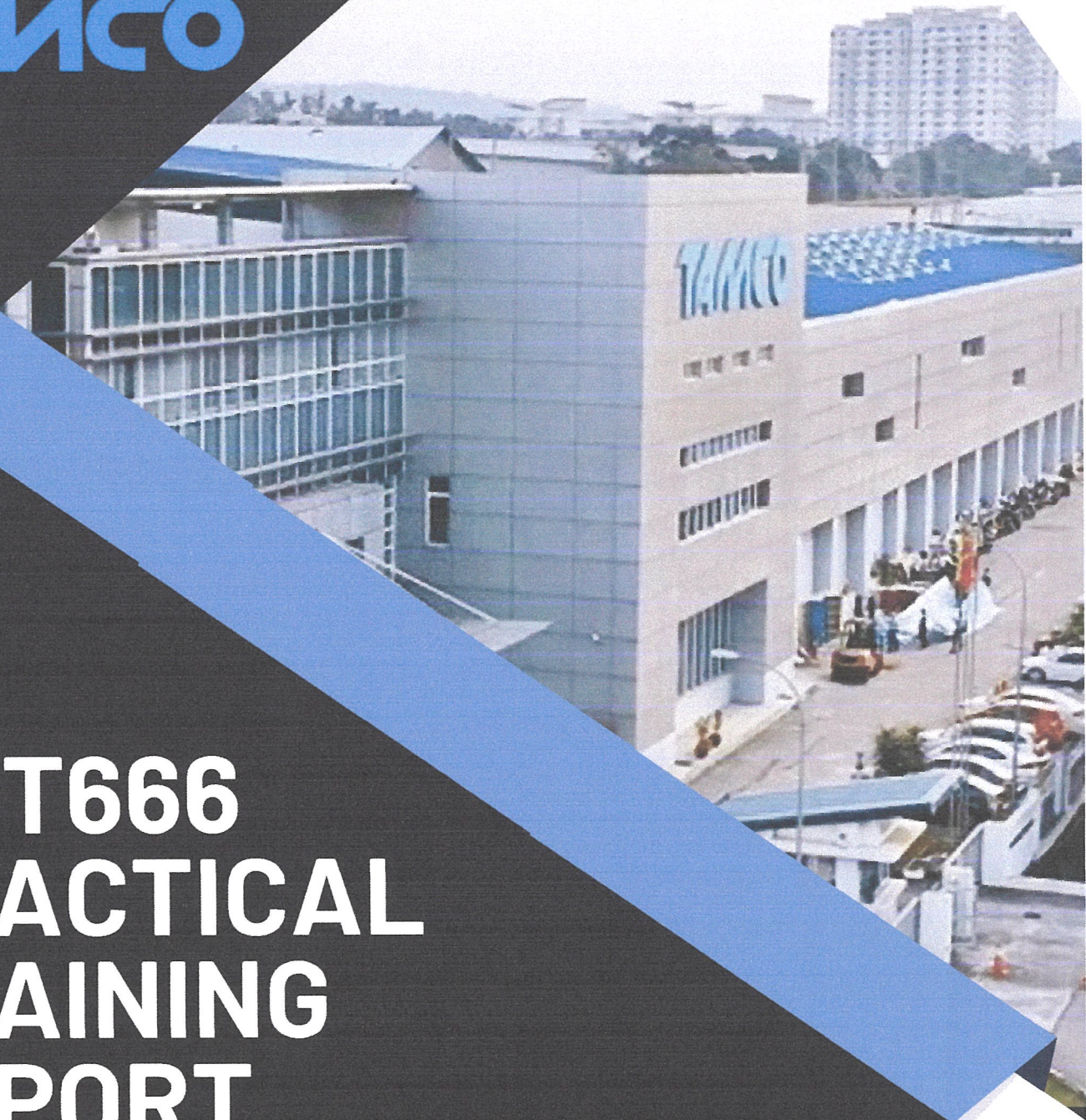


TAMCO

MGT666 PRACTICAL TRAINING REPORT

Prepared By:
Muhammad Farid
Bin Maneh
2020615374

2023



EXECUTIVE SUMMARY

The internship course is the final course for all undergraduate programs in the Faculty of Business and Management, according to the course calendar. An internship or on-the-job training in sectors linked to our academic degree and practical training ground for student to get real-world experience, Workplace skills, and a sense of responsibility in handling responsibilities given to them by the employer. It would improve the task-related knowledge, abilities and attitudes to make it success.

