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UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF BUSINESS AND ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE -BA242-
INDUSTRIAL TRAINING REPORT
(MGT666)



SETIAUSAHA KERAJAAN NEGERI PULAU PINANG
“MAJLIS KEBAJIKAN DAN SUKAN ANGGOTA-ANGGOTA KERAJAAN”
(MAKSAK PULAU PINANG)
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EXECUTIVE SUMMARY

In Malaysia, industrial training usually takes 3 to 6 months to complete. I have spent my internship for 6 months (24 weeks) at the Government Units Majlis Kebajikan Dan Sukan Anggota-Anggota Kerajaan Pulau Pinang (MAKSAK). The Government Units Majlis Kebajikan Dan Sukan Anggota-Anggota Kerajaan Pulau Pinang (MAKSAK) internship is designed to provide hands-on experience in the administrative and financial aspects of managing sports programs and initiatives. Interns will engage in various tasks, contributing to the planning, execution, and evaluation of sports policies and financial strategies.

As an intern, I will engage in policy research and analysis, conducting research on existing sports policies and financial regulations, and analyzing their impact on community sports programs. In financial management, I will assist in budget preparation and financial reporting, monitoring expenditures, and ensuring compliance with financial guidelines. Data collection and reporting duties will include gathering and analyzing data related to sports participation and financial performance and preparing reports to inform policy decisions and program improvements. Additionally, I will engage with stakeholders by communicating with athletes, coaches, and the public to gather feedback, and participating in meetings and workshops to discuss sports and financial strategies.

This report begins with my updated resume, which I used to apply for my internship at the Government Units Majlis Kebajikan Dan Sukan Anggota-Anggota Kerajaan Pulau Pinang (MAKSAK). The resume includes details about my educational background, work experience, leadership roles, university achievements, and skills. Additionally, I provide an overview of the company, including its background, vision, mission, objectives, organizational structure, and services. I also conducted a SWOT analysis of the firm, identifying two findings for each component: strengths, weaknesses, opportunities, and threats.

The internship at the MAKSAK offers a unique opportunity to gain comprehensive experience in the intersection of sports administration and financial management. Interns will leave the program with a solid foundation in policy analysis, financial planning, and stakeholder engagement, preparing them for future roles in public service or the sports industry.

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3.0 COMPANY'S PROFILE

3.1 COMPANY'S BACKGROUND, LOGO AND LOCATION

History of the Establishment of MAKSAK on Significant Events. In 1956, the Welfare and Sports Council of Government Employees of Malaya was voluntarily established to conduct sports activities between government departments. In 1957, the First Athletics Championship using the emblem of this COUNCIL was held in conjunction with Malaya's Independence Day. In 1959, this COUNCIL was registered under the Societies Act on 30 May 1959 with Registration Number 1363 (Sel). In 1963, the name of this COUNCIL was changed to the Welfare and Sports Council of Government Employees of Malaysia (MAKSAK Malaysia).



3.2 VISION, MISSION AND OBJECTIVES

VISION

MAKSAK seek to Become The Only Superior Government Organization To Achieve The Desired Goals.

MISSION

MAKSAK Become a liaison in strengthening the bonds of friendship between public service members at the federal, state or district level in addition to helping to produce healthy, fit, disciplined, committed and competitive public service members.

MOTTO

"Meningkatkan Produktiviti Melalui Sukan"

OBJECTIVES

Enable members of the association to refine and develop their talents in sports and culture at both national also international levels through annual programs and activities.

Use these programs and activities as a platform to nurture and strengthen bonds of friendship and camaraderie among members, regardless of state boundaries, service groups, or position levels.

Provide opportunities through these programs and activities for members to increase their knowledge and gain experience, ensuring that public sector staff are always prepared and capable of executing any task and fulfilling responsibilities.

Diversify efforts to raise financial funds to ensure the programs and activities are enjoyable, well-organized, and effective.