



UNIVERSITI
TEKNOLOGI
PETRONAS

RelyOn

INDUSTRIAL TRAINING REPORT

RELYON (MALAYSIA) SDN BHD

PREPARED BY

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2023165171

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE

SUBMITTED TO

PUAN SHAHREENA BINTI DAUD

SURAT KEBENARAN

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Tajuk Laporan	LAPORAN LATIHAN INDUSTRI	Nama Syarikat	RELYON MALAYSIA

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Yang Benar


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EXECUTIVE SUMMARY

This report summarizes my industrial training experience at RelyOn Malaysia Sdn. Bhd., a company that offers professional training services to the oil and gas industry. In order to fulfill the industrial training requirement for my last semester (part 6) at Universiti Teknologi MARA (UiTM), Kampus Bandaraya Melaka, the internship was completed during a six-month period, from August 11, 2025, to January 23, 2026. The purpose of the industrial training was to develop professional awareness and industry-relevant abilities while offering hands-on experience in a real organizational context.

I was given the position of Accounts Payable Intern in the Finance Department, where I participated in day-to-day financial operations in a disciplined and collaborative setting. The internship was totally in person, which allowed for constant communication with managers and coworkers as well as hands-on participation in operational duties overseen by the Senior Executive and Finance Manager.

Throughout my internship, I worked on the entire accounts payable cycle, which included processing supplier invoices, monitoring vendor payments, recording financial transactions in the accounting system, reconciling payments, preparing payment batches, and submitting payments for management approval. Additionally, I obtained practical experience with Microsoft Dynamics 365 Business Central (BC), which improved my comprehension of internal financial controls and digital accounting systems.

Overall, the industrial training experience helped me advance academically and professionally by boosting my technical finance knowledge, time management and communication skills, and confidence in handling real-world working duties. My experience throughout this internship has improved my readiness for future financial job prospects and given me important insight into the finance function within a company.



ACKNOWLEDGEMENT

I want to express my appreciation to Universiti Teknologi MARA (UiTM), Kampus Bandaraya Melaka, for giving me the chance to complete industrial training, which is a prerequisite for the Bachelor of Administration (Finance) program. This industrial training has given me a great opportunity to put the theoretical knowledge I've learned during my academic career into practical professional practice.

I want to extend my sincere gratitude to RelyOn Malaysia Sdn. Bhd. for taking me on as an intern and for offering a professional and encouraging work environment during the six-month internship. The experience I obtained has substantially improved my knowledge of the financial department inside a firm, specifically accounts payable.

I would especially like to express my gratitude to Miss Hajrah, the Finance Manager of RelyOn Malaysia Sdn. Bhd., for all of her help, confidence, and insightful advice during my internship. Additionally, I would like to express my deepest appreciation to Puan Zailefa, my supervisor, for her unwavering oversight, tolerance, and desire to impart knowledge, all of which greatly aided in my growth and learning throughout the internship. My professional development and self-assurance in managing finance-related activities were greatly influenced by their guidance and assistance.

Additionally, I would like to personally thank Puan Shahreena, my academic adviser, for all of her help and support during the industrial training duration and in writing this report.



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