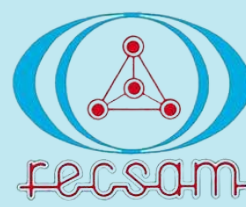




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# INDUSTRIAL TRAINING REPORT SWOT & PESTEL ANALYSIS

**01 MARCH 2024 - 9 AUGUST 2024**

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# EXECUTIVE SUMMARY

During my internship at SEAMEO RECSAM's finance department in Penang, I had the opportunity to gain hands-on experience in the daily operations and financial management of a leading regional educational organization. Tasked with recording and categorizing transactions in the general ledger using Microsoft Excel, I developed a keen eye for detail and a deep understanding of the importance of accurate record-keeping.

Throughout the internship, I actively participated in various aspects of the finance department's responsibilities, including reviewing accounting records for compliance, supporting the preparation of financial statements and reports, and assisting with budgeting and forecasting processes. This exposure allowed me to observe firsthand how the finance team allocates resources to support SEAMEO RECSAM's educational programs and operations, while also gaining insights into the centre's unique funding structure and the criticality of effective stakeholder engagement.

Beyond the technical skills acquired, this internship experience has been instrumental in enhancing my critical thinking and problem-solving abilities. By addressing complex financial challenges, I have strengthened my capacity to approach issues methodically and consider multiple perspectives to arrive at effective solutions. Additionally, the internship has instilled in me a strong sense of professionalism, as I consistently met deadlines, maintained accuracy in documentation, and adhered to ethical standards.

The opportunity to work alongside the dedicated finance professionals at SEAMEO RECSAM has been invaluable. Their guidance and mentorship, coupled with the hands-on experience I gained, have not only enriched my understanding of the accounting field but also reinforced my commitment to pursuing a career in this dynamic and rewarding profession. As I continue my education and prepare to enter the workforce, I am confident that the skills and knowledge acquired during this internship will serve me well in navigating the challenges and opportunities that lie ahead.

In conclusion, my internship at SEAMEO RECSAM's finance department has been a transformative experience, providing me with a comprehensive understanding of the practical application of accounting principles and the operational dynamics of a regional educational organization. I am grateful for this opportunity and look forward to leveraging the insights and expertise gained to contribute to the field of finance in the future.







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# COMPANY'S

## BACKGROUND

SEAMEO RECSAM  
Jalan Sultan Azlan Shah  
11700 Gelugor  
Penang, MALAYSIA

The Southeast Asian Ministers of Education Organization Regional Centre for Education in Science and Mathematics (SEAMEO RECSAM) was founded in July 1966 following a pivotal agreement among delegates from six SEAMEO countries during a Technical Workshop in Kuala Lumpur. Recognizing the urgent need to enhance the quality of science and mathematics education in the region, these educationists selected Penang, the Pearl of the Orient, as the Centre's location due to its conducive educational environment. Officially inaugurated in May 1967, SEAMEO RECSAM's mission is to improve teaching and learning in science and mathematics at the elementary and secondary levels. The Centre collaborates with national and regional teacher-training institutions to implement innovative programs aimed at developing a skilled, technically, and scientifically proficient workforce across Southeast Asia.

Key milestones in SEAMEO RECSAM's history include the approval of its first Five-Year Development Plan in 1969 and the commencement of its First Permanent Phase of Operation in July 1970. The Centre's state-of-the-art facilities were officially opened on 31 October 1977 by Tun Dr. Mahathir Mohamad, then Deputy Prime Minister and Minister of Education Malaysia. SEAMEO RECSAM's logo, adopted in 1975, represents science, mathematics, and regional cooperation, reflecting the Centre's commitment to excellence and readiness for change. Today, SEAMEO RECSAM continues to play a vital role in fostering regional cooperation and elevating the standards of science and mathematics education, significantly contributing to the educational advancement and human resource development in Southeast Asia.





# VISION

Leading centre for quality science and mathematics education.

# MISSION

To promote and enhance Science and Mathematics Education in the SEAMEO member countries.

# STRATEGIC GOALS

- Conduct Research and Development activities to inform pedagogy and policy.
- Design and implement high-quality professional development programmes.
- Ensure strong and active networking with experts, institutions and the community.
- Serve as an effective clearinghouse for information.
- Strengthen quality assurance in the management of resources and services rendered