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UNIVERSITI
TEKNOLOGI
MARA



Industrial Training Report

PETRA ENERGY BERHAD

Muhammad Aqil Harith Bin Muhammad Fauzi

2022604384

BA243

2 September 2024 - 3 March 2025

SURAT KEBENARAN

Tarikh : 14/02/2025

Kepada :

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Maklumbalas (I)



Setuju



Tidak Bersetuju

Tuan/Puan

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Nama Pelajar	MUHAMMAD AGIL HARITH BIN MUHAMMAD FAVZI		
No. Matriks	2022604384	Nama Program	BA 243
Tajuk Laporan	Industrial Training Report	Nama Syarikat	Petra Energy Berhad

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Yang Benar

Nama Pegawai :

Jawatan :

No. Tel. :

No. Faks :

Siti Aishah Taslim
Manager
Group Human Capital

Cop jabatan/organisasi:

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(a subsidiary of Petra Energy Berhad)
SUITE 13.02, LEVEL 13, MENARA OBYU
NO. 3, JALAN PJU 8/8A
BANDAR DAMANSARA PERDANA
47810 PETALING JAYA
SELANGOR, MALAYSIA
TEL : 03-7726 5576 FAX : 03-7728 7514
Petra Resources Sdn Bhd

EXECUTIVE SUMMARY

This report details the activities, experiences, and achievements during my industrial training at Petra Energy Berhad, spanning from November 2, 2024, to March 3, 2025. The internship provided an excellent opportunity to gain hands-on experience within the Group Human Capital division, specifically in the Compensation and Benefits and Engagement division.

During the training, I was entrusted with a range of tasks that combined technical, administrative, and strategic responsibilities. Core tasks included payroll processing, managing the electronic overtime (e-OT) system, handling employee claims, and maintaining organized and accurate filing systems. These responsibilities required attention to detail, efficiency, and a strong understanding of internal HR policies and procedures.

Beyond operational duties, I actively participated in broader organizational initiatives. One notable experience was assisting with the planning for the year 2025, which involved aligning human capital strategies with the company's goals. I also gained exposure to performance management systems during a dedicated session, which deepened my understanding of how organizations assess and enhance employee performance.

In addition, I had the privilege of supporting the SSABiL program, an Islamic initiative aimed at guiding employees toward achieving a steady and blessed life through tazkirah and spiritual engagement. This experience allowed me to contribute to fostering a positive and inclusive workplace culture. My involvement in recruitment activities, particularly conducting interviews with prospective candidates, further honed my interpersonal and communication skills while providing insight into talent acquisition processes.

This industrial training served as a transformative learning experience, equipping me with technical knowledge, practical skills, and a broader perspective on the strategic and operational aspects of human resources. The exposure to real-world HR practices at Petra Energy Berhad has been invaluable in preparing me for a successful career in human resource management.

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Acknowledgement

First of all, I would like to thank Faculty of Business and Management for requiring this internship program as a course requirement, which allowed me to secure an actual job experience in Petra Energy Berhad which in the department of Group Human Capital.

I want to express my sincere appreciation to Puan Siti Aishah Taslim, the Manager of Group Human Capital as my supervisor for giving me the opportunity to hold an administrative internship as my first experience for this position. Thank you for all the guidance and encouragement since day one of my internship in your organization. A big appreciation to all employees of Petra Energy Berhad for the nice treat and cooperation during my internship period.

Importantly, I want to thank my dear lecturer Puan Norshiba Norhisham as my advisor for being patient in guiding me and fellow friends in completing our internship report. I am very grateful for all the kind advice and spirit as the advice from him is very helpful to keep me going until the end of the internship period. This report would have not been possible without the help from my advisor.

Furthermore, I also want to thank my parents for always supporting me and also contributing important inspiration for me. They also contribute for all the costs during my internship period including the cost of travel to work and a few more. I give my deepest gratitude to them.

Last but not least, I am sincere to thank all my friends for their good inspiration, encouraging guidance and morale support in completing my internship journey and report.

MUHAMMAD AQIL HARITH BIN MUHAMMAD FAUZI

Bachelor of Business Administration (Hons.) Human Resource Management

EDUCATIONAL BACKGROUND

Bachelor of Business Administration (Hons.) Human Resource Management	February 2022- August 2024
UiTM Cawangan Melaka, Kampus Bandaraya Melaka	CGPA 3.41
Diploma in Business Studies	
UiTM Cawangan Pahang, Kampus Raub	September 2018-February 2021
	CGPA 3.00

WORKING EXPERIENCE

GROUP HUMAN CAPITAL INTERN

Petra Energy Berhad, Petaling Jaya
September 2024 – March 2025

Compensation and Benefits:

- Accurately processed calculated overtime (OT) and electronic overtime (e-OT) submissions for employees in alignment with company policies, ensuring compliance with company policies and government regulations.
- Verified and updated employee data in the EIS and ECR systems to ensure accurate statutory contributions were deducted and remitted, verifying data accuracy, and addressing discrepancies to maintain compliance with statutory requirements.
- Organized and processed employee claims by cross-checking supporting documents and ensuring adherence to company policies.
- Filed payroll and claims documentation in accordance with company protocols, ensuring easy accessibility and confidentiality.

