



UNIVERSITI  
TEKNOLOGI  
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dan Perniagaan

## INDUSTRIAL TRAINING REPORT AT MEATECH COLLEGE

(1 MARCH 2023 – 15 AUGUST 2023)

NURFARAHANIM BINTI SHAHRUL NIZAM | 2021102453 | BA 232 (OFFICCE SYSTEMS  
MANAGEMENT)

PREPARED FOR:

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## EXECUTIVE SUMMARY

Based on the study requirement, all of the students in the Faculty of Business and Management need to undergo internship to fulfil the university requirement. Internship helps me to engage in real working environment, enhance confidence and create professional network between employees and employers. Since interns have received official job training and expert coaching, many of us have great working habits, exceptional soft skills and greater technical and industrial skills.

In addition, I was placed at Meatech College in Mantin, Negeri Sembilan to undergo my internship for 6 months. It is a private college that focus in aviation industry. I have been placed under the sales and marketing department with my great supervisors and co-workers. During the internship journey, I have gain a lot of new experience especially on how to communicate with our clients with good manners. I also have been trained very well to be a good worker with some tips and tricks given by them. I found that the tips and tricks is really useful for my daily lives.

This Industrial Training report have been prepared based on my experience during the period of internship. To prepare this report, I have gathered some information from employers, brochure and website of Meatech College. This report will be focus on the 24 weeks of my internship period at Meatech College. According to this report, the main goal of an internship is to familiarize students like me with the workplace in a real-world setting so we can learn to develop our work-related skills and capability.

In a nutshell, all organizations will have their own Strengths, Weaknesses, Opportunities and Threats (S.W.O.T). So, in this report, I will share some information and S.W.O.T. of Meatech College that I have gain during this internship experience.





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## ACKNOWLEDGEMENT



*In the name of Allah, the Most Gracious, the Most Merciful*

First of all, I would like to thank Allah SWT because I managed to finish my internship journey for 6 months at Meatech College in Mantin since it is the requirement to end my degree even though I had to face a lot of obstacles, but all the obstacles is manageable and I am able to adapt properly and wisely.

On the other hand, big thank I address to my advisor, Miss Afrah Hayati Binti Abdul Rahman because of her guide and patience to help me in order to complete my internship journey to produce a good outcome especially during the challenging work environment and I am really proud her because she has time to guide her students.

Besides that, big thanks I would address to my supervisor, Sir Mohamad Harizayani Bin Md Yahya for giving me the chance to complete my internship and willing to spend his time to help me during the internship journey. I would like to express my gratitude to Sir Mohamad Harizayani Bin Md Yahya and all staff members of Meatech College since they have gave me ideas and opinions on my internship since the first day I met them so that I can improve my internship in many ways.

In a nutshell, I had learn a lot of new experience during the internship because I have realized that working in a real workplace is quite challenging. I sincerely thank every unnamed party or individual who have provided great help and cooperation in assisting me to succeed in this internship journey and their efforts will not be forgotten.



## STUDENT'S PROFILE



### CONTACT



### SKILLS

- I have the ability to type fast (40wpm)
- Computer Literacy: Microsoft Office (Words, PowerPoint, Excel)
- I can speak well in Bahasa Melayu and English
- I can easily adapt with new environment

### CAREER OBJECTIVE

- Possess a Bachelor Degree in Office System Management (Hons.)
- I have knowledge in the field of administration
- Interested in acquiring extensive knowledge and exploring new experiences to improve my soft skills

## NURFARAHANIM BINTI SHAHRUL NIZAM

BACHELOR IN OFFICE SYSTEM MANAGEMENT (HONS.)

### PERSONAL INFORMATION

Age: 23 years old  
 Date of Birth: 12 March 2000  
 Place of Birth: Hospital Parit Buntar, Perak  
 Driving License: B2 & D  
 Nationality: Malaysian

### WORK EXPERIENCE

#### MARKETING ASSISTANT (INTERNSHIP)

Meatech College, Mantin (March 2023 - Present)

#### PART TIME SALES GIRL

Kickers Aeon, Nilai (August - October 2022)

#### PART TIME NURSERY TEACHER

Taska Cerdik Minda, Nilai (February - April 2022)

### EDUCATION

#### UiTM BANDARAYA, MALACCA

Office System Management  
 Oct 2021 - February 2023  
 3.63 - Current GPA (Dean List Award)

#### UiTM ALOR GAJAH, MALACCA

Office Management  
 Dec 2018 - Jan 2021  
 3.73 CGPA (Dean List Award)

#### SEKOLAH MENENGAH KEBANGSAAN TAMAN SEMARAK NILAI

Jan 2013 - Dec 2017  
 Account Stream  
 6A 2B 1C - SPM

### REFERENCES

#### Head of Marketing Development

Mr. Mohamad Harizayani Bin Md Yahya

#### Creative Director

Mr. Mohamad Risham Bin Yahya

Figure 1: Resume



## COMPANY'S PROFILE



Figure 2: Logo of Meatech College

- **Name**
  - Meatech College
- **Location**
  - No. 1 & 3, Jalan Utl 4, Bandar Universiti Teknologi Lagenda, 71700, Mantin, Negeri Sembilan.

