

UNIVERSITI TEKNOLOGI MALAYSIA

FACULTY OF COMPUTING

INDUSTRIAL TRAINING REPORT

<ETIQA ONLINE SYSTEM>

By

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2024/25

BACHELOR OF COMPUTER SCIENCE (SOFTWARE ENGINEERING)

TRAINING PLACE : ETIQA INSURANCE PTE LTD

TRAINING PERIOD : 13/8/2024 – 28/2/2025

SUPERVISORS : PANG HAO WEI
DR. ZURIAHATI BINTI MOHD YUNOS

REPORT DATE : 25/1/2025

ABSTRACT

The primary aim of industrial training is to expand students' knowledge and skills in their respective fields, preparing them to become competent, innovative, and skilled graduates. The key objectives include equipping students to adapt to dynamic work environments, applying academic knowledge to solve real-world challenges, gaining hands-on work experience, and fostering intellectual growth. This report provides a detailed account of the trainee's internship experience at Etiqa Insurance Pte Ltd, located in Iskandar Puteri, Johor, specifically within the IT Application department. The faculty supervisor is Dr. Zuriahati Binti Mohd Yunus while the industrial supervisors is Mr Pang Hao Wei for functional reporting line and business reporting line. The internship primarily focused on the Etiqa Insurance Pte Ltd business B2C system project, involving tasks such as front-end development, resolving form-type issues, and conducting project testing. The technologies utilized for this project included Angular, Java, and Azure SQL. The internship offered invaluable insights into professional software development processes, enhanced technical and interpersonal skills, and deepened understanding of workplace dynamics. This report outlines the tasks completed, challenges encountered, and knowledge acquired, showcasing the internship's effectiveness in connecting academic learning with real-world application.

ABSTRAK

Tujuan utama latihan industri adalah untuk memperluaskan pengetahuan dan kemahiran pelajar dalam bidang masing-masing, sekaligus mempersiapkan mereka menjadi graduan yang kompeten, inovatif, dan mahir. Objektif utama termasuk membolehkan pelajar menyesuaikan diri dengan persekitaran kerja yang dinamik, menerapkan pengetahuan akademik untuk menyelesaikan cabaran dunia nyata, memperoleh pengalaman kerja secara praktikal, dan memupuk pertumbuhan intelektual. Laporan ini memberikan gambaran terperinci mengenai pengalaman latihan industri pelatih di Etiqa Insurance Pte Ltd, yang terletak di Iskandar Puteri, Johor, khususnya dalam bahagian IT Application. Penyelia fakulti adalah Dr. Zuriahati Binti Mohd Yunos, manakala penyelia industri ialah Encik Pang Hao Wei untuk laporan fungsi dan laporan perniagaan. Latihan industri ini tertumpu terutamanya pada projek sistem B2C perniagaan Etiqa Insurance Pte Ltd, yang melibatkan tugas seperti pembangunan antaramuka (front-end), menyelesaikan isu berkaitan borang, dan menjalankan ujian projek. Teknologi yang digunakan untuk projek ini termasuk Angular, Java, dan Azure SQL. Latihan industri ini menawarkan pandangan yang sangat bernilai tentang proses pembangunan perisian profesional, meningkatkan kemahiran teknikal dan interpersonal, serta memperdalam pemahaman tentang dinamik tempat kerja. Laporan ini merangkumi tugas yang diselesaikan, cabaran yang dihadapi, dan pengetahuan yang diperoleh, menunjukkan keberkesanan latihan industri dalam menghubungkan pembelajaran akademik dengan aplikasi dunia nyata..

ACKNOWLEDGEMENT

First, I would like to start by thanking my organization supervisor at Etiqa Insurance Pte Ltd, Pang Hao Wei, the Senior Developer. He helped me grow and learn more about working in a real-world environment. He always willing to help and explain the things in detail patiently. I'm also want to thank my other colleague, who shared their knowledge and supported me with my internship.

Finally, I would like to thank my faculty supervisor, Dr. Zuriahati Binti Mohd Yunos, for guiding me on completing my report and logbook during the internship. She also visited my company during the industrial visit to see my company and the working environment. I was glad to have an opportunity to share my experience and the knowledge learned at this company.