Engagement:

- Played a key role in organizing the "Kursus Umrah" event, coordinating logistics, managing participant lists, and preparing event materials.
- Communicated effectively with team members and attendees to ensure smooth execution of the event.
- Assisted in coordinating the "SSABiL" program (*Steps to Steadily but Surely Achieving Baraqah Life*), an Islamic initiative that included tazkirah (spiritual reminders).
- Managed logistical arrangements, participant registrations, and materials preparation to ensure the program's smooth execution.
- Supported program delivery by facilitating session activities and assisting in post-event follow-ups.

Recruitment and Selection:

- Assisted in the recruitment process by interviewing candidates, evaluating their qualifications, and providing feedback to hiring managers.
- Supported recruitment operations, including scheduling interviews and coordinating with candidates.

SKILLS AND LANGUAGE

Language: Malay (Native Speaker) and English (Professional Working Proficiency)

Skills: Microsoft Office (Advanced), Microsoft Excel (Intermediate), Microsoft PowerPoint (Intermediate), Canva (Advanced), Microsoft Outlook (Intermediate)

REFERENCE

Mohammad Amirul Hafiz Bin Ahmad
Executive Group Human Capital,
Petra Energy Berhad
Damansara Perdana, Petaling Jaya, Selangor

Dr. Ainaa Idayu Binti Iskandar,
Senior Lecturer,
Universiti Teknologi Mara, Cawangan Melaka,
Kampus Bandaraya Melaka



Company's Profile





- **Name and Location**

The internship attended is at Petra Energy Berhad located in Menara OBYU, Suite 13.02, Level 13, Jalan PJU 8/8A, Damansara Perdana, 47820 Petaling Jaya, The Company occupies the 4th, 6th, and 13th floor of the building.

- **About PETRA Energy Berhad**

The PETRA Energy Group began operations 35 years ago in Miri, Sarawak. Today, the Group is involved in providing a comprehensive range of activities that span the upstream segment of the oil and gas industry specialising in operations and maintenance of oilfields, integrated brown field maintenance & engineering; marine offshore support; design, fabrication supply & installation and engineering & project management services. PETRA is the sole operator of the Banang oilfield offshore Terengganu under a Technical Services Agreement (TSA) with PETRONAS.

PETRA's wholly owned subsidiary Petra Energy Development Sdn Bhd ("PEDSB") is also the operator of onshore block SK433, via an inaugural Petroleum Contract award by Petroleum Sarawak Berhad ("PETROS"), for Exploration, Development and Production of Petroleum in Block SK433, Onshore Sarawak. PEDSB will be the operator under the Contract for and on behalf of its joint venture partnership, PEDSB-UZMA Engineering Sdn Bhd ("PEDSB-UZMA joint venture partnership").

VISION STATEMENT

TO BE A SUSTAINABLE ENERGY COMPANY

MISSION STATEMENT

“Together, we create amazing technology that unlocks access to energy for the benefit of all”.

CORE VALUES

INTEGRITY



We promise integrity in all that we do

COMMITMENT



We always deliver on our commitment

PROFESSIONALISM



We promise to display professionalism in everything that we do

TEAMWORK



We promote teamwork

OUR BEHAVIOURS

ACCOUNTABILITY & OWNERSHIP



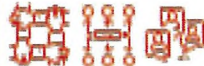
- I promise, I deliver
- It starts with me and ends with me
- Think and act with an owner mindset
- The buck stops here, with me
- Transparency
- I see, I own and I fix

INNOVATION



- There is always a better way
- Think out of the box
- Proactive & Energetic
- Innovation comes from necessity
- We learn from our failures and challenges
- Continuous learning

DIVERSITY & INCLUSIVENESS



- Strength lies in diversity
- You never work alone
- All for one and one for all
- All ideas matters
- Open culture
- Connected & engaged teams

#PETRAcares



- No harm to people, planet & profits
- We intervene because we CARE
- We are one family
- We listen
- We help and support each other
- We care for the health and well being of everyone

TRUSTWORTHY & HONEST



- We promise integrity in all that we do
- We are trustworthy and honest
- We have principles
- We can be counted on to behave honourably even when no one is watching
- We are fair and transparent in all our dealings
- We abide by the MACC Act Section 17A Corporate Liability

Petra's OBJECTIVE

To increase our presence in upstream brownfield operator ship in Malaysia, our experience in this area places PETRA in an ideal position to expand our business further in the upstream segment of the industry through the different operating models available.

