



UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT (MGT 666)

YNS MANAGEMENT SDN. BHD.

1 March - 15 August 2023



Prepared By:

NUR SYAZWANI BINTI SAIFULBAHRI

2020819694

BA242 6A

BACHELOR OF BUSINESS ADMINISTRATION
HONS FINANCE



EXECUTIVE SUMMARY

Practical training at YNS Management Sdn. Bhd. for about six months has provided me with many memorable moments and lessons. This report is about my internship with YNS Management Sdn Bhd in Seremban, Negeri Sembilan. During nearly six months of practical training at the organization, I completed this report. This report is part of my Bachelor of Business Administration (Hons. Finance) degree programme. This company provides two services which are cleaning services and river maintenance services. I mostly worked under the finance department with one staff. Throughout my internship programme, it was a memorable and challenging journey in which I learned more about how to deal with the client, meeting with some of the officer, financing and other elements of this company.

Overall, being part in industrial training was an enjoyable one for me and other students since it may teach us how to be effective employers in the future, especially in the actual work world. I have also included a SWOT analysis for YNS Management Sdn. Bhd. in this report. It consists the company's strengths, weaknesses, opportunities, and threats. This research allows the organization to identify what parts need to be enhanced or maintained. There also some ideas and suggestions to help them enhance their business quality. As a result, this step is very important because it can help future business operations in YNS Management Sdn. Bhd.



TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
ACKNOWLEDGEMENT	3
STUDENT'S PROFILE	4
COMPANY PROFILE	6
a) Company's Background	6
b) Vision and Mission	6
c) Goal of YNSM.....	7
d) Background of Establishment.....	7
e) Organizational Structure.....	8
f) Products or Services.....	9
TRAINING'S REFLECTION.....	10
SWOT ANALYSIS	12
DISCUSSION AND RECOMMENDATION	13
STRENGTHS	13
WEAKNESSES	15
OPPORTUNITIES	17
THREATS	18
CONCLUSION.....	19
REFERENCES	20
APPENDICES.....	21



ACKNOWLEDGEMENT

First and foremost, I would like to thank Allah SWT for giving me with the knowledge, strength, and patience needed to complete this practical training, as well as the opportunity to continue learning in this work. I complete this training with excitement and make the most of the time given by putting out the energy is needed and effort to complete this whole semester.

Furthermore, I wanted to thank my chief executive, Mr. Zakaria bin Othman, and the entire department for providing me the opportunity to be a part of the organization and team. It was an honor to get experience at the company. Gaining experience in the companies was a privilege like get new skills, knowledge, and experiences that I would not be able to obtain in other environment. They were always willing to answer my questions and offer me with the information and resources I required.

Apart from that, Puan Zunaidah Binti Ab Hasan, my advisor this semester, who assisted me and my other friends in finishing our internship report. I can understand the purpose of this course and finish the report successfully with her help.

I also want to thank my family and closest friend, who gave me moral support during my practical training and to complete this report. It would be impossible to complete my report without their support, and their assistance has given me many comforts as I have faced many difficulties. Thank you so much for all of your help.



STUDENT'S PROFILE

Nur Syazwani Saifulbahri

PROFILE	<i>Recent finance internship with six months of expertise in business admin department. Aiming to looking for a job in finance or related field that will allow me to use my education while gaining valuable work experience in a team-oriented environment.</i>	
EMPLOYMENT HISTORY		
Mar 2023 — Aug 2023	Finance Internship, YNS Management Sdn. Bhd.	Seremban
	Collaborated with accounting and finance teams to create monthly financial reports.	
	Developed and implemented effective policies and procedures for HR, finance, and other administrative functions.	
	Secured a paid internship at the company, gaining valuable industry experience.	
Jul 2022 — Oct 2022	Cafe Assistant, Pak Lang Cafe	Seremban
	Maintained cleanliness and organization of the café and dining area, exceeding health and safety standards.	
	Processed customer orders and payments accurately and efficiently.	
	Developed positive relationships with customers, resulting in increased repeat business.	
	Monitored customer orders and suggested menu items to maximize sales.	
Jan 2020 — Apr 2020	Sales Assistant & Cashier, Guardian Seremban	Seremban
	Analyzed customer feedback and developed strategies to increase customer satisfaction and loyalty.	
	Handled customer complaints calmly and professionally, resolving customer issues in a timely manner.	
	Greeted customers in a friendly and professional manner.	
	Processed credit card and online payments securely and efficiently.	
	Assisted with setting up promotional displays.	



