



OSK
PROPERTY

INTERNSHIP FINAL REPORT

1ST MARCH 2023- 15TH AUGUST 2023

PREPARED BY;
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BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE (BA242)
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EXECUTIVE SUMMARY



Figure 1: Board Plaza OSK

I had a memorable beginning of my six-month internship program at OSK Property Sdn Bhd under Aspect Synergy Sdn Bhd. This industrial training report serves as a complete wrap-up of my 24-week internship. The main goal of this report is to highlight my advancements as an industrial trainee over the course of these 24 weeks, which will be my routes to experiencing a real-world working environment, including gaining more knowledge and enhancing work-related skills, interacting with people, and also for my own growth as an individual.

My industrial training began on 1st March 2023, and I was placed under the supervision of Mindy Ong Yi Min, Manager 1, Group Finance for the business Aspect Synergy Sdn Bhd. I have the duty to support and help Aspect Synergy Sdn Bhd team members while working as an intern for the company's finance department. During my internship, I have been given a few tasks, including preparing payments for the buyer-get-buyer (BGB) and referral programs, refunding excess payments, paying agent commissions, paying legal fees, paying utility bills and supplier invoices, helping to prepare bank reconciliations, and organizing and compiling documents.

This report will include a lot of details about OSK Property Sdn Bhd, including its history, company background, and products that they offer, as well as its location in the center of Kuala Lumpur at Plaza OSK. This industrial training report includes my recently updated resume, company profile, information about my training experience and benefits, a SWOT analysis, discussions, suggestions, and conclusions. The company's strengths, weaknesses, opportunities, and threats will be analyzed using the SWOT analysis. This report will also include a summary of how I performed while completing this industrial training.

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ACKNOWLEDGEMENT

Before anything else, I would like to express my gratitude to the Almighty God, Allah S.W.T., for providing me bravery and strength to get through this entire 24-week journey. I am very thankful that I was able to complete my industrial training with the help of many of my coworkers, and that I was able to make the most of the time available by working hard to finish this entire semester. Following that, I want to thank my parents and sisters for their support during my internship, especially from the beginning till the very end. They continuously encouraged me and financial support so that I could get by during the industrial training period.

I would like to use this opportunity to express my gratitude to OSK Property Sdn Bhd for accepting me as a student intern and giving me the chance to work with the excellent staff. I have gained a lot of knowledge and skills from the experience that will be very helpful to me in the future.

Additionally, I also wanted to express my gratitude to Mindy Ong Yi Min, my boss, as well as the other staff members Liong Siew Hui, Nurul Ain Reena, and Syarifah Nur Dini, who welcomed me and assisted me in adapting into the group right away. My personal growth and professional achievement have all been influenced by their work, support, and friendly attitude. Without their assistance, this training session would have been absolutely useless. I should also say that Miss Norzahidah Yacob, my faculty advisor, is always there for me if I need her during my internship. Not to mention Nusrat Aiman, Nur Izatti, Ain Afiqah, and Rahimi, who were always by my side and contributed to the joy and happiness of my internship experience.

Last but not least, it is deeply appreciated to honor the work of the entire OSK Property team for creating a lively, encouraging, and happy environment. The opinions and suggestions of these people helped us finish this report. I am thankful for the chance to have this kind of experience, as it has been a great honor.



Figure 2: Picture with Finance Department employees

STUDENT PROFILE



NOR AQILA BINTI NOOR ADY

FRESH GRADUATE IN BUSINESS
ADMINISTRATION HONS. FINANCE

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CONTACT

PHONE

EMAIL

ADDRESS

WORKING EXPERIENCES

Aspect Synergy Sdn. Bhd - OSK Property Sdn Bhd
March 2023 - August 2023

- Responsible for preparing payment for refund excess, refund renovation deposit, invoice from lawyer, agent, utility bills, quit rent and supplier.
- Experience making single, bulk and cheque payments.
- Involve to prepare edit listing, payment voucher, payment entry, credit note and debit note using "IFCA C PLUS".
- Assist in preparing bank reconciliation for every month.

EDUCATION

Bachelor of Business and Management (Hons) Finance
2021-2023

Universiti Teknologi Mara (UiTM) Bandaraya Melaka
CGPA (current): 3.77
Muet: Band 3

Diploma in Banking Studies
2018-2021

Universiti Teknologi MARA (UiTM) , Kampus Alor Gajah
CGPA : 3.81

SKILLS

- Excellent in using IFCA C PLUS and REMICLE
- Proficient with Microsoft Word, Excel, Powerpoint and Outlook
- Excellent in technical analysis and business analysis
- Excellent in Canva application
- Basic in Chart Nexus and Tableau
- Effective Time Management
- Ability to work in a team

ACHIEVEMENTS

2023 1st Place Winner
Bring to Light: The Investment Portfolio

2022 Dean List Award
• Semester 2,3,4,5
Vice-Chancellor's Award, UiTM Alor Gajah
Diploma in Banking Studies
CGPA:3.81

2020 Gold Award
Global Virtual Student Invention, Innovation, Design & Exhibition (GV-SIIDE 2020)

LANGUAGES

- Malay (Native speaker)
- English (Intermediate)
- Arabic (Basic)

REFERENCES

Nurhaslinda Binti Hashim
Finance Program Coordinator/ Senior Lecturer
UiTM Kampus Bandaraya Melaka

Mindy Ong Yi Min
Manager I, Finance
Aspect Synergy Sdn Bhd, OSK Property

EXTRACURRICULAR ACTIVITIES

2022 Secretary Money Sense Event
• Notifying participants of the location, date, and purpose of the next meeting.

Assistant Treasurer Innovation Competition (IC 2022)
• Collecting funds and keeping track of payments for the event

2020 Global Virtual Student's Invention, Innovation, Design and Exhibition

- The creation of Covid-19-related products

2019 Educational Marketing Innovation Competition
• create a product that can increase users' science understanding

Figure 3: Student's Resume