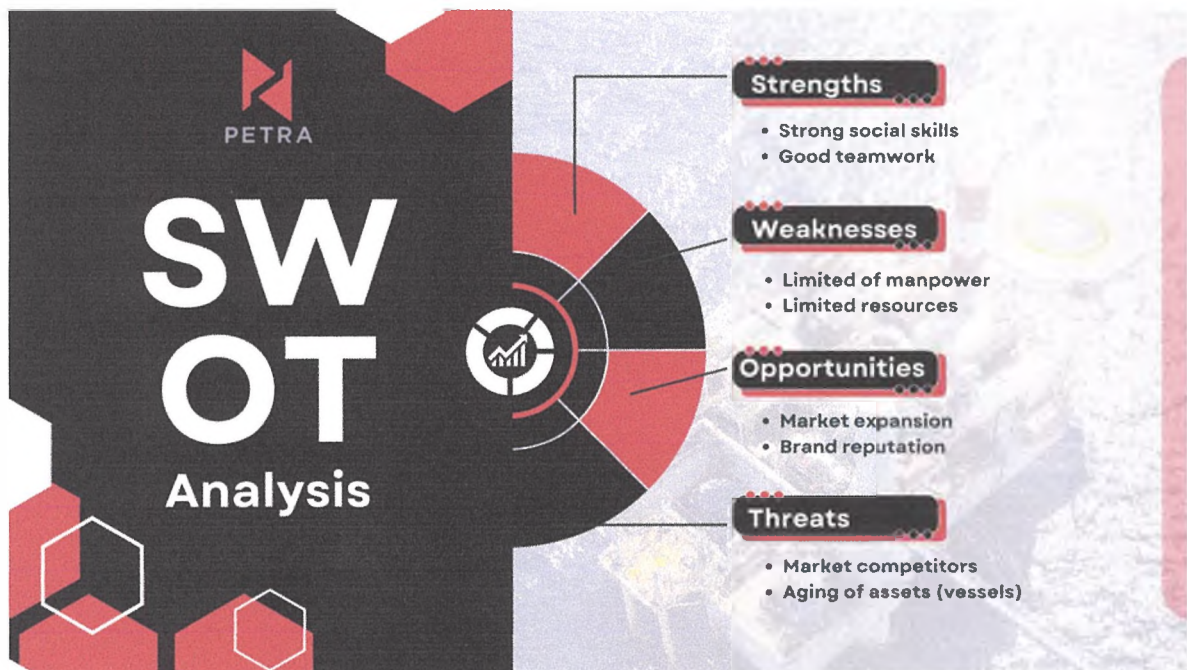


Figure 5 SWOT Analysis

6.0.1 STRENGTHS

i. Good Teamwork

During my industrial attachment, I discovered that one of the Marine and Business Development department's greatest strengths is its highly effective teamwork. Good teamwork is essential for achieving shared goals, and this was particularly evident during the peak season when the department faced a high volume of tenders coming through email. In these challenging periods, the team demonstrated exceptional collaboration by dividing tasks efficiently. Each member focused on specific responsibilities, such as preparing documentation, analysing requirements, and drafting proposals. Despite the tight deadlines, their ability to work cohesively ensured that all tenders were submitted on time and with high quality.

I contributed by summarizing upcoming tenders, identifying which vessels clients required, and detailing the associated requirements. Additionally, I assisted in filling out market surveys for both commercial and technical aspects. Through these tasks, I experienced first-hand how teamwork and clear communication streamlined the tender process and maintained the department's high performance under pressure.

This experience highlighted how strong teamwork drives the department's success, enabling it to manage challenges efficiently and uphold its reputation as a reliable player in the energy sector.

ii. Strong Social Skills

During my industrial attachment, I observed that the Marine and Business Development department's success is largely attributed to the team's comprehensive set of social skills. Effective communication stands out as a key strength, allowing team members to clearly convey ideas and collaborate seamlessly both internally and with external stakeholders, such as clients and partners. One instance that demonstrated these skills was during discussions with clients regarding vessel requirements. The team effectively presented the company's capabilities, negotiated terms, and secured valuable projects, showcasing their strong negotiation skills. These skills are crucial in the energy sector, where favourable terms can significantly impact project outcomes and profitability.