EDUCATION

Oct 2020 — Aug 2023	Bachelor of Business Administration (Hons.) Finance, Universiti Teknologi MARA GPA: 3.7/4.0 Clubs: Finance Student Association Club (FINEST) Bureau of Registration in Breaking Down The Financial Barrier Bureau of Publicity in Virtual Competition Investment Ace (VVCIA) 2022	Malacca
May 2019 — May 2020	Matriculation Programme, Kolej Matrikulasi Negeri Sembilan GPA: 3.58/4.0 Assistant Leader of Co-Curricular Project 2020 Committee of Entrepreneurship Day 2020	Kuala Pilah
Jan 2014 — Dec 2018	Sijil Pelajaran Malaysia, SMK Tunku Ampuan Durah Passed in Sijil Pelajaran Malaysia Assistant Leader of Librarian Member 2018 Assistant Secretary of Police Cadet 2018	Seremban

SKILLS

Communication Skills	Microsoft Excel
Microsoft PowerPoint	Accounting



COMPANY PROFILE



Figure 1: Logo of YNS Management Sdn. Bhd.

a) Company's Background

YNS Management Sdn. Bhd. is a company 100% owned by Bumiputera. This company is one of the subsidiaries of Menteri Besar Negeri Sembilan – Incorporation (MBINS) and Yayasan Negeri Sembilan (YNS). Moreover, YNS Management Sdn. Bhd. is located at Level 7, Bangunan Yayasan Negeri Sembilan, Jalan Yam Tuan, 70000 Seremban, Negeri Sembilan and the operating hours is from 8 a.m. to 5 p.m., Monday through Friday. Saturdays, Sundays, and any national or local holidays that fall on those days will be closed. This company have few products and services which are cleaning services for government, river maintenance work, investment and management consultant.

b) Vision and Mission

- Vision of YNSM

To be an organization that provides superior management and cleaning services in Negeri Sembilan.

- Mission Statement

1. Provide skilled and efficient staff.
2. Using the latest and best Materials and Equipment.
3. Provide maximum satisfaction to all customers who receive services.



c) Goal of YNSM

1. Strengthen the target by generating a yearly income of RM500,000.
2. Recruiting qualified individuals and training current employees.
3. An extensive and prudent use of advanced materials and technology.
4. Making the organization stand alone with a solid financial position.

d) Background of Establishment

YNS Management Sdn. Bhd. was established in year 1992 under Menteri Besar Negeri Sembilan – Incorporation (MBINS) with RM255,000, and Yayasan Negeri Sembilan with RM244,998. The establishment of this company is intended to carry out business such as providing cleaning services for buildings, landscaping, stock transactions and others. YNS Management Sdn. Bhd. also provides cleaning services to Yayasan Negeri Sembilan as well as other departments that rent in Yayasan Negeri Sembilan development. However, until now, this company has fully focused in the field of cleaning services for any government and a private sector.



e) Organizational Structure



Figure 2: Organizational Structure

f) Products or Services



Figure 3: List of Products & Services



TRAINING'S REFLECTION

I was able to complete my last semester course, which is an internship program, at YNS Management Sdn. Bhd. The practical training program runs from March 1, 2023 through August 13, 2023. It takes roughly six (6) months for students to put what they have learnt into practice in the actual world of employment. During this training session, there were many helpful reflections for me to become a talented worker in numerous aspects. My working hours in a day around eight (8) hours, from 8.00 a.m. to 5.00 p.m. Furthermore, the company's hours of operation are Monday through Friday. Mr Zakaria bin Othman, Chief Executive of YNS Management Sdn. Bhd. who was the one that bring my application to do practical training at here during their board of directors meeting.

When I was hired as a trainee, I was assigned to the Finance team, which is a part of Business Administration department. As a member of the Business Administration team, I have grown and learned new information, skills, and experiences. On the first day of my training, I was asked to know what is meant by fixed deposit by my chief executive and also how much the rate given by the Bank Rakyat to our company for each certificate of fixed deposit. At first, I still felt awkward with the other staff, but I managed to overcome the awkwardness by asking some questions that related to the task given. Although it seems very simple, but I have completed my first task with the help of the other staff and have given the relevant information to my chief executive in that day. In the first month of training, I was given the task to make a PowerPoint for Chief Executive and other staff to present it at the retreat programme between Menteri Besar Negeri Sembilan (Incorporation) and their subsidiaries.

Several skills and daily duties were completed by me during the training session. Even as a trainee, I need to understand how to key in the payment voucher, receive voucher using the system that our company used. My daily task will be key in and re-checking the amount of payment and receiving voucher in the UBS accounting system. At the beginning of industrial training, I was too slow to understand the task given, but after doing it a few times, now I am able to complete my monthly task quickly because I already remember the code for key in the payment and receive voucher. Then, I also was given a few tasks regarding on key in all the payment voucher in the ledger book and key in petty cash amount in the petty cashbook. Every month I will receive this task and I always finishes it by the time given from the staff.



The other task and responsibilities were to make payment using e-Banker Pro Bank Islam, handle letters received from the clients, make letters to send to director, contact other companies by emails or calls to get the latest information about our application forms, setting the date and time for site visit cleaning port, doing bank reconciliation statement per month, and also calculate interest of fixed deposit. Aside from that, I will help the team with photocopying, scanning, and other tasks that require me to use a photocopy machine. Then, every first day of working in the new month, I have been told to send an invoice to the Yayasan Negeri Sembilan on the 11th floor and if this company join a new tender for cleaning service, they will give me to fill in all of the quotation form with my chief executive.

