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UNIVERSITI
TEKNOLOGI
MARA

BACHELOR OF BUSINESS ADMINISTRATION
(HONS.) HUMAN RESOURCES MANAGEMENT

PERBADANAN KEMAJUAN EKONOMI ISLAM
NEGERI PERAK

PERBADANAN
EKONOMI ISLAM PERAK
(PEIP) SDN. BHD.

INDUSTRIAL REPORT

BBA (Hons.)
Human
Resources
Management

Prepared By :

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2021124499

Duration:

1st September 2023 - 9th February 2024

Advisor:

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Examiner:

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bin Syed Abdul Motalib



UNIVERSITI TEKNOLOGI MARA

ENDORSEMENT OF OUR ORIGINAL REPORT

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Sir

**ENDORSEMENT OF OUR ORIGINAL REPORT FOR PROPOSAL/DISSERTATION/THESIS/PROJECT PAPER/
ASSIGNMENT**

With reference to the work of the candidate below:

Nama : Sarah Syamira Binti Hawari

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Faculty : Faculty Business and Management

Programme : BA243 - Bachelor of Business Administration (Hons.) Human Resources Management

Title : Industrial Training at Perbadanan Ekonomi Islam Perak (PEIP) Sdn. Bhd.

Percentage of Our Original Report: 2%

I am pleased that the proposal/thesis/dissertation/project paper/ assignment of the above candidate has fulfilled the Our original percentage of the university's requirement.

Thank you.

Datin Noraliyati Zakaria
Senior Lecturer
Faculty of Business and Management
Universiti Teknologi MARA Perlis Branch

Jan 29th 2024

** Please attach 1st page of our original report.

EXECUTIVE SUMMARY



My memorable and enlightening 24 weeks industrial training began here at Perbadanan Ekonomi Islam Perak (PEIP) Sdn. Bhd. Industrial training is one of the things that all students should do in the final semester. All students who are in semester 6 are required to undergo industrial training at the firm of the student's own choice for 24 weeks. The company I chose to do industrial training is at Perak Islamic Economic Corporation Sdn Bhd. I have been assigned at Payroll unit under the Human Capital, Administration, and Integrity Department for 3 months, 1 month at Recruitment and selection unit and and 1 month 9 days at Administration unit. The internship journey at PEIP Sdn. Bhd taught me a lot in developing my soft skills, enhancing my ability to receive and deliver information, and unleashing my talent. All of these unforgettable experiences inspired me to document them in this industrial training report.

This report describes all the activities carried out during the training industry for twenty (24) weeks from September 1, 2023 to February 9, 2024 in Perak Islamic Economic Corporation Sdn Bhd. I was given a position as a student practical in the Human Capital, Administration and Integrity Unit. Scope of assigned tasks is related to human resources and administration. During that period, I have been exposed to tasks that involve employee management in terms of leave, salary, hiring new employees, making letters, making job description and so on. I also help the staff in completing their tasks. I was in rotation jobs which I was transferred to the Payroll unit, Recruitment and Selection unit, and Administration unit. So, I have been exposed to a new and different scope of work. This unit is entirely focused to ensure employee comfort while in the office.



In conclusion, the purpose of industrial training is to expose students to the environment actual work in the field or industry related to the course taken. This report contains information about the training industry as well as the work done by students, strength, weakness, opportunities, and threat that company face, recommendations, and swot matrix. Overall, this report book is presented for the examiner to evaluate and understand every job/task that has been done during industrial training.