As a result, I have successfully finished this Industrial Training Report at the company I have worked for, Tamco Switchgear (Malaysia) Sdn. Bhd which is located in Seksyen 7 Shah Alam and part of the financial and administrative department. I started working for this organization in March 2023 because in my opinion, it is the ideal location to begin a career and enhance your talents. In order to meet all the needs of it's worker's professional and private lives, Tamco provides a comprehensive, market-competitive salary and benefits package. Depending on the situation and the function, this could change.

Tamco Switchgear (Malaysia) Sdn Bhd is an established manufacturer of medium and low voltage switchgear. To business and utilities I South-East Asia, the Middle East, Africa and other countries, Tamco Switchgear Malaysia provides electrical distribution and control solution in the medium and low voltage range. Tamco is a multi-ethnic company that focuses quality and after- sales service together with its own technologies to achieve business excellence and customer happiness.

To summarize, the conclusion of the SWOT Analysis component helps the reader to understand why the analysis should be relevant through analyzing positive and negative variables both inside and outside the company.

ACKNOWLEDGEMENT

Alhamdulillah, this Industrial Training Report (MGT666) would not have been done successfully without the assistance and guidance from all of the people who helped me to go throughout the process of completing and preparing this report. In order to prepare my report, I am eternally thankful to the assistance and guidance from some respected individuals that I needed to make sure this will be happen.

First of all, I want to tank Allah for giving me this change to complete this industrial training by working at Tamco Switchgear (Malaysia) Sdn Bhd in Shah Alam. The completion of this industrial training report and working at Tamco Switchgear (Malaysia) Sdn Bhd have brought me great pleasure. I would like to express my gratitude and appreciation to my beloved lecturer, En. Mohd Sufian Ab Kadir, for his excellent guidance and advice. I would also like to thank En, Mohd Sufian Ab Kadir for furnishing me with a good guideline for reporting while completing this project.

Next, I would like to express my gratitude to my company and my administrator, Miss Liew Chee Cheng, for giving me the opportunity to work at Tamco Switchgear (Malaysia) Sdn Bhd. I would also like to express my gratitude to my advisor and all staff members who have directly and indirectly guided me during my working journey. I am veritably thankful to them for the attitude and action that they have shown since the first day I started working .

Lastly, I apologize to all other unnamed individualities who supported me in colorful ways to complete this report, and I hope that this industrial training report can give me with fresh knowledge about the industrial world and data about how to become an entrepreneur in the future.

STUDENT'S PROFILE



**MUHAMMAD FARID BIN
MANEH**

PERSONAL SUMMARY

Bachelor Of Business Administration (HONS.) Finance from Universiti Teknologi Mara (UiTM). Well educate student in financial management in the company and aspired to contribute professionally environmental well-being.

COMPUTER SKILL

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

RECHNICAL SKILL

- Project management
- problem solving

EDUCATION

UNIVERSITI TEKNOLOGI MARA (UiTM) BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE
2020-2022

LATEST CGPA: 3.36

- provide direction and information to assist the organization's growth.
- Learning about financial instrument, financial management and corporate financial.
- Gain experience from the event or competition from the subject and also from lecture in finance administration
- Participate in all the program that university make to gain more experience in handling the program.
- Create networking with the lecture and new friend across the country.

MELAKA MATRICULATION COLLAGE
ACCOUNTING STREAM

2019-2020

CGPA: 3.00

- Accounting, Economics, Business Management, Accounting, and Mathematics for Accounting are the subjects that been taught
- Ability to solve problem that more about calculation and accounting
- Fast learning and can carry classmate in order to make sure classmate can learn too.
- Participate in the activity or volunteering that the collage make to gain experience in outside the collage.

SEKOLAH MENENGAH KEBANGSAAN AGAMA TUN PERAK
SIJIL PELAJARAN MALAYSIA

2018

GREDE: 2A 2A- 1B 1C+ 4C

- Learning in Accounting Science
- Can make a balance between financial accounting, science and also in Islamic course.
- Being a leader in the team in class in term of calculation and also in Islamic subject

JOB EXPERIENCE

MYDIN MELAKA HYPERMARKET (MLH),
MITC AYER KEROH, MELAKA
PART-TIME CASHIER
AUGUST 2022- NOVEMBER 2022

- Responsibility to accepting payment and also fast in finding solution on customer problem
- obeys rules, procedures, and policies to maintain a secure and organized workplace.
- Maintain physically and mentality in a difficult situation in term of financing.

