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KHATAM[®]

Industrial Training Report

1st March - 15th August 2023

Prepared By :

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www.khatam.com.my

Executive Summary

This internship report summarizes my experience as an intern at Khatam Festive Apparel from the 1st March until 15th August 2023 for 24 weeks. This report comprises of a background company, training reflection, company SWOT analysis, discussion, and recommendation.

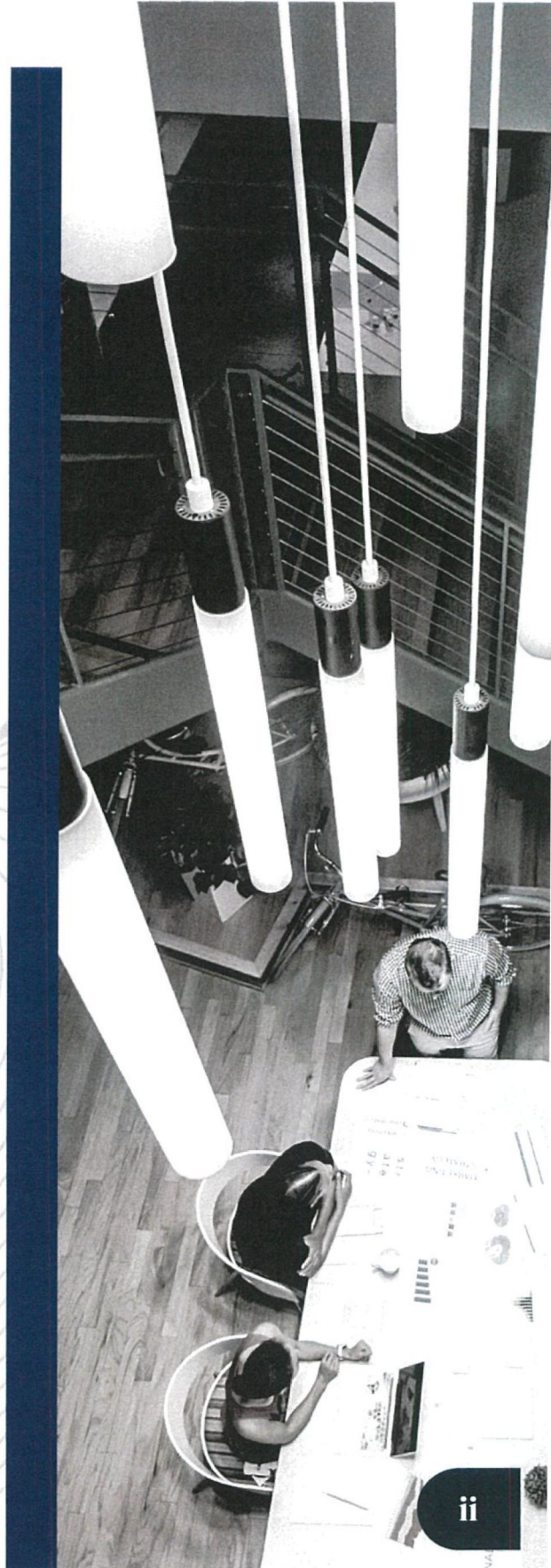
Industrial training is a core course and compulsory requirement in Bachelor Administration (Hons.) Finance students before being eligible for graduation. This training has exposed me the working environment as well as equipped with the essential and fundamental professional skills and knowledge. The purpose of this report is to document my internship experience and reflect on my learning and development during the internship.

Khatam Festive Apparel Sdn Bhd specializes in selling festive clothing and has been in the fashion industry since 2016. In this report I will explain further about the company backgrounds and a SWOT analysis of the company where I propose some recommendations for the company to improve in the future. During my internship, I was placed under supervision of Mr. Haziq Rizzuan in the account and finance department and responsible to record day-to-day transactions and sales in the accounting system.

In a nutshell, I have gained knowledge and skills from this internship and it really equipped me with the first-hand experience in the working environment that I would not get elsewhere. Therefore, this internship has provided me with more understanding of a job scope and profession and learnt to become more mature, responsible, and professional.

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Acknowledgement



First, I would like to thank to Almighty God for granted me health and long life throughout my internship industrial training. Also, I am incredibly grateful especially to my internship supervisor, Mr. Muhd Haziq Rizzuan Bin Abd Razak who provided me for his invaluable guidance and undivided support given to me. I am thankful for the guidance and support that I received throughout my internship which allowed me to gain valuable experience in this Account and Finance Department. Thank you for giving me the opportunity to complete my internship at KHATAM.

Additionally, I also would like to express my appreciation to my colleagues and the staff at Khatam Festive Apparel Sdn. Bhd for their patience and assistance during my internship. They were always helpful and efficient in assisting me for all job res

responsibilities. Without their support, I would not be able to overcome the challenges in these six months of industrial training. It was such an honor and golden opportunity for me to work with such a dedicated and professional team.

Also, I would like to extend my heartfelt thanks to my lecturer advisor, Dr Maheran who is the person in charge internship for her valuable time, guidance, and advice throughout this journey.

Finally, I would like to express my gratitude to my parents and my family for their endless support in providing facilities for me during my internship. My internship would not have been possible without the contribution and collaboration of others.

Student's Profile



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ABOUT ME

Energetic and passionate college student working toward a Bachelor of Business Administration (Hons.) in Finance at the Universiti Teknologi MARA. I am flexible and open to learning from mentors and leaders in the financing related field. Offers great analytical skills, strong attention to detail and accuracy, and well-developed teamwork abilities. Aim to use knowledge of financing, economics, accounting and any related studies field to satisfy the internship program.

EDUCATION BACKGROUND

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE (April 2021 - Present)
Universiti Teknologi MARA (UiTM) Bandaraya Melaka with a CGPA 3.72

DIPLOMA IN BANKING STUDIES (July 2018 - February 2021)
Universiti Teknologi MARA (UiTM) Alor Gajah with a CGPA 3.85

MALAYSIA CERTIFICATE OF EDUCATION (SPM) (January 2013 - December 2017)
SMK Seksyen 18 (SMKS 18) with SPM 6A, 4B, 1C

WORKING EXPERIENCE

BOUTIQUE ASSISTANT (August 2022 - September 2022)
Avon Cosmetics at Seksyen 18 Shah Alam

- Selected the correct products or assisted customers in making product selections, based on customers needs.
- Maintained customer records, using automated systems,
- Managed customer accounts and cash flow on a dated schedule.