During my internship here, I learned a lot and considerably improved my knowledge. This internship really helped my understanding of the accounting system. Furthermore, I also learn and develop my technical skills in the usage of the accounting system that I have never used before such as the UBS accounting system, e-Banker Pro Bank Islam and CIDB application forms for registration grade. Then, the benefits that received during my practical training is receive an allowance which is paid at the middle of each month. My allowance is computed based on my attendance at work and is calculated at RM 5.00 per hour, hence my common allowance is roughly RM 700.00 - RM 800.00. I am so grateful for this company's opportunity to learn and improve my skills. Obviously, I know that what I learned throughout my practical training in this company will be valuable for me in the future.

SWOT ANALYSIS

Strengths	<ul style="list-style-type: none">• Provides cleaning services for yns and the other government.• Benefits provided by company• Financially stability
Weaknessess	<ul style="list-style-type: none">• Lack of manpower• Not up to date with the latest technology• Lack of marketing
Opportunities	<ul style="list-style-type: none">• Potentially become a better-known company• Has the ability to expand the business
Threats	<ul style="list-style-type: none">• Competition with other companies• Over reliance on main contractor



DISCUSSION AND RECOMMENDATION

SWOT Analysis is a method of determining an organization's level of competitiveness and developing a plan of action. SWOT stands for strengths, weaknesses, opportunities, and threats. The SWOT analysis includes both internal and external factors, as well as current and anticipated choices.

STRENGTHS

An organization's strength is a resource or capacity that it can utilize effectively to achieve its objectives or goals (Cambridge, n.d.). The first strength of this company are they are provided cleaning and landscaping services to Yayasan Negeri Sembilan and other government in Seremban, Negeri Sembilan. Even though this company has a smaller organization, but it still can provide cleaning services to many departments in this building and others. The government departments that get this cleaning services are Yayasan Negeri Sembilan, Department of Valuation and Property Services, Bank Islam (M) Berhad, Department of Statistics Malaysia, Jabatan Pengangkutan Jalan, National Anti-Drugs Agency, Fisheries Development Authority of Malaysia (LKIM), and Malaysia Cocoa Board. The latest cleaning services that YNS Management Sdn. Bhd. provides is at Yayasan Negeri Sembilan which in 2 years contract agreement and keep renew it after 2 years with the higher income. Therefore, in order to maintain the strengthen in providing cleaning services to the government, this company should take steps such as sending a letter of interest to provide cleaning services to other government companies. It will benefit this company if the government office is aware that YNS Management Sdn. Bhd. provides cleaning services to all companies, but they prefer to provides services to the government more if they are interested in the service.

The fact that this company has owned a variety of benefits to its employees, including medical coverage up to RM 360 for their spouses and children at panel clinics provided by the company and also government hospital, Employees Provident Fund (EPF) and Social Security Organization (SOCSO) contribution, being hospitalized for staff , mileage, tolls, and fuel coverage up to RM 5,000 annually, bonuses every year, annual leaves, and insurance coverage for staff. Not to mention, the business will make one programme which is corporate family day to give presents and souvenirs to every employee and their family members in order to enhance the tie and relationship between all employees and bosses. This activity will



boost employee productivity and create a healthy work environment throughout the organization. According to Quest Adventure Camp (May, 2018) a family day doesn't only have benefits for your employees, but as a company, there are a number of benefits your company can enjoy when you start hosting a family. When company having a family day, it can establish the character of the firm, boosts the team's morale, and recognizing people's accomplishments. In order to create a better office environment, this is one of the actions that should be continued each year.

Moreover, the company may carry on with business as usual despite the Covid-19 pandemic outbreak. Even though the government has ordered that all employees work from home (WFH) during Movement Control Order (MCO), but still the cleaning staff needs to come to the office to clean up certain department due to some employees at the other offices were working at this building. This is because YNS Management Sdn. Bhd. get new services from Yayasan Negeri Sembilan which is sanitize all of the department of YNS in the terms of one-year contract. This demonstrates that the revenue increasing in year 2020, but its decline by year 2021 as a result of termination of cleaning service contracts with the governments departments.



WEAKNESSES

Weaknesses are areas of features that put a company at a competitive disadvantage in comparison to its competitors (Peterdy, 2022). To compete with the other competitors, the company should know how to improve their weaknesses. As is commonly known, any organization and firm will have weaknesses.

During my internship, I realized that there are also have weaknesses in this company. One of the weaknesses is insufficient manpower for handling the services that held by this company. This company only have 8 employees including the Executive Director and Chief Executive. That is why this company cannot increase the revenue each year due to the lower manpower in the office. If this number of employees remains throughout the year, it will make this company unable to go further and the quality of work may suffer. As stated in the article, manpower has an influence on everything from output to client connections, so managers must pay attention to the amount of employees a company employs at any one moment (Contributer, 2020). If YNS Management Sdn. Bhd. employing more staff, it can help the company to increase the productivity in the office. The greater the number of individuals ready to work, the faster tasks may be finished or the more projects a firm can take on. Therefore, this company should know how many employees that should be hired and what characteristics those employees should have in order to not negatively impact the company's productivity in the future. (Lister, n.d.). This recommendation will help the organization a lot because it can improve the business and increasing their income in the future.