MCDONALD BATU BERENDAM, MELAKA
FULL- TIME RIDER
MAY 2021-SEPTEMBER 2021

- responsible for making sure that the meal is delivered to the consumer in a timely manner
- smart in time management and well-versed in all the rules and regulations of the road
- Being responsible if there is a problem that happen while delivers the food.
- Learned how the F&B company manage their company wisely.

GRAB FOOD RIDER

FULL-TIME RIDER
MAY 2019- SEPTEMBER 2019

- easily to communicate with every type of community whether older or younger.
- Giving the best whatever the risk that happen.
- gain knowledge on how hard to become a success person in real live
- Find a networking between the company with the worker.

LEADERSHIP INVOLVEMENT

KOMANDER KESATRIA,
UITM BANDARAYA MELAKA
QUARTER MASTER
SEPTEMBER 2021- FEBRUARY 2022

- Being a leader in a squad and need to make sure that the squad is in a good form.
- Responsibility to make sure the squad have a complete set of uniform
- In charge of the equipment for the squad such as bat and hat
- Always to make sure the squad will listen to the command from the leader
- Being in charge for informing the leader order for the squad to do it.

TREASURE HUNT

EXCO TECHNICAL

- Prepare all the technical instrument when the event start such as microphone and lcd
- Supervise in the timing for the vip to use their pa system.
- Arrange the timing on music and also the lighting on stage.
- Make sure the timing of the program will be start and end right on time with the schedule

NUMBER ANALYSIS

EXCO TECHNICAL

- Prepare the audio in every room for the participant to present their analysis
- Be in charge on set up the layout in the room for participant to arrange their booth.
- Make sure the event run smoothly and the event run in time according to the schedule.
- Being the leader of exco technical to order the member team to do work.

REFERENCE

Nurhaslinda Hashim
Senior Lecturer/BA242 Coordinator



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COMPANY PROFILE

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Company Name : Tamco Switchgear (Malaysia) Sdn. Bhd.

Address : Sub Lot 24, Lot 16505, Jalan Keluli 1, Kawasan Perindustrian Bukit Raja, Seksyen 7, 40802, Shah Alam, Selangor.

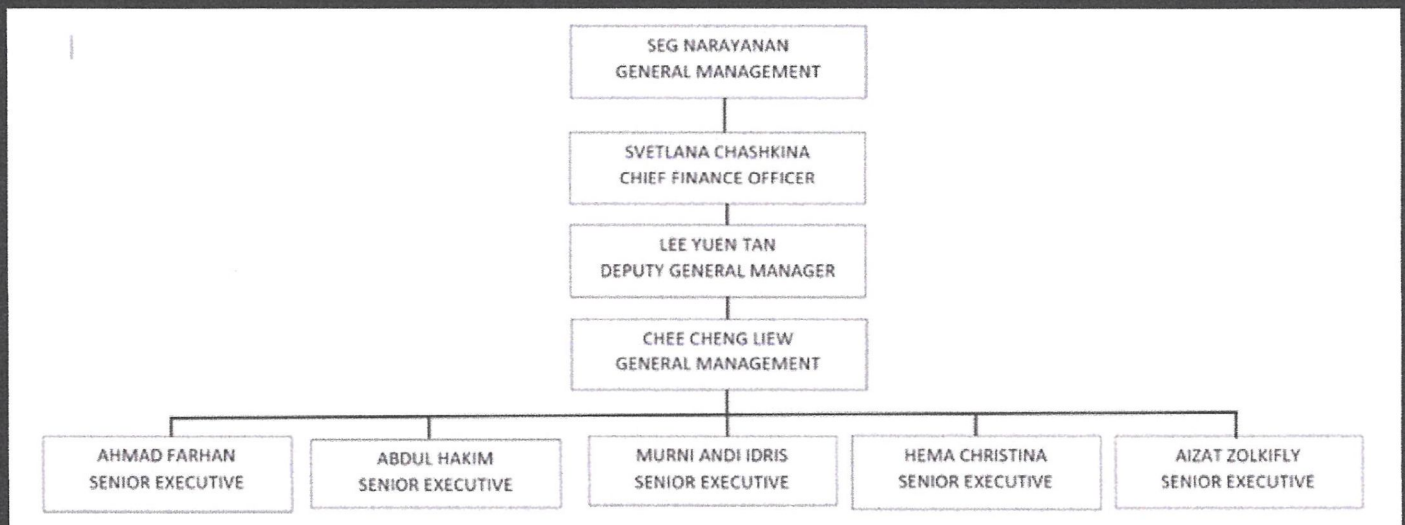
Operation Hour : 8.00 a.m. – 5.00 p.m.