DEBT COLLECTOR (January 2018 - March 2018)
Noble Nexus Sdn. Bhd. at Seksyen 23 Shah Alam

- Call the customers to remind on the payments.
- Persuades customer to pay outstanding balance on credit accounts.
- Advising debtors of the possible consequences of non-payment.

ACHIEVEMENTS

AWARDED 5TH PLACE ON BRING-TO-LIGHT INVESTMENT PORTFOLIO EVENT (28 May 2022)
Leader of the group and awarded for top 5 video competition of performance and information competition.

AWARDED 6TH PLACE ON VIRTUAL VIDEO COMPETITION INVESTMENT ACE (VVCIA) EVENT (29 May 2022)
Awarded for top 6 of the Investment Portfolio video performance and information competition.

BUREAU MULTIMEDIA AND PUBLICITY ON HOTEL PROFESSIONAL ETIQUETTE EVENT (7 June 2022)
Leader of the bureau multimedia for the Hotel Professional Etiquette Programs.

SKILLS

MS Office	Expert	Trend Analysis	Intermediate	Eikon	Beginner
Chart Nexus	Expert	Thomson Reuters	Intermediate	Tableau	Beginner

LANGUAGES

Malay	Excellent	English	Excellent	Arabic	Intermediate
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REFERENCES

Nurhaslinda Binti Hashim
Coordinator of Faculty Business
and Management,
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Amizatul Hawariah
Lecturer of Faculty Business
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UiTM Bandaraya Melaka
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Company's Profile

KHATAM's Profile

KHATAM®

Figure 1.1 Logo of KHATAM

Name of the company	Khatam Festive Apparel Sdn Bhd
Address	10, Jalan Linggis 15/24, Seksyen 15, 40200 Shah Alam, Selangor.
Telephone	012-2794104
Type of business	Private limited company
Line of Business	Textile and apparel industry
Year of establishment	2016
Business Hour	9 a.m. until 5 p.m.

Table 1.1 KHATAM's Background



Company Background

Khatam Festive Apparel Sdn Bhd, also known as KHATAM, is a Malaysian based local apparel brand company that was established in 2016 which sells festive clothing (Baju Melayu and Baju Kurung) and accessories (buttons, sampin and songkok). With its first series of rayon-blend clothing, the brand became a pioneer in the regional clothing industry. With its objective to capture the hearts of diversity, KHATAM's exponential growth over the years has garnered customers' loyalty from different races, backgrounds, and cultures.

As a brand committed to quality assurance, KHATAM ensures to provide the highest quality products for him, her, and everyone. KHATAM is committed to designing and making top-notch clothing to meet the aesthetic and cultural demands of the younger generations. All of KHATAM's products are designed to grant customers a complete experience of the brand, where comfort and style are combined with past ventures into present and generational influences. They also offer a wide selection of products for all demographics and variety of styles for special occasions such as Eid al-Fitr and Eid al-Adha.

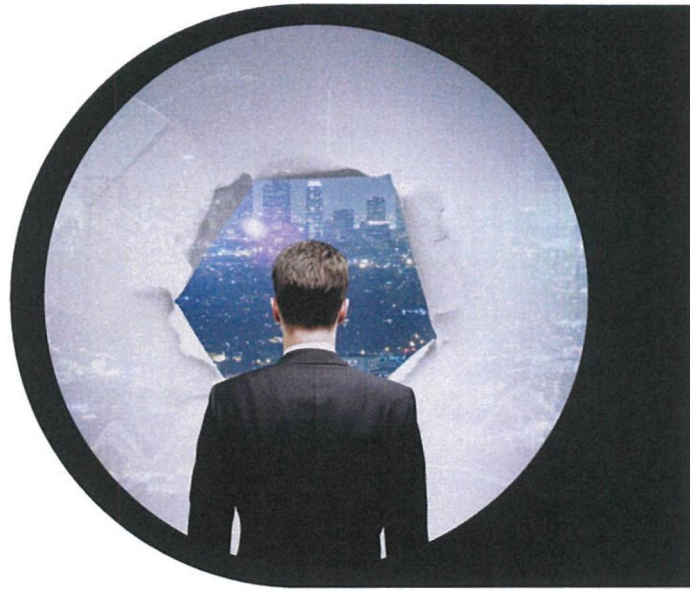
KHATAM has become one of the leading companies in the festive apparel industry with their traditional stylish preferences in clothing. Recognizing the value of diversity and inclusion, KHATAM designs and manufacturers clothing that accommodates different styles, sizes and preferences. By understanding the unique designs and original pieces of clothing and accessories, KHATAM has influenced people to understand the fashion trend and styles that they have created to bring customers satisfaction for everyone.

Since its inception, KHATAM has been committed to preserving cultural heritage in order to uphold vibrant traditions that serve the needs of Malay cultural heritage. In addition, KHATAM has experienced exponential growth over the years, winning over patronage from people of various racial, ethnic, and cultural backgrounds with the aim of winning over diverse hearts in the country and abroad. KHATAM has now opened six branches include KL East Mall, The Curve, Eco Ardence, Bangi, Plaza Angsana, and Kota Bharu.

Vision And Mission

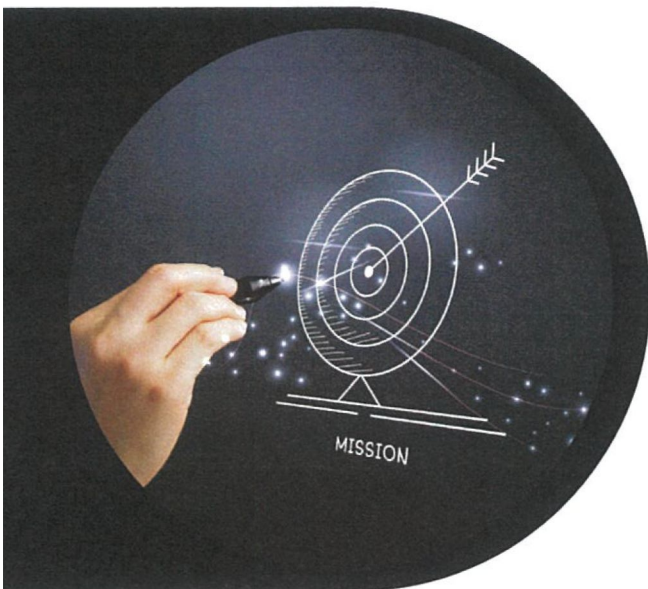
Vision

At KHATAM, our vision is to be a globally recognized brand that represents stylish modest apparel with comfort and simplicity. As the company has developed through the years, we have garnered attention from customers of diverse background, creating a community that appreciates our unique approach to fashion.



