



UNIVERSITI
TEKNOLOGI
MARA



COMPANY'S NAME:
SAM MEERKAT SDN BHD

DATE TRAINING:
**4 MARCH – 9 AUGUST
2024**

GROUP:
RBA2406A

MATRIK NUMBER:
2021898712

Industrial Training Report

MGT666

INDUSTRIAL TRAINING REPORT SWOT
ANALYSIS OF SAM MEERKAT SDN BHD

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■ Executive Summary

Internships provide students with valuable learning opportunities to develop and gain insight into the professional workplace. Furthermore, internships allow students to put into practice the concepts and theories they have studied in university within real-world scenarios.

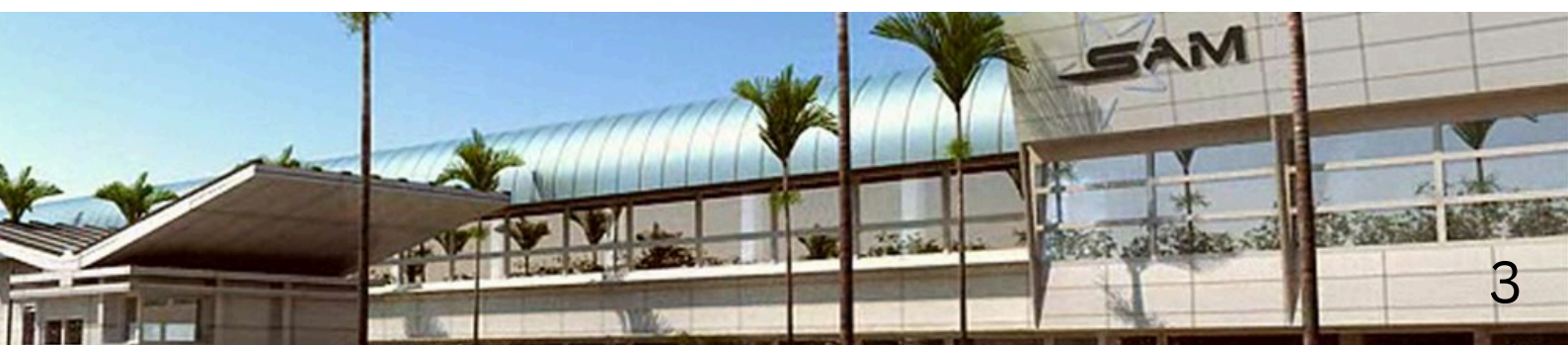
My internship program will begin on March 4, 2024, and end on August 9, 2024, spanning 24 weeks. I have been accepted by Sam Meerkat company for an internship in the Administration department. I have been assigned to undergo this internship to gain experience and enhance my skills using what I have learned during my university studies to help the company operate more effectively. Throughout this training process, I have received guidance and tasks from my supervisor, Ms. Malisa Binti Matzen.

This report is created to analyze how Sam Meerkat company operates. The report includes identifying the company's vision, mission, SWOT analysis, and PESTEL analysis. Therefore, several recommendations have been provided to help the company improve.

One of the important things I have learned during my internship in this company as an admin is that admin tasks are crucial in ensuring that every item issued complies with the SOPs established by the company. It is also important to ensure that all company data and information are securely stored, including preserving important documents in both physical and digital formats to prevent any undesirable incidents for the company.

I have also learned how to efficiently create Purchase Orders (POs) and invoices. POs and invoices must be made accurately and neatly to ensure that customers receive the desired goods, maintaining the company's reputation and gaining trust and confidence from customers to continue doing business with the company.

Overall, I have learned a lot during my internship at Sam Meerkat. I have successfully improved my skills and gained various interesting experiences. I am confident that all the experiences and skills I have gained in this company will help me in the future.



■ Company's Profile

COMPANY'S NAME:

SAM MEERKAT SDN BHD

LOCATED AT:

Sam Meerkat (M) Sdn.
Bhd. (PEI) Plot-31-34,
Lengkok Kampung Jawa
Dua, Bayan Lepas, Non-Fiz
Penang, 11960 Bayan
Lepas, Pulau Pinang



■ Vision

A strong and Competitive OEM and Supplier of Equipment and Components for the Engineering industry.

■ Mission

Our business will be the envy of our competitors and be the pride of our shareholders. Our customers will have our total commitment to their needs. We will transform by the renewing of our minds through innovation and creativity and not conforming to the pattern of this world. We will sustain a working environment through "Value Creation" that attracts, retains and develops committed employees who share the success of the Company. We will create areas of excellence through our core values of Commitment, Compassion, Courage, Integrity, Righteousness, Serving Others and Value Creation. We will be a good corporate citizen, concerned for the well-being of the community and the environment.

■ Company's Logo



■ Background Establishment

The company was established on October 26, 1995. Sam Meerkat Sdn Bhd was established to cater to the growing demand for specialised system integration services in various high-tech industries. The company's inception was driven by the need to provide comprehensive solutions to global multinational corporations operating in sectors such as Hard Disk Drive (HDD), Solar energy, Semiconductor manufacturing, and LED technologies.

The foundation of Sam Meerkat Sdn Bhd is rooted in its expertise in in-house machining, sheet metal fabrication, surface treatment processes, and assembly operations. These capabilities were strategically developed to meet the intricate requirements of its clients, ensuring seamless integration of systems across diverse industrial applications.

Over time, Sam Meerkat Sdn Bhd has positioned itself as a reliable partner for multinational companies seeking customised solutions and efficient logistics management. Through continuous innovation and adherence to high-quality standards, the company has established a strong reputation in the industry, contributing significantly to the advancement and competitiveness of its clients in the global marketplace.