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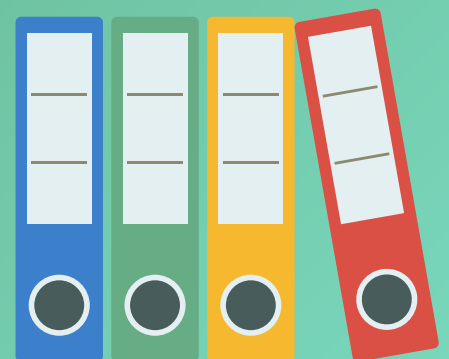
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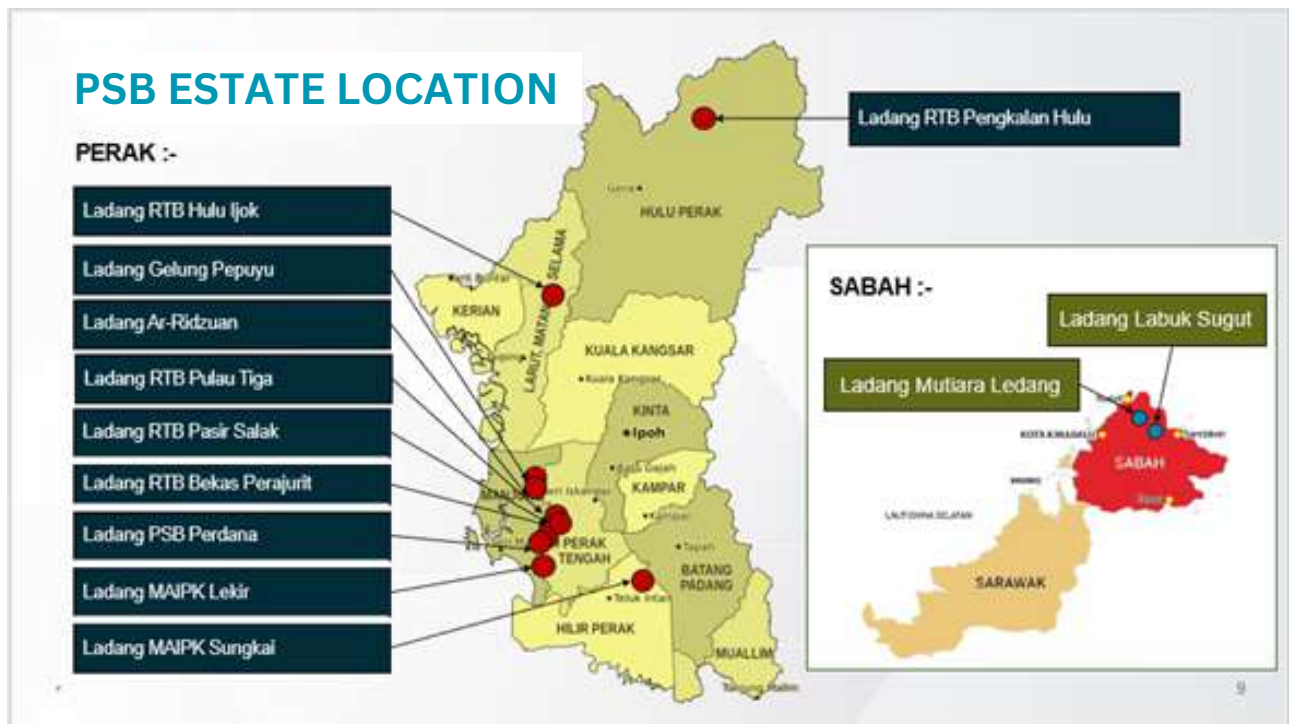
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COMPANY'S PROFILE

THE CORE BUSINESS OF PERBADANAN EKONOMI ISLAM PERAK (PEIP)

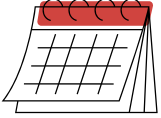


COMPANY'S PROFILE

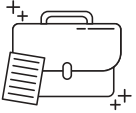
Perbadanan Ekonomi Islam Perak Sdn. Bhd.



Commonly known as Perbadanan Ekonomi Islam Perak Sdn. Bhd. (PSB).



Established in 2003 and located at Ipoh, Perak.



PSB, is the newly named organisation that was previously known as Perbadanan Kemajuan Ekonomi Islam Negeri Perak (PKEINPK) Sdn Bhd.