Mission

At KHATAM, our mission is to provide contemporary clothing that caters to the aesthetic and cultural needs of the new generation of modesty. We strive to create fashion-forward and stylish apparel that reflects the values and preferences of individuals seeking modest clothing options.



Organizational Chart

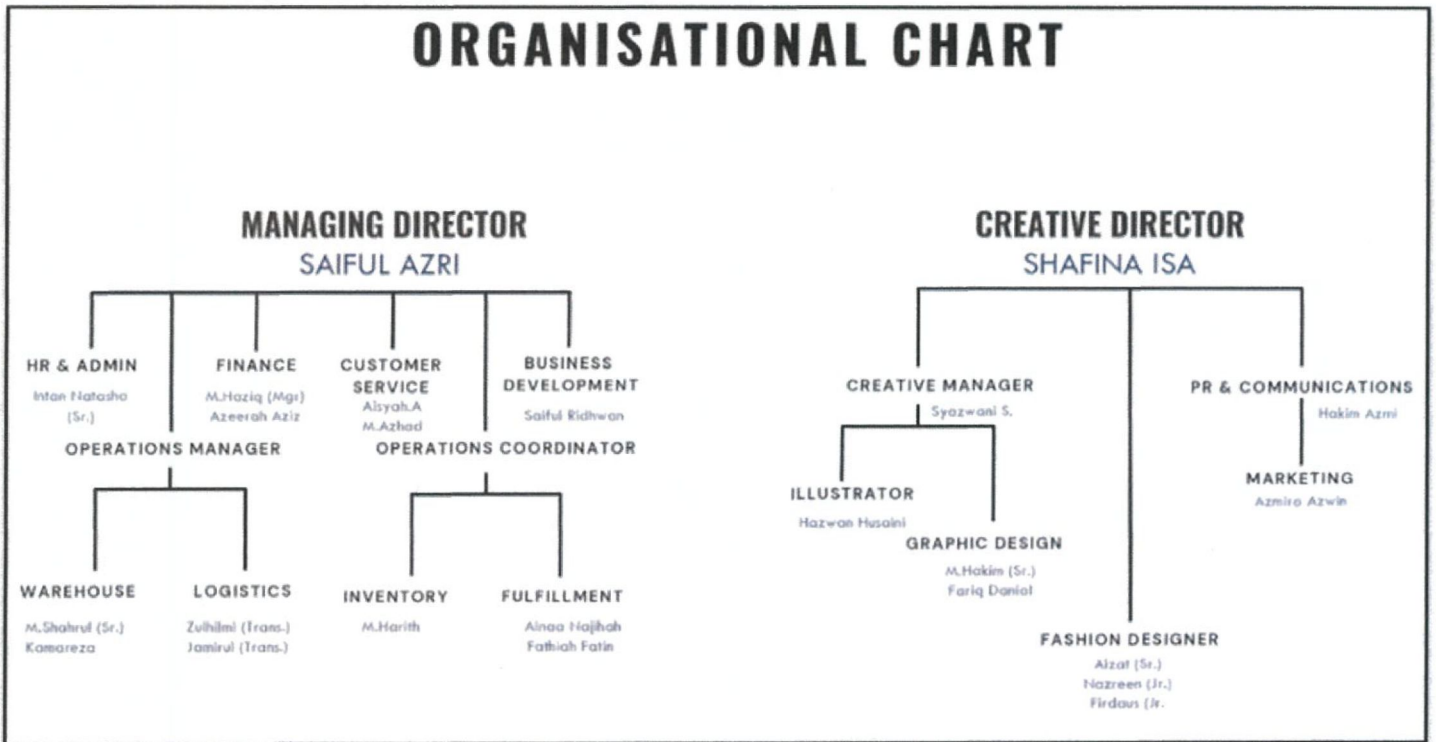


Figure 1.1 Organisational Chart of KHATAM



At KHATAM, we are team players who support each other through learning and winning together. We aspire to work smart and win hard in achieving the company's goals through team spirit and walking through obstacles ahead of us as one.

KHATAM Clothing

PATAWALI SERIES

Patawali Series has been KHATAM's best seller since 2016 for its quality and has gained popularity among other collections. The series returns exclusively in 2023 with a new line of wider diverse colors for tops, Baju Melayu Teluk Belanga, Baju Melayu Cekak Musang and Kurung Kedah. KHATAM has expanded the series with 32 colors throughout the years. Due to the breathable trait in Rayon and its plant-based material, this allows Patawali to require less ironing, less hassle while providing the ideal cooling experience to create the perfect modern fit silhouette as style it. With Patawali, KHATAM aims to heighten modern attire with the essence of reimagining traditionalism that represents the personality of the wearer while upholding comfort as our focus.



TANUN SERIES

Tanun series is inspired by the Malay word tenunan that means weaving, is what Tanun embodies. The intricate color combination of the weaving gives a sleek traditional look made to create a feeling of airy, cool and comfort as motion through in this piece during day-to-day or festive occasions. It comes with four different colors such as biru telang (blue), kuning gading (light yellow), merah jernang (red), and kuning layang (yellow).



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LAJOR SERIES

Lajor series are inspired by the pelikat motives that can be seen in men's wear. Lajor is heavily filled with the geometrical lines with blocks of color to create a unique vintage yet contemporary feel on the wearer. Dark blue, sand beige, forest green, and dark brown colors has offered a fresh look for the wearer on the traditional clothing. This series was known for its comfort and durability, cotton is a natural fiber that comes from the seedpod of the cotton plant. This creates a soft and breathable fabric that is perfect for warm climates and for people with sensitive skin. In addition, the quarter-sleeved top design of Lajor is a practical yet stylish with a round neckline and wooden button. It ensures that the outfit is suitable for a range of occasions, from casual outings to special events.



