



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Perlis
Kampus Arau

UNIVERSITI KEBANGSAAN MALAYSIA



INDUSTRIAL TRAINING REPORT SWOT ANALYSIS

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MUHAMMAD ZAHIN AZRI BIN MOHD

MURTHADHA

2021885988

BA242

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EXECUTIVE SUMMARY

This executive summary provides an overview of my internship experience at the Treasurer's Department of the National University of Malaysia, specifically within Finance Zone 3, Development Finance Division. Throughout this internship, I gained valuable insights into the intricacies of financial management within a prominent educational institution.

The internship focused on several key areas, including budgeting, financial reporting, and fund management. I actively participated in budget preparation processes, learning to monitor expenditures and forecast financial needs to support the university's strategic initiatives. This hands-on experience equipped me with practical skills in financial analysis and strategic planning, essential for ensuring financial stability and effective resource allocation within the institution.

Moreover, I had the opportunity to contribute to financial reporting and audit processes, emphasizing the importance of accuracy and transparency in financial documentation. This experience deepened my understanding of compliance with financial regulations and ethical standards, crucial for maintaining accountability in financial operations.

Collaborating with experienced professionals in the Development Finance Division enhanced my technical proficiency in financial software and advanced spreadsheet applications. Additionally, I developed strong teamwork and communication skills, essential for effective collaboration in a dynamic organizational environment.

Overall, this internship at the Treasurer's Department has been instrumental in preparing me for a career in financial management. The practical skills gained, combined with theoretical knowledge from my academic studies, have provided a solid foundation for future professional endeavors in the field of finance.

BACKGROUND

Malaysia is home to twenty public universities, one of which is Universiti Kebangsaan Malaysia (UKM), also referred to as the National University of Malaysia. The founding date was May 18, 1970. The Malaysian government designated UKM as a Research University in 2007, making it one of the best universities in the country today. UKM offers an outstanding environment for academic pursuits with its cutting-edge campus facilities. Spread across approximately 1,100 hectares, the main campus is located in Bandar Baru Bangi, conveniently close to Kuala Lumpur International Airport (KLIA), the main entry point into Malaysia. It takes about thirty minutes to get from the airport to UKM via a simple taxi ride. Kuala Lumpur, the capital city of Malaysia, is also conveniently accessible from the main campus via a number of different modes of transportation either by car, bus or train.

The main campus is home to twelve institutes, a Graduate School of Business, and eight faculties in total. In addition, UKM manages the Medical Centre (UKMMC), which is situated in Cheras on a 22-hectare plot of land approximately 30 minutes' drive from the main campus. The Faculty of Medicine, the Institute of Medical Molecular Research (UMBI), and a teaching hospital make up the UKMMC. Situated 30km from the main campus, in the heart of Kuala Lumpur, is a third campus spanning approximately 20 hectares. The pre-clinical branches of the faculties of medicine, dentistry, pharmacy, and allied health sciences are located on this campus.

MISSION

To be a department that always provides financial services that face and support the aspirations of the University.

VISION

Be a department that always provides the best financial services.

OBJECTIVE

- Manage the University's finances efficiently and effectively.
- Provide financial information quickly and accurately to customers.
- Provide satisfactory customer service.
- Continuously improve the financial management system.