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LIST OF ABBREVIATIONS

ASEAN	-	Association of Southeast Asian Nations
EIPL	-	Etika Insurance Pte Ltd
UX	-	User Experience
SIT	-	System Integration Testing
UAT	-	User Acceptance Testing
MVC	-	Model-View-Controller
IDE	-	Integrated Development Environment

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CHAPTER 1

INTRODUCTION

1.1 Introduction

Etika is a leading insurance and takaful provider under Maybank Group, one of the largest financial services conglomerates in Association of Southeast Asian Nations (ASEAN). Initially branded under different names, Etika was officially established in 2007 when Maybank consolidated its insurance and takaful businesses under a single brand. Today, Etika operates in multiple regions, with a strong presence in Malaysia, Singapore, the Philippines, and Indonesia. The company offers a comprehensive range of life and general insurance, as well as family and general takaful products.

Etika's operations span across several strategic locations in Malaysia, including the vibrant economic region of Iskandar Puteri, Johor, where it serves customers from various backgrounds and industries. The Iskandar Puteri branch acts as a regional hub, catering to the fast-growing market in southern Malaysia, and is well-positioned within this emerging economic zone to deliver Etika's range of digitalized, customer-centered solutions.

1.2 Organization

The headquarter of Etika is located in Kuala Lumpur, Malaysia, with additional key regional offices, such as the one in Iskandar Puteri, Johor, further strengthening its presence and accessibility throughout the ASEAN region.

The organizational structure of Etiqa is strategically aligned to support its customer-focused and innovation-driven approach. Etiqa is led by a senior management team with expertise across the insurance, finance, and technology sectors, enabling the company to leverage digital transformation effectively in its operations. This leadership fosters a dynamic environment focused on enhancing customer satisfaction, operational efficiency, and market competitiveness.

1.2.1 Product and Services

1. **Insurance Products:** Etiqa offers a range of life, health, and general insurance products. This includes policies for individuals, families, and businesses, covering areas such as life insurance, motor insurance, and property insurance.
2. **Takaful Services:** As a takaful provider, Etiqa offers Shariah-compliant insurance solutions. Takaful products are based on mutual assistance and shared responsibility, aligning with Islamic principles.
3. **Financial Services:** Etiqa may also engage in related financial services, including investment-linked products and wealth management solutions.
4. **Risk Management:** The organization provides risk assessment and management services to help clients identify and mitigate potential risks.
5. **Digital Innovations:** Etiqa has been focusing on digital transformation, offering online platforms for policy purchases, claims processing, and customer service to enhance accessibility and efficiency.

1.3 Company Information

The mission is to make insurance “fast and easy,” ensuring customers enjoy straightforward, efficient, and seamless service at every step. To drive this mission forward, Etiqa heavily invests in technology, developing digital platforms that simplify the entire insurance process which from acquiring policies to submitting claims. Etiqa also offer a full range of Life and General conventional insurance products as well as Family and General Takaful plans across multiple distribution channels of over 10,000 agents, 44 branches and 17 offices, and over 490 bancassurance networks.

1.4 Organizational Structure

The Company Structure show as below:

