



اَوْنُوْ رَسِيْتِيْ بِاَتِيْكَوْ لَوِيْ بِمَارَا
**UNIVERSITI
TEKNOLOGI
MARA**

INDUSTRIAL TRAINING REPORT AT UNIKL MSI
1st MARCH - 13th AUGUST 2021



UniKL
**UNIVERSITI
KUALA LUMPUR**

**KAMPUS CAWANGAN
MALAYSIAN SPANISH INSTITUTE**

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Executive Summary

This industrial training report is a mandatory task prepared on final year by a student of Bachelor of Business Administration Finance, Uitm Perlis. All students who are qualified to undergo the industrial training must select an internship placement that suits the students' criteria. My name is Muhammad Akmal Khir Bin Mat Khir, I was qualified to undergo my industrial training at Universiti Kuala Lumpur (UniKL) MSI branch, and was placed under finance department.

Throughout the learning process of my bachelor's degree, I was exposed to various studies areas especially in finance and administration. I was required to choose an organization which is related to these areas of studies. This actually helps the students to apply the knowledge that we have obtained during our years of study. Auspiciously, UniKL MSI was the right place that has enabled me to apply most of the knowledge that I acquired from the mentioned areas.

During the industrial training period, I was given a great guidance and enlightenment on administration tasks as well as office management skills. I will be sure to remember everything that had been taught and apply it in my future job if necessary. The industrial training starts from 1st March 2021 until 13th August 2021.

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2.0 COMPANY'S PROFILE

2.1 Company's name , logo , location and operation hours6Y

Universiti Kuala Lumpur is a Malaysian university. The Malaysian Spanish Institute (UniKL-MSI) campus is one of Universiti Kuala Lumpur's listed branch campuses (UniKL). It is a cutting-edge technical centre in the field of engineering technology, with a focus on mechanical, manufacturing, electrical, and electronic engineering, and it is completely funded by the Malaysian government.



Figure 1: Pictures of UniKL and UniKL-MSI symbols

UniKL-MSI began operations in August 2002 at the temporary campus at Techno Center, Kulim Hi-Tech Park, and later relocated to the main campus in December 2003, which was constructed on a piece of land measuring approximately 39 acres, also in Kulim Hi-Tech Park, Kulim, Kedah. It was established in August 2002 as a collaboration project between the Malaysian government and the Spanish government, represented by MARA.



Figure 2: Entrance of UniKL-MSI

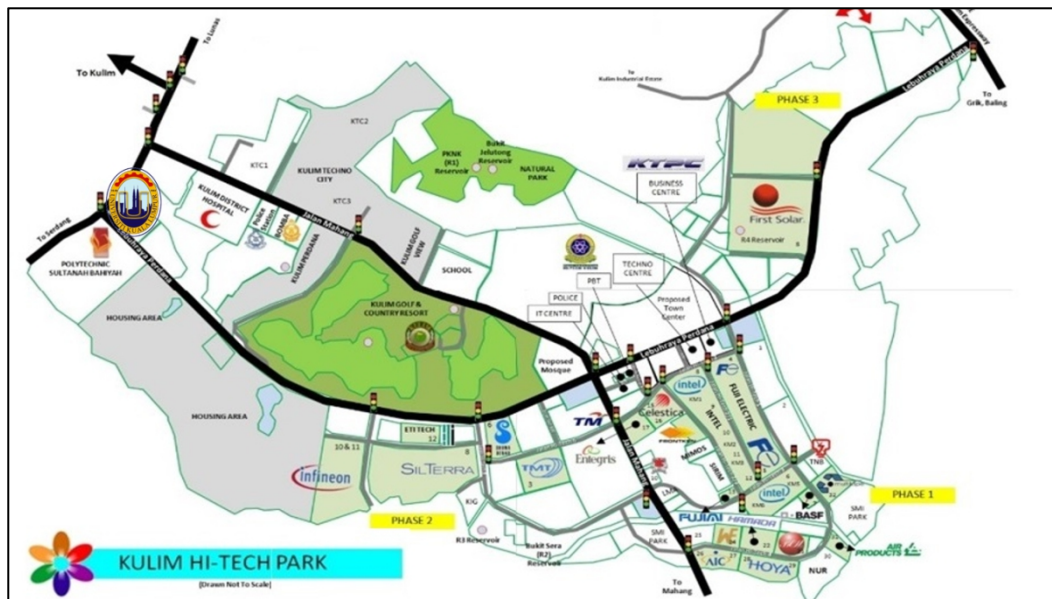


Figure 3: Map of UniKL-MSI

The university's office operates from 5 day a week from Monday to Friday. The operational hour for the office are from 8 am to 5 pm and one hour lunch break are given for the staffs at 1 pm.

2.2 Vision , Mission Objective and Goals of Unikl

2.2.1 Vision

To become the leading entrepreneurial technical university in the country through excellence in research, education, training, entrepreneurship, consultancy and community services

2.2.2 Mission

To produce enterprising global technopreneurs

2.2.3 Objective and Goals

The Universiti Kuala Lumpur Malaysian Spanish Institute (UniKL MSI) was established in response to the increasingly growing demand for automotive engineering, mechanical and mechatronics, and management. The university's goal is to equip graduates with the information, skills, and attitudes necessary to contribute to and play major roles in a globalised, knowledge-based economy.