Next, their weakness is this company is not up to date with the latest technology. This is because YNS Management Sdn. Bhd. employee is still using an old software which is Microsoft Windows 7 until now. This weakness will make the LCD monitor keep loading in searching any website or key in payment and receive voucher in the system. Due to the old Microsoft windows, it made the employee have to delay entering the completed payment and receive voucher into the system. So, it will make the employees having a multiple task on the other day because of the delay key in voucher. Hence, if this building has some technical issues, it will disrupt all office activities, and it will make this monitor very slow in restarting due to the old software. Therefore, in order to ensure a smooth operation in their everyday operations, they must upgrade the software and system in this company. If all the employees get the latest version of monitor and software, it will improve the company in updating all progress in the computer and also accounts system.



The last weakness in YNS Management Sdn. Bhd. is this company is lack of marketing to attract the others companies. Of course, in this town, there are many companies that provided the same services to the other companies but if they were good in marketing, it will give them more advantages in cleaning services. In this situation, YNS Management Sdn. Bhd. does not have any position for marketing departments due to the smaller office and lower income each month. That is why the organization has lower income through the year because of the lack in marketing. If this organization offer one position, I will suggest to them for getting a marketing employee to improve the company in the future by promoting and handling all the poster that should be promote in the target market area. This is because all companies in the world have a marketing department that can help their business move further with the skills and knowledge in digital marketing. The marketing department plays an important role in promoting an organization's business and it acts as your firm's public face, organizing and generating all materials that reflect the company (Hartford, n.d.). Thus, to make this company known by many companies, they should hire a new employee for marketing departments to overcome their problem by promoting the products or services that YNS Management Sdn. Bhd. provides to the non-government and government. When the organization have a marketing employee, they can launch a proper marketing by focusing on the services that this organization do (Shaw, n.d.).



OPPORTUNITIES

Every good situation in the organization's surroundings is an opportunity. Typically, a rise in demand for an item or service is caused by a trend that provides the organization with a change to enhance its position by improving the need.

If the organization has strengths and weaknesses, it should also have a variety of opportunities. YNS Management Sdn. Bhd. has the potential to become a better-known cleaning services and sand maintenance works company due to the well-known executive director. Every organization has a clear goal of improving and maintaining sustainability in corporate operations and activities. For example, YNS Management Sdn. Bhd. which also aims to secure long-term growth and wealth generation in its own operations by getting yearly income around RM 500,000.00. To make sure that the company can achieve their goal, they must carry out new products or services or promoting existing services around Malaysia through social media platform. Social media marketing is an effective approach for companies of all sizes to reach out to prospects and consumers (LocaLiq, n.d.). Therefore, to make the organization become better-known company, they can use social media to promote the business that they provide to all companies if the company is well-known by the public. That is why YNS Management Sdn. Bhd. must play an important part in achieving the goal that has been created as stated at the goal of YNSM. The goal will be met by enhancing the company's stability through the business operations provided.

Another opportunity is YNS Management Sdn. Bhd. has the ability to expand its business by improving the river maintenance works, which were carried out about a year ago. This service can go further because of the powerful and skill worker in handling river maintenance works. Nowadays, we know that the weather is unpredictable and when it rains for a long time, it will cause flooding in some areas that close to the river. To overcome the flood issue, the responsible party will open a new tender for any company that can conduct river maintenance in the river. As stated in the news by Harian Metro, river maintenance work to overcome the flood problem is actively carried out (Hasbi, 2022). So, YNS Management Sdn. Bhd. can boost the company's profit by locating a good location for this river maintenance operation. To clarify, YNS Management Sdn. Bhd. carried out maintenance work on the river at Jelebu and Rembau in Negeri Sembilan. This work is a collaboration with the main contractor that was chosen via a request for proposal submission. This indicates that despite having only been carried out about a year ago, the service is working well. Therefore, in order to increase the level of service of its river maintenance work, YNS Management Sdn. Bhd. should learn more about the river's needs for maintenance from the appropriate department.



THREATS

A threat is an aspect that makes achieving organizational goals difficult or impossible. Threats are things that occur as a result of changes the environment that would prevent the organization from continuing its existence or losing its competitive advantage, and that are unfavourable to the organization. Threats also are external forces which represent challenges to a company's ability to function. The categories are similar to the opportunities, but in the opposite direction (Peterdy, 2022).

The last part of SWOT is threats. Every company will face threats during their operations. Same goes to YNS Management Sdn. Bhd. which had the same situation. One of the threats they face is competition with other companies. It can be seen that many companies in the world where provided the same services in Seremban, YNS Management Sdn Bhd have to encounter threats from other companies. Some of them are Tenaga Cekap Management Sdn Bhd, My Sweeper Cleaning Service and Bamboo Cleaning Services. Therefore, in order to improve the competition with other companies, YNS Management Sdn Bhd can improve their productivity by using better quality materials and equipment when they provide cleaning services (Team, 2023). If the company use their money to buy better quality materials and equipment, it will help them to provide an effective service and also can make the government and other companies wants to renew the existing contracts.