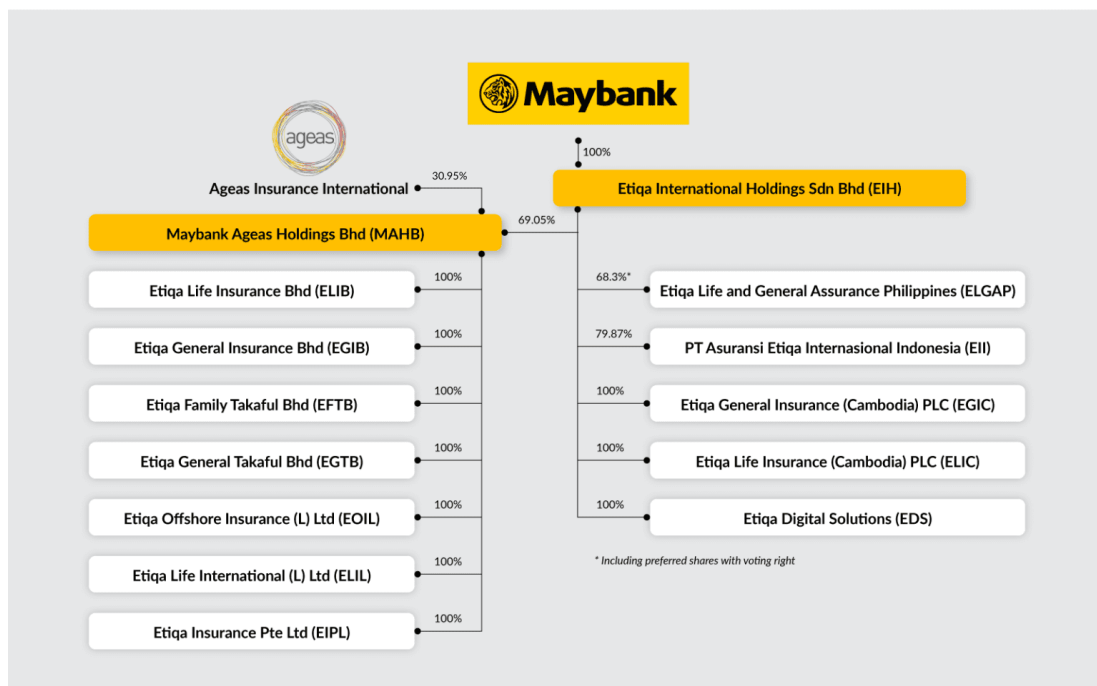


Figure 1.1 Etiqa Company Information Structure

The team which I joined in this internship is Etiqa Insurance Pte Ltd (EIPL), which focuses on delivering tailored insurance solutions that align with Etiqa's

customer-first, digitally-driven approach. The EIPL team is led by a branch manager who oversees operations, compliance, and customer satisfaction. Reporting to this leadership are functional teams responsible for underwriting, claims processing, customer service, and digital solutions. These teams work collaboratively, ensuring that products and services align with the latest regulatory standards, customer needs, and Etiqa's mission of simplicity and efficiency.

1.5 Division/Unit for Practical Training

The scopes of the project training for my intern within EIPL, my role supports these operational teams by contributing to day-to-day processes, assisting in customer service initiatives, and potentially engaging with digital transformation projects. The experience at EIPL provides hands-on exposure to the workflows and coordination essential to Etiqa's goal of delivering seamless insurance solutions, offering a valuable insights into the practicalities of insurance management within a leading industry provider.

1.6 Training Program Overview

The Gantt chart displayed below indicates the time allocated to complete the project and tasks given.

Task Name / Week	SEP - FEB 2025																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Setup Working Environment and Software Installation																				
Study on Angular																				
Study on React																				
Work on Assignment																				
Provide Technical Solutions for Project Development on Project Frontend																				

Figure 1.2 Gantt Chart

CHAPTER 2

SPECIFIC DETAILS ON PROJECT/TRAINING

2.1 Introduction

This chapter highlights the key details of the 20-week internship program at Etiqa. Over the course of the industrial training, specific tasks were assigned, and structured guidance was provided by the organization. The primary focus of the assignments revolved around front-end development and system enhancements. The objective of the internship was to enhance the trainees' technical capabilities while familiarizing them with the professional work environment and standard operating procedures. Additionally, this chapter outlines key aspects of the internship experience, including an overview of the systems and projects involved, the hardware and software utilized, the theoretical and practical knowledge gained, and the challenges encountered throughout the program.

2.2 Objectives

The main objectives of the projects are as follows:

- (a) To gain a fundamental understanding of the Angular and React framework.
- (b) To enhance the user experience of the web application.
- (c) To ensure the proper functionality of all features.
- (d) To resolve reported issues effectively.

2.2.1 Training Objectives

The internship program at Etiqa Insurance Pte Ltd (EIPL) was designed to provide hands-on experience in software development while enhancing technical and

problem-solving skills. A key objective of the training was to develop a fundamental understanding of widely used front-end development frameworks, particularly Angular and React. These frameworks are essential for building modern, interactive web applications, and the training aimed to equip interns with the foundational knowledge and practical experience needed to work with them effectively.

Another critical goal was to enhance the user experience (UX) of existing web applications. As part of this objective, interns were tasked with analyzing and improving interface designs, ensuring usability, and implementing seamless navigation flows. This focus not only fostered creativity but also highlighted the importance of aligning technical work with user needs and expectations. By addressing UX concerns, interns contributed directly to creating more engaging and accessible digital solutions.