Petra's SLOGAN

#PETRACares

Petra's Goals

- To Implement best practices in ESG to meet investor and societal expectations.
- To Integrate sustainable practices and contribute to social development.
- To achieve and maintain high standards of health, safety, and environmental performance.



Business Overview



DEVELOPMENT AND PRODUCTION

- Development and Production of petroleum from Banang small field offshore Terengganu, Malaysia
- Petroleum Contract relating to Exploration, Development and Production of Petroleum in Block SK433, Onshore Sarawak



INTEGRATED BROWNFIELD AND OFFSHORE MARINE SERVICES

- Hook-up and Commissioning
- Maintenance Construction and Modification
- Project Management, Procurement and Logistics
- Engineering, Operations and Maintenance
- Oil Field Optimisation
- Equipment, Packaging and Manufacturing



MARINE ASSETS

The Group owns and operates 3 Accommodation and work barges, 4 workboats, 1 AHTS vessel and 1 Mobile Offshore Production Unit (MOPU) to support its operations .

Our service offerings include:



COMPETENT PROJECT MANAGEMENT TEAM AND SKILLED WORKFORCE

The Group's highly skilled technical workforce and crew are led by a core team of professionals. Our technical human capital assets comprises skilled staff in project engineering, various engineering disciplines, marine professionals and technical support staff. We also have the manpower strength of up to 2,000 offshore crew during peak operations.



FABRICATION YARDS

The Group's fabrication yards provide fabrication and construction services, whilst serving as hubs for equipment supplies, storage and logistics. Onshore operationwise, our assets include one main fabrication yard & warehouse and two leased laydown and secondary fabrication yards in Labuan.

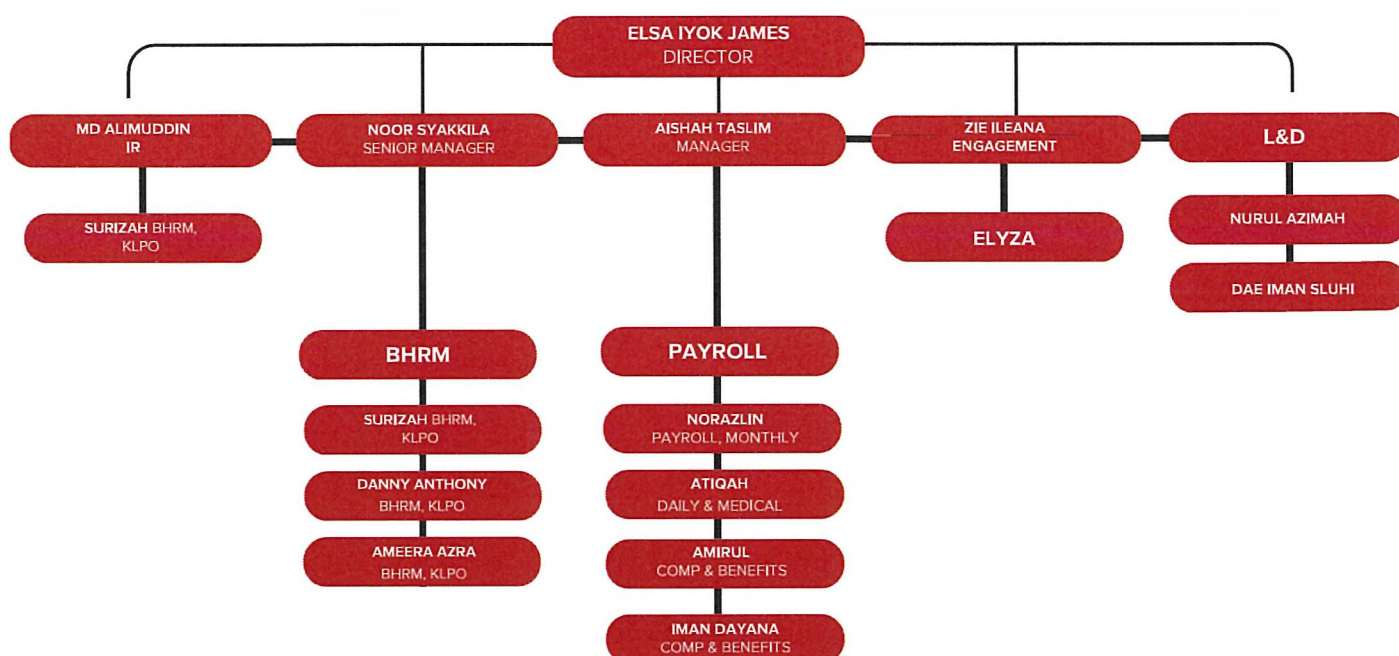
ORGANIZATIONAL STRUCTURE



GROUP HUMAN CAPITAL

ORGANIZATIONAL CHART

The organisation structure of my team which is the GHC consists of my supervisor and other senior HR executives. One of the senior payroll analysts was appointed to be my mentor and guiding me through new tasks and other responsibilities that needed to be performed.