NADIM SERIES

Nadim is inspired by the Teluk Belanga design with heavy influence from the soft textured fabric to complete a look of sleek masculinity. The Top is made to create a feeling airy, cool and comfort as you motion through in this piece during your day-to-day or festive occasions. The Nadim series provides a modern twist on traditional styles, as this can help to make traditional clothing more accessible and appealing to younger generations who may be looking for something that is both stylish and culturally meaningful.

MANSOOR SERIES

Mansoor series represents the idea of minimal through the combination of plain and patterns in Baju Melayu Teluk Belanga, Kurta Top and Baju Kebaya with the best comfort for you. Mansoor Top comes in the style of Kurta Top that is designed for Men and Boys through the touch of cotton fabric for a comfortable wearing experience. Meanwhile, Mansoor Baju Melayu is tailored in Baju Melayu Teluk Belanga for both men and boys which is made from Tencel-Linen for a breathable feel that naturally drapes on the wearer. KHATAM also added Sampin collection for this series and gives a complete look to Mansoor Plain set style mainly for men. Sampin Checkered for Men is available in 2.1 meters and Boys in Size 1 & 2. With the cross sequence of plain and checkered style of Mansoor, the Baju Kebaya Mansoor gives a classic modern look for women and girls.



GANDARUSA SERIES

Gandarusa makes its comeback in 2023 with new fresh colours for Baju Melayu Teluk Belanga and Top, guaranteeing the best comfort for the day. With Rayon as a part of the material with Polyester, this allows the ideal cooling experience to create the perfect breathable fit. The addition of two front pockets adds a practical touch to the outfit. This series offers midnight black color, samor red, shadow grey, tawny brown, and ash grey color for men.



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RENONG SERIES

KHATAM introduces a new initiative for a sustainable garment experience using Tencel, as new eco-friendly fabric that is engineered with environmental responsibility as basis to remain aligned with the green approach. KHATAM Tencel is intended to provide a long-lasting softness that drapes aesthetically. This series is made to bring comforts through instilling luxurious appeal on the wearer. They key feature of the Renong series is the long-sleeved top, designed to provide both fashion-forward aesthetics and practicality. It offers for men and women in ungu, nilakandi, sogu, and nusa.



MAHARAJA SERIES

Making its regal comeback from 2019, Maharaja is back in 2023 with four new colors include hitam, rimba, jerau, and kayu for both Men & Women to revive a luxurious appeal. This series is inspired by Teluk Belanga with a long-sleeved top. The lightweight feeling of the fabric also adds to the comfort level, making the Maharaja collection a great choice for those looking for a practical yet elegant piece of traditional clothing.

KHATAM Accessories

Artisan

SAMPIN

KHATAM presents own ready-to-wear Sampin collection in different colors as a complementary look to perfect Baju Melayu styling. Brocade for one of the sampin's design is made through weaving techniques with raised designs that are made with colored thread. Sampin sets are available in two different sizes with 2.3 meters and 1.7 meters. It comes out with four different colors include black, diamond gold, gold, and silver.

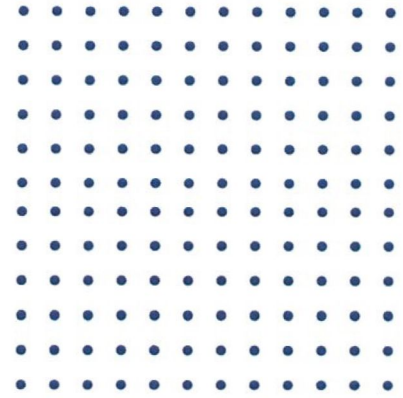


BUTANG BAJU MELAYU

KHATAM's Butang Baju Melayu are known as Artisan indicates the accessories collection of handcrafted and custom-made products with a twist of modern-traditional fuse. KHATAM introducing to their new collection of engraved buttons that are alloy-made with 10 different colors such as coffee brown, rose pink, sand beige, admiral blue and more.



Training's Reflection

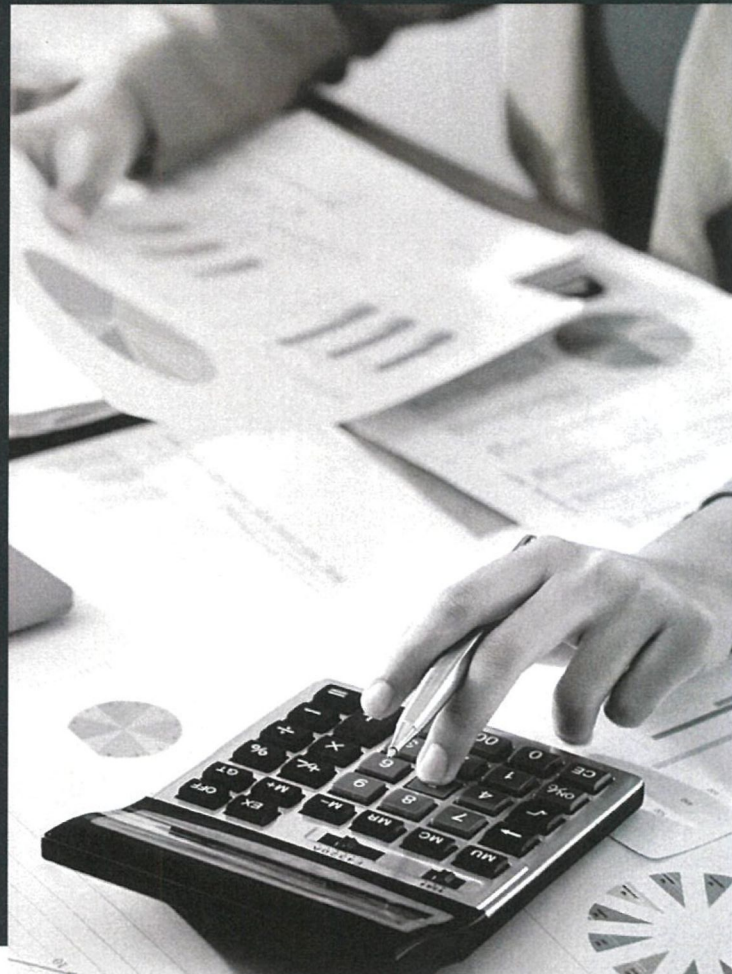


DURATION

I started my internship according to the official duration given by the university for 24 weeks starting from the 1st of March 2023 until 15th August 2023. I worked at the office from Monday to Friday and the working hours are from 9 a.m. to 5 p.m. as assigned by the company. Also, we were given an hour for a lunch break and prayers for Muslims from 1 pm to 2 pm.