Next, according to data provided by the International Labour Organization (ILO), an overreliance on temporary employees can have a detrimental impact on the productivity of individual enterprises and the economy (Director, 2017). However, this company is over reliance on third party services which are the contractors picked to manage the river works on behalf of this company. The company have an unhealthy reliance on third-party services due to the deposits and income that they will get from the contractors. It also can be seen that with the deposits and income, the company can increase their revenue and also make payment to the Department of Irrigation and Drainage for the temporary occupation license. When the company having a situation where the contractors does not pay the deposit for river maintenance works, it will cause the company have to face some problems to get income. If the company have no income from the river maintenance works and only have a small income from cleaning services, they will unable to pay the entire expenses and have to face a loss in the month. It also resulted in companies having to liquidate fixed deposit to pay debts and other expenses. Therefore, to protect this company in the future, the company needs to use better skills while also strengthening the abilities of its employees.



CONCLUSION

To summarize, during my practical training in this company helps me a lot in improve my skills and gain new knowledge. I thought that 24 weeks practical training will be a long time but it was a short time to improve my skills and knowledge when working in the office. So, with the time that I had, I chose to learn a lot of duties that company given and complete it by the time. Furthermore, the employees here are very supportive in helping me to develop my skills. They also treat me like their sister, so I feel like I have a family in the office. It also makes me better with the environment of my places because I can view the Seremban city. In addition, I also appreciate the guidance provided by the staff and my supervisor for my future if I working in the other company. Lastly, the internship has inspired and encouraged me to pursue a career in business administration.

REFERENCES

- Cambridge, U. o. (n.d.). *SWOT (Strengths, Weaknesses, Opportunities, Threats)*. Retrieved from IFM, Management Technology Policy: <https://www.ifm.eng.cam.ac.uk/research/dstools/swot/>
- Camp, Q. A. (May, 2018). Retrieved from Why Family Day Events Are Important For Businesses: <https://www.questadventure.ph/family-day-events-important-businesses/>
- Contributer, C. (November, 2020). *Chron*. Retrieved from The Importance of Company Manpower: <https://smallbusiness.chron.com/importance-company-manpower-23763.html>
- Director, H. R. (March, 2017). Retrieved from ILO study warns againts over reliance on temporary employment: <https://www.hcamag.com/asia/news/general/ilo-study-warns-against-over-reliance-on-temporary-employment/149073>
- Hartford, T. (n.d.). *Business Owner's Playbook*. Retrieved from The Role of a Marketing Department: <https://www.thehartford.com/business-insurance/strategy/creating-marketing-department/role#:~:text=The%20Marketing%20Department%20plays%20a,all%20materials%20representing%20the%20business.>
- Hasbi, A. (July, 2022). *Harian Metro*. Retrieved from River maintenance work to overcome the flood problem is actively carried out: <https://www.hmetro.com.my/mutakhir/2022/07/866838/kerja-selenggara-sungai-atasi-masalah-banjir-giat-dijalankan>
- Lister, J. (n.d.). *CHRON*. Retrieved from How Does Hiring Additional Employees Affect the Economy?: <https://smallbusiness.chron.com/hiring-additional-employees-affect-economy-31964.html>
- LocaLiq. (n.d.). *Word Stream*. Retrieved from Social Media Marketing for Businesses: <https://www.wordstream.com/social-media-marketing>
- Peterdy, K. (May, 2022). *Corporate Finance Institute*. Retrieved from SWOT Analysis: <https://corporatefinanceinstitute.com/resources/management/swot-analysis/>
- Shaw, A. A. (n.d.). *Business Management & Marketing*. Retrieved from SWOT Analysis of Cleaning Services: <https://swotandpestleanalysis.com/swot-analysis-of-cleaning-services/>
- Team, I. E. (February, 2023). *Career Development*. Retrieved from Competition in Business: Importance and How To Handle It: <https://www.indeed.com/career-advice/career-development/competition-in-business>

APPENDICES

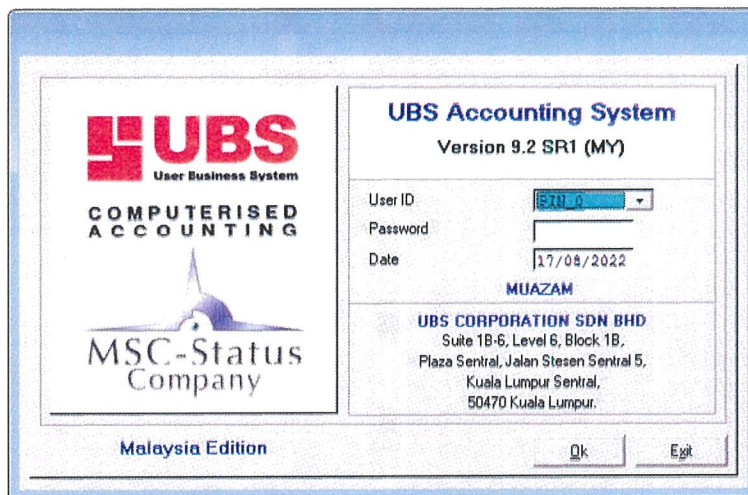


Figure 4: UBS Accounting System

No. Syarikat : 173956-T

YNS MANAGEMENT SDN. BHD.
(Ditubuhkan di Malaysia)