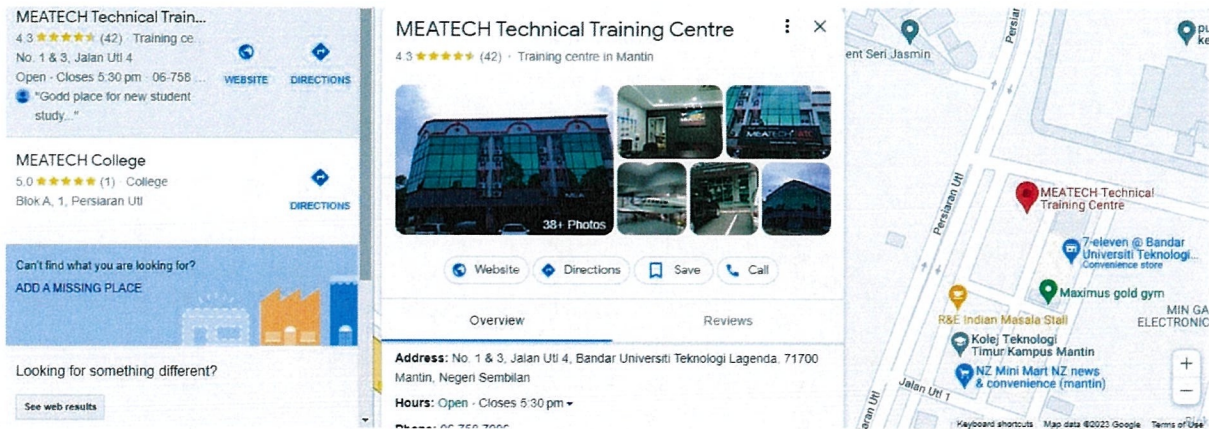


Figure 3: Location of Meatech College

- **Operation Hour**

DAY	TIME
Monday - Friday	8:30 a.m. – 5:30 p.m.

- **Background**

- Meatech College was founded in **2009** to undertake education and training activities. Meatech College is strategically positioned to support competitiveness in industries through the offering of various accredited academic and training programs. Moreover, according to the Private Education Institution Act of 1996, Meatech College is a **private institution** of higher



learning that is registered with the Malaysian Ministry of Higher Education. It is located at **Mantin, Negeri Sembilan** and offered a guaranteed work after study since Meatech College collaborated with airlines company such as AirAsia, Malaysia Airlines and Meatech College offered on-job-training for certain course because it is located near to the Kuala Lumpur International Airport (KLIA) which is the place for the students to perform their on-job-training.

Meatech College offered **two types of programs** which are **school of Creative Media** and **school of Aviation Hospitality**. The minimum entry requirement for all types of program is pass in SPM and minimum of 3 credits in SPM. However, for the Diploma in Aircraft Maintenance Technology, it require 3 credit including credit in Mathematics and English.

- **Vision**

- Meatech College desires to set excellence as a benchmark to creative technology education that produces 'total graduates' who are well-versed, knowledgeable, versatile and competent in their field to play effective roles towards nation building.

- **Mission**

- Meatech College seeks to maintain an education infrastructure that provides conducive learning environment to 10,000 students by 2025 for the betterment of knowledge acquisition process through open door policy for fair educational and employment opportunity that promotes social justice for all who wish to realize their ambitions and fulfil their true potential via quality education.

- **Objectives**

- Help students achieve academic excellence in a diverse range of disciplines and fields through their excellent faculties.
- Let student develop as an individual.
- Gives knowledge, skills, confidence and experience to help students.

- **Goals**

- According to their motto, "Transforming Lives, Realizing Dreams", they strive to provide their students with the right skills, ample knowledge and valuable experience that are required for a successful career.
- Offered a guaranteed work for students after their study.