DEPARTMENT

I was assigned under account and finance department together with Mr. Haziq Rizzuan, Finance Manager as my supervisor and Mrs, Azeerah, Account Assistant of KHATAM Festive Sdn. Bhd. Approximately, my department has a total of 6 employees including myself and other trainees as well. My department's main responsibilities are involved with data entry for transaction, sales, bank statements and other tasks related. Being assigned into this department has given me the opportunity to put into practice for most that I have studied during my years in university as it was closely related to my major in Finance. To be simply put, Mrs, Azeerah has helped and guided myself and other trainees to follow the right steps or process in working with the department.

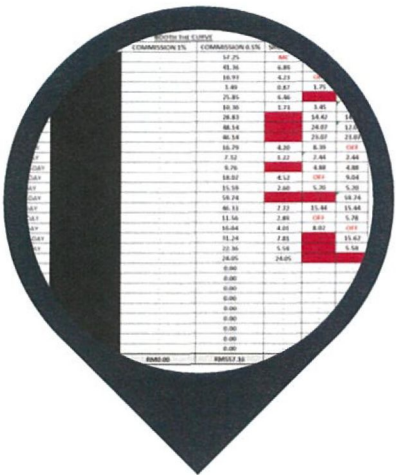


Tasks and Responsibilities



01 Update and arrange all accounting records in the system

I was responsible to key-in data into accounting system such as MYOB and SQL for every transaction that has been made. For example, to record any transactions, I was required to know what the journal entry for each of the transactions. This can be seen in recording expenses transactions whereby the printing & stationery should fall under office expenses. Furthermore, for every payment made by the Finance Manager or company, I need to create a payment voucher and print out to keep in the files.



02 Prepare staff commission in Microsoft Excel

I was given a task to prepare and calculate staff commission for every boutique. The template for staff commission were given by Mrs. Azeerah and I need to calculate and ensure all the staffs receive the right amount of the total commission. Not only that, for every boutique's staff has different percent of staff commission according to the length of service to the company.



03 Keep track boutique sales for record purposes

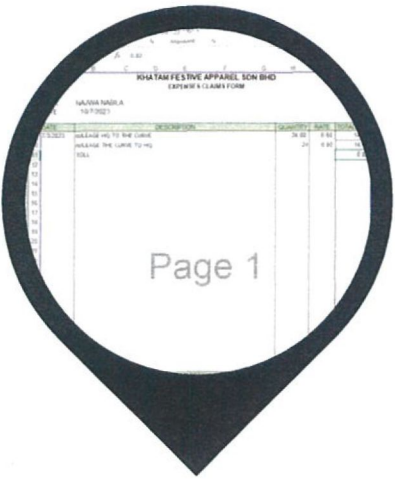
In addition, my task was to keep track of boutique sales for every month into the Excel. I was required to refer in the Shopify system for their sales by all the payments made. For example, at Kelantan Boutique, customers have paid through Touch 'n Go payments and need to record in the excel to get the total sales for the boutiques.

Tasks and Responsibilities



04 Reconciling financial statements

Every end-of-the-month, I was required to download all bank statements to update the accounting records for all transactions involved. I need to ensure that all bank transactions were in the right account. For instance, there were CDM cash deposit transactions into the bank, and I was required to track which boutique made the transaction on that specific date based on the tracking sales in Excel.



05 Prepare staff claim

To prepare a staff claim, the employee typically needs to provide supporting documentation such as receipts or invoices for a variety of expense. For instance, travel expenses (e.g., toll and parking), printing expenses, meals, and entertainment expenses. In the claim form, it requires to specify the date, type of expense, and the amount of expense. Once I have completed the claim form, it will be reviewed by Mr. Haziq, Finance Manager and he will pay the amount to the employee.



Benefits of Internship



Allowance and paid annual leave

KHATAM provides monthly allowance RM650 for all trainees. In addition, we were given 5 days paid annual leave for 6 months' duration of internship. However, if the internship duration is less than 6 months, 5 days paid annual leave will be given by the company.



Time Management Skills

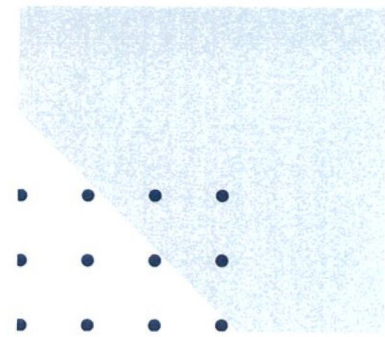
Time management is very important skills specially to meet the datelines for every task that I have assigned. To manage my time, I would set up my strategies by putting the priority work at the top of my list. Therefore, I would know my top priorities and help me to finish before meet the actual datelines. Not only that, but I can also discuss with my manager if any amendment is needed. This way can also help me to reduce stress and work more efficiently.



Interpersonal Skills

My interpersonal skills have been improved as it requires me to effectively communicate within individuals or group to avoid misunderstanding. For instance, I would have to communicate with other department to inquiries work matters. Working in this commercial industry requires me a lot of communication for most of the time. Also, it requires me to keep myself open to any feedback or discussion because working with different people or department has a different work style.

Benefits of Internship



Critical Thinking and Problem Solving

I learned how to respond effectively to any issue or situation I faced. If the situation seems cannot be solved myself, I will ask my teams to help and examine the issues from various angles. Not only that, but I would also always ask for confirmation from my superior for any questions that arise that needed me to understand to do make things right in working with the department. This has helped me to critically provide a creative solution to work challenges.



Software Education

I have learned two software for accounting system such as MYOB and SQL Software. I have been given a great opportunity to learn software since I did not learn this during my studies at the university. This has helped me to become more capable in software skills. Both systems are easier to understand and easy to use for accounting records. When there is confusion regarding the system or how to record, I would always ask Mr. Haziq or Mrs. Azeerah to assist me. Eventually I became more familiar with the system. Therefore, I am more careful every time I operate the system so that no errors occur.



