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UNIVERSITI
TEKNOLOGI
MARA

HRM666

2024

INTERNSHIP REPORT

29th February 2024 -
9th August 2024

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Internship At:

ZES ENGINEERING SDN BHD



**ZES ENGINEERING
SDN BHD**
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EXECUTIVE SUMMARY



From February to August 2024 (6 months), I completed my internship at ZES Engineering Sdn Bhd in Sungai Petani, Kedah. ZESB specializes in electrical engineering solutions and holds a strategic position in the Malaysian market. During my tenure, I worked within the Administration Department, where I gained practical experience in office management and project procurement.

My responsibilities included managing office documentation, preparing client quotations, and handling tender documents for various projects. These tasks refined my organizational skills, attention to detail, and understanding of procurement procedures critical to project execution. Collaborating with seasoned professionals at ZESB provided insights into the operational intricacies of the engineering sector. I actively supported logistical coordination and administrative tasks, ensuring efficient office operations and contributing to project timelines.

The internship significantly enhanced my academic knowledge with hands-on experience, fostering my ability to apply theoretical concepts to real-world scenarios. It sharpened my problem-solving skills and adaptability in dynamic work environments, preparing me comprehensively for future roles in administrative management. Overall, my internship at ZES Engineering Sdn Bhd was a pivotal experience that enriched my professional growth and equipped me with essential competencies in office administration. I am grateful for the opportunity to learn from industry leaders and contribute meaningfully to ZESB's operational success.

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ABOUT COMPANY



ZES ENGINEERING SDN. BHD.

(ZESB) is a dynamic and innovative engineering firm headquartered at 161, Tingkat 1 Jalan BPJ 1/2, Bandar Puteri Jaya, 08000 Sungai Petani, Kedah, Malaysia. Founded in 2011 under company registration number 956423-X, ZESB has consistently committed itself to excellence, delivering top-tier engineering solutions across diverse industries. In 2014, the company became a Strategic Business Partner of Tenaga Nasional Berhad (TNB), participating in tenders for cable and substation works in Kedah and Penang. By 2016, all business activities were consolidated under the ZES Engineering Sdn Bhd name, marking a significant milestone in its journey.

ZESB specializes in electrical testing, commissioning, maintenance audits, fault diagnosis, educational training, and tools related to electrical components. The company's expertise spans electrical work in the range of 11kV to 132kV, providing comprehensive electrical engineering services for local councils, industries, government-related companies like TNB, and public government buildings. Holding a CIDB registration under Grade G7, ZESB boasts over five years of experience in maintenance projects with TNB, Petronas, and other energy suppliers. Additionally, ZESB is involved in industrial building maintenance services and actively participates in electrical project tenders nationwide. The company also focuses on the rectification of electrical installations and power plants.

With a team of capable, certified, and experienced staff, along with collaborations with reputable contractors and suppliers, ZESB ensures competitiveness, high-quality workmanship, and excellent services. The workforce includes 6 management officers and over 40 general workers who operate eight or more hours a day, managed from the main office in Bandar Puteri Jaya, Sungai Petani, Kedah. Equipped with machinery and heavy vehicles such as 1-ton lorries, 3-ton lorries, backhoes, cars, tools, measuring instruments, complete safety equipment, personal protective gear, and other resources, ZESB maintains the highest standards of operation and service delivery.

COMPANY OVERVIEW



Vision

The company's vision, encapsulated in the phrase **"Work Hard Together,"** embodies collaboration, dedication, and collective effort. The belief in achieving remarkable feats through collaboration, whether overcoming challenges or realizing ambitious projects, propels ZESB forward.

Mission

The mission extends beyond borders, aspiring **to be recognized as the Best Bumiputera contractor globally.** Upholding integrity and contributing to sustainable development lies at the core of this mission, making a positive impact within the organization and the communities served.

Goals

ZES ENGINEERING SDN. BHD. was backed by capable, certified and experienced staff and constantly working with reputable contractors and suppliers to ensure competitiveness and highest quality workmanship, comprehensive pricing and excellent services. With constant improvement on works and emphasize on quality, ZES ENGINEERING SDN. BHD. main goal is **to be the best of Bumiputera Electric and Mechanical Contractor Company in its class and competitive in the whole market.**