The training also emphasized the importance of ensuring proper functionality and addressing system issues. Interns were actively involved in testing features, debugging code, and resolving reported issues to guarantee smooth operations. This aspect of the training allowed interns to sharpen their analytical skills, learn best practices in troubleshooting, and understand the significance of delivering error-free, high-quality solutions in a real-world environment. Through these objectives, the internship program effectively bridged the gap between academic knowledge and practical industry requirements.

2.2.2 Project Objectives

The primary aim of the projects undertaken during this internship is to enhance the user experience of various insurance-related applications, ensuring seamless digital interaction for clients using Etiqa's services. The tasks involve deploying robust functionalities across platforms such as the *Tiq by Etiqa* app, a digital platform offering a range of personal and commercial insurance products including home, travel, and

maid insurance. By optimizing the user interface and addressing usability issues, the goal is to provide a streamlined experience for customers navigating these insurance solutions.

Another crucial objective is the verification and validation of new features through comprehensive System Integration Testing (SIT) and User Acceptance Testing (UAT). This ensures that functionalities like claim processing for policies such as travel and motor insurance, as well as new add-ons like COVID-19 coverage, operate correctly under real-world scenarios. The deployment process further guarantees the timely delivery and functionality of these features during the product's go-live phase, aligning with Etiqa's commitment to innovative, customer-centric solutions.

Lastly, the project also aims to address and resolve reported system issues effectively. By debugging and fixing these problems, the solutions help maintain operational excellence, supporting Etiqa's vision of empowering users with accessible, reliable, and efficient insurance solutions via digital platforms.

2.3 Main Internship Task

The main task is focus on front-end which is user interface and database. The task including Angular and React project.

2.3.1 Editable Button

Request to update the text in the declaration box on the quotation page. To complete this, explored the frontend files, related API files, and backend files to change the text so it reads from the database instead of being hardcoded. Afterward, conducted System Integration Testing (SIT) and User Acceptance Testing (UAT) and obtained approvals from both teams before deployment.

2.3.2 Create Clear Myinfo Button

Faced a new challenge involving the correction of an existing task to enhance security for protecting client bank accounts. In the first part, an else statement to call the correct API for reading the input file without security threats. For the second part, improved the logical boolean checks to ensure the input file met all requirements before granting system access. Lastly scanned the code to verify its completeness.

2.4 Tools and Technologies Used

The trainee required to study Angular on Udemy which company offer, prior to working on project tasks. During the initial week of the industrial training, the trainee was tasked with installing various software applications on the desktop, which included Visual Studio, Postman, Git, JDK 8, Node.js and so on. Generally, the trainee will search for solutions on websites such as Stack Overflow, GitHub, W3school, Angular, Ng-zorro, YouTube and so on to complete the given project. Furthermore, code reference from previous or other current website projects is also one of the effective methods to solve the coding issue.

2.4.1 Hardware

The hardware and software that be applied during the project execution as summarized in Table 2.1.

Table 1.1 Details of hardware used

Hardware	Specification
Processor	Intel Core I i7-1370P CPU @ 3.20GHz
RAM	RAM 16GB
Input Medium	Input Medium Mouse, keyboard
Output Medium	Monitor Screen

2.4.2 Software

The software and software that be applied during the project execution as summarized in Table 2.2.

Table 1.2 Details of hardware used

Software	Specification
Operating System	Window 11
Markup Language	HTML, CSS
Programming Language	Typescript, Java
Development Tools	Visual Studio 2022, Visual Studio Code, Azure database

2.5 Training Timeline

The Gantt chart displayed below indicates the time allocated to complete the project and tasks given.

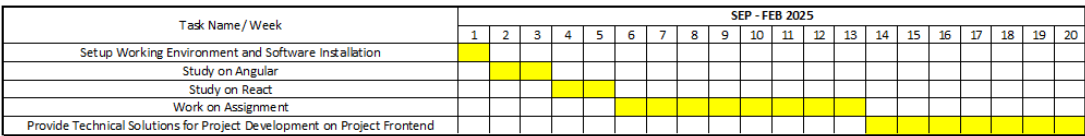


Figure 2.1 Gantt Chart

2.6 Theoretical and Practical Knowledge Application

The internship program focused on enhancing technical proficiency in essential web development technologies. HTML and CSS were integral to understanding the fundamentals of web structure and design. HTML served as the backbone for creating the structure of web pages, while CSS provided styling and layout customization to ensure visually appealing and responsive user interfaces. These technologies were

applied in creating and maintaining consistent designs across multiple web applications.

