



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



MGT666

INDUSTRIAL TRAINING REPORT

3 MAR 2025 - 15 AUG 2025

**BACHELOR OF BUSINESS
ADMINISTRATION (HONS.)
FINANCE**

PREPARED BY: MAHATHIR MOHAMAD BIN ABDUL
GHAFFAR

PREPARED FOR: PUAN SITI NURULHUDA BINTI
IBRAHIM

STUDENT ID: 2022882962

COMPANY: ZOO MELAKA

SURAT KEBENARAN

Tarikh : 20/04/2025

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

Maklumbalas (/)



Setuju



Tidak Bersetuju

Tuan/Puan

KEBENARAN UNTUK MEMUAT NAIK HASIL LAPORAN PELAJAR LATIHAN INDUSTRI SEBAGAI "PUBLIC ACCESS" DI REPOSITORI UITM

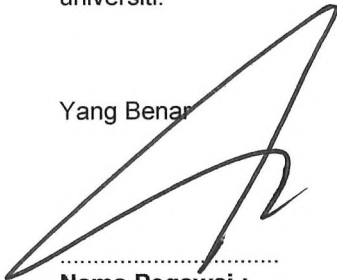
1. Merujuk perkara di atas, pihak organisasi bersetuju / tidak bersetuju pihak universiti memuat naik hasil laporan pelajar latihan industri sebagai "public access" di repositori UiTM.

Nama Pelajar	MAHATUJR MOHAMAD Bin ABDUL GHAFAR		
No. Matriks	2022882962	Nama Program	Bachelor of Business Administration (Hons.)
Tajuk Laporan	Industrial Training Report	Nama Syarikat	Zoo Melaka (MPHTJ) Finance

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar



Nama Pegawai :

Jawatan : MUHAMMAD LUQMAN BIN MOHD SHARIF
Penolong Akauntan W5
No. Tel. : Majlis Perbandaran Hang Tuah Jaya
No. Faks :

Cop jabatan/organisasi:



EXECUTIVE SUMMARY

This report is primarily prepared to highlight the **24-week industrial training** experience at Zoo Melaka under the Financial Unit. It highlights the tasks, responsibilities, and assignments I was entrusted with throughout the internship period. My main responsibilities included assisting with financial documentation, keying in data and figures using Microsoft Excel, sorting and organizing accounting files, supporting routine administrative tasks, and helping with record-keeping related to daily operational expenses. The training experience reflected the dynamic, fast-paced, and collaborative working environment at Zoo Melaka, where adaptability, effective communication, and professionalism were consistently emphasised.

A detailed overview of Zoo Melaka is also provided, covering the organisation's history, vision, and its role as one of Malaysia's leading zoological parks. Zoo Melaka spans over 54 acres and is home to more than 1,200 animals across 200 species, serving not only as a recreational site but also as an important institution for conservation, education, and eco-tourism.

Additionally, this report includes a SWOT Analysis of Zoo Melaka based on observations and guidance from the assigned supervisor. The analysis aims to assess current performance, identify areas of improvement, and explore opportunities for better visitor engagement, operational efficiency, and long-term sustainability, particularly in comparison to other major attractions in Melaka and Malaysia.

In conclusion, the internship successfully bridged academic knowledge with real-world experience, enhancing both my technical skills and interpersonal abilities. This report reflects the personal growth, professional development, and valuable insights I have gained from working within a unique and essential sector that combines tourism, wildlife management, and public service.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to **Allah S.W.T**, The Most Gracious and The Most Merciful, for granting me the strength, patience, and guidance throughout my internship journey. Without His endless blessings and help, I would not have been able to complete my industrial training and this report successfully. Every challenge faced became manageable with His will, and for that, I am truly thankful.

I would also like to extend my sincere appreciation to my advisor, **Puan Siti Nurulhuda binti Ibrahim**, for her continuous guidance, encouragement, and feedback throughout the process of completing this report. Her advice and support have played a significant role in helping me stay on track and reflect on my internship experience effectively. I am truly grateful for her time and effort.

My heartfelt thanks go to **Zoo Melaka**, especially the **Financial Unit**, for giving me the opportunity to undergo my industrial training at such a unique and vibrant institution. I am especially thankful to Encik **Muhammad Luqman bin Mohd. Sharif**, my supervisor, and all the staff in the Financial Unit for their warm welcome, guidance, and willingness to share knowledge and trust me with various tasks. The exposure and experience I have gained during this internship have been incredibly valuable and eye-opening.

Finally, I would like to express my utmost gratitude to **my beloved family**, particularly my parents, for their unconditional support, motivation, and prayers throughout this journey. Their belief in me has been a constant source of strength, not only during my internship but throughout my entire educational path.

TABLE OF CONTENTS >

04 | ACKNOWLEDGEMENT

05 | STUDENT PROFILE

08 | COMPANY PROFILE

13 | TRAINING REFLECTION

20 | SWOT ANALYSIS OF ZOO MELAKA

21 | DISCUSSIONS AND RECOMMENDATIONS

43 | CONCLUSION

44 | REFERENCES

48 | APPENDICES