Additionally, I witnessed how the team nurtured professional relationships with stakeholders, fostering trust and long-term partnerships. These relationships are vital for driving business growth and ensuring the department remains competitive in seizing new opportunities. The combination of these social skills not only enhanced internal collaboration but also elevated the department's reputation as a reliable and capable player in the industry. This experience highlighted the importance of interpersonal expertise in achieving both individual and organizational success.

6.0.2 WEAKNESSES

i. Limited Manpower

One notable weakness in the Marine and Business Development department is its limited manpower. With a relatively small team, managing a high workload can be challenging, particularly during the peak season when multiple tenders and projects overlap. I observed this firsthand during my attachment, especially when handling the influx of tenders. Despite the team's strong collaboration, the increased pressure occasionally led to delays or heightened stress among team members.

The main reason for not hiring additional manpower is that the peak season typically lasts only three to four months. While this approach avoids unnecessary long-term staffing costs, it also places significant strain on the existing team during these critical periods. This limitation can impact responsiveness and service quality, potentially influencing client satisfaction and the department's reputation.

ii. Limited Resources

Another significant weakness in the Marine and Business Development department is its limited resources, particularly the fleet of only seven vessels. This constraint poses challenges in meeting the diverse requirements of clients, especially those needing advanced capabilities like DP2 (dynamic positioning). During my attachment, I observed instances where the lack of versatile vessel options made negotiations more difficult, as clients often sought higher-specification solutions for their projects.

This limitation not only affects the department's ability to meet client demands but also restricts its competitiveness in the market. The absence of more advanced vessels reduces the capacity to take on high-end, complex projects, limiting opportunities to generate additional revenue and expand the department's portfolio. Addressing this issue would involve exploring strategies to expand the fleet or upgrading existing vessels to meet industry standards. Such improvements would enhance the department's ability to compete effectively and secure more lucrative opportunities in the energy sector.

6.0.3 OPPORTUNITIES

i. Brand Reputation

During my industrial attachment, I experienced firsthand how the department's supportive and hands-on approach allowed me to develop practical skills and gain industry insights. This department has a significant opportunity to enhance its brand reputation by actively engaging with industrial training students. By fostering strong partnerships with universities and providing valuable internship experiences, the department positions itself as a forward-thinking organization that prioritizes talent development and innovation.

This not only enhanced my perception of the company but also showcased its dedication to nurturing future talent. Interns who have positive experiences often become advocates for the organization, sharing their stories and promoting its brand

among peers and within the industry. This strategy not only strengthens relationships with academic institutions but also boosts the department's visibility and credibility as a progressive leader in the oil and gas sector, ultimately contributing to its long-term success.

ii. Market Expansion

During my industrial attachment, I observed that this department has substantial potential for market expansion, particularly in the renewable energy sector. This opportunity is especially significant as the global energy landscape shifts toward sustainability, creating growing demand for clean energy solutions. PRSB is well-positioned to capitalize on this trend through its ongoing renewable energy projects, which reflect its commitment to innovation and environmental responsibility. For example, during my attachment, I had the chance to contribute to market research aimed at identifying potential clients and collaborators for renewable energy ventures.

This hands-on experience demonstrated how the department actively seeks opportunities to diversify its portfolio and explore untapped markets. By establishing strategic partnerships and pursuing joint ventures, PRSB can broaden its reach, combine resources, and leverage market expertise to secure new revenue streams. These collaborative efforts not only align with global sustainability goals but also strengthen PRSB's position as a forward-thinking leader in the rapidly evolving energy sector.

6.0.4 THREATS

i. Market Competitors

I observed that one of the key threats facing the Marine and Business Development department is the strong competition in the market. Prominent players like Dayang Enterprise Holdings Berhad, with their larger fleet and established industry reputation, create a challenging environment for PRSB. This competition becomes particularly evident during tender processes, where clients often prioritize companies that can offer a wider variety of vessels or more advanced capabilities. As a result, it can be harder for PRSB to differentiate itself and secure new projects.