Vision : Be the forefront of the power distribution business by providing world-class products and solutions through technological and strategic business.

Mission : Develop new product and services through innovative technology and also develop highly dedicated, skilled and innovative workforce through plan training and development programmes and encouraging creativity.

Objective : Tamco become the largest supplier of medium voltage electrical distribution solution in the world.

ORGANIZATION/DEPARTMENT CHART



PRODUCT / SERVICE

 <p>VH1H 12/17.5kV 630A...4200A upto 40/50kA</p>	 <p>VH1D 12kV DBB 630A...3150A upto 40kA</p>	 <p>VH1H-S 12kV 800A...1350A 31.5kA AIS</p>	 <p>VH1F 12kV 630A...2000A 25kA Fixed VCB</p>
 <p>VH2 24kV 630A...2000A 25/31.5kA</p>	 <p>VH3/VH3D 36/40.5kV 630A...2000A 25/31.5kA</p>		

 <p>GV1N 12kV 630A...2000A 25kA</p>	 <p>GV3/GV3D 36kV 630A...2500A 25/31.5/40kA</p>	 <p>GV3N 36kV 630A...2500A 25/31.5kA</p>
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 <p>GR1 12kV 630A 20kA</p>	 <p>GR2L 24kV 630A 21kA</p>
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Service

• Product Related Training

Tamco has produce a lot switchgear in this short of time. Not only that, they also have the special prosedur and step to make sure the machine can be build and run nicely when it been delivered to the customer. In that period of time, will be competitor that already want to learned about their technology. So Tamco decided to make product related training for those company that want to learn how to handle the machine. This also can generate income for the company because they need to pay for what they study and also this give Tamco advantage on build networking among them.

• Specialised Training Courses

Specialised Training Courses is an inisiative from Tamco to generate more new talent to handle and run their company. This specialised training courses is general and not only work for the production but also for the staff side. This include trining for sales, purchasing, finance and management. Tamco structure their specialised training courses with a lot of programme such as provide internship for those student that want to find placement for them and also the company create Tamco Trainee Programme that they hire a large number of worker from everyone that want a job and also want experience on working in switchgear industry.

• Consultancy

Most of the Tamco customer does not know about how to maintain the machine. Althought if they know it, it totally different machine that need to be handle compare to another switchgear company product. So to make sure that their customer does not spend more money for not reasonable matter abaout the machine, Tamco provice consultancy to those who handle their switchgear department. They will know how to maintain the machine and also know how to do if there is small insident happen with the product.

• After-sales Services

After the sales have been make, Tamco most likely give a after-sales services to their customer to make sure their product is in good condition. The company mostly give the technical service and also if there anything happen to the machine after the installment happen. This mean that not only Tamco focus on sales but they also more focusing on giving the best experience product to their customer. This will make they more belive with our service and also feel confertable with all the experience that have been given.



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3.0

SWOT ANALYSIS

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SWOT ANALYSIS

SWOT Analysis

Strengths

- Strong brand recognition
- High quality system development
- Punctuality of payment
- Organize event for the staff

Weaknesses

- Low of teamwork
- Poor productivity
- Lack of marketing
- Less trust

Opportunities

- Easy to compete
- Increase country's economy by selling to international
- Create good technology for future use
- Make good networking with supplier

Threats

- Rival of competitors
- Fluctuation in price
- Change in technology
- Change in taste and preferences

STRENGTH

STRONG BRAND RECOGNATION

As we know, Tamco is the one of the largest established manufacturer of medium and low voltage switchgear in this country. They incorporated in 1966 to success supplying switchgear and other electrical equipment. When it comes to products, Tamco started as a producer of low voltage switchboards. The company began producing medium voltage switchgear in Malaysia for the first time in the early 1970s. Over 85% of the business's current output is medium voltage equipment. Significant efforts have been made to create locally a variety of parts that were previously imported since the late 1980s (*Zenwa, 2022*). Local R&D was also highlighted at the time because it was expected that the corporation would no longer be able to depend just on licensing foreign technologies. Today, Tamco stands out significantly among regional participants in the sector as the largest switchgear manufacturer in South East Asia (*Tamco, 2023*).