Training's Reflection



Reflection on Internship Experience at Petra Energy Berhad

Duration and Details

During my internship, which lasted from September 2, 2024, to March 3, 2025, I had the privilege of gaining hands-on experience in the field of human resources, specifically within the payroll and engagement divisions. Over the course of six months, I engaged in diverse tasks that provided me with valuable insights into the practical aspects of HR operations and their importance in maintaining organizational efficiency.

One of my primary responsibilities was handling compensation and benefits, which involved calculating overtime (OT), processing electronic overtime (e-OT) submissions, and managing Employment Insurance System (EIS) contributions and Employee Contribution Records (ECR). This required a high level of accuracy, attention to detail, and compliance with statutory regulations. I also managed claims by cross-checking supporting documents, ensuring they adhered to company policies, and maintaining proper filing systems for payroll and claims documentation.

My role extended beyond payroll into event coordination and employee engagement initiatives. I assisted in organizing activities such as the "Kursus Umrah" program, where I contributed to logistics planning, participant management, and materials preparation. Additionally, I had the opportunity to assist in a unique program called "SSABiL," which stands for "Steps to Steadily but Surely Achieving Baraqah Life," an Islamic program that included tazkirah sessions aimed at fostering employee well-being and spiritual growth.

I also participated in recruitment and selection processes by interviewing candidates and assisting in shortlisting, which provided me with a new perspective on talent acquisition. Furthermore, I gained exposure to performance management systems through an introductory session that helped me understand how KPIs and evaluations contribute to employee development and organizational success.

Throughout my internship, I honed critical skills such as time management, problem-solving, and effective communication, which were crucial in navigating the multifaceted responsibilities of an HR professional. The six-month duration allowed me to observe, learn, and apply theoretical knowledge in a real-world setting, enriching my understanding of HR practices and their impact on both employees and the organization. This experience has been instrumental in preparing me for future roles in human resources and has inspired me to continue pursuing excellence in this field.

Reflection on Internship Experience at Petra Energy Berhad

Duration: September 1, 2023, to February 9, 2024 (24 weeks)

Gains

Despite the fact that I was not entitled for anything like annual leave, medical leave, or insurance, I appreciated the fact that the corporation acknowledged public holidays. An equitable remuneration agreement was reflected by my monthly payment of RM1200, which was prorated according to the number of training days.

I was able to improve my skills in evaluating resumes based on company criteria and understanding industry-specific terminology in the oil and gas sector as a result of my experience in recruitment. My understanding of the corporate landscape was deepened as a result of my acquisition of knowledge regarding the policies and structure of the organization.

In addition to the primary responsibilities of payroll, I was given the opportunity to improve the dynamics of the team and to encourage employee participation. Participating in the organization of joyful events such as Christmas and New Year's celebrations, triumphant project parties, farewell get-togethers, and a variety of engagement activities was something I did. These experiences not only elevated the quality of my internship, but they also gave me the opportunity to improve my interpersonal skills and cultivate a constructive atmosphere in the workplace.

When I was doing the internship, one of the challenges I had was efficiently organizing my time in order to balance a number of different obligations. The fast-paced nature of human resources (HR) calls for effective time management and the ability to prioritize tasks, both of which I was able to hone during my internship.