For example, I noticed instances where limited vessel options posed a challenge in meeting client expectations, potentially affecting PRSB's chances of winning

contracts. The inability to secure these opportunities could restrict growth, reduce revenue streams, and hinder the department's strategic goals for expansion. Addressing this threat will require leveraging PRSB's unique strengths, such as its commitment to innovation and strong client relationships, while exploring ways to enhance its fleet and service offerings to remain competitive in the evolving energy market

ii. Aging of Assets (vessels)

Also, I observed that one of the key challenges in the Marine department is the aging of PRSB's assets, particularly its vessels. Older vessels, some of which have been in operation for over 20 years as highlighted in a sharing session with my superior, often struggle to meet the latest industry standards. This can lead to reduced efficiency, higher maintenance costs, and increased downtime, ultimately impacting the department's ability to deliver services on time and meet client expectations.

During my weekly updates on vessel status, I noticed recurring engine issues with one of the vessels. These mechanical problems underscored the challenges of maintaining aging assets and how they could potentially delay projects or reduce operational reliability in the future. As clients increasingly demand advanced, state-of-the-art vessels equipped with modern capabilities, the inability to provide such options could compromise PRSB's competitive edge and its reputation for reliability. Addressing this issue requires strategic investment in fleet renewal and modern.

7.0 DISCUSSIONS AND RECOMMENDATIONS

This section defines essential strategies designed to improve the operational efficiency of the department and foster collaborative team dynamics. The analysis highlights opportunities for enhancement, including the promotion of team cohesion and the management of workload demands during high-pressure times, while offering practical suggestions to tackle these issues. Through the application of these strategies, the department has the potential to enhance its collaborative environment, improve resource efficiency, and uphold its exceptional performance standards, even in challenging circumstances.

i. Organize Team Building

The department exhibits notable teamwork and efficient collaboration in task management, especially during times of heightened pressure. Nonetheless, considering these strengths, there exists a discernible deficiency in avenues for team cohesion and involvement beyond the professional setting. Employees frequently prioritize the achievement of deadlines and the delivery of results, which, although crucial, can occasionally obscure the significance of nurturing interpersonal relationships within the team.

Implementing regular team-building activities presents a practical and effective approach. Such activities may encompass workshops, retreats, or casual gatherings designed to align with the interests and preferences of team members. Teambuilding encourages greater collaboration, boosts employee morale, fosters creativity and innovation, and effectively develops employee competencies (Obiekwe, 2023). For instance, engaging in outdoor adventure activities, participating in creative problem-solving exercises, or attending informal social gatherings can foster a more relaxed environment for team members to establish personal connections. Such initiatives would facilitate interactions among employees in a context outside of work, thereby fostering camaraderie and mutual understanding.

Evidence indicates that team-building initiatives yield significant advantages, particularly influencing team outcomes in areas related to emotions and processes, including trust, cohesion, and communication (Klein et al., 2009). Enhancing these elements fosters a greater likelihood of effective collaboration among team members, encouraging open idea sharing and a collective approach to addressing challenges. Furthermore, collaborative activities can enhance morale and job satisfaction, resulting in increased engagement and productivity.

Hiring Temporary or Contract Staff

The department frequently encounters difficulties in handling workloads during peak times as a result of its constrained personnel resources. High-pressure situations may result in team members experiencing feelings of being overwhelmed, which can adversely affect individual performance as well as the overall efficiency of the team. To tackle this issue, the department may find it advantageous to employ temporary or contract personnel during peak periods.

Temporary or contract personnel may be strategically incorporated to manage non-essential tasks, thereby enabling the primary team to concentrate on high-priority obligations. For instance, temporary employees may oversee standard administrative tasks or contribute to the development of reports and documentation. The allocation of responsibilities facilitates the core team's concentration on strategic functions, thereby enhancing productivity and sustaining high-quality outcomes. Temporary employment can encourage commitment and productive behaviour, which benefits both employees and employers (De Cuyper et al., 2011).

Also, to alleviating current workload challenges, the implementation of temporary staffing can yield further advantages for the department. Temporary employees' liminal position can lead to new perspectives on work and subjectivity, enhanced awareness of substitutability, and continuous monitoring of manners and competencies (Garsten, 1999). Also, they serve as a stabilising force during times of change, enabling the department to experiment with new workflows or systems while minimising disruption. Research underscores the economic advantages of temporary staffing, allowing organisations to navigate labour costs with greater flexibility in response to varying demands (Von Hippel et al., 1997).