RECOMMENDATION

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- Tamco needs to make sure that they can maintain reputation and name of the company. If they do that, this will make sure that the company can secure and will not have any problem to gain new networking inside and outside the country. With strong brand name can make Tamco more progressive and advanced in the future.
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STRENGTH

HIGH QUALITY SYSTEM DEVELOPMENT

Tamco Switchgear Malaysia Sdn. Bhd. Using one of the best France system to run the company which is SAP System. This system combine all the department from production until the management department and have been provide form Schneider Electric (*Electric S, 2023*). This system is easy to be learn and it also can be access from one computer to another computer. SAP System can be one of big reason why Tamco can move faster and make right decision with this system.

RECOMMENDATION

Tamco need to study more about SAP System because there is a lot of things that can be don using this System. Not only that, this system can also can give benefit not only for the company but also for the supplier itself and all.

STRENGTH

PANTUALITY OF PAYMENT

Tamco Switchgear (Malaysia) Sdn Bhd always punctual in term on paying supplier goods. This is because in order to get must more cheaper goods from supplier, pay on time is one of the way to get it. Most of the supplier will give a lot of discount for their customer if they pay on time and this will give Tamco big opportunities to have a good and cheap price from their product.

RECOMMENDATION

Build relationship

With good record on pay supplier goods can gain their trust on buying product form them. Not only that, the important on having good relationship is to make sure that the can agree to give us permission to buy more product form them because they know that we will pay them on time everytime.

STRENGTH

ORGANIZE EVENT FOR THE STAFF

Most of the time, Tamco more likely organize a big event for their staff to make sure that the management and staff can work together and can know each other more closely. For example, every 3 month Tamco will gather all the staff for Townhall in Tamco Hall for the management to tell about Tamco performance for the last 3 month. This will give the worker information about how much the profit that Tamco gain from their hardwork effort.

RECOMMENDATION

● Increase information

● Most of the event that have been organize have been done to spread the information to the staff. It can make sure that all the information that have been given will be inform to all the staff without no one left behind. All the information is important for the staff and management to move forward in the future.

LOW OF TEAMWORK

In this company, there is a lot of department that connect to each other to make sure the business can run smoothly. But the major problem that affects among the employee for all department are lack of teamwork among department. This occurs because of low communication among worker from another department with another department on solving problem. If this problem keep happening, this will lead to the lost of trust between all team member and can cause confusion between workers (*Kumari, 2019*). Low of teamwork among department also can be attribute because unnecessary helps from other department. This can cause a lot of leader from all the department because they think that they are the best among the best form another.

WEAKNESS

RECOMMENDATION

Discuss Among The Department Leader

Discussion among the department leader can lead to solving problems. This is because everyone can restructure their vision and mission in line with Tamco policy and this is important to make sure that the company will always moving forward.

TRAINING'S REFLECTION

My industrial training started on 1 March 2023 until 15 August 2023. My working day is from Monday to Friday, While working hours is from 8.00 a.m. to 6.00 p.m. During this 24-week period, I wa assigned to Finance Department and I works as an intern for Finance team that responsibility for payment to suplier and receiving payment from customer.

Roles, Responsibilities, and Assignments

- Learning how to using SAP system

As a worker of Tamco Switchgear, SAP system is on of the most import system need to be master to make sure all the work can run smoothly. This system need to monitor always to ensure all the purchase and sell balance and not over purchase or over sales.

• Key-in Invoice and Delivery Order

Our first task is to collect all the invoice and delivery order that have been sent to the company. We need to find the same number of invoice and delivery order to guaranteed that the order is similer with item that arrive to the company. This also important for the management to track the flow of the item for them to process the next step.

• Making payment for supplier

Every month, my supervisor will give a list of supplier for us to prepare payment and we need to fnd all of the Invoice and Delivery Order that have been key in in SAP System. This will make sure the payment will be easier and quicker. Not only that, this can ensure that there will no mistake that can be happen.

• Study on how to make filing

After the payment have made, all the transection need to number it with PV number. I need to arrange the PV that have been put and sequence it from lower to higher. This is important for us to track the transection if it have been payed or not. PV number also important for the auditor to check wherever the payment have been record in their record.