- **Organizational Structure**

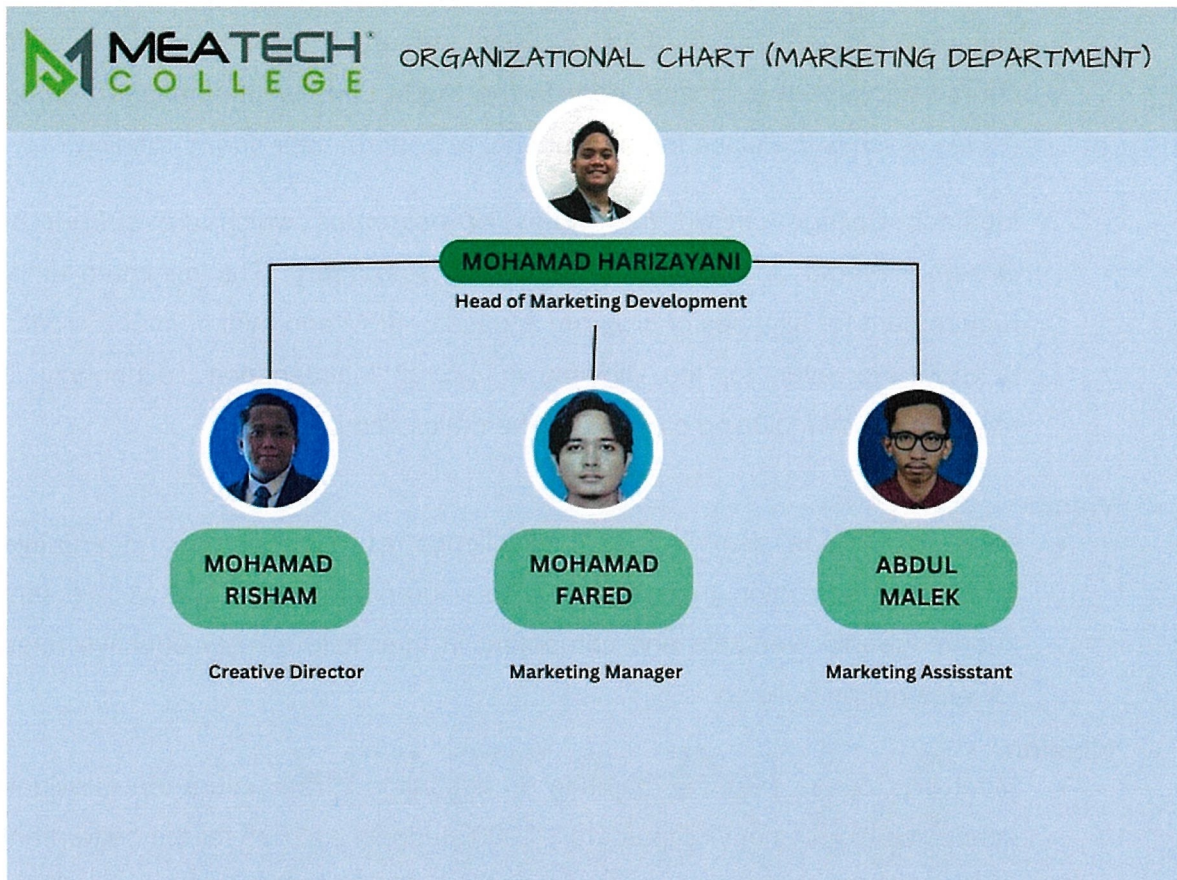


Figure 4: Organizational Chart of Marketing Department in Meatech College

- **Products or Services**

Meatech College currently offers at Diploma level in the field of **Creative Media** and **Aviation Hospitality**. All of their programs are accredited by the Malaysian Qualification Agency (MQA). The programs are be divided as below:-

School of Creative Media	School of Aviation Hospitality
<ul style="list-style-type: none"> <li>•Diploma in Graphic Design</li> <li>•Diploma in Multimedia Animation</li> <li>•Diploma In Screen Production</li> </ul>	<ul style="list-style-type: none"> <li>•Diploma in Aircraft Maintenance Technology</li> <li>•Diploma in Air Cargo Management</li> <li>•Diploma in Aviation Operation Management</li> <li>•Professional Certificate in Cabin Crew &amp; Customer Service</li> </ul>



## TRAINING'S REFLECTION

### ➤ Duration

My industrial training begin from **1<sup>st</sup> March 2023** until **15<sup>th</sup> August 2023**, which is **6 months** at Meatech College, Mantin, Negeri Sembilan as it is the university requirement for me to graduate as a degree holder. Throughout my internship experience, I have **learn a lot of new things, know how to communicate well** and **how to work with a good ethics**. My working hours is from **8:30 a.m. until 5:30 p.m.** and **break from 1:00 p.m. until 2:00 p.m.** However, the working hours **during Ramadhan** is slightly different. Whereby, I will start working from **8:30 a.m. until 4:30 p.m.** Moreover, my **working days** is from **Monday to Friday**.

### ➤ Specific Department

At Meatech College, I was assigned at **Sales and Marketing department** for the 6 months of industrial training. One of among the most crucial things a firm can do is **marketing**. Marketing not only raises brand exposure but also increase revenue, business growth and consumer engagement. Without marketing, sales could decline. This department has 4 employees and 4 internship students including me.

### ➤ Details

My task at Meatech College is usually doing **daily office task** such as **make phone calls, replying email or WhatsApp, handling complaints** and **prepare documents** such as offer letters and minutes of meeting. Since I was assigned at Sales & Marketing department, I need to do sales and marketing to **promote products** offered by Meatech College which are diploma under Malaysian Qualifications Agency (MQA), Diploma Kemahiran Malaysia (DKM) and short course professional certificate.

To promote the products offered by Meatech College, I will use some platform to spread the benefits and courses offered such as **social media or seminar**. For social media, I will make **attractive posters, good copywriting** and **videos** to attract viewers and customers. For seminar, I will help in **prepare all of the needs** such as **booking the venue, prepare documents** and **handle the seminar** by welcoming and greet all of the students and parents. I have learn that dealing with people is quite fun.

Last but not least, as marketing is really important, it is really crucial for all of the Sales & Marketing department's staff to make sales for Meatech College since it is one of their source of revenue. I am really grateful and happy that I was able to learn new things on sales and marketing and realize that we should have our own target to achieve what we want.

➤ **Gains**

Unfortunately, I was **not given any allowance** during my industrial training. However, I will **received commission** if I managed to get students that registered to further study with Meatech College. For those who registered under **short course professional certificate** and register with me, I will received **RM250** per person. Moreover, for those who registered under **diploma** and register with me, I will received **RM500** per person.