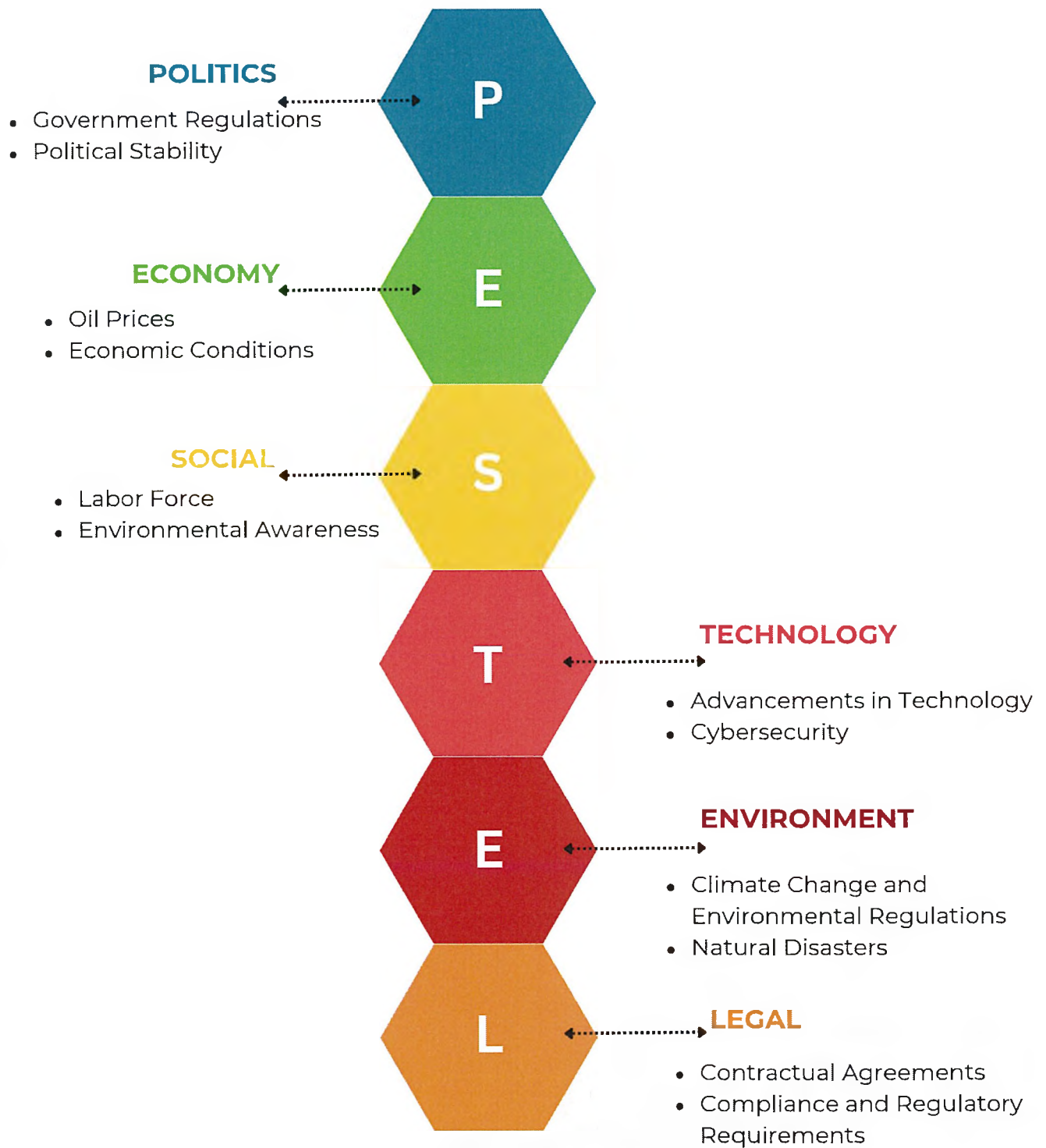
This internship has been an extremely beneficial experience for me, as it has provided me with the opportunity to merge theoretical comprehension with practical implementation. I am grateful to the human resources specialists who served as my mentors during the process and provided me with direction. My abilities have been improved, and my excitement for a future in human resources has been heightened, as a result of my engagement with real-world HR challenges.

After giving this internship some thought, I am confident that the skills and knowledge I have gained will serve as a solid basis for my future endeavors in the field of human resources. With the knowledge that I have learned from my internship, I am confident that I will be able to make a significant contribution to any human resources firm that I work for in the future.



PESTEL Analysis





PESTEL Analysis

Haniffa et al. (2022) state that PESTLE analysis is a widely utilized instrument for evaluating an organization's political, economic, social, technical, environmental, and legal dimensions to identify external elements or challenges that may influence its operations. Performing a PESTEL study for Petra Energy Berhad is crucial for various reasons, as it aids in recognizing market opportunities and threats, strategic planning, risk management, and adjusting to technology advancements. It offers a thorough comprehension of the external forces that may influence the company's operations, allowing it to adeptly maneuver through the business environment.