PENYATA PENDAPATAN KOMPREHENSIF
BAGI TAHUN KEWANGAN BERAKHIR PADA 31 DISEMBER 2019

	Nota	2019 RM	2018 RM
Pendapatan	3	493,150 +	428,800 +
Kos langsung		(31,153)	(13,063)
Keuntungan kasar		461,997	415,737
Lain-lain pendapatan		22,133 +	25,184 +
		484,130	440,921
Kos operasi		(42,297)	(47,493)
Perbelanjaan pentadbiran		(400,036)	(345,692)
Kos kakitangan		(442,333)	(393,185)
Jumlah kos operasi		(842,669)	(741,368)
Keuntungan dari operasi		41,797	47,716
Kos kewangan		(143)	(786)
Keuntungan sebelum zakat dan cukai		41,654	46,930
Zakat		(14,280)	-
Keuntungan sebelum cukai	4	27,374	46,930
Percukain	5	(7,486)	(6,646)
Keuntungan bersih tahun kewangan semasa		19,888	40,284

Nota-nota yang disertakan merupakan sebahagian dari penyata kewangan ini.

12

Figure 5: Financial Statement 2018 & 2019



No. Syarikat: 173855-T

YNS MANAGEMENT SDN. BHD.
(Ditubuhkan di Malaysia)

**PENYATA PENDAPATAN KOMPREHENSIF
BAGI TAHUN KEWANGAN BERAKHIR PADA 31 DISEMBER 2020**

	Nota	2020 RM	2019 RM
Pendapatan	3	388,499	493,150
Kos langsung		(6,243)	(31,153)
Keuntungan kasar		380,256	461,997
Lain-lain pendapatan		66,993	22,133
		437,219	484,130
Kos operasi		(75,088)	(41,297)
Perbelanjaan pentadbiran		(247,784)	(401,028)
Kos kakitangan		(322,672)	(442,333)
Jumlah kos operasi			
Keuntungan dari operasi		114,347	41,797
Kos kewangan		(82)	(143)
Keuntungan sebelum zakat dan cukai		114,265	41,654
Zakat		-	(14,290)
Keuntungan sebelum cukai	4	114,265	27,364
Percukaian	5	(5,673)	(7,488)
Keuntungan bersih tahun kewangan semasa		108,592	19,876

Nota-nota yang disertakan merupakan sebahagian dari penyata kewangan ini.
12

Figure 6: Financial Statement 2020

No. Pendaftaran: 198601006598 (173856-T)

YNS MANAGEMENT SDN. BHD.
(Ditubuhkan di Malaysia)

**PENYATA PRESTASI KEWANGAN
BAGI TAHUN KEWANGAN BERAKHIR PADA 31 DISEMBER 2022**

	Nota	2022 RM	2021 RM Dinyatakan semula
Pendapatan	3	295,450	321,500
Kos langsung		(9,568)	(41,130)
Keuntungan kasar		285,882	280,370
Pelbagai pendapatan		13,927	20,849
Jumlah pendapatan		299,809	301,219
Kos operasi		(139,722)	(93,999)
Perbelanjaan pentadbiran		(190,862)	(169,905)
Kos kakitangan		(330,574)	(263,894)
Jumlah kos operasi			
(Kerugian) / Keuntungan dari operasi		(30,765)	37,325
Kos kewangan		(1,502)	(52)
(Kerugian) / Keuntungan sebelum cukai	4	(32,267)	37,273
Percukaian	5	-	(6,909)
(Kerugian) / Keuntungan bersih tahun kewangan semasa		(32,267)	30,364

