

INDUSTRIAL TRAINING REPORT

MAJLIS DAERAH GERIK (MDG)



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan

NORFATIAH BINTI MOHD PIZI | 2020818838
BACHELOR OF BUSINESS ADMINISTRATION (Hons.)
FINANCE

ACADEMIC ADVISOR: EN. ABDUL HAFIZ YUSOF
COORDINATOR: DR. NURUL LABANIHUDA ABDULL RAHMAN





EXECUTIVE SUMMARY

This internship report stresses on the work experience I have gathered for 24-weeks duration as an Intern in the Finance department at Majlis Daerah Gerik, Perak. I successfully completed from 29th August 2022 until 10th February 2023 as a requirement by Universiti Teknologi Mara Kampus Arau, Perlis. The ultimate focus of this internship is for students to acquire more knowledge and to develop new skills before meet the real-world experience in performing and completing the tasks within a given time frame. Also, to assist students in better exploring and preparing themselves, both physically and mentally.

In this report, I mainly have incorporated my experience at Majlis Daerah Gerik especially in managing account and finance of the council. The person in charge for my industrial training throughout these six months period is Puan Aini Suhaila Bt Md Idris. Here, I learned a lot from my supervisor as she really plays a crucial role in guiding me through tasks such as doing daily compilation of error transactions, manual charge of customer transactions, key in bank transaction into their system and more.

Hence, this Industrial Training Report would be explaining in more detailed overview of my experience as an Intern. It covers every activity that has been carried out in every unit, skills applied and all the tasks that I successfully perform during the six months of internship here. This report includes my profile background, the information of the organization and my training's reflection and a SWOT analysis where I assess the internal and external factors. I have also mentioned about the organizational issues as well as discussions and suggestions for improvement to the organization.



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COMPANY'S PROFILE

Company's Name: Majlis Daerah Gerik

Address: Jalan Haji Meor Yahaya, 33300 Gerik, Perak

Operation Hours:

- Monday until Friday
- 8 a.m. to 5 p.m.
- Closed on Public Holidays

Contact: 05-791 2305

Email: mdg@gerik.gov.my

Website: www.gerik.gov.my

Company's Logo:





BACKGROUND OF ESTABLISHMENT

Gerik District Council is a financially autonomous Local Authority authorized under the Local Government Legal Authority Act for its administrative area. The council was established on 1st December 1979 by merging the three L.P.K.T which are L.P.K.T Gerik (Town Board), L.P.K.T Batu Dua (Local Council) and L.P.K.T Kuala Rui (Local Council) to become one organization named Majlis Daerah Gerik. This organization is a government body in charge of developing and providing social services to residents by improving and upgrading the infrastructure facilities. They also encourage both public and private sector participation in national development programmes. Aside from that, they efficiently manage resources and ensure that development is directed in accordance with national policy and policies. Last but not least, exploiting the beautiful nature since Gerik District is more to nature according to the trend of tourism development.