



UNIVERSITI
TEKNOLOGI
MARA



INDUSTRIAL TRAINING REPORT

01 March – 09 August 2024

AT

MAJLIS BANDARAYA SEBERANG PERAI, PULAU PINANG

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EXECUTIVE SUMMARY

This internship report is prepared for the Business Management Internship (MGT666) that is required in the Bachelor of Business Administration (Hons.) in Finance. This report provides an overview of my accomplishments, both academic and non-academic, as well as my activities. It also gives a summary of Majlis Bandaraya Seberang Perai, the location of the internship (MBSP). The internship will begin on March 1, 2024, and run for six months, ending on August 9, 2024.

The responsibilities that I was given throughout my six-month internship are also explained in this report. I've been assigned to the Finance Department, where my main responsibilities are to prepare monthly balancing statements, arrange hardcopy EFT statements in files for record-keeping, and verify that vouchers received from other departments comply with all requirements before processing payments. I've also been given several ad hoc assignments as needed. Furthermore, I have conducted a SWOT analysis based on my observations during the internship, and this analysis, along with proposed solutions, is also included in this report.

I gladly mentioned that I am unable to conclude all my experiences from my internship. I had high hopes that the skills I gained from my internship would be vital for my career path.

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COMPANY'S PROFILE

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ABOUT

The Seberang Perai City Council is a local government that is responsible for urban planning, heritage preservation, public health, sanitation, waste management, traffic management, environmental protection, building control, social and economic development, and general maintenance of urban infrastructure. This agency is under the purview of Penang State Government.

The headquarters of the MBSP is at Bangunan MBSP which located at Bandar Perda township and there are also two branches of MBSP office cawangan which in Seberang Perai Utara and Seberang Perai Selatan.

POLICY

"A People Centric Low Carbon And Smart City"

VISION

"A combination of Residential, Flexible, Inclusive, Green, Competitive and Smart cities"

MISSION

"Offering urban services, effective and proactive development planning to the wishes of the Seberang Perai community based on the principles of Trust, True and Quick"