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TEKNOLOGI
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FACULTY OF BUSINESS AND MANAGEMENT
**BACHELOR OF BUSINESS ADMINISTRATION (HONS.) HUMAN RESOURCE
MANAGEMENT**

INDUSTRIAL TRAINING REPORT (HRM666)



ENAG SAUCE SDN BHD

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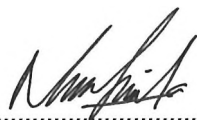
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I would also like to sincerely thank Enaq Sauce Sdn Bhd for having accepted me as an intern and giving me the valuable opportunity to gain real working experience. Working with the company taught me many useful lessons and helped me professionally and personally grow.

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1.0 EXECUTIVE SUMMARY

I have been selected to do my internship at Enaq Sauce Sdn Bhd. Enaq Sauce is a company that produces soy beans and sauces. During my internship, I'm able to explore different parts of the department, mainly in the accounting department. This experience has taught me how a small-sized company (SMEs) runs its daily operations and how each team member takes on multiple roles to keep things moving smoothly.

My responsibilities during the internship include preparing purchase orders and purchase invoices using SQL Account, handling petty cash claims, and communicating with suppliers through WhatsApp and email. I also assist with customer service by answering office phone calls and helping with basic admin tasks. These duties have helped me improve my communication, multitasking, and time management skills.

Beside that, this report not only reflects on my internship experience but also includes a SWOT analysis and PESTEL analysis of Enaq Sauce. It helps identify the company's internal and external strengths, weaknesses, opportunities and threats that may impact its future. By including these analyses, the report aims to provide a clearer picture of the company's current position and potential for growth.

Overall, this internship has been a meaningful learning experience that helps me to plan my future career. It also helped me gain practical skills and insights that I believe will be valuable in my future career.

TABLE OF CONTENT

1.0 EXECUTIVE SUMMARY	1
2.0 STUDENT'S PROFILE	2
3.0 COMPANY PROFILE	4
3.1 Company background	4
3.2 Company's Vision and Missions	4
3.3 Product offered	5
3.4 Organization Structure	6
3.5 Company's Social Media and Shopping Platform	7
3.5.1 Company's Social Media	7
4.0 TRAINING REFLECTION	9
5.0 PESTEL ANALYSIS	11
5.1 Political	11
5.2 Economic	11
5.3 Social	11
5.4 Technological	12
5.5 Environment	12
5.6 Legal	12
6.0 SWOT ANALYSIS	14
6.1 Strength	14
6.2 Weaknesses	16
6.3 Opportunities	17
6.4 Threat	19
7.0 RECOMMENDATION	21
7.1 Recommendation For Strength	21
7.2 Recommendation For Weaknesses	23
7.3 Recommendation For Opportunity	24
7.4 Recommendation For Threat	26
8.0 CONCLUSION	27
9.0 REFERENCES	28
10.0 APPENDIX	30