



اَوْنُو سَاتِي تِي كُو لُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

Industrial Training Report at

Panasonic

PANASONIC MANUFACTURING MALAYSIA BERHAD
NO 3, JALAN SESIKU 15/2, SEKSYEN 15, 40200 SHAH ALAM,
SELANGOR

(1st MARCH 2023 UNTILL 15TH AUGUST 2023)

NAME	NUR AIN SYAFIQAH BINTI HARMAZI
STUDENT ID	2021393745
PROGRAM	BA232 (OFFICE SYSTEM MANAGEMENT)

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EXECUTIVE SUMMARY

This report serves as proof of my internship with Panasonic Manufacturing Malaysia Berhad (PMMA), which I completed between March 1, 2023 and August 15, 2023. The students must participate in this internship during its 24-week duration. The CV I submitted for this internship position as well as information about the company are included in this report. The company where I interned is based in Shah Alam, Selangor, and it has two different plants there called SA1 and SA2. The vision, purpose, and market objectives of Panasonic are also included in this study. I have also provided information on the items that this business has offered as well as their locations.

In this Sales Department, I oversaw the particular department during this internship programme. I carry out the duties and responsibilities that fall within the contract section in this department. My main responsibility is to assist the executives in carrying out their everyday duties. In addition, I'm in charge of the resourcing initiative covered in this report. In addition, I've included the SWOT analysis in this report, which explains the company's strengths, weaknesses, opportunities, and threats. I was able to provide Panasonic Manufacturing Malaysia Berhad with some advice using this SWOT analysis on how to further expand their business.

Therefore, this report combines the information I've gained during my internship programme with my personal viewpoints regarding the actions of this organisation. I was able to apply what I learned in office system management course to a real-world workplace setting thanks to the internship programme.

STUDENT PROFILE



CONTACT ME



EDUCATION

Bachelor in Office System Management (Hons)
Universiti Teknologi Mara (UiTM)
2021-2023
CGPA 3.33

Diploma in Office Management and Technology
Universiti Teknologi Mara (UiTM)
2018-2020
CGPA 3.63

Pra Diploma Perdagangan
Universiti Teknologi Mara (UiTM)
2017-2018
CGPA 3.55

PROFESSIONAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Movie Maker
- Leadership
- Critical thinking
- Communication skill

NUR AIN SYAFIQAH BINTI HARMAZI

I am a highly motivated individual and a firm believer in continuous self-improvement. I possessed a strong sense of determination which makes me a great fit for the company and are able to contribute to the company's success. I am also an excellent multi-tasker and able to work in a fast-paced environment. I am a good team player and able to lead or initiate when it comes to tasks.

WORK EXPERIENCE

MARCH 2023- CURRENT

SALES TRAINEE

Panasonic Manufacturing Malaysia Berhad

- Aggregating and cleaning program data from multiple data files and sources
- Spotting and correcting inaccuracies in the underlying data
- Interpret datasets and provide ongoing feedback on insights derived from data

MARCH 2021 - JULY 2022

MARKETING AND SALES ASSISTANT

Erieniqa Enterprise, Klang Selangor

- Assisted in the creation of press releases and new catalogues.
- Compiled and distributed successfully financial and statistical information, such as budget spreadsheets for the new campaigns.
- Conducted primary research into the most popular sold items and discovered new customer behavior patterns that will be implemented in the next marketing strategy.

MAY 2018 -AUGUST 2018

SUBSTITUTE TEACHER

Tabika Kemas, Klang Selangor

- Design and follow a complete teaching plan
- Teach alphabet and numeracy along with personal, social and emotional skills
- Organize learning material and resources
- Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children's abilities
- Assess students performance and progress to ensure they are mastering the skills on regular basis
- Monitor children's interactions and nurture cooperation and sharing

LANGUAGE PROFICIENCY

- MALAY: FLUENT
- ENGLISH: FLUENT

REFERENCES

NORSHIBA NORHISHAM

Penyelaras Latihan Praktik | UiTM Cawangan Melaka

Phone: _____

Email: _____

COMPANY'S PROFILE

COMPANY'S NAME: PANASONIC MANUFACTURING MALAYSIA BERHAD

(PMMA)

FOUNDED BY: KONOSUKE MATSUSHITA, FOUNDER OF MATSUSHITA

LOCATION

SA1: No.3 Jalan Sesiku 15/2, Seksyen 15, 40200 Shah Alam, Selangor

SA2: No.9 Jalan Pelabur 23/1, Seksyen 23, Shah Alam, Selangor Darul Ehsan

OPERATION HOURS

From 8.00 a.m. - 5.10 p.m.

Employees in management positions who punch in after 8 a.m. will be regarded to begin working at 8.30 a.m. and to punch out at 5.40 p.m. While the working hours of a shift employee depend on the rigid schedule established by the human resources division. They will alternate between a morning and a night shift. Only employees who are not in management, such as those who work on the manufacturing line, are eligible for this shift. There is also called 2 "Flexi" where the management employee is flexible to come to work late or go home early. However, they still need to make sure they meet their working hours per week.

VISION

A top global company by pursuing the management objectives of realizing a ubiquitous networking society and coexisting with the global environment through cutting edge technologies.

MISSION

We strive for the creation of new values, by pursuing user-friendliness and accomplishing a high-tech mindset, driven by challenging spirits and full speed of actions.