

INDUSTRIAL TRAINING FINAL REPORT AT  
CAPITAL ROUTE SDN BHD  
KUALA LUMPUR

BY

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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  
(KUSTEM)

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Secondly, I want to thank Capital Route Sdn Bhd for kindly given me an opportunity doing three months Industrial Training. The internship of three months in the company has able me to open my eyes to see real working condition and use all the knowledge acquired all these years to full see.

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PUSAT PEMBELAJARAN DIGITAL SULTANAH NUR ZAHIRAH



## 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

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.

PUSAT PEMBELAJARAN DIGITAL SULTANAH NUR ZAHIRAH