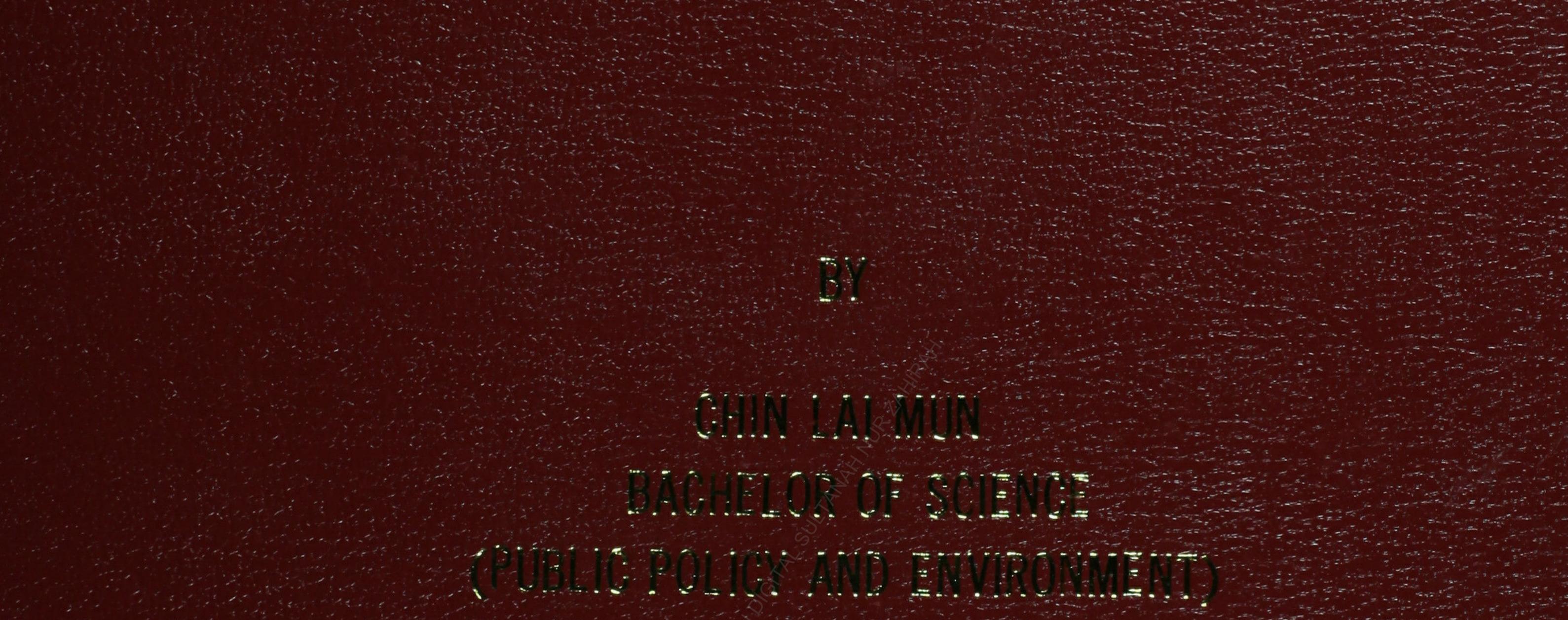
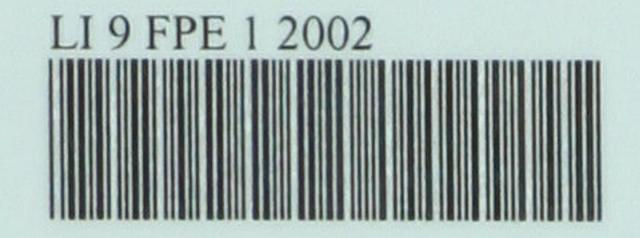
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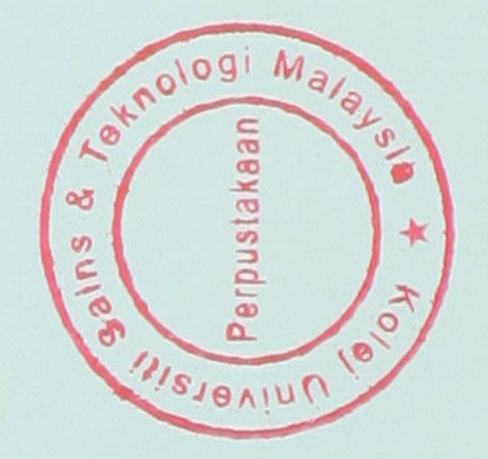