The use of modern front-end frameworks, such as Angular and React, was emphasized to build dynamic and interactive web applications. Theoretical learning included component-based architecture, state management, and data binding principles. This knowledge was applied in developing reusable components, enhancing application functionality, and ensuring smooth integration with other systems. Debugging and optimizing existing frameworks further strengthened practical skills in managing real-world web development challenges.

Database management using SQL formed a critical component of the backend development tasks. Theoretical concepts covered relational database design, query writing, and data optimization techniques. These principles were applied in real-world scenarios to manage data storage, retrieval, and integration processes. The combination of theoretical knowledge and hands-on application ensured a comprehensive understanding of technologies critical to project development in the internship program.

2.7 Challenges Faced during Task Execution

During project development using the MVC (Model-View-Controller) architecture, one of the significant challenges was ensuring seamless integration between the different layers of the architecture. The separation of concerns in MVC, while beneficial for maintainability, often introduced complexity when synchronizing data between the model and view layers. For instance, ensuring that real-time updates in the database (model) were accurately reflected in the user interface (view) required meticulous implementation of data binding and efficient communication channels.

Another challenge involved optimizing the performance of applications, particularly when handling large datasets. While SQL was utilized for managing and querying data, issues such as slow query performance and high load times in the application layer occasionally arose. Addressing these required writing optimized SQL

queries, implementing caching mechanisms, and reducing redundant data calls. These tasks demanded a deep understanding of both backend and frontend systems and their interactions within the MVC framework.

Debugging and resolving errors across the interconnected layers of the MVC architecture also proved to be a complex task. Identifying the root cause of an issue often required tracing the flow of data through multiple components, including controllers, models, and views. For example, discrepancies in data display might have been rooted in either the database, the logic in the controller, or the rendering process in the view. This necessitated careful debugging practices, attention to detail, and frequent communication with team members to resolve issues efficiently and maintain system integrity.

2.8 Conclusion

This chapter delves into the Etiqa Insurance Pte Ltd (EIPL) provided valuable hands-on experience in web application development using Angular, React, HTML, CSS, and SQL. Key tasks included front-end enhancements, database management, and ensuring seamless integration using the MVC architecture. Challenges such as debugging, performance optimization, and maintaining synchronization across application layers strengthened technical and problem-solving skills.

CHAPTER 3

OVERALL INFORMATION OF INDUSTRIAL TRAINING

3.1 Introduction

This chapter highlights the skills and techniques acquired during the industrial training program at Etiqa Insurance Pte Ltd. It provides a detailed discussion of both hard and soft skills developed throughout the internship. Additionally, constructive feedback and observations will be analyzed to showcase areas of improvement and key takeaways from the training experience.

3.2 Skills Improvement

Over the 20 weeks, technical expertise was significantly enhanced, with improvements in areas such as Debugging, Front-End Development with Angular and React, and Database Management with Azure SQL. Simultaneously, vital soft skills, including communication, critical thinking, and logical reasoning, were strengthened, contributing to a well-rounded professional development experience.

3.2.1 Debugging and Problem-Solving

Debugging emerged as a vital skill during the internship, particularly when dealing with issues in the MVC (Model-View-Controller) architecture. It involved identifying errors across interconnected model layer, view layer, and controller layer which often required careful analysis of data flow and application logic. For instance, errors in rendering user data within the view were traced back to discrepancies in the model or incorrect controller logic. This iterative process improved proficiency in isolating and resolving complex technical issues.

Problem-solving was consistently practiced through daily tasks and collaborative troubleshooting sessions. Complex bugs, such as performance bottlenecks or data inconsistencies, necessitated the application of analytical thinking and systematic approaches. Debugging tools, such as browser developer tools and integrated development environments (IDEs), were used extensively to inspect real-time data and locate faulty code efficiently. Overcoming such challenges contributed to a deeper understanding of system architecture and error resolution strategies.

The application of debugging and problem-solving skills extended to addressing client feedback and UAT (User Acceptance Testing) issues. Incorporating feedback into development cycles ensured that applications met user expectations. This iterative problem-solving process, often conducted within tight deadlines, honed the ability to think critically and adapt quickly to evolving requirements, further solidifying the skill's practical value in software development.

