FINAL REPORT OF INDUSTRIAL TRAINING AT BALDA SOLUTIONS MALAYSIA SON BHD

MALA RAGHAVAN BACHELOR OF MANAGEMENT (MARKETING

INDUSTRIAL TRAINING REPORT SUBMITTED TO DEPARTMENT OF MANAGEMENT AND MARKETING FACULTY OF MANAGEMENT AND ECONOMICS UNIVERSITY MALAYSIA TERENGGANU (UMT) 2007



LI 10 FPE 2 2007



1100063801 Final report of Industrial training at Balda Solutions Malaysia Sdn Bhd / Mala Raghavan.

PERFUSTAKAAN SULTANAH NUR ZAHIRAH UNIVERSITI MALAYSIA TERENGGAMU (UMT) 21830 KULALA TERENGGAMI

	21030 H	TUALA TERE	KGANU	
	ii	0000	33BC1	
,				
	-			
	-			
-	_			
	-		_	
	-			

Lihat sebelah

HAK MILIK PERPUSTANAAN SULTANAH NUR ZAHIRAH UMT

FINAL REPORT OF INDUSTRIAL TRAINING AT BALDA SOLUTIONS MALAYSIA SDN BHD

BY

MALA RAGHAVAN

UK 12253

BACHELOR OF MANAGEMENT (MARKETING)

INDUSTRIAL TRAINING REPORT SUBMITTED TO

DEPARTMENT OF MANAGEMENT AND
MARKETING
FACULTY OF MANAGEMENT AND ECONOMICS
UNIVERSITY MALAYSIA TERENGGANU (UMT)

2007

APPROVAL SHEET

I, Mala Raghavan hereby declare that the Report of Industrial Training for the course PGN 4799 is based on my original work. The content of this report are my personal views based on the observation and experience gained during my Industrial Training.

Si	ia	n	a	tι	ır	e
_	3	٠.	\sim		~ .	_

Name: Mala Raghavan

Matric: UK12253

Date: 5 October 2007

Approved by:

Dr. Safiek Mokhlis

Faculty of Management and Economics UMT

ACKNOWLEDGEMENT

I wish to acknowledge my higher gratitude to University Malaysia Terengganu for giving me a golden opportunity by offering industrial training to my course. Its allow me to learn about real working life and as a trial before entering the exact working environment. Secondly I would like to thank my parents for giving me enough money for printing and some other costs.

The next person that I would thank is Dr.Safiek Mokhlis who give a well guidance and continuous support in the preparation of this report and was particularly instrumented in the earlier stages. He had pointed every ups and downs clearly as I can learn and catch the mistakes faster.

My gratitude is also to Balda Solution Malaysia where I had my industrial training for approximately three months. Most of the staffs there especially in sourcing department are very kind and encouraging. I have greatly benefited from the guidance from those who are highly polished professional team. Here I would like to dedicate my hearty thankness to Mr. Lew, MR. Cheah, Miss LP Lee, Miss Maggie, Mr.Ket, Miss Yong and mostly to Miss Logesh who dedicate a significant amount of time to teach me.

Last but not least, my acknowledgement is to my friends who have been a source of stimulation and encouragement to accomplish this project without their involvement I would never complete this report.

TABLE OF CONTENT

ACKNOWLEDGEMENT	I
LIST OF TABLES	iv
LIST FIGURES.	vii
EXECUTIVE SUMMARY	viii
CHAPTER ONE: INTRODUCTION	
1.1 Background	1
1.2 Philosophy	4
1.2.1 Vision	4
1.2.2 Mission	4
1.2.3 Corporate Belief	5
1.2.4 General Policies	6
1.2.4.1 Environmental, Health and Safety policy	6
1.2.4.2 Quality Policy	7
1.2.4.3 Software Policy	7
1.2.4.4 Managerial Policy	8
1.2.4.5 Communication Policy	8
1.3 Strategy	9
1.4 Profile	11
1.5 Organization Charts	12
1.6 Activities	16

1.6.1 Main Activities	16
1.6.2 Production Process	17
1.6.3 Production Works	18
1.6.4 Future Prospect	19
1.7 Learning Skills	20
1.7.1 Interpersonal Skill	20
1.7.2 Leadership Skill	21
1.7.3 Problem Solving	21
CHAPTER TWO: WORKING SYSTEMS, PROBLEMS AND	SOLUTIONS
2.1 System 1: Handling goods in warehouse	22
2.1.1 Description of System	25
2.1.2 Objective	28
2.1.3 Problem Identification	28
2.1.4 Causes of the Problem	29
2.1.5 Implication	29
2.1.6 Solution for the Problem	30
2.2 System 2: Indirect Material Purchasing	33
2.2.1 Description of System	35
2.2.2 Objective	38
2.2.3 Problem Identification	38
2.2.4 Causes of the Problem	38
2.2.5 Implication	39

2.2.6 Solution for the Problem	40
2.3 System 3: Sourcing	42
2.3.1 Description of System	44
2.3.2 Objective	46
2.3.3 Problem Identification	46
2.3.4 Causes of the Problem	46
2.3.5 Implication	47
2.3.6 Solution for the Problem	47
CHAPTER THREE: CONCLUSION	
3.1 Summary	49
3.2 Skills Learned during Training	50
3.3 Suggestion for Industrial Training	51
REFERENCES	
APPENDICES	

LIST OF TABLE

Table 1.1: Company Mile Stone	3
Table 1.2: Organization Structure of Balda AG	12
Table 1.3: Organization Structure of Asian Group	13
Table 1.4: Organization Structure of Balda Solution	14
Table 1.5: Organization Structure of Sourcing Department	15

LIST OF FIGURES

Figure 2.1: System of Handling Goods	.22
Figure 2.2: Proposed System of Handling Goods	31
Figure 2.3: System of Indirect Material Purchasing	33
Figure 2.4: Proposed System of Indirect Material Purchasing	40
Figure 2.5: System of Sourcing	42
Figure 2.6 Proposed System of Sourcing	47

EXECUTIVE SUMMARY

Balda Solution Malaysia is a firm that starts its involvement in industry line on October 1999. It is part of Balda AG. It offers unique one-stop solution to global brand-name customers who are looking into lowering product cost without sacrificing product quality and performance. Their in-house services span from product design to high volume manufacturing of electronics products with special focus on radio frequency (RF) and acoustical electronics products. Balda strongly emphasis on product quality and reliability has won accolades from our customers and helped them achieve demanding requirements from their end-customers.

Along the three month period, trainee placed at Supply Chain Management under sourcing department. This department teaches a lot on how to handle suppliers. It gives space to communicate with suppliers, sourcing for the items requested, and doing bidding and price negotiation. When undergoing this segment, trainee able to differentiate whatever had learned and tries to apply the theories to the actual situation.

Trainee also allocates time to learn about three types of system that Balda use. The staffs involved also lend their hand to trainee to identify the problems occur in each system, possible causes, and suggest more fitting alternatives to overcome the problems. Mostly hope that given suggestions will be beneficial for Balda and may practice sooner to reduce uncertainties.