At Meatech College, I have experienced in **handling seminar** and it is fun even though it is quite tiring. Moreover, I have learn new things on marketing to do **sales cycle, promoting through social media** and **promoting through seminar**. I also managed to **consult parents** and **students one-by-one** and I found that it helps me to **improve my communication skills, body language** and **self-confidence**. Every day, I will **enhance my typing skills** whereby I have learnt to use my 10 fast fingers to typing so that I am able to finish my works that have been given properly and finished within the time given. By doing all the tasks given by Meatech College, I will apply the skills that I have learned during my industrial training in the future to improve myself and get a better understanding of the real working environment.

Moreover, I also managed to know the **process of PTPTN application** because I am the person that have been assigned to ensure that the new students have their PTPTN financing to further studies. Firstly, I will register for SSPN-I account for RM20.00 and then buy the PTPTN pin number which cost only RM5.00. All of the registration is done by website. The process helps me to discover the online systems application that I never done before.

Next, I have learnt on how to **deal with clients** such as parents and students with proper etiquette and dress code with clients. It is really important to maintain a good attitude when dealing with them because the first impression is crucial. I also learnt on how to make a **reservation on hall rental, asking for quotation** and manage the event well by **prepared the event itinerary** so that all of the marketing staff able to follow the schedule. Moreover, I also know how to **handle the new intake student's** registration whereby I need to ensure that all documents like copy of identification card, birth certificate, payslip of parents are complete for their registration and collect payment. Then, I will give them the hostel keys and key in the name and house number of the students in the database.