Nota-nota yang disertakan merupakan sebahagian dari penyata kewangan ini.
12

Figure 7: Financial Statement 2021 & 2022

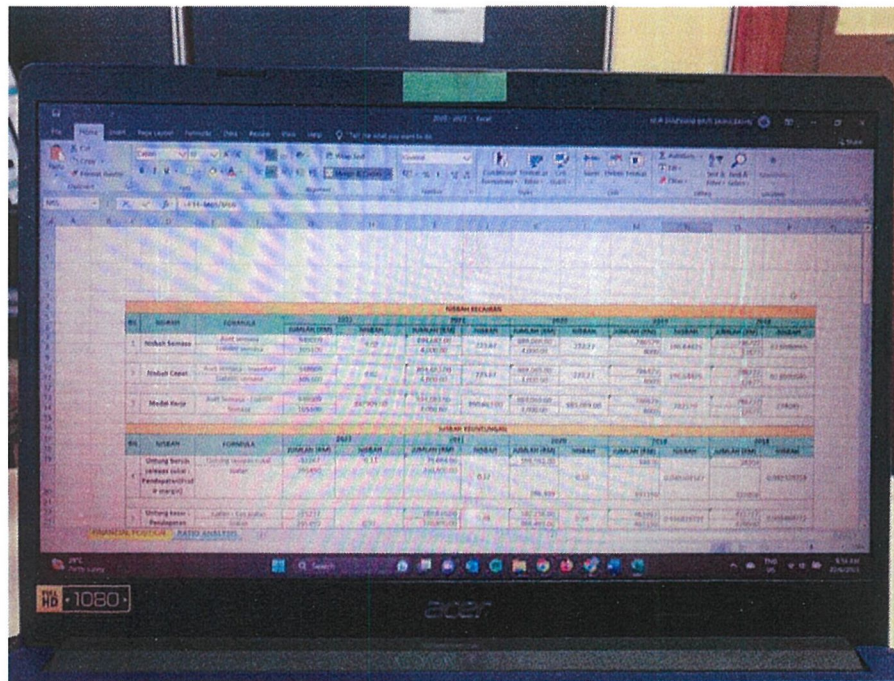


Figure 8: Financial Ratios for Presentation

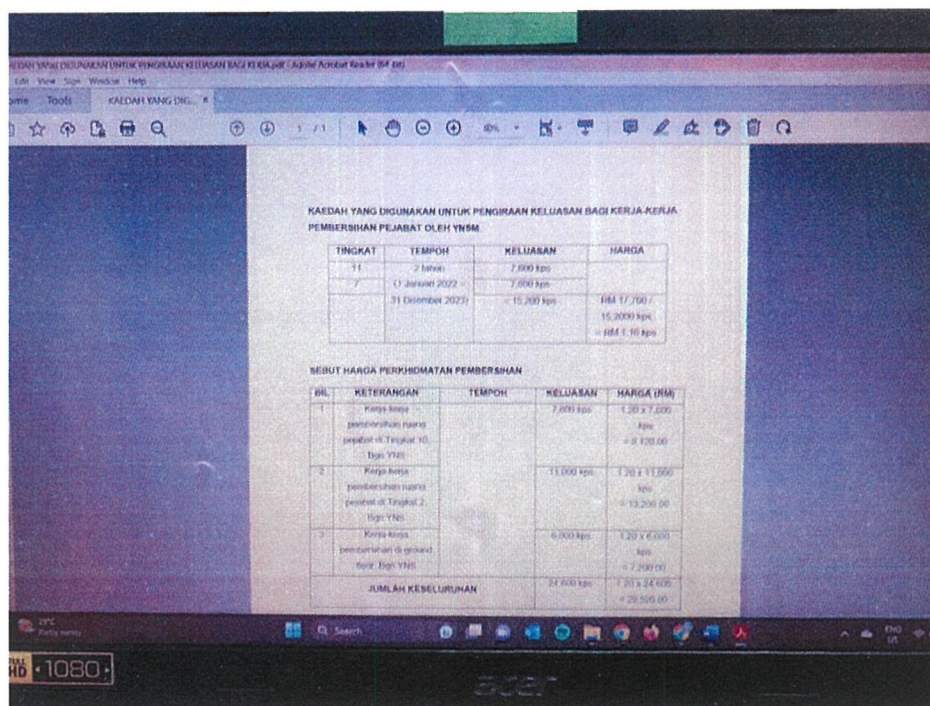


Figure 9: Calculation for Quotation new floor

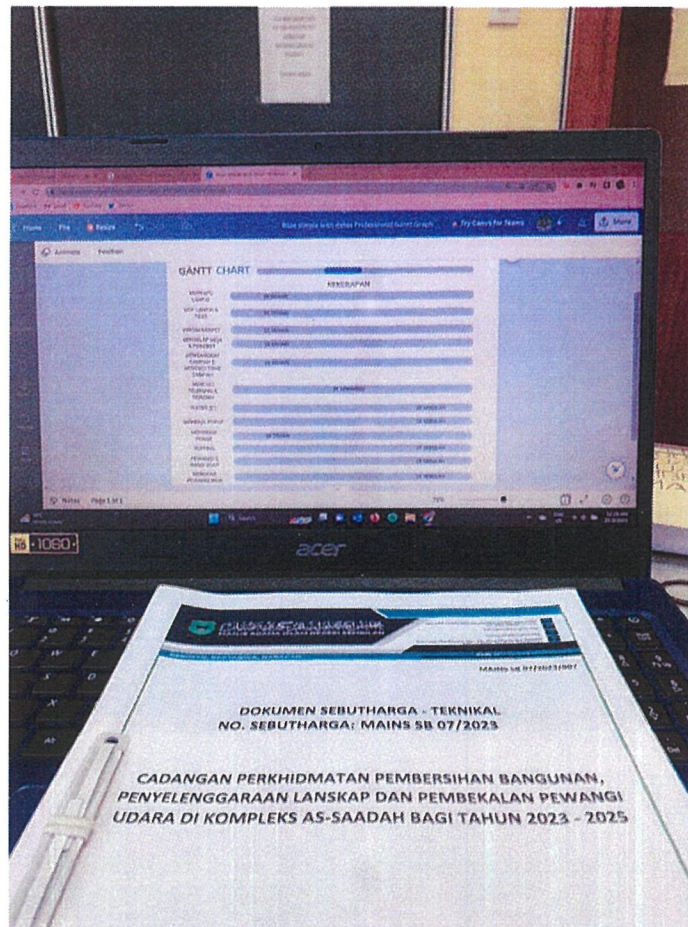


Figure 10: Fill out Quotation Document MAINS

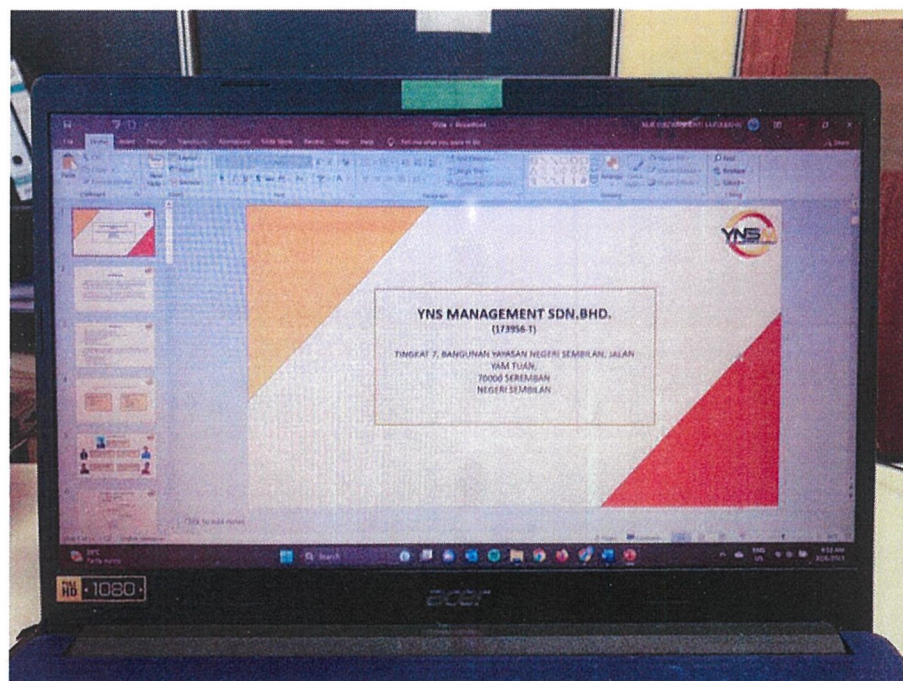


Figure 11: PowerPoint for Presentation Retreat



Figure 12: Site Visit Negeri Roadstone Sdn. Bhd.



Figure 13: Site Visit Negeri Roadstone Sdn. Bhd.



ANNOUNCEMENT

SECURITY TIPS

IMPORTANT

- Ensure website link <https://ebankerpro.bankislam.biz/cms/> to access the Bank Islam Corporate Banking is correct
- Do not reveal your User ID, password or security token to anyone
- Clear cache after browsing session

WARNING

- Beware of spoof e-mail, fraudulent phone calls or SMS requesting for corporate banking information or updating your Bank Islam account information
- Bank Islam will **NEVER** request for Corporate Banking Account update via e-mail or disclosure of customer's eBanker Pro details (User ID, password or security token) to third parties under any circumstances