3.2.2 Front-End Development with Angular and React

Proficiency in front-end frameworks, particularly Angular and React, was a major skill acquired during the internship. These frameworks were utilized to build and enhance user interfaces, focusing on features such as responsive design and dynamic content rendering. The component-based architecture in Angular, for instance, allowed for the creation of reusable UI components that improved development efficiency and consistency across applications.

React was used extensively for state management and interactive design, leveraging tools like Redux to handle application states effectively. Practical implementation involved building dynamic forms, dashboards, and interactive widgets that improved user experience. Regular use of JSX in React projects deepened familiarity with writing clean, modular code that integrates seamlessly with backend services.

Front-end tasks also involved performance optimization, such as reducing load times and improving page responsiveness. Techniques like lazy loading and code

splitting were implemented to enhance application performance. Through continuous exposure to real-world scenarios, expertise in these frameworks evolved, enabling the delivery of robust, user-friendly applications aligned with client expectations.

3.2.3 Database Management with Azure SQL

The application of Azure SQL was integral during the System Integration Testing (SIT) and User Acceptance Testing (UAT) phases. These activities required validating data flow between the backend database and the application's frontend while ensuring compliance with business requirements. Advanced features like Azure SQL's scalability options and built-in performance tuning tools, such as Query Performance Insights, were leveraged to monitor and optimize database performance during testing and production environments.

Azure SQL was also essential in resolving database-related challenges during project development. For instance, tasks included identifying and correcting data inconsistencies, implementing role-based access controls to secure sensitive data, and creating stored procedures to automate routine operations. Through these real-world applications, a deep understanding of Azure SQL's cloud capabilities, security features, and optimization strategies was developed, establishing a strong foundation in cloud database management.

3.3 Reference Materials

Most of the reference materials utilized by trainees during the internship are sourced online. Trainees are required to study Angular through Udemy courses provided by the company as preparation before beginning project tasks. Commonly, solutions to technical challenges are sought from resources like Stack Overflow, GitHub, W3Schools, official Angular and React documentation, YouTube tutorials, and other reliable platforms. Additionally, referencing code from previous or ongoing projects within the company has proven to be an effective approach to resolving coding issues and enhancing development efficiency.

3.4 Constructive Comments

The internship at Etiqa Insurance Pte Ltd (EIPL) provided an enriching environment for technical and professional growth. Feedback received throughout the training period emphasized the importance of adaptability and self-directed learning, especially in mastering frameworks like Angular and React. Supervisors and team members consistently highlighted the need to prioritize efficient coding practices, clean architecture, and robust debugging methods to enhance application performance. Suggestions for improvement included better time management during project phases and deeper exploration of cloud-based tools like Azure SQL to strengthen database management skills. These constructive comments were instrumental in refining technical proficiency, teamwork, and the ability to deliver high-quality solutions within set timelines.

3.5 Conclusion

This chapter has provided an overview of the skills, techniques, and resources utilized during the industrial training at Etiqa Insurance Pte Ltd (EIPL). It highlighted the practical application of technical knowledge, the development of problem-solving strategies, and the constructive feedback that contributed to professional growth. Overall, the training offered a comprehensive learning experience, equipping trainees with valuable competencies for future endeavors.

CHAPTER 4

CONCLUSION

4.1 Introduction

This chapter will provide an overall assessment of the industrial training, highlighting its successes, challenges encountered by the trainee, and the strategies used to overcome them. It will also reflect on the trainee's personal insights and offer recommendations for improving the program to enhance future participants' experiences.

4.2 Overall Achievement

The internship at Etiqa Insurance Pte Ltd (EIPL) facilitated the development and application of a wide range of technical and professional skills. Expertise in front-end frameworks like Angular and React was strengthened through practical project tasks, while proficiency in cloud database management using Azure SQL was refined through real-world application scenarios. Additionally, debugging and problem-solving skills were significantly enhanced, particularly when addressing challenges within the MVC architecture and optimizing application performance. These achievements, coupled with improved communication, critical thinking, and adaptability, mark the internship as a highly productive and impactful experience, equipping the trainee with valuable skills for future professional endeavors.