SWOT Analysis



Strengths

- Diverse Product Range
- Quality and Craftmanship

Weaknesses

- Short Product Life Cycle
- Seasonal Demand

Opportunities

- E-commerce Expansion
- Collaborations and Partnerships

Threats

- Intense Competition
- Economic Factors

Strength Analysis

DISCUSSION

DIVERSE PRODUCT RANGE

The company offers a wide range of Baju Melayu and Baju Kurung designs, catering to different customer preferences and occasions. This diversity helps in targeting a larger customer base in the domestic area and abroad of the country such as Singapore and Brunei customers. Product diversification can help the company to stay ahead in this apparel industry especially with the fast-moving fashion trends in the 21st century.

QUALITY AND CRAFTMANSHIP

KHATAM is known for its high-quality materials and excellent craftsmanship, which sets their products apart from competitors and enhances customer satisfaction. Not only that, but the quality of the product can also meet customers' expectations. In fact, according to a study conducted by Nielson, it was found that 70% of consumers are willing to pay more for a product from a trustee brand (Nielsen, 2012). Most of the customers prefer KHATAM's product in terms of their materials and fabrics based on the reviews on the website.

RECOMMENDATION



CREATE A CONTEST OR GIVEAWAYS

With a diverse product range, KHATAM needs to create a contest to customers who have purchased the products. For example, the participants must upload a photo of themselves on Instagram. This would encourage the customers to get creative by wearing the products in a creative way or a posing a picture. This will benefit a company because it can build a good relationship with customers in social media platform (Lee, 2022).



EXPLORE SUSTAINABLE MATERIALS

In addition, KHATAM can explore the use of sustainable material in its manufacturing process for all products. Sustainable fashion brands that use material and practices that minimize their impact on the planet, while also ensuring fair and safe working conditions for their employees (Marshall, 2022). This may include sourcing organic or recycled fabrics, adopting environmentally friendly dyeing and printing methods, and reducing the use of harmful chemicals.



Weaknesses Analysis

DISCUSSION

RECOMMENDATION

SHORT PRODUCT LIFE CYCLE

Trends in festive clothing are subject to rapid fluctuation, therefore business must be able to consistently generate new ideas and designs. They need to keep up with the trends based on preferences, and other factors. Also, the demand for festive clothing only happens during the festive seasons such as Eid Fitr. However, in the short product life cycle this will incur a lot of costs and be time-consuming. This will lead to errors and delays in producing products.

SEASONAL DEMAND

Baju Melayu and Baju Kurung are primarily worn during festive seasons and special occasions, resulting in a fluctuating demand throughout the year. It is because of the demand for its product are the highest during festive season which is in Eid Al-Fitr and Eid Adha festival for Muslims people. This can pose challenges in maintaining consistent sales as it can make it difficult to achieve business goals. Also, the company needs to ensure that they can survive the lean times (Taylor, 2022).



OFFER BUNDLED PACKAGES

KHATAM should offer bundled packages, discounts to encourage customers to purchase more products in single purchases, which would increase the average order value (Kesavan, n.d.). For instance, include Baju Melayu with buttons, songkok, and sampin as a bundle. Also, they can apply mix-and-match bundles such as Baju Kurung and Baju Melayu for RM400. It is a great way to encourage customers to buy more products without forcing them.



DEVELOP NEW PRODUCTS WITH YEAR-ROUND DEMAND

KHATAM can develop new products with year-round demand by selling headscarves for women who wears hijab. The demand for hijab is not only during the festive seasons but also a daily wear as a 'hijabis'. Not only that, women also can purchase a set of baju kurung pair with headscarves or hijab pin during festive and also non-festive seasons. This would not only increase the sales but also KHATAM able to maintain to its sales every day.

Opportunity Analysis

DISCUSSION

E-COMMERCE EXPANSION

With the rise of e-commerce, the company can leverage online platforms to reach a larger audience, both domestically and internationally, and increase sales without the need for physical store. Also, e-commerce helps the business sell their products at anywhere and anytime. In 2022, global retail e-commerce sales are projected to reach \$5 trillion for the first time, accounting for more than 20% of retail sales (Cramer-Flood, 2022).

COLLABORATIONS AND PARTNERHSIPS

Companies should take business collaborations as an opportunity to grow their company by sharing ideas, resources, and expertise which lead to the creation of new products and services or with the innovation of existing products (Garvie, 2022). For instance, collaborating with fashion influencers, designers, or other popular brands can help company enhance its brand image and attract new customers.

RECOMMENDATION



OFFER EXCELLENT CUSTOMER SERVICES

KHATAM needs to offer excellent customer services because customers are more likely to repurchase from companies with good services (Amaresan, 2023). For example, to expand e-commerce KHATAM can apply service robots which can help businesses improve their customer service efficiency and effectiveness. Investing in an intuitive and user-friendly online shopping experience will contribute to customer satisfaction.



FORM A STRATEGIC PARTNERSHIPS

KHATAM should form a strategic partnership or collaborating with fashion bloggers, or industry experts which can help promote the products. For instance, a collaboration with Zalora can create a sense of exclusivity and excitement to consumers which can increase engagement. Also, KHATAM's products can be added in Zalora platform for shopping experience. Exploring collaborations with local designers can also result in limited-edition products (Gregory, 2022).

Threats Analysis

DISCUSSION

INTENSE COMPETITION

The clothing is highly competitive, with numerous established brands and emerging competitors. KHATAM faces the risk of losing market share to competitors who offer similar products at lower prices or with aggressive marketing strategies (Ekhande, 2017). Not only that, the customers are also able to choose more appealing design and better quality to fulfill their needs and wants. Therefore, brands will tend to release more new products in a shorter time due to the intense competition between the companies.

ECONOMIC FACTORS

Economic factors such as a decrease in consumer spending will affect the business as it can reduce the sales of products. Businesses will still have fewer products and services because there the demand is getting slower which can lead to job losses and financial difficulties for business to bear the costs. For instance, it can affect the demand for clothing such as baju melayu and baju kurung.

RECOMMENDATION



MAKE A CONTINUOUS INNOVATION

Continuous innovation is crucial to stay relevant and maintain a competitive advantage. By staying updated on industry trends, KHATAM can introduce new products or collections that align with market demands. For instance, they can produce anti-sweat shirts which protects customers from looking sweaty from the inside out especially wearing the products in the hot weather in Malaysia. This will be automatically set the brand apart from competitors.