## SWOT ANALYSIS

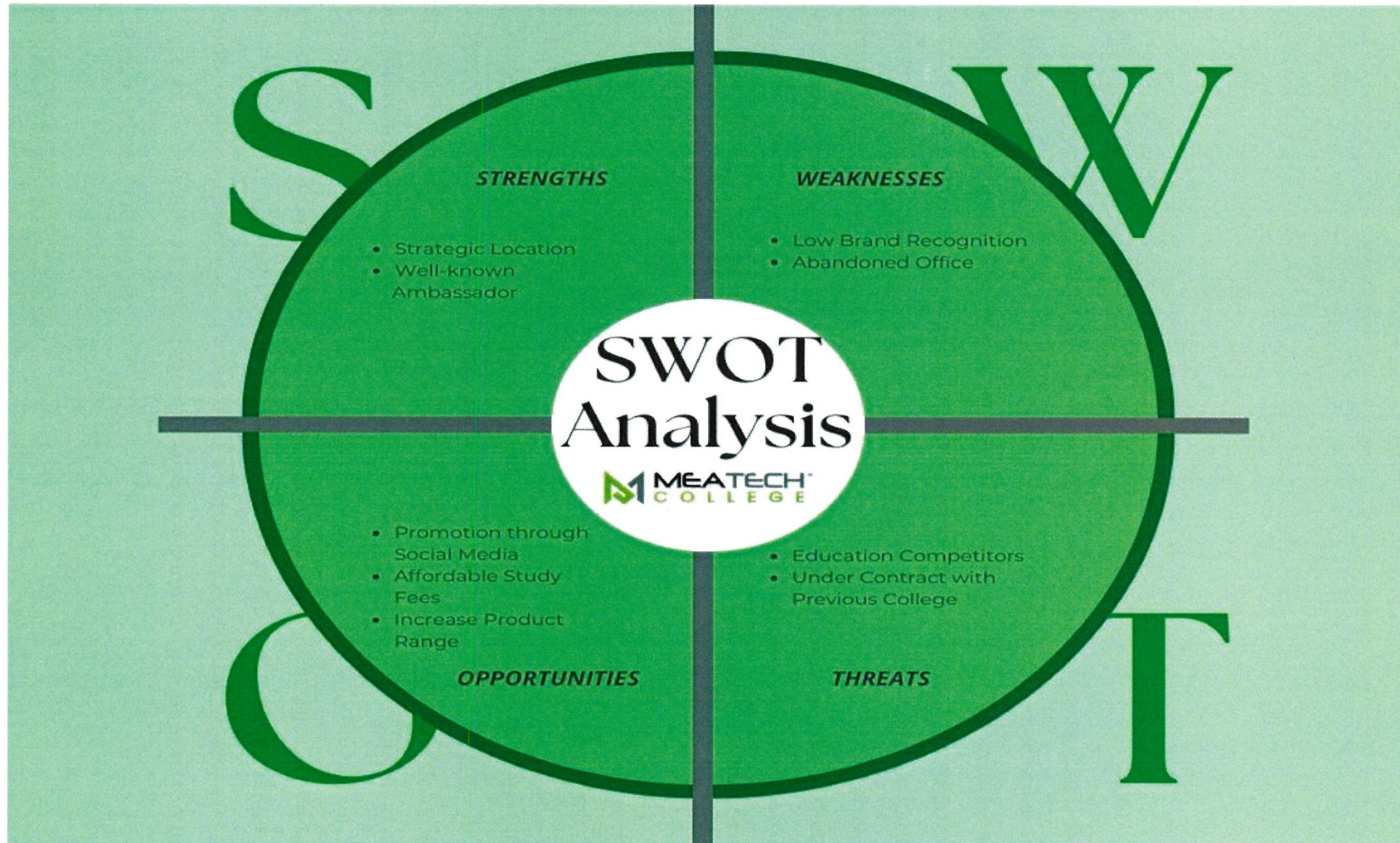


Figure 5: SWOT Analysis of Meatech College

## STRENGTHS

- **STRATEGIC LOCATION**

Meatech College is located at **Mantin, Negeri Sembilan**. It is **near to the town** and a **lot of shop**. As it is a college, it will **ease their students in their daily lives**. The location of Meatech College suits with the number of population in Mantin. I could see that they **provide job opportunity** and **education** for people who live in Mantin. In addition, all of the student from Meatech College will undergo the On-Job-Training (OJT) or internship at the **Kuala Lumpur International Airport (KLIA)**. So, it is easy for Meatech College to send their students to the Kuala Lumpur International Airport (KLIA). It only takes about 40 minutes by driving. Meatech College is also suitable for students all around Malaysia since they provide hostel for free for their students. The hostel is just a walking distance around 5 minutes to the class.

### Recommendation:

Since Meatech College is located at a strategic location, it would be a great advantage for Meatech College. Meatech College should **understand their surrounded customer** because the surrounded customer could be their **potential customer**. It is advantageous to **understand their target audience** and **their preferences** when using location-based advertising. Meatech College may **find comments** on everything from the products that customers adore to the ones that require the most work (Scarlat, C. 2020). **Creating campaigns** and **events to gauge public opinion** might be a straightforward way to learn how to enhance their products and services because it could lead to customer satisfaction (Scarlat, C. 2020). By doing campaigns or events for nearby people, I think that it could attract their target customers and increase Meatech College's income.



## STRENGTHS

- **WELL-KNOWN AMBASSADOR**

The brand ambassador, according to the experts, is a person who promotes a product by using their popularity and ability to get people interested in it (Usman, O., & Aryani, Y.,2019). The extent of a celebrity's popularity has aspects that are related to visibility. Ambassador like Zarol Umbrella helps make their network recognized about Meatech College. Before being persuaded, consumers frequently seek out the opinions of others about a product's usefulness. Meatech College also make a good choice when they **collaborate with a malaysian singer** and also **ex-cabin crew of Malaysia Airlines** who is known as **Zarol Umbrella**. By collaborating with him, Meatech College's name is usually heard at the social media or news. Zarol Umbrella usually will **promote Meatech College using TikTok, Facebook** and other social media. With his expertise in cabin crew before this, his way of communication is really attractful and meaningful. Moreover, he will help Meatech College's student whenever they have any question or problem. By having him as ambassador really helps Meatech College to build its own name. Additionally, brand ambassadors are constrained by their social media platforms and the size of their prospective audience. The ambassador is able to **use his authority** to enter an argument outside of the brand's conventional social media platforms and establish a more intimate connection. The number of admirers a brand ambassador has (popularity) and their style of appearances in front of the public (appearances) are two factors that relate to popularity (Usman, O., & Aryani, Y.,2019). Moreover, ambassador will helps to **preserve Meatech College reputation**. This is because brand ambassadors are capable of stepping up to the field and defending the company against any negative press or comments. Since they are an unbiased voice, brand ambassadors will share positive experiences they have had with Meatech College. Their advice can help resolve the conflict (Usman, O., & Aryani, Y.,2019).

### Recommendation:

In my opinion, I think that Meatech College can **collaborate with the other ambassador** to increase their brand recognition. They can collaborate with ambassador who is more famous in Malaysia such as **Scha Alyahya** who is a Malaysian famous actress who have acting as a stewardess before this in the movie entitle "Awan Dania". Moreover, Meatech College can **enhance communication** with ambassador to boost marketing strategy.

## WEAKNESSES

- **LOW BRAND RECOGNITION**

As Meatech College is founded in 2009, the college **is not really well-known** among Malaysian like the other private university or college such as Management & Science University (MSU) or Open University Malaysia (OUM). This is because Meatech College **just established** and **lack of promotion** so that it has a low brand recognition. Meatech College does not have their **own trademark** where people can always remember or recognize them. Moreover, when Meatech College have a low brand recognition, students or parents usually will ask more details about Meatech College and sometimes they thought that Meatech College is a **scam**. It is quite hard to convince students or parents to register since it has a low brand recognition and they will feel worry. A strong brand names will stick out and have a longer shelf life in the minds of consumers. However, if Meatech College's name is **not distinctive and could not be instantly associated** with the products it stands for, people will not remember Meatech College for long. As a result, even premium goods will suffer. Even while word-of-mouth advertising is effective and affordable, without a distinctive brand name, sales may be lost to a less desirable product with a more memorable name. Lack of brand recognition makes it more difficult for a business to earn the trust of its clients. With brand exposure will comes trust (Favela, R., 2021). Having an appearance attached to a brand helps consumers trust it more.

### Recommendation:

A **brand awareness campaign** allows a company to tell a story, gives company a personality and receive customer feedback. All of these things contribute to the capacity to develop trust among one another (Favela, R., 2021). Next, Meatech College should be **more social**. Humans have been raised to be social creatures who engage in interpersonal interaction. By **interacting**, it will make connections with people and promote themselves and will gain recognition. Social media interactions are more than 50% of brand reputation. Interact with audience through online and not just try to sell. Instead, spread informative stuff for no other reason than to be fascinating. Comment on other people's accounts, pose inquiries, develop interactive material that is unrelated to products or services, design polls and retweet intriguing things (Favela, R., 2021).