Alongside staffing solutions, the department might consider the automation of repetitive and time-intensive tasks, including documentation, tender submissions, and reporting. Automation tools have the potential to greatly diminish manual labour, conserve time, and enhance process efficiency, allowing the team to concentrate on more essential elements of their responsibilities. For example, the implementation of software for automated data management or the utilisation of AI-driven tools for report generation can alleviate the administrative workload on the team. AI-powered automation in administrative processes can improve efficiency and accuracy with applications such as document management, email triage, and virtual assistants (Kumar, 2024).

CONCLUSION

The 24-week internship at Petra Resources Sdn. Bhd. offered a significant opportunity to acquire knowledge regarding the operations of a prominent organisation within the oil and gas sector. This report emphasises the organization's commitment to operational excellence, safety, and innovation, alongside its strategic alignment with Environmental, Social, and Governance (ESG) principles to tackle global energy challenges. My engagement in the Marine and Business Development department allowed me to refine my abilities in communication, problem-solving, and collaboration while participating in diverse responsibilities including tender management, licence renewals, and event coordination.

The SWOT analysis highlighted the department's strengths, such as effective collaboration and robust interpersonal skills, while also pinpointing areas that require enhancement, including limited personnel and resource limitations. In response to these challenges, it is recommended that team cohesion be enhanced through the implementation of structured team-building activities, while peak workloads can be effectively managed by employing temporary staff and automating repetitive tasks.

This internship experience has greatly enhanced my understanding of the energy sector, provided me with valuable practical skills, and fostered a deeper appreciation for the dynamic characteristics of this industry. The insights gained and the professional relationships formed during this time will provide a robust basis for my future career pursuits, equipping me to effectively engage with and contribute to the dynamic business environment

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APPENDICES



Figure 6 Attend OGA 2024



Figure 7 Participate in HR Day



Figure 8 Participate in Integrity & Anti-Corruption Awareness



Figure 9 As emcee for BALIFEX Project Workshop



Figure 10 Joining badminton bonding program

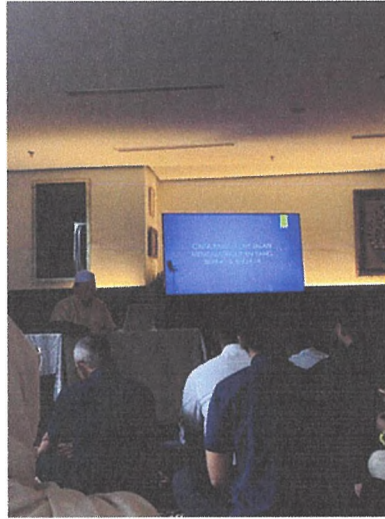


Figure 11 Attend Islamic program 1.0



Figure 12 Attend Islamic program 2.0



Figure 13 Attend IT program

PETRA **BALIFEX**

YOU ARE INVITED TO

BALIFEX PROJECT WORKSHOP

23 OCTOBER 2024 | 8.30 AM - 5.30 PM

Maple & Cypress Room Foyer (Level C) at One World Hotel

FACILITIES TEAM Muhammad Alam Bin Yassuk (011-27258871) Amr al Sayid Bin Mohammed Shahril (019-2116432)	PRODUCTION TEAM Jason Wu (011-2047861) Muhammad Luqman Bin Abdulhak (012-5545163)	MARINE TEAM Nur Qurratunn Nisa Nur Azmi (016-1019770) Nur Fasha Shazrin Binti Khairi (017-6458442)
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WORKSHOP AGENDA

8.30 AM	Registration
9.10 AM	Introduction
9.40 AM	Project Overview & Briefing High Level Timeline
11.00 AM	RACI 1st Session
2.00 PM	RACI 2nd Session
5.00 PM	Adjourned

FACILITIES TEAM Muhammad Alam Bin Yassuk (011-27258871) Amr al Sayid Bin Mohammed Shahril (019-2116432)	PRODUCTION TEAM Jason Wu (011-2047861) Muhammad Luqman Bin Abdulhak (012-5545163)	MARINE TEAM Nur Qurratunn Nisa Nur Azmi (016-1019770) Nur Fasha Shazrin Binti Khairi (017-6458442)
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Figure 14 Made poster for workshop invitation