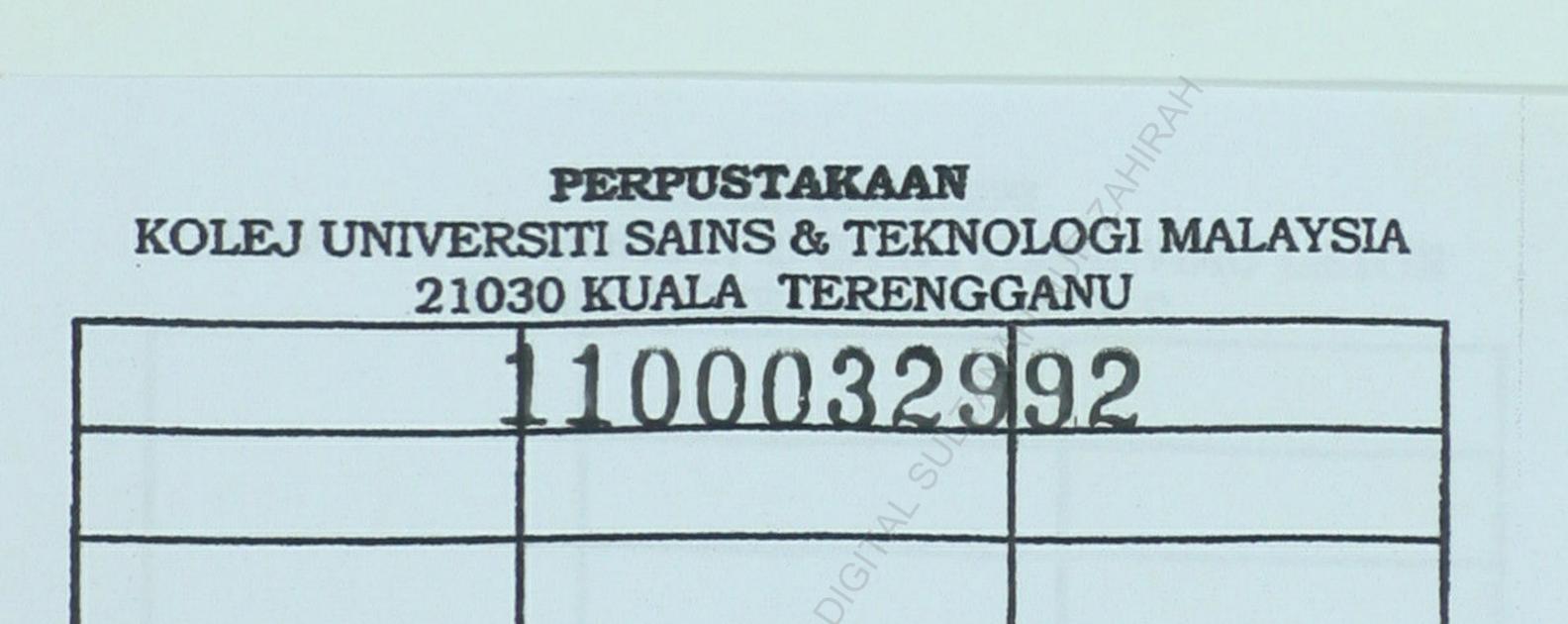
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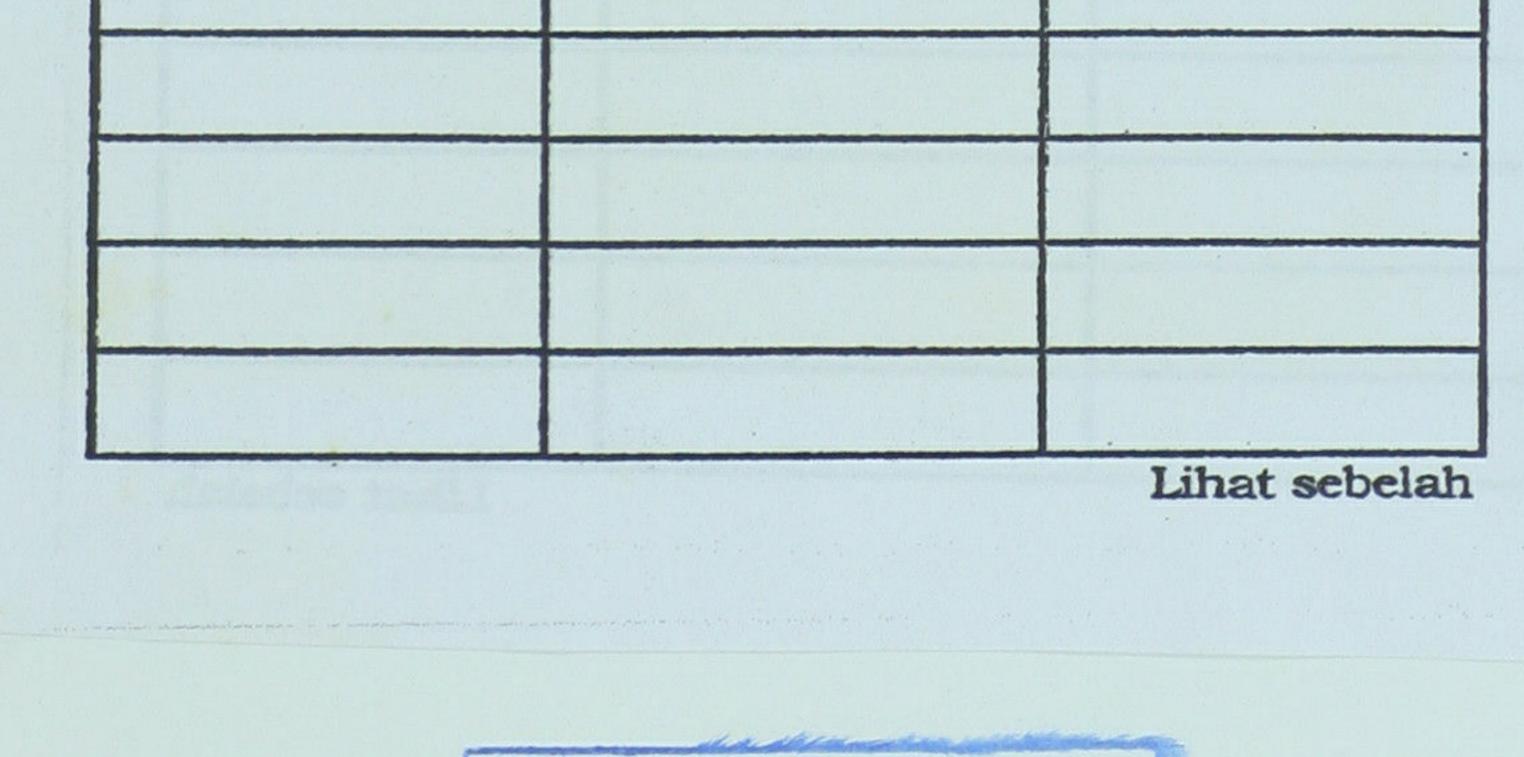
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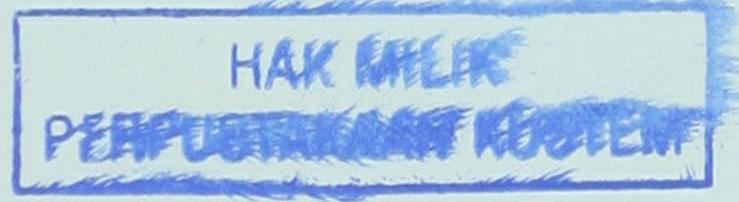
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# INDUSTRIAL TRAINING FINAL REPORT AT CAPITAL ROUTE SDN BHD KUALA LUMPUR