TRAINING'S REFLECTION

Benefites and Experience Gained

At Tamco, I was provided with my own working space and several accommodations such as computer, free parking for staff and allowance. As an internship, the allowance that have been provided, I receive amounted RM500 per month and it more than enough as an intern while gaining knowledge and experience during my internship training.

During twenty-four weeks of internship, I have gained a lot of experiences and accumulated new knowledge through every task that had been given to me. My supervisor, Ms Liew encouraged me to do various task in finance department. I leard how to handle finance task that need me to focus and always give the best to the job. I need to make sure that all the document from supplier need to be key-in with right information for the company to check in the future. This is the most important and challenging assignment across experience and I able to sharpen my skill in different areas.

During last day of every month, all finance department needs to have a meeting to discuss about problem that happen inside and outside the department. Sometime the problem that happen in Tamco such as payment is not just finance department only. But it aslo can come from puchasing or sales department that late to send the item purchaser document to the finance department. This things can crash the community relationship and can make the situation become not healty. Monthly meeting can help the finance department to run the job smoothly without any problem at all. For me, this was the best opportunity for me to know how profesional meeting happen and a lot of input that I get every time I join the meeting.

The most important benefit and experience that i gained is on how to use SAP system. This system is from Germany that mostly of big company using it everyday. This system connect all the department and can be monitor by the management only. From this we can know how much purchasing department purchase new item from supplier and also this can make us easier to prepare the payment in every month. From learning SAP system can give me advantage because in the future, this experience can be use and also can give me credit in my study.

POOR PRODUCTIVITY

There is a lot of worker that work in operation department and it lead to the unperfect work on the product. Not only that, most of the production people is foreigner worker and most of them work everyday. This also lead to unperfect work because they does not know the culture of the working and work with their own mind.

WEAKNESS

- **RECOMMENDATION**

- **CREAT RULE AND REGULATION**

- The company should increase their rules and regulation in order to make a perfect work. This is because to enhance any problem to the worker and also need to make sure that they work in line with the task given.

LACK OF MARKETING

One of the big problem that need to be solve by tamco team is on how to market their product to the public. The company cannot market their product to anyone because their product based on huge amount of order and not only that, the product need to be conducted with professional people in the company.

WEAKNESS

• RECOMMENDATION

• KNOW TARGET MARKET

- For company like Tamco need to know their target market to make sure there are on the right track in these switchgear company. TNB and factory is one of the example of target market that they need to take advantage to make sure that they will become Tamco' customer.

LESS TRUST

Tamco always focus on get low cost of goods with high quality. This lead Tamco to find new supplier for their goods for the product. To gain trust from new supplier will be hard because they does not know our payment date. This will cause a lot of problem because it will cut off the time of the production itself

WEAKNESS

RECOMMENDATION

SHOW THE PAYMENT LIST FORM ANOTHER COMPANY

With a nice record of payment that have been made, this problem can be solve. Tamco need to gain their trust by show them their payment due from another company. It will convince them to do the networking together with tamco

OPPORTUNITY

EASY TO COMPETE

Tamco Switchgear Malaysia Sdn. Bhd. is know as the older company in switchgear industry in Malaysia. This means that they already know the input or skill to adept with this country electric supply. This give huge advantage to the company to easy compete with all the new competitor in this country.

RECOMMENDATION

Tamco need to take make sure that they become the monopoly company in switchgear industry in this country to ensure that they can increase the revenue of the company and also can increase their loyalty customer.

OPPORTUNITY

INCREASE COUNTRY'S ECONOMY

Switchgear industry is now become one of the important industry in the world. This is because most of the company need a strong start up electrical switchgear to start their production. This can lead to increase country economy because the government will always support this kind of business. By increasing the size of the market for the product and service will maximize the profit for the company and also can increase country economy (*Tutor2u, 2023*). Not only that, this will show us to the world how the powerhouse in switchgear industry.

RECOMMENDATION

KEEP IMPROVING THE PRODUCT

With nice and quality product can develop Tamco business in order to increase the profit. Not only that, other people in the world will know the quality of the product that have been produce by the company is the best.

OPPORTUNITY

CREATE GOOD TECHNOLOGY

Tamco have become one of the olders company in this country. There is a lot of effort and challenge that need to handle to become one of the big company in this world. It can lead to become a good company if there is a lot of Research and Development about the technology that can be use in the product.