PSB is a completely owned Perak Islamic Religious Council and Malay Customs (MAIPk) corporation.



The Perak Islamic Economic Corporation (PEIP) Sdn Bhd office was located in B-G-1, Greentown Suria, Jalan Dato' Seri Ahmad Said, Ipoh, during the first phase of the industrial training period. However, due to several situations, this company relocated its main office to 30450 Ipoh, Perak, at Lot Pejabat Tingkat 2, Angsana Mall, Jalan Raja Ashman Shah, Kampung Kastam Greentown.



The business is open Monday through Friday from 9:00 am to 5:00 pm.



To improve and produce their financial assets, these businesses have generally diversified their operations throughout a range of industries.

In particular, their primary source of economic expansion has been their involvement in the plantation industry.



Furthermore, they have ventured into the medical field by founding Ar-Ridzuan Hemodialysis and Ar-Ridzuan Hospital.



Additionally, they have entered the real estate market by creating companies under PSB, including Property PEIP Sdn Bhd (PPSB), a wholly owned subsidiary of PSB.



The organization's capacity for economic development has been expanded with the launch of the Wakaf 365 product within the Wakaf unit. In addition, the state of Perak has officially designated them as Wakaf Cash Fund Managers.

BACKGROUND

To improve and produce their financial assets, these businesses have generally diversified their operations throughout a range of industries, across various sectors to increase and generate their economic assets. Specifically, they have been involved in the plantation sector as the main channel of economic growth. In addition, they have entered the medical sector through the establishment of Ar Ridzuan Hospital and ArRidzuan Hemodialysis. Furthermore, they have expanded into sectors real estate sector by establishing subsidiaries under PSB, such as Properties PEIP Sdn Bhd (PPSB), which is a wholly owned subsidiary of PSB. In addition, the organization has expanded its economic creation capability with the introduction of Waqf 365 products in waqf units. In addition, they have received official positions as Cash Endowment Fund Managers at State of Perak.



This corporation is a plantation-related organization that specializes in developing oil palm plantations that are at least 10,000 acres in size. The principal aim of these initiatives is to yield advantageous financial results for the PSB throughout several districts situated in Perak and Sabah. Additionally, this agency develops properties under the PSB, such as offices, retail establishments, and housing developments, as part of its real estate activities. This strategy approach, managed by its subsidiary Property PEIP Sdn Bhd, or PPSB, tries to maximize earnings while lowering related risks.



In addition, the Perak Islamic Religious and Malay Customs Council (MAIPk) developed properties that it owned and had good future development potential for, in addition to efficiently managing the repair of related buildings. Regarding medical services, the Ar-Ridzuan Islamic Treatment Centre, which has existed since 2001, is being aggressively improved by the PSB. With the help of this project, the social duty of fardhu kifayah would be fulfilled by providing services in a manner that is both competent and Sharia-compliant.

COMPANY'S PROFILE



MISSION

- Implement economic and social activities based on Shariah.
- Act as an organization that has strong financial capacity and quality human resources for the Development of the Muslim Community in the state of Perak.

VISION

Making Perbadanan Kemajuan Ekonomi Islam Perak Sdn. Bhd. (PSB) an Islamic corporate organization that is competitive in developing the economy of the Muslim Community in the State of Perak.



MOTTO



•The trigger of the community's economy



OBJECTIVE

Implement oil palm plantation development projects until reaching an area of at least 10,000 acres to generate positive financial resources for Perbadanan Kemajuan Ekonomi Islam Perak Sdn. Bhd. (PSB).

Develop PSB real estate with housing projects and shop/office buildings to provide profit with minimal risk.

Strengthen the operation of the Ar-Ridzuan Islamic Treatment Center in fulfilling the demands of Fardhu Kifayah in providing services professionally and based on Sharia.

Develop the lands of the Majlis Agama Islam dan Adat Melayu Perak (MAIAMPk). (MAIAMPk) that have potential and manage the process of renovating the buildings of the MAIAMPk.