MONITOR INFLATION TRENDS

Inflation rates can impact the cost of raw materials and production. KHATAM should closely monitor inflation trends to adjust pricing strategies, manage costs effectively, and profitability. It also related with price sensitivity of buyer. If buyers are highly price-sensitive and have many alternatives available, they have more power to negotiate lower prices. However, if buyers are less sensitive to price and prioritize quality, brand reputation, or unique design, their bargaining power may be diminished.

CONCLUSION

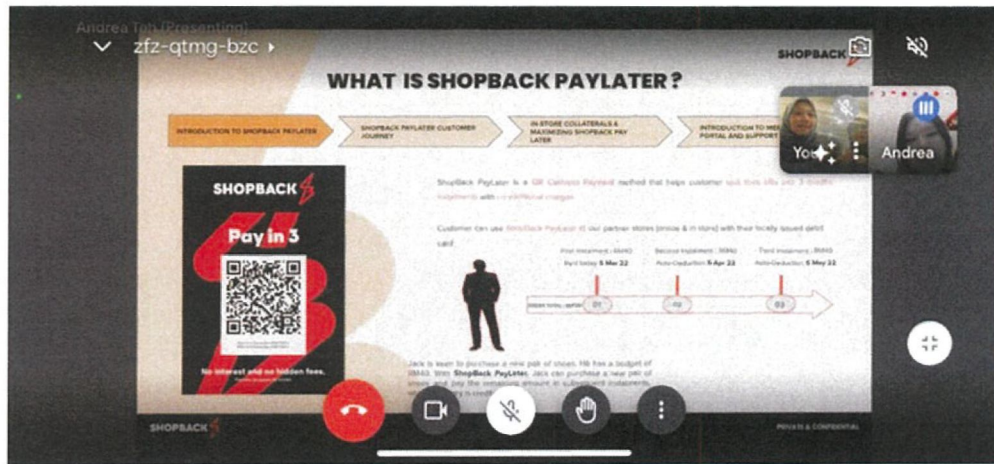
As a conclusion, I had gained knowledge and get comprehend everything altogether on 24 weeks of internship at KHATAM. Also, during my free time at work, I worked with other departments such as inventory to experience managing stocks and labelling price on tags other than doing finance and accounting works. This exposure has let myself to increase my personal development as I received feedback from the director to use my time during the internship in exploring every department in the company. I have found out my strength and weaknesses which still have lots to improve, and I also had the opportunity to meet incredible people here at KHATAM. This internship has allowed me to apply my theoretical knowledge in practice. Furthermore, a lot of tasks and works are different from has been learnt theoretically in Degree which has added my knowledge in accounting and finance. For 12 weeks I had enjoyed these experiences and challenges I had faced and thus, giving me a picture of working life so I can be ready mentally and physically before entering the work life. Also, I hope that with this knowledge and experienced that I have gained, I can apply it in my next career journey.

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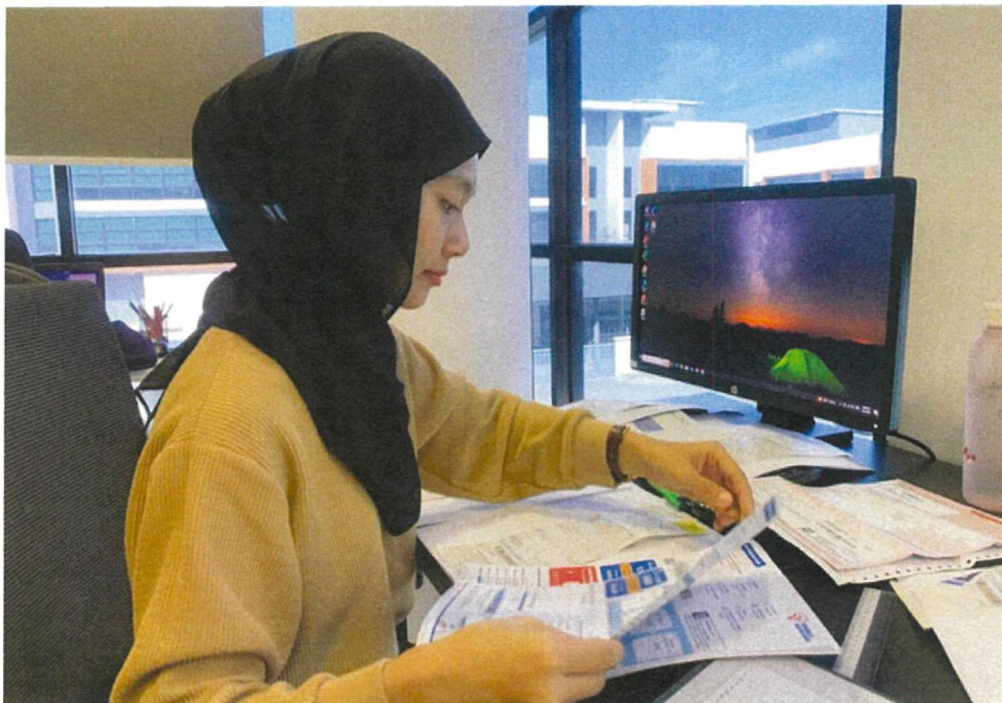
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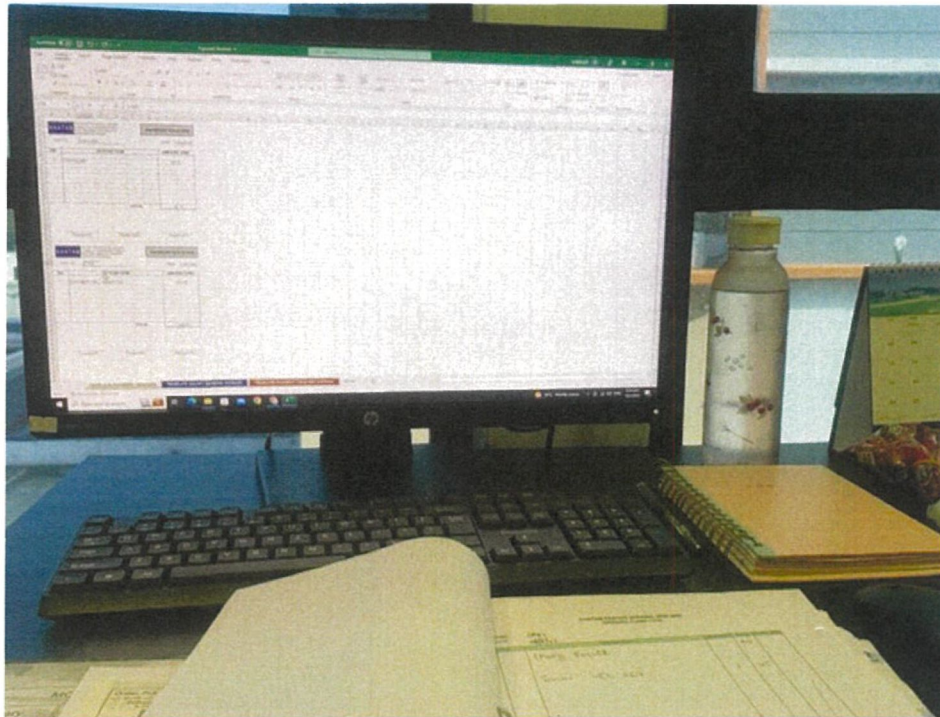
APPENDICES