RECOMMENDATION

SHARE THE KNOWLEDGE OF TECHNOLOGY

If the company want to grow far, sharing the knowledge about technology is important, this can lead to the other benefit such as partnership to gain more profit and also new knowledge form other company.

OPPORTUNITY

MAKE GOOD NETWORKING

Switchgear industry in this country is still in development phase. Tamco will become a roll model for new startup business that want to involve in this industry. This is good opportunity to make great networking among them. This also can make sure that our product will always relevant to all platform in this world.

RECOMMENDATION

KEEP INTOUCH

Always keep intouch with another to make sure all the information will be given. Tamco needs to always focus on build networking around them and always be aware with new negative outcome from outside the world that can harm the company.

THE RIVAL OF COMPETITORS

Switchgear product always grow and there is a lot for new startup company that want to go into this industry. This can open new challenge from small competitor to please show their product to customer. Tamco need to always be aware with this company because it can become hard to fight with them if they have good product compare to us.

THREAT

RECOMMENDATION

LEARN SOMETHING NEW ABOUT OTHER COMPANY

Tamco need to learn something new with the rivalry to gain new knowledge about it. From that, not just only can get information about their product but it also can increase the quality of our product.

FLUCTUATION IN PRICE

Several year now, the currency for Ringgit Malaysia currently unstaible due to a lot of factor. Politice, economy crises and climact change give a huge impact on this unstaible Malaysia currency. This will also give impact to Tamco because most of the company that by our product is from oversea. They mostly need to change their currency to US Dollar and turn into Malaysia Ringgit. If the currency are not stable, Tamco cannot determine how much it cost to roll out the profit from the sell.

THREAT

RECOMMENDATION

MAKE AN AGREEMENT THAT CAN BENEFIT BOTH

- Making an agreement can become a short term solution
- for Tamco to eliminate this problem. To make sure that they get exactly amount, Tamco need to set a price without changing it
- to make sure that both side can agree it. If not, than this problem will keep rolling forever in the future.
-

CHANGE IN TECHNOLOGY

Everyday the technology always involve and improve. The technology keeps grow all over the year to give the better world long term (*Forbes, 2020*). It can becoming a big threat for Tamco to adapt because we have use the same procedure in years. If Tamco want to becoming number one in switchgear company, They need to always learn something new to make sure their product always number one in the market.

THREAT

RECOMMENDATION

NEED TO CATCH UP WITH TECHNOLOGY

Always follow the progress on technology development to make sure that Tamco will not left behind. Not only that, It need to be upgrade purpose on the product to ensure that we deliver the best product ever.

CHANGE IN TASTE AND PREFERENCES

Most of the customer have different perspective about the product that Tamco create. This will lead to most unuseful product or goods because of this problem. Most of the customer does not know what they want and it will lead us to solve their problem.

THREAT

RECOMMENDATION

HAVE A GOOD COMUNICATION

- Customer must follow Tamco procedure if want to make sure the product in good condition. Most of the time, if customer want to custom their product need to be confirm with Tamco side to make sure everything just fine.

CONCLUSION

As for the conclusion, doing industrial training helps me a lot on increasing my knowledge and develop my skills. This 24 weeks that i spend in Tamco Switchgear (Malaysia) Sdn. Bhd. Has been a great experience to me. With this industrial training, It was an eye-opener on how the real working world run in our life and there is a lot of variable task that need to be master although it only in one department. This can make me to become more educated and have some experience for me to pass through in my future career. Doing Internship in this industry have change my perspective about the company that there is not only just on how to make a great machine but it also how we manage to get the product and also how to solve the problem that can be happen along the process.

This 6 month of industrial training gives the big opportunity for me to build a large amount of networking in this company. The people in this company that I made have difference background and this make me want to know more with them. A large amount of networking can help me to be recognize and can be trusted to get a new job because I have new references that can be contact for verification if want to apply in any job that i want. It can shows that i can do the work and also i am a freindly and good in team working.

I feel so happy because I was given a chance on doing my internship in Tamco Switchgear (Malaysia) Sdn. Bhd. This will be a best memories and experience for me along the journey to build my career on my future job. I am for sure will use this knowledge that i have gain in this huge company to step up on my future planning to securing a position as a financial exacutive. I think this is the right way for me to ensure that i can achieve my goals and to become one of the important management person in huge company later.

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APPENDICES



Figure 1 : Townhall Tamco



Figure 2 : Fire Drill

APPENDICES



Figure 3 : Women Day



Figure 4 : Hari Raya Tamco