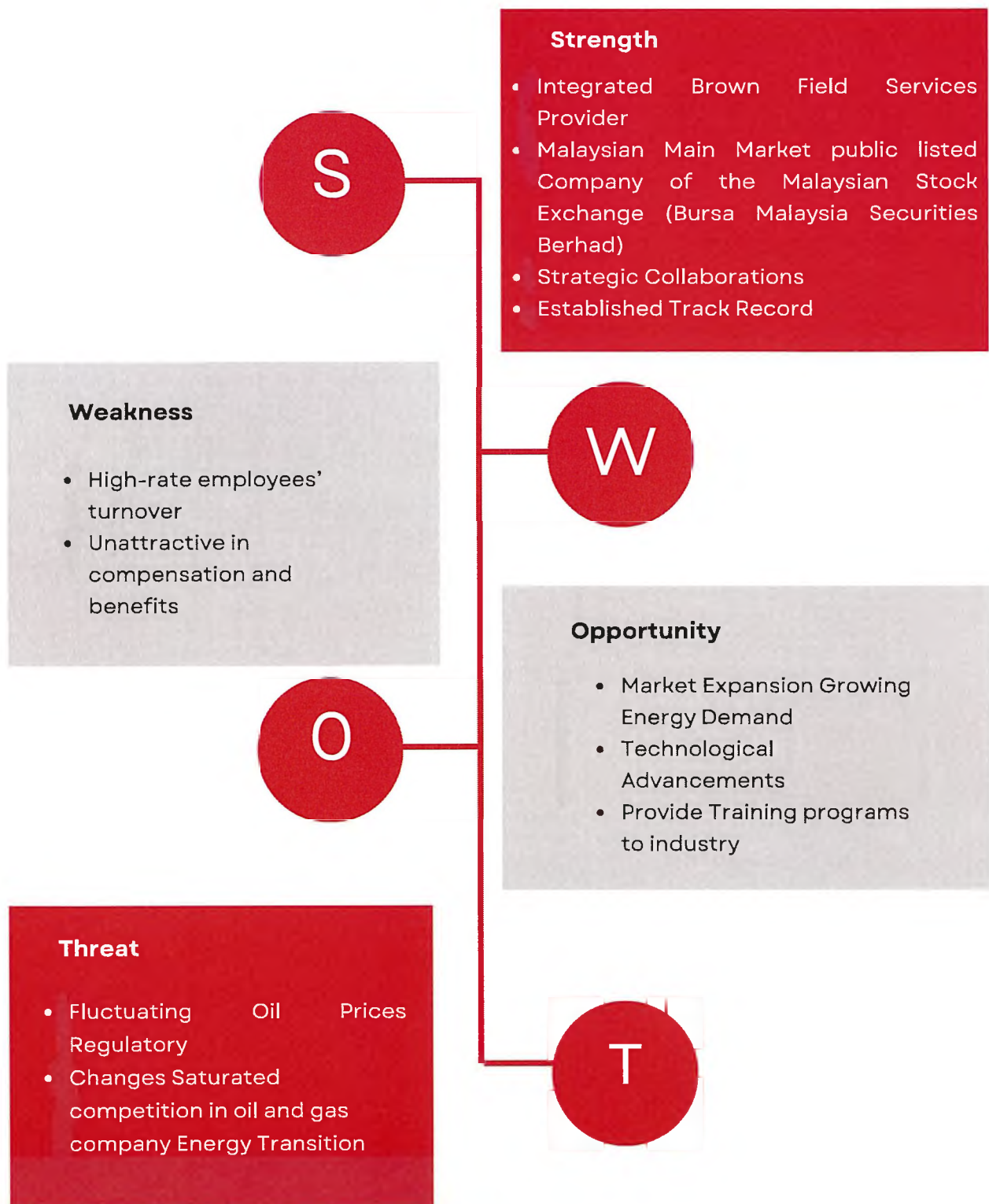
Political Factors:
Government Regulations: The oil and gas industry is heavily regulated in Malaysia, and any changes in regulations related to exploration, production, or environmental standards can impact Petra Energy's operations.
Political Stability: Political stability in Malaysia is essential for the company's long-term planning and investment decisions.
Economic Factors:
Oil Prices: Fluctuations in global oil prices can significantly affect Petra Energy's profitability and project feasibility.
Economic Conditions: The overall economic health of Malaysia and other countries where Petra Energy operates can impact demand for its services.
Social Factors:
Labor Force: Availability of skilled labor in the oil and gas sector, as well as employee retention and satisfaction, can affect the company's performance.
Environmental Awareness: Growing concerns about environmental sustainability can influence the company's reputation and potential for renewable energy projects.
Technological Factors:
Advancements in Technology: Technological innovations in the oil and gas industry, such as drilling techniques, automation, and digital solutions, can impact Petra's competitiveness and efficiency.
Cybersecurity: As technology reliance grows, the company needs to consider cybersecurity threats to protect its data and operations.
Environmental Factors:
Climate Change and Environmental Regulations: Increasing focus on reducing greenhouse gas emissions and environmental impact can lead to stricter regulations affecting the company's operations and project development.
Natural Disasters: Vulnerability to natural disasters, like hurricanes or earthquakes, can disrupt operations and impact Petra's facilities.
Legal Factors:
Contractual Agreements: Legal issues related to contracts, licensing, and partnerships can have a significant impact on Petra's financial performance.
Compliance and Regulatory Requirements: Staying compliant with various industry regulations and standards is crucial to avoid legal repercussions.