TYPES OF ORGANIZATIONAL ACTIVITIES

Plantation



Hospital



Real estate

Wakf and property



PLANTATION

The Core Business of PEIP SDN BHD (PSB) is oil palm plantation. The main purpose of PSB (established in 2012) is based on the continuation of PSB's goals to develop the economy of Muslims in the State of Perak. PSB plantation starts with PKEINPK's history of cultivating the award land at Ladang Gelung Pepuyu in 1984, Lekir farm in 1996, working on the Rancangan Tanah Bersekutu (RTB) scheme in 2000 and Plantation Investment in IDC Jadi Sabah company in 2008. In 2018, PSB purchased the Mutiara farm with an area of 202 hectares. In 2021, PSB has taken over 346.50 hectares of land adjacent to Gelung Pepuyu estate to develop. The estate is named Ar-Ridzuan estate as one of the branding other than health services offered by PSB. With the level compliance with high standards, successful PSB-owned farms have been certified with Certification of Sustainable Palm Oil (MSPO) by an accredited audit body. PSB is also still further maintaining ISO 9001 compliance for the Plantation Sector starting in 2004 until now.



REAL ESTATE

PEIP Properties Sdn Bhd (PPSB) is a subsidiary of PSB established on 12 August 2021 to be responsible for the entire real estate business of the PSB Group which includes planning, development, construction as well as asset and facility management. There are 4 main components in PPSB Sdn Bhd which are the Planning and Development Division Real Estate, Construction Division, Cost & Contract Division and Asset & Management Division Facilities.



Construction Projects

WAQF AND PROPERTY



The Waqf and Property Unit has been established for the purpose of helping MAIPk increase collection cash waqf fund and manage waqf property owned by MAIPk. Among the functions of property units and waqf among them, collecting and increasing the collection of funds and waqf property. Besides, develop the value of waqf funds and property for the development of the community as well as drive Islamic economy. Next, promoting waqf and fostering awareness of waqf among the community and corporate companies. Finally, managing as well develop waqf property (immovable) owned by MAIPk and PSB to be used as an asset community economic development.



AR-RIDZUAN HOSPITAL

Ar-Ridzuan Hospital is a private specialist hospital with the concept of "Mesra Ibadah" and has been operating since 2001 under the management of Ar-Ridzuan Medical Group Sdn. Bhd. Ar-Ridzuan Medical Center's vision is to be a "Model Health Center that Excellent and Professional regardless of Race and Religion".



Health checkup package



Knee replacement package



Maternity packages offered

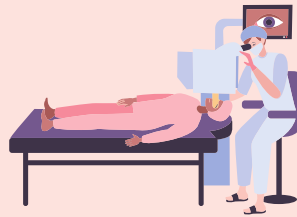
General Surgery



Paediatrics

30

In-Patient beds with 24-hours Emergency



Ophthalmology



Orthopaedic Surgery



Obstetrics & Gynaecology



Haemodialysis

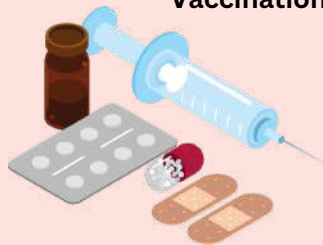


Anaesthesiology & Operation Theatre

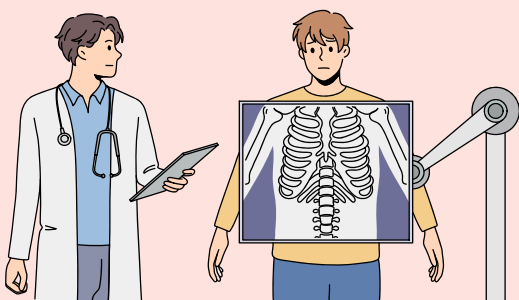
Inpatient and outpatient



Pharmacy and Vaccination



Radiology (X-ray, Ultrasound, C-Arm)



Endoscopy

ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS PSB



