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Cawangan Melaka



INDUSTRIAL TRAINING REPORT

AT UCYP UNIVERSITY

3 March - 15 August 2025

AINI NASIRA BINTI JUSNYZAN

2022455274

Bachelor of Business Administration

(Hons) in International Business student

SURAT KEBENARAN

Tarikh : 13 Ogos 2025

Kepada :

Penyelaras Latihan Praktikal
Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

Tuan/Puan

Maklumbalas (/)



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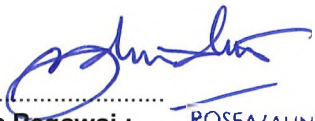
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Yang Benar


Nama Pegawai :

Jawatan :

No. Tel. :

No. Faks :

ROSEAZALINA MOHD AUNANI
Assistant Manager

Procurement & Purchasing Unit

UNIVERSITY COLLEGE OF YAYASAN PAHANG

- 011-070 7876 / 09-586 9999

Cop jabatan/organisasi:



EXECUTIVE SUMMARY

The objective of this report on industrial training is to provide a reflection on my internship experience at UCYP University, which lasted for 6 months. This report provides an overview of the information and abilities that I acquired throughout my placement, which was specifically in the Finance Department, notably within the Procurement and Purchasing Unit. As part of my responsibilities, I was in charge of handling procurement and purchasing chores for three important companies which are KYP Education Sdn Bhd (KESB), Kolej Yayasan Pahang (KYP), and UCYP University. Managing Purchase Requests (PR), getting quotations, coordinating with suppliers, and ensuring that purchasing activities fit with internal protocols were all tasks that I was responsible for.

This report describes the scope of my position and the responsibilities that I perform on a daily basis. Additionally, it provides a summary of UCYP University, including its history, the services it provides, and the academic programs it offers. Particular attention is paid to the institution's vision, mission, and the contributions it has made to the field of higher education in Malaysia. One of the most important aspects of this study is the SWOT Analysis of UCYP. In this analysis, I observed and analyzed the university's external opportunities and threats, as well as its strengths and weaknesses. Among these are its long-standing accreditation, its strategic location in the East Coast Economic Region (ECER), and the problems that it faces, which include limited brand recognition and limited number enrollment students.

My recommendations for how UCYP may improve in areas such as program creation, increased financial accessibility for students, and strategic branding are also included in the paper. In general, this internship not only helped me gain a better understanding of the operations of the institution, but it also gave me the opportunity to gain practical experience in the areas of strategic management and procurement. In terms of both my personal development and my readiness for a future job, the experience has been quite beneficial.

ACKNOWLEDGEMENT

I would like to begin by expressing my most sincere gratitude to Allah SWT for bestowing upon me the fortitude, good health, patience, and drive that enabled me to successfully complete my industrial training. It is impossible to imagine that this journey would have been possible without His blessings and direction.

I would like to express my deepest gratitude to each and every member of the staff and coworkers who work in the Procurement and Purchasing Unit of the Finance Department at the UCYP University. During the course of my internship, I would like to express my gratitude for the warm welcome I received, the patient direction I received, and the supporting and encouraging environment I was given. I have been able to get useful experience and develop my practical abilities thanks to your willingness to allow me to participate in real-world projects and share your knowledge with me.

I would also want to extend my heartfelt gratitude to my industrial supervisor Puan Roseazalina Binti Haji Mohd Adnan, who, during the course of my training, continually provided me with direction, constructive comments, and motivation, all of which assisted me in remaining on track towards my professional development.

Also not forgotten I would like to express my gratitude to my academic advisor, Dr Umami Kalsum Binti Hassian for providing me with consistent support, counsel, and insightful observations over the duration of this internship. My ability to maintain my concentration and finish my training with self-assurance was greatly aided by your encouragement.

Furthermore, I would like to take this opportunity to convey my profound gratitude to my family and friends for the unending love, understanding, and encouragement they have provided me with. My ability to successfully complete this internship adventure has been significantly aided by your motivation and belief in me, which have played a significant part.

I am grateful to each and every one of you for your efforts and for making this internship an experience that is both important and unforgettable for me.

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