SWOT Analysis



SWOT Analysis of PETRA ENERGY BERHAD





Discussion & Recommendations



STRENGTHS

1. Integrated Brown Field Services Provider

As an integrated brownfield services provider, Petra Energy excels because to its diverse service offerings, expertise in brownfield projects, trained staff, dedication to safety and technology, and attention on the needs of its clients. Its capacity to facilitate brownfield developments in the oil and gas industry is enhanced by all of these characteristics. Improvements, alterations, or additions to preexisting oil and gas facilities are referred to as brownfield projects. Petra Energy is an expert in overseeing projects like asset integrity management, facility renovations, and maintenance. In order to ensure safety and compliance while enhancing the performance of aging infrastructure, this experience is essential.

2. Malaysian Main Market public listed Company of the Malaysian Stock Exchange (Bursa Malaysia Securities Berhad)

It is a company that is listed on Bursa Malaysia, the largest market in Malaysia. One of the many advantages to having a company listed on Bursa Malaysia is the opportunity for growth and expansion. This means that the firm can raise capital to grow both locally and abroad. Institutional, retail, and financial organizations are among the many types of investors that Petra Energy is able to attract thanks to its public listing. The availability of these funds is critical for the organization to invest in new projects and technology.

3. Strategic Collaborations

They formed a partnership with Baker Hughes to work on oil and gas projects in Malaysia, which increased the company's capabilities and expanded its market reach. Baker Hughes is a leading provider of oilfield services, and it has a stellar reputation for both its technical expertise and its innovative spirit. Because of the agreement, Petra Energy may have access to cutting-edge solutions, cutting-edge technologies, and industry best practices, all of which would be beneficial to the company. Additionally, it has the ability to improve the reputation of the company and attract prospective customers who are looking for the combined strengths of both entities.

STRENGTHS

4. Established Track Record

Since the year 1988, Petra's has been consistently working to improve their talents in order to meet the ever-increasing needs of the market. They have achieved this by delivering oil and gas value-added services of the highest possible quality, which has earned them the trust and confidence of oil majors as well as other companies operating in the oil and gas industry. A track record that has been built for a long time may result in recognition and accolades from the industry. The recognition that Petra Energy receives from its competitors, industry associations, and regulatory agencies brings to an additional strengthening of its market position.

RECOMMENDATIONS

According to Manzoor et al. (2019), in order to keep a good record, it is necessary to consistently provide services of a high quality, to fulfill the expectations of customers, and to ensure that personnel continue to be healthy and productive. Listed below are some recommendations that Petra Energy can implement in order to maintain its well-established track record by optimizing its functions related to human resources:

- **Continuous Training and Development:**

Establish frequent training courses to update staff members on industry trends, advances, and best practices. This guarantees that the staff stays competent and knowledgeable, so improving the capacity of the business to offer premium services.

- **Employee Engagement Initiatives:**

To foster a constructive atmosphere at work, it is important to make investments in initiatives that encourage employee participation. Staff members who are content and engaged are more likely to make constructive contributions to projects, which in turn increases overall performance and the level of satisfaction experienced by customers.

- **Benchmarks & Best Practices:**

On a regular basis, compare HR procedures to the standards of the industry and put best practices into action. Keeping up with the latest developments in human resources management assures that Petra Energy will continue to be competitive in terms of managing workers and the performance of the organization.

WEAKNESSES

1. High-rate employees' turnover

During the course of my internship, I observed that they are experiencing a high turnover rate, which indicates that it is more expensive to recruit new staff and provide them with training. This is due to the fact that it is quite expensive to continually engage in the process of hiring and training new crew members. Because of this financial load, the company's budget might become more constrained, which would result in the company making less money overall. In addition, it was detrimental to production because a high worker turnover rate had the effect of making things less smooth and reducing overall output. When new personnel are hired, it typically takes some time for them to attain their full potential for productivity, which might result in temporary inefficiencies.

2. Unattractive in compensation and benefits

I also noted that Petra Energy offered inadequate compensation and benefits, including medical, dental, and optical coverage, as well as annual leave and increments that were uniformly applied to all executives. If employees believe that there are superior opportunities available elsewhere, they may experience a decrease in their level of commitment to the organization. This absence of loyalty may impede the development of a stable and engaged workforce.

RECOMMENDATIONS

• Career Development Programs

Werner and DeSimone (2019) state that a dynamic and competent human resource department is essential for the success and substantial growth of any organization. Establish career development programs that provide employees with opportunities for advancement inside the organization. This may entail training, coaching, and a defined trajectory for advancement to mitigate turnover.

• Employee Recognition Programs

Implemented staff recognition programs to acknowledge and reward exceptional accomplishments. Acknowledging employee accomplishments fosters a positive work environment and enhances job satisfaction (Hamadamin & Atan, 2019).

• Competitive Compensation and Benefits

Evaluate and modify employee remuneration packages to maintain competitiveness within the industry and region (Gupta, A. D. 2020). Contemplate providing performance-oriented incentives and perks that address employee requirements.