## WEAKNESSES

- **ABANDONED OFFICE**

Meatech College is located at Mantin, Negeri Sembilan. However, the office and college look like an **abandoned office**. For people or parents who come and see the real situation will feel creepy. Moreover, Meatech College **face high risk situation** such as high crime. There were residential area near Meatech College. However, 95% of the resident is among immigrant such as folk of Bangladesh and Nigeria. Moreover, **dangerous pollutants** like mould and lead can be present in inadequate building. It will increase the risk of asthma, cardiovascular illness and learning difficulties well as other health problems among students and staff of Meatech College.

### Recommendation:

An efficient workspace promotes a calmer and more productive environment. It is important that **employers examine their employees' actual working conditions**. To function at their best, employees need to feel relaxed and at ease in their physical work environments. The vast majority (87%) of workers want their present employer to provide perks for a healthier workspace, including ergonomic seats, sit-stand desks and wellness rooms (Kohll, A., 2019). According to International WELL Building Institute (IWBITM), workplace design that takes into consideration of the cleanliness of the air, light, perspectives on the environment and the overall arrangement of the interior can have a substantial impact on worker productivity, happiness and wellness. To **improve the air quality**, Meatech College may consider to make a **no-smoking rule**, **create ecological cleaning procedures**, **maintain a clutter-free office**, **place air purification devices** and include some **indoor plants** (Kohll, A., 2019). In order to **increase comfort**, Meatech College should provide **workstations designed ergonomically** with both seated and standing positions available, provide workers a variety of workspaces to use throughout the day, reduce building system noise, provide break-out places, hot-desking locations, informal gathering spots and imaginative ideation spots (Kohll, A., 2019).

## OPPORTUNITIES

- **PROMOTION THROUGH SOCIAL MEDIA**

Meatech College can try to **promote their products** which is diploma and certificate by using **social media**. Social media is one of the effective platform to promote. One of the best way to **increase brand exposure** by online is using social media. They can promote by using platform such as **TikTok** and **Facebook**. TikTok and Facebook also have **ads promotion** where users can enhance their products or services by doing ads and it require some fees. By doing this kind of promotion, it could increase brand recognition of Meatech College among students and parents. Meatech College may use social media's benefit to determine their audience based on demographics like age, geography and preferences.

### Recommendation:

Social media marketing is quite beneficial financially. The time and effort invested in social networking could potentially pay off tremendously. Content developed with the intention of fostering favorable customer relationships and ultimately generating revenue is referred to as content marketing (Bazi, S., Filieri, R., & Gorton, M., 2023). It might be helpful to **read what people are saying** about Meatech College on social media to get a sense of their products and promotions. Meatech College may utilize the information on which posts are successful to help them learn more about their audience's preferences (Zollo, L., Filieri, R., Rialti, R., & Yoon, S., 2020). Next, Meatech College should **create partnerships**. Through social media, Meatech College may **establish relationships with businesses** operating in the same industry as Meatech College or in one that is related to it and that share the same aims. Furthermore, it gives the chance to **work with influencers** that can help Meatech College to advertise their products. Customer reviews play a significant role in company engagement and loyalty. Social media information sharing about Meatech College's product helps them establish credibility, grow brand recognition and may even boost sales (Zollo, L., Filieri, R., Rialti, R., & Yoon, S., 2020). There are **numerous tools** that may assist Meatech College like increase fan base, attract new audiences and reminding customers of abandoned shopping carts. Even some well-known tools are free. **Twitter Analytics**, for instance helps to know if tweets are receiving likes and comments. If not, Meatech College might modify advertising approach to increase engagement.



## OPPORTUNITIES

- **AFFORDABLE STUDY FEES**

Meatech College offers **affordable fees**. Among all aviation university, Meatech is one of college in Malaysia that offers aviation courses with **low fees**. Moreover, Meatech College also provide **rebate without contract**, **PTPTN** and **flexible payment** where parents are allowed to pay by installment whether by semester or by month. By offering affordable study fees, it helps to ease parents especially those who are in category of B40 and M40. So, Meatech College manage to help those parents who wish that their children will further study whether in diploma or certificate. All parents want to see their children success in their education and get a good offer in job. People can acquire better paying jobs with better working circumstances by earning a diploma or other academic certificates. Additionally, it raises their salaries, which contribute to their improved health. Despite there is no denying the advantages of higher education, the rising expenses make it out of reach for the majority of us. This is a problem that has to be resolved. We must put in place regulations that would make access to higher education a fundamental human right. (Moran, J., 2019).

### **Recommendation:**

Even though Meatech College offered affordable study fees, they should consider to give **scholarship** for those who are unable to pay by flexible payment or pay for PTPTN. It will helps to **ease burden of study fees**. Obtaining a scholarship that reduces the cost of education will help students concentrate better while they are studying, specifically for students who may be responsible for funding their own study fees. Students are not required to search for numerous part-time or even full-time work to pay for education expenses. Furthermore, many scholarships typically require students to preserve their GPA in order to qualify for scholarships (Universitas Multimedia Nusantara, 2022).