# By

# CHIN LAI MUN Bachelor of Science (Public Policy And Environment)



# Industrial Training Final Report Submitted To

Department of General Studies **Faculty Of Management And Economics** University College Science And Technology Malaysia



# 2002

# 1100032992

#### Acknowledgement

First, I want to thanks University College Science and Technology Malaysia (KUSTEM) because Industrial Training Program is a planned effort by Faculty of Management and Economics (FPE), KUSTEM. This program was the result

to expose undergraduates to the working environment.

Secondly, I want to thanks Capital Route Sdn Bhd for kindly given me an

opportunities doing three months Industrial Training. The internship of three

months in the company has able me to opened my eyes to see real working

condition and use all the knowledge acquired all these years to full see.

Mrs. Ter Siew Lan is my Supervisor of Industrial Training who are willing

share her knowledge and experiences with me and always forgive me when I

done a mistake during three months Industrial Training. Thanks to my Supervisor of KUSTEM Dr. Wan Ibrahim Bin Wan Ahmad for given me a

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training progress.

I also want to thanks all my colleagues who are very helpful in providing

me advises, willing to explain to me things that I do not know and extremely

helpful and friendly by assisting me in any way they can when I'm facing a

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problem.

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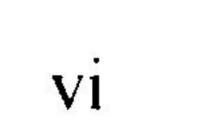
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## EXECUTIVE SUMMARY

The industrial training has provided me good experience in the real working

environment. Working for three months in Capital Route Sdn Bhd has able me to

know and understand some of the company's strengths and weaknesses.

Problems are uncovered in each of the department, especially in the Finance

and Account Department where I was under the guidance of the Finance

Manager for three months. Among the problems known is working environment

is not comfortable, shortage of tool and computer equipment, problem of

computer system and lack of program and lack of advertising.

Industrial Training Program can acquaint trainers with both the physical

structure and the personnel structure of the organization, such as the chain of

supervisory command and the various relevant departments and divisions.

During the training, I have the opportunities to watch and learn. I was to

be taught to follow the example of my more experienced colleagues when doing

certain tasks. My supervisor has told me that good communication skill are one

the best way to learn, be it in the working environment or life. Along the three

months, I was communicate with customer, salesman and etc. All these are

effort by my supervisor to make sure that I really gained knowledge during my

three months internship over at Capital Route Sdn Bhd. In my opinion the span

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of three months for conducting industrial training is too short. There are so many

aspects that I have not fully mastered.

I also can learn about compensation, benefits, safety rules and produces

of the organization. An additional importance of an Industry Training Program is

to help trainers deal with the stresses of adjusting to new work environment in

### the future.

STAX SULLAND

RUSA

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