OPPORTUNITIES

1. Market Expansion

Petra Energy possesses the capacity to extend its operations into more geographical areas. They may also investigate international markets and broaden operations abroad, particularly in areas with unexploited oil and gas resources or rising energy demand. This is a strategy initiative designed to position Petra Energy for enduring growth, enhanced market share, and heightened competitiveness.

2. Growing Energy Demand

The escalating global energy demand may result in increased potential clients for oil and gas exploration and production. As energy demand increases, Petra Energy may have prospects to broaden its service offerings to address various phases of the energy value chain. This may entail expanding into downstream operations, renewable energy initiatives, or other associated services.

3. Technological Advancements

To efficiently meet growing demand, Petra Energy should consider investing in advanced technologies and innovation. This may involve the adoption of digital technologies, automation, and various technical enhancements to augment operational efficiency. Investing in emerging technologies may improve operational efficiency and create new service opportunities.

4. Provide Training programs to industry

Offer training programs that enable the industry to utilize its experience and resources for the education and training of individuals, companies, and professionals in the energy sector. The company offers educational and skill development opportunities to individuals, professionals, and organizations in the energy sector. These training programs are designed to enhance participants' knowledge, skills, and competencies, thereby contributing to the overall development and competency of the energy workforce.

RECOMMENDATION

• Collaboration With Business Units

Engage intimately with business units to comprehend their goals and employee needs. Synchronize HR strategy with overarching business objectives to guarantee that people management aids in the company's growth initiatives (Mohammed Ahmed Naji et al., 2020).

THREATS

1. Fluctuating Oil Prices

Fluctuations in global oil prices can significantly affect Petra Energy's revenue, operational strategy, and profitability. A sudden decline in prices may lead to reduced project investments and diminished demand for the company's services. It may result in economic downturns, recessions, or global financial crises, adversely affecting the total demand for energy-related projects, hence causing delays, cancellations, or reduced investment in the sector.

2. Regulatory Changes

Regulatory modifications, particularly those pertaining to environmental regulations and policies, may influence operational procedures and cost frameworks. Modifications in local or international regulations, environmental policies, or industrial standards may pose compliance challenges. Adapting to new regulatory standards may necessitate supplementary investments and operational modifications.

3. Saturated competition in oil and gas company

The oil and gas service industry is highly competitive, featuring numerous global and regional firms. These enterprises may offer identical products or services, and the sector may be inundated with rivals competing for market share. An overcrowded market may have sluggish or stagnant overall growth. The market for oil and gas products or services may be stagnating, leading to increased competition for existing opportunities.

4. Energy Transition

The global move to renewable energy may reduce the long-term demand for oil and gas services. Oil and gas companies undergoing an energy shift often diversify their portfolios to include renewable energy sources such as solar, wind, and bioenergy. This include the investment in, development of, or acquisition of renewable energy initiatives. As a first phase prior to a comprehensive shift to renewable energy sources, attention should be directed on resources with less carbon intensity, such as natural gas. (Dongo & Relvas, 2024)

RECOMMENDATION

- **Environmental Sustainability Initiatives**

Petra Energy needs to develop and execute environmentally sustainable practices. Sustainability in the oil and gas sector entails implementing modifications to foster a safer living environment (Boruki et al., 2020). Explore opportunities in renewable energy or other sustainable enterprises to align with evolving industry and societal standards. In a highly competitive landscape, firms within this sector must consistently evaluate their strategy, control expenses, innovate, and distinguish themselves to maintain competitiveness and sustainability.

Conclusion



Conclusion

For the record, my internship at Petra Energy Berhad was a truly useful experience that taught me a great deal about the company's operations, its culture, and the complicated oil and gas business. By creating a thorough SWOT analysis, I learned about Petra Energy's strengths and weaknesses on the inside, as well as its chances and threats from the outside. The analysis acts as a strategy road map to help the business achieve long-term growth and resilience in a fast-paced business world.

The SWOT analysis showed Petra Energy a number of important areas where it can use its strengths, work on its weaknesses, take advantage of chances, and protect itself from threats. The suggestions are meant to put the company in a strategic situation that encourages new ideas, flexibility, and taking the initiative to deal with problems in the industry.

While I worked in the Group Human Capital Department, I was able to help with important tasks like hiring new employees, keeping records on employees, and processing payments. Being involved in both sides of HR operations helped me learn new skills and gain a better idea of how complex HR management is at Petra Energy.

In addition, the job gave me a chance to really learn about the company's culture. I personally saw how hard the Petra Energy team worked to keep standards high, create a space where people could work together, and understand the complicated oil and gas industry.

This experience has not only helped me learn more in school, but it has also given me a chance to see and help with day-to-day processes in real life. I'm thankful for the professionals who helped me and the chance to work with them.

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Appendices