## OPPORTUNITIES

- **INCREASE PRODUCT RANGE**

Meatech College could **increase their product range** by diversifying diploma or certificate. Additionally, it is a simple approach to bring in more customers whilst making most of their current customers. As for now, Meatech College **only offer Media Creative and Aviation Hospitality**. By expanding product range, Meatech College may provide their clients **more choices**. Their clients are not going to feel driven to visit the websites of their rivals if they can discover what they require on the channel of sales. It will also bring up comfort and ease. Customers will benefit from having anything in a single place, so Meatech College will boost their whole encounter.

### Recommendation:

Meatech College should **take chance to diversify their product**. Maybe Meatech College can try to **venture into graphic design, engineering, mass communication and business management**. By increasing their product range, it could help to **attract more student** and give benefits to Meatech College. To increase sales and create enduring connections with the current clients, Meatech College should **respond to client's needs**. Additionally, it enables manufacturers to seize chances and create advantages in competition. Concerns around production scheduling due to the range of products also need shared knowledge and integrated supplier operations (WK Galahitiyawe, N., & JAR, J., 2019). Moreover, in order to increase product range, I would recommend Meatech College to **examine customer information**. They should first spend some time doing a **client's survey**. For instance, creating a customer satisfaction survey or a survey of clients' preference products can help them learn more about what matters to their customers and receive their feedback. Next, **look for emerging markets**. Seek into **new markets** that might require their products. Lastly, Meatech College should **enlarge distribution choices**, distribution included the 4 P's which are place, promotion, product and price. They can boost target market and revenue by using distribution by consider the various ways they could widen their distribution networks such as through wholesaler, advertising through internet or catalogue.



## THREATS

- **EDUCATION COMPETITORS**

In business, competition refers to the struggle or rivalry between organizations that sell comparable goods and aim at the same customer base in an effort to exceed rivals in terms of revenue, profits and market penetration. However, competition will makes the business dig deep into the actual desires of the customers and makes it more interested in serving them better than other competitors (Pahwa, A., 2023). Meatech College is located at Mantin, Negeri Sembilan. However, they also have their **own competitors**. Nearby competitors will affect Meatech College if they unable to manage and handle their business with a proper way. Some nearby competitors of Meatech College are Unifield International College (UIC), Manipal International University (MIU) and INTI International University. Meatech College need to reduce profit margins for each sale or service by doing price reductions to remain competitive in their market. Some parents might compare Meatech College with the other university nearby. Maybe the other university offers more benefits for their students such as great facilities, good environment and low fees.

### Recommendation:

Meatech College are under pressure to improve due of competition, which causes many of them to shut down since they are unable to compete with the major players in the market. In order to maintain in the market, Meatech College should **know their difference** with the other colleges. For instance what they offered for students and parents such as benefits or facilities. In addition, Meatech College should **know their competitors**. Meatech College should begin by doing a thorough investigation of their rivals. Make a **database** outlining each competitor's name, slogan and services or products offered. If Meatech College have a wide range of rivals, they should focus on the top five of the rivals. This will enable them to focus on the companies that are considered to be closest competitors (Pahwa, A., 2023)

## THREATS

- **UNDER CONTRACT WITH PREVIOUS COLLEGE**

Unfortunately, Meatech College is currently have a **rental contract** with **previous college**. For now, Meatech College does not have their own building to do their business. Meatech College is located at 3-storey shop lot and an abandoned building at Mantin, Negeri Sembilan. For the abandoned building, it is own by previous college which is known as Linton University College. Meatech College is in risk because anytime the previous college could **breach the rental contract**. Before this, Linton University College operate as usual but since the pandemic, they are unable to operate like usual since their students are not among Malaysian. If the previous college does not want to continue the rental contract, Meatech College will be affected and they need to find another building to rent.

### Recommendation:

For Meatech College, I think that they should **find another places to rent**. Renting the previous college buildings is not a really good decision since the previous college could breach the contract. I also heard some rumours that the previous college want to operate their businesses like usual. They can breach the contract whenever they want. The usage of area may be constrained by restrictions and regulations that the previous college may apply such as banning particular equipment, retaining cars on the property or permitting the entry to the facility during normal business hours. I would recommend to Meatech College to **be careful to go through the entire crucial details in rental agreement** with landlord before they proceed to sign a lease agreement. Moreover, Meatech College should be **aware that the previous college has the power to reconsider and increase the renting price** at predetermined periods. To avoid any misunderstanding, Meatech College should **read the lease agreement carefully** and make sure they are no trick. In addition, Meatech College as a tenant should **know the details of cost rental, deposit and utility charge**. If the landlord requests cash as payment, Meatech College should be aware because there will be a little suspicious. Online payments are ideal since it have an official history of invoices and receipts. Next, Meatech College should **know if the buildings rental are including with furnishing, facility and appliances**. It is really important to know the current conditions of the furnishing, facility and appliances so that they are aware of the conditions.



## CONCLUSION

In a nutshell, writing this industrial training report has given me the opportunity to show professionalism as well as excellent ethical behaviour in workplace. This report also helps me assess my own limitations and ability including all positive and negative factors that will reflect to the performance of Meatech College. I would like to thanks Meatech College and UiTM for giving me the chance to develop my talents and get ready for the workplace in the real world while still students. I am able to do hands-on experience in the office and I know the real situation in office. Moreover, it also helps to boost my confidence level and improve my communication skills with the others.