- Do not act upon spoof e-mail
- Report any suspicious activity at 03-2782 1314/1315 (Customer Helpdesk)

Thank you.

Bank Islam Malaysia Berhad

BANK ISLAM

Assuring Trust. Delivering Value

eBanker Pro

eBanker Pro

BANK ISLAM

User ID

Password

Login

Register for eBankerPro

- Forgot your User ID or Password?
- Forms
- Quick User Guide
- Bill Payment Report
- FAQ

Important Announcements

Figure 14: e-Banker Pro Bank Islam



(357-00040685)

PENGENALAN

Sebuah syarikat milik MBI (Menteri Besar Negeri Sembilan –incorporation) 255,000 dan Yayasan Negeri Sembilan 244,998 yang ditubuhkan pada tahun 1992. Sebuah syarikat 100% milik Bumiputera.

Tujuan penubuhan untuk menyediakan perkhidmatan kakitangan kepada Yayasan Negeri Sembilan dan juga syarikat-syarikat lain di bawah Yayasan Negeri Sembilan. Menjalankan perniagaan seperti urusniaga saham, menyediakan khidmat pengurusan, pembersihan bangunan, tempat letak kereta dan lain-lain lagi.

Merupakan kontraktor yang berdaftar dengan Kementerian Kewangan Malaysia di dalam bidang perkhidmatan pembersihan dan pembekalan. Sehingga kini, syarikat telah menjalankan perkhidmatan kepada jabatan-jabatan kerajaan dan swasta.

AKTIVITI

Figure 15: Website of YNSM