Appendices 1: Meeting for Shopback payment method



Appendices 2: Sorting water and electricity bills by the latest date in the files



Appendices 3: Prepare a payment voucher for every payment made by the company



Appendices 4: Sorting the sales receipts by boutique



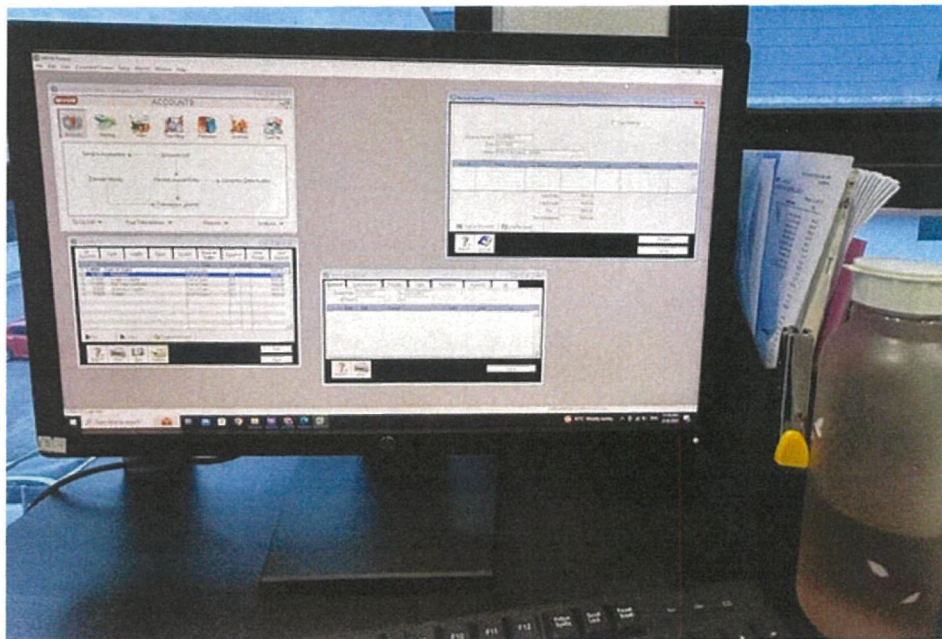
Appendices 5: Stock count on the availability products



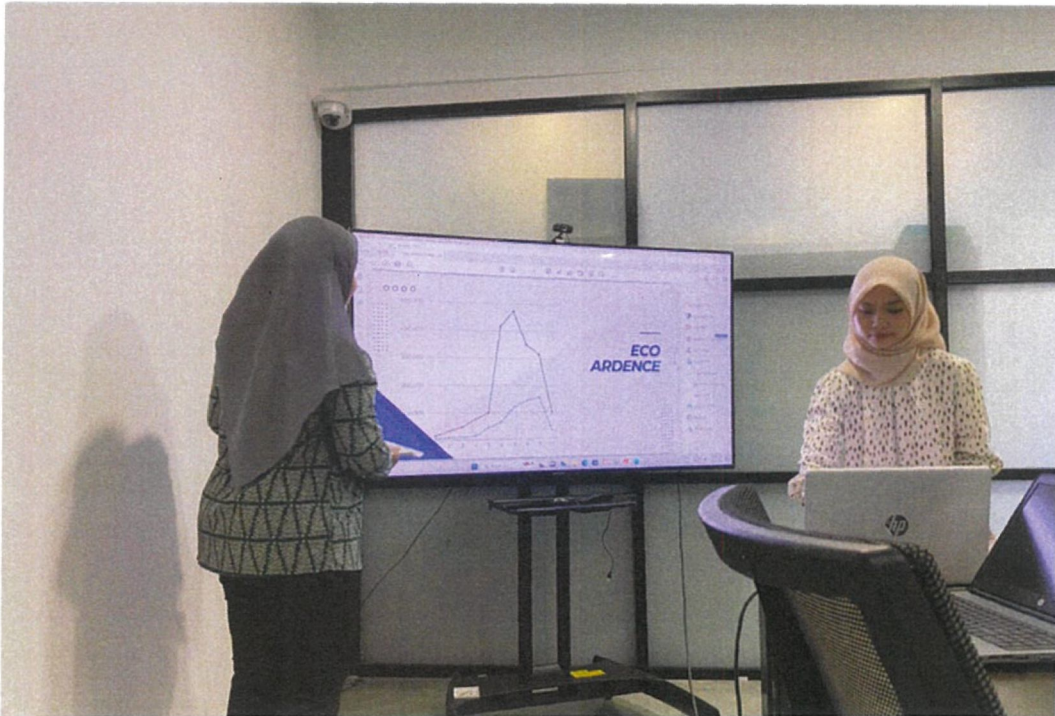
Appendices 6: Remind customers to pick up their orders



Appendices 7: Meeting with the account and finance department



Appendices 8: Record bank statement transactions in Myob accounting software



Appendices 9: Sales forecast and analysis presentation



Appendices 10: Visited Khatam's outlet at The Curve, Damansara