In addition, my co-workers consistently encourage me, offer moral support in dealing with every difficulty and challenge that arises and feel that the workplace genuinely includes ups and downs that an employee must face positively. I also discovered that having excellent relationships and sharing knowledge between the co-workers is an essential component of a positive working environment. By having excellent relationships and sharing knowledge with the co-workers also helps to increase sales since it have a good communication.

My vision is I want to bring successful sales to this company. I will help Meatech College to make sales and achieve their target. Every month, they have their own target. Firstly, I could help by attract students and parents with all of the benefits that Meatech College will provide. Secondly, I could boost promotion through social media such as Facebook and TikTok ads. By creating a good post will also attract viewers to know more about Meatech College.

I could see myself in the next five years is that I will get a permanent job and stable income. Moreover, I have received an offer to work with Meatech College but for now I am still considering the offer. I really hope that I could get a better offer to work in government agency so that I could learn more and received all the benefits that government provided for their staff. I intend to deepen my understanding of the organization in five years by absorbing as much information as possible so that I could contribute more. In addition, I would like to participate in at least one program that promotes leadership development. I am also conscious of the organization's strong Corporate Social Responsibility (CSR) team and I would like to play a significant role in that team.

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**APPENDICES**



*Meeting with Sales & Marketing Department staff at Meeting Room*

*Education Exhibition Booth at USIM, Nilai, Negeri Sembilan*



*Briefing & Interview session with SPM leavers at Giatmara Seremban, Negeri Sembilan*



# WORKING DAYS

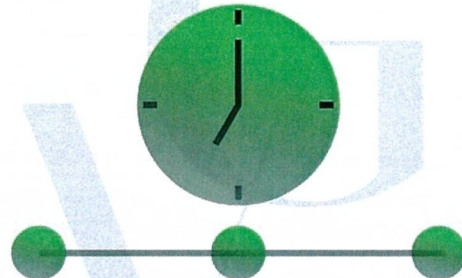


Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Numbers of working day is 5 working days on weekday and offday on weekend.

# WORKING HOURS

Working hours at Meatech is starting from 8:30 a.m. until 5:30 p.m.



8:30 A.M. 1:00 - 2:00 P.M. 5:30 P.M.  
BREAK



Meatech College's Building



*Interview session with SPM leavers at Dewan Kajang Impian, Kajang*

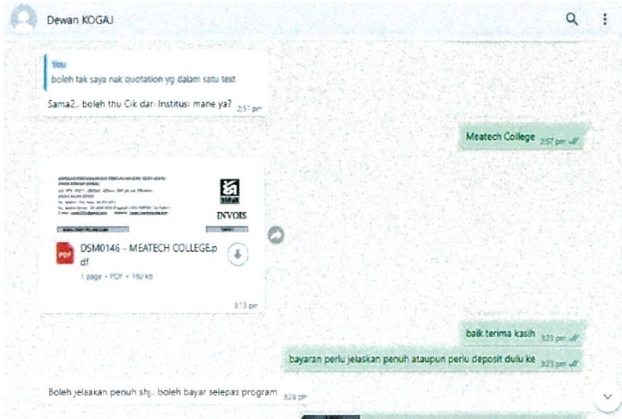
*Received fast cash after successfully registered new student*



PERBADANAN TABUNG PENDIDIKAN TINGGI NASIONAL Projek Baitul, Menara PTPTN, Blok D Megan Avenue II, No. 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur		Telefon: 02-4762 2000 Faks: 02-4762 1000 Alamat: www.ptptn.gov.my
URUSMAGA PTPTN PAYMENT GATEWAY		
Diterima Datapada : 06/04/2023	Tarikh: 23/06/2023 No. Rujukan: W20220000065286 Jumlah: RM 5.00	
Urusmaga		Amount (RM)
9999 PEMBELIAN PIN ONLINE		5.00
(BSN) PPN063413.00-2506231232510699-23062023 12:32:51		

*Apply PTPTN application for new students*





*Dealing for quotation for Talk & Interview Session*

*New student intake registration (diploma)*



*Airline Talk and Interview Session at Svofo, Kota Damansara*



*Airline Talk and Interview Session at Svofo, Kota Damansara*

*Airline Talk and Interview Session at Svofo, Kota Damansara*



**GOLDENBAY HOTEL**

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OUR REF. NO: GBH/SM/BQT/0395/JUL/2023/ST

Wednesday, 5 July, 2023

Attn: MEATECH COLLEGE

M | 018-669 6400  
T | -  
F | -  
E | farahhizammm@gmail.com

Dear Ms. Farah,

RE: QUOTATION FOR MEATECH COLLEGE TALK & INTERVIEW ON 30TH JULY 2023

Warmest Greetings from GOLDENBAY HOTEL, BINTULU!

With reference to the above captioned matter, thank you for considering our hotel as the venue for your upcoming function in Bintulu. we are pleased to extend the following proposal for your kind consideration and perusal.

Hall Rental Package

Date	Time	Type of Event	No. of Pax	Venue	Set up	Hall Rental Package
30 <sup>th</sup> July	9:00AM	Talk &	50-100			Hall Rental at RM 638 nett for maximum 4 hours usage at hall rental

*Dealing for quotation for Talk & Interview Session*