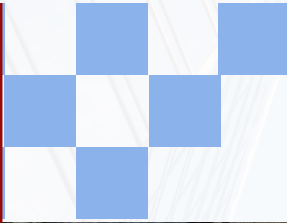


INDUSTRIAL TRAINING REPORT (HRM666)



اَبُو سَيِّدِي تَيْكُوْلُو كِيْن مَارَا
UNIVERSITI
TEKNOLOGI
MARA



SCHOOL OF MEDICAL SCIENCES



UNIVERSITI SAINS MALAYSIA

AHMAD FAHMIEN BIN SAUFI

2021847078

RBA2436C

☎ 011-25622013

✉ fahmiensaufi@gmail.com

EXECUTIVE SUMMARY

This report outlines my internship experience as an intern at the Human Resource Department of the School of Medical Sciences, Universiti Sains Malaysia (USM) from September 3rd, 2023, to February 9th, 2024. During this period, I actively participated with different tasks in both the Human Resource and Pathology Departments. The School of Medical Sciences is known in Malaysia for its unique way of teaching, using a problem-based learning approach right from the start of the course. This way of learning focuses a lot on involving the community, which makes it different from other medical schools. Even though I was mainly working in Human Resources, I also got to do some work in the Pathology Department. This gave me a chance to learn more about how different parts of the university work. In this report, I will talk about the things I did during my internship and share what I learned from working in both departments. It was a really valuable experience that helped me learn and grow a lot.

During my internship, I created a detailed report highlighting my student profile, educational background, skills, and achievements in a resume format. Following that, I explored the vision, mission, values, background, and structure of the School of Medical Sciences at Universiti Sains Malaysia. I detailed my responsibilities during the internship, emphasizing the tasks assigned to me and how they contributed to my skill development. This experience was invaluable, offering insights into real-world work dynamics and broadening my perspective. It equipped me with new knowledge and a stronger mindset to face future challenges, especially as I had not previously worked professionally. Moreover, I conducted a SWOT analysis of the organization, identifying strengths, weaknesses, opportunities, and threats, and proposed recommendations to sustain and improve the company's impact. Overall, this internship was fulfilling, providing a meaningful learning experience that expanded my understanding of real-world work environments.

TABLE OF CONTENT

Content	Pages
EXECUTIVE SUMMARY	i
TABLE OF CONTENT	ii
ACKNOWLEDGEMENT	iii
PART 2: STUDENT'S PROFILE	1 - 2
PART 3: COMPANY'S PROFILE	3 - 7
PART 4: TRAINING'S REFLECTION	8 - 12
PART 5: SWOT ANALYSIS	13
PART 6: DISCUSSION & RECOMMENDATION	14 - 23
PART 7: CONCLUSION	24
PART 8: REFERENCES	25 - 26
PART 9: APPENDICES	27 - 33

PART 3: COMPANY'S PROFILE



Figure 1: School of Medical Sciences Building

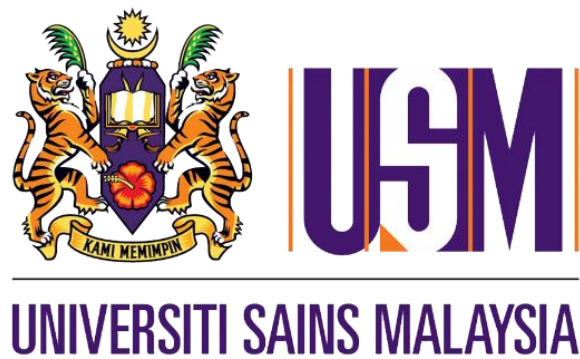


Figure 2: USM Official Logo

3.1 Company's Name, Logo, Location, Operation Hour

School of Medical Sciences, Universiti Sains Malaysia (USM)

3.1.1 Address / Location

School of Medical Sciences USM was located at Kampus Kesihatan, Universiti Sains Malaysia 16150 Kubang Kerian, Kelantan. It is 7.3 km from my house. The estimated time arrival from my house to the office is 12 to 15 minutes depends on the traffic on that day.

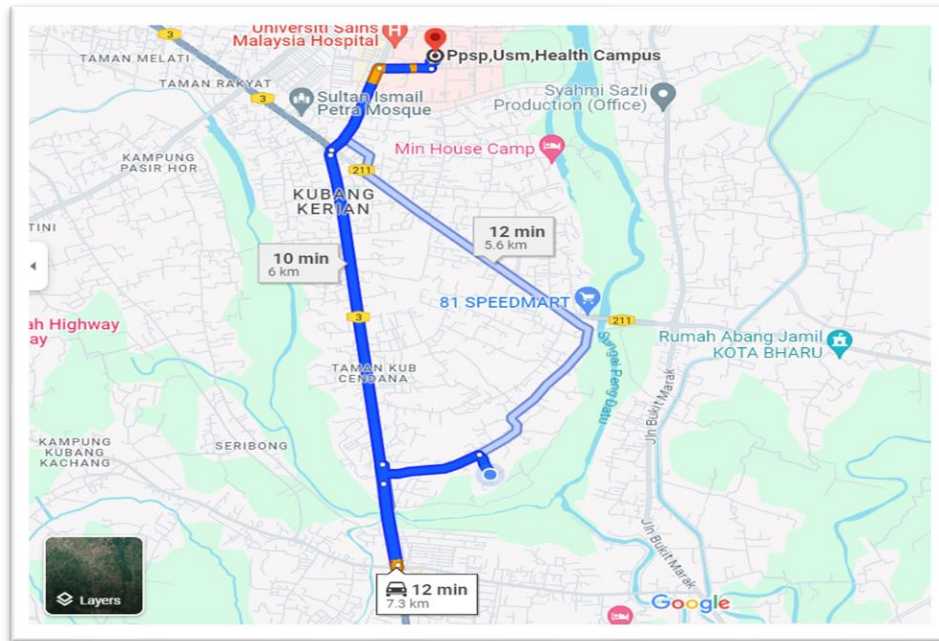


Figure 3: Map

3.1.2 Operation Hours

Days	Operation Hour	Break Hour	Duration
Sunday to Thursday	8.00 a.m to 1.00 p.m 2.00 p.m to 5.00 p.m	1.00 p.m to 2.00 p.m	9 Hours

Table 1: Operation Hours of School of Medical Sciences USM

The office operates from 8.00 a.m to 5.00 p.m, Sunday through Thursday with a designated one-hour break given from 1.00 p.m to 2.00 p.m.