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UNIVERSITI TEKNOLOGI MARA KAMPUS ARAU, PERLIS
BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE (BA242)

MGT666

INDUSTRIAL TRAINING REPORT



LONGI MALAYSIA SDN. BHD. (SERENDAH), SELANGOR
(1 MARCH 2024 - 9 AUGUST 2024)

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Executive Summary

This executive summary provides an overview of the industrial training completed at LONGi Malaysia Sdn. Bhd. (Serendah) from 1 March to 9 August 2024. The training was part of my Bachelor of Business Administration (Hons) Finance program at Universiti Teknologi MARA Kampus Arau, Perlis. During my internship, I gained from the task and knowledge of HR records, including the significance of accurate and full records in supporting various HR job duties specifically in the payroll team. By handling a wide range of documents such as employment contracts, identification, and performance reviews, I ensured that each file was carefully maintained and up to date.

LONGi Malaysia, a subsidiary of LONGi Green Energy Technology Co., Ltd., is a global leader in solar energy, specializing in monocrystalline silicon wafers, cells, and modules. The company is committed to sustainability and operates several manufacturing facilities in Malaysia, including the strategic location of Serendah, Selangor.

During the internship, I was assigned responsibilities including organizing training for LONGi workers, managing payroll system data, handling leave records, processing medical certificate claims, and maintaining personnel files. I overcame challenges such as language barriers with Chinese managers and limited access to internal systems due to confidentiality. Despite these challenges, I developed valuable skills in cross-cultural communication, data management, and the importance of confidentiality in HR operations.

The report includes a SWOT analysis of LONGi Malaysia, highlighting strengths such as its multinational presence and strategic locations, weaknesses like outdated machinery and cultural issues, opportunities from growing solar markets and government incentives, and threats posed by trade regulations and market competition.

In conclusion, the internship at LONGi Malaysia was a rewarding experience that provided me with a deep understanding of the solar industry and the role of HR in a corporate environment. The connections and guidance I received will be invaluable as I progress in my career.

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3.0 COMPANY'S PROFILE

3.1 Company Background



Founded in 2000, LONGi Green Energy Technology Co., Ltd. (LONGi) and located in Xi'an, China, is a global leader in the solar energy sector, focusing on monocrystalline silicon wafers, cells, and modules. LONGi is committed to being the most valuable solar technology company in the world. The "Solar for Solar" business model is endorsed by LONGi. The company uses renewable energy sources and green manufacturing processes in its day-to-day operations whenever possible, all while producing affordable clean energy goods for the world. One of the most prominent Chinese manufacturers of monocrystalline solar panels with exceptional efficiency is Longi. They are well known in the renewable energy industry for their cutting-edge technology and dedication to sustainability. Longi has a number of production sites around China, but they also operate internationally, notably in Malaysia.

LONGi Malaysia Sdn Bhd, a subsidiary of LONGi Green Energy Technology Co., Ltd., was incorporated in Malaysia on January 4, 2016. LONGi Malaysia started the process by establishing its first international manufacturing base in Kuching, Sarawak, to take advantage of the plentiful hydropower resources in the region and supply clean energy to its facilities. This facility considerably increased the LONGi's capacity for manufacturing and laid the groundwork for future expansion within the country. Longi has set up production plants in a number of places in Malaysia, including Serendah, Kuching, and Bintulu. The strategic selection of these places was based on their availability of resources, infrastructure, and skilled labor.

In 2023, LONGi launched another major facility in Serendah, Selangor, Malaysia. This new manufacturing facility, built at a cost of roughly 1.8 billion ringgit, is expected to boost LONGi's manufacturing capabilities with a two-phase building plan aimed at a total capacity of 8.8GW. The Serendah plant represents a significant expansion into West Malaysia, further strengthening LONGi's foothold in the region. Thus, LONGi's global reach goes beyond Malaysia, with operations and offices in other countries including Vietnam and India, among

others. LONGi's global presence helps them to effectively serve varied markets and support the global shift to renewable energy. In addition, Longi Malaysia Company does not engage in direct sales. Instead, Longi Malaysia concentrates on creating and offering top photovoltaic products and services. Rather than selling directly to buyers, their business model mostly focuses on manufacturing and distribution through established channels.

3.2 Vision

To be the most compelling solar technology company by leading the world's transition to green energy.

3.3 Mission

To make the best of solar energy to build a green world.

- Committed to becoming a role model in providing sustainable solar technology service and enabling greater returns for our customers' investments.
- Committed to promoting the ecological restoration of the Earth and creating a green planet for future generations.

3.4 Objective and Goals

- By consistently developing and enhancing its solar technology, LONGi intends to lead the solar energy sector. This entails creating solar cells with higher efficiency, enhancing production techniques, and remaining on the cutting edge of developments in the solar energy industry.
- LONGi frequently want to increase their global market share. Thus, the company might want to expand its market share outside of China as well, as there is a growing need for solar energy products in other areas.
- Considering the nature of its operations, LONGi probably has objectives pertaining to the advancement of renewable energy and conservation. This might include taking steps to lessen the manufacturing operations' carbon footprint and support the globe's transition to sustainable energy.
- Longi can provide competitive pricing for customers, making solar energy more affordable and accessible. Longi can remain competitive in a continually changing market by keeping costs low, especially when compared to other big competitors in the