4.3 Problem and Execution

The internship at Etiqa Insurance Pte Ltd (EIPL) involved overcoming various challenges related to project development and system integration. Key issues included debugging complex interactions within the MVC architecture, ensuring seamless data

synchronization using Azure SQL, and optimizing web application performance. To address these, technical skills such as programming with Angular and React were applied, leveraging their features for building dynamic and responsive interfaces. Debugging tools and best practices were employed to identify and resolve issues efficiently, while online resources like Stack Overflow and documentation platforms were invaluable in finding effective solutions. Collaboration with team members and supervisors ensured smooth execution of tasks, fostering a problem-solving mindset and enhancing the overall development process. This approach not only resolved project challenges but also contributed to the acquisition of practical skills crucial for professional growth.

4.4 Opinion and Suggestions

After completing the internship at Etiqa Insurance Pte Ltd (EIPL), several key takeaways and suggestions for future interns and program improvements can be highlighted. The experience provided a strong foundation in web development using frameworks like Angular and React, as well as cloud database management with Azure SQL. One suggestion is to incorporate more structured learning sessions early on, particularly for interns unfamiliar with cloud services and advanced debugging techniques. While the hands-on experience was invaluable, more formal training in debugging practices and cloud database optimization could further enhance interns' readiness for real-world challenges.

4.5 Conclusion

The internship at Etiqa Insurance Pte Ltd (EIPL) offered valuable hands-on experience in web development, database management, and problem-solving. It also emphasized the importance of continuous learning and collaboration in addressing real-world challenges, providing insights that will guide future interns in making the most of their training experience.

REFERENCES

W3Schools (1998). W3Schools Online Web Tutorials, Available at:
<https://www.w3schools.com/> (Accessed 16 January 2025).

Extracting State Logic into a Reducer – React. (n.d.).

<https://react.dev/learn/extracting-state-logic-into-a-reducer#step-1-move-from-setting-state-to-dispatching-action>

INDUSTRIAL TRAINING ACHIEVEMENTS

■

(This form must be filled by student and must be attached in the Industrial Training report)

Student's Name : TOH KANG LUN

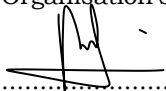
Organisation : ETIQA INSURANCE PTE LTD

No.	Task (List all tasks have been completed)	Month of Task Achieved				
		Month 1	Month 2	Month 3	Month 4	Month 5
1.	Angular Task: Button Click	Done				
2.	React Task: Calander Date		Done			
3.	Include 5 TAT for manual review proposal screen			Done		
4.	Tiq CashSaver – Add affiliate link				Done	
5.	MyInfo - only email and mobile is editable					Done

Deliverable/Training reflection (Outcomes that have been achieved)
The tasks completed during the internship enhanced technical skills, such as software development, debugging, and automation. Additionally, it provided valuable experience in problem-solving and communication in a professional setting. Major achievements included developing workplace safety and management systems, streamlining operations, and improving stakeholder engagement.

Student Signature: 

Date: 06/02/2025

Approval	
Organisation's Supervisor:  (Signature) Name: Jophy Pang Date: 07/02/2025	Faculty Supervisor : (Signature) Name: Date:

INDUSTRIAL TRAINING CHECKLISTS (PLACEMENT)

No .	Activities/Tasks	Tick (✓)	Endorse by and date
1.	Report Duty To The Organization Approved by faculty	✓	3/9/2024
2.	Perform Report Duty Verification on ITS, verified by organization supervisor.	✓	13/9/2024
3.	Contact faculty supervisor to inform the job scope and organization information	✓	23/10/2024
4.	<i>Update of Industrial Training site (address). Inform faculty supervisor and JKLI, if any changes.</i>		
5.	Updating Industrial Training Logbook online – daily basis	✓	Daily
6.	Ensure that the organization supervisor is able to login to ITS successfully (Organization supervisor gets ITS userid and password).	✓	13/9/2024
7.	Faculty Supervisor Visit. Date (physical):	✓	22/1/2025
8.	Industrial Training Presentation.	✓	22/1/2025
9.	Performance evaluation by organisation supervisor in ITS	✓	7/2/2025
10.	Submission of Industrial Training Logbook.	✓	Daily
11.	Submission of Industrial Training Report with checklist and achievement form as Appendix.	✓	7/2/2025
12.	Fill in Industrial Training Performance Evaluation by student in ITS.	✓	7/2/2025
13.	End Industrial Training	✓	28/2/2025

Note:

1. *Italic activities are optional depending on student situation.*

IMPORTANT: This checklist must be put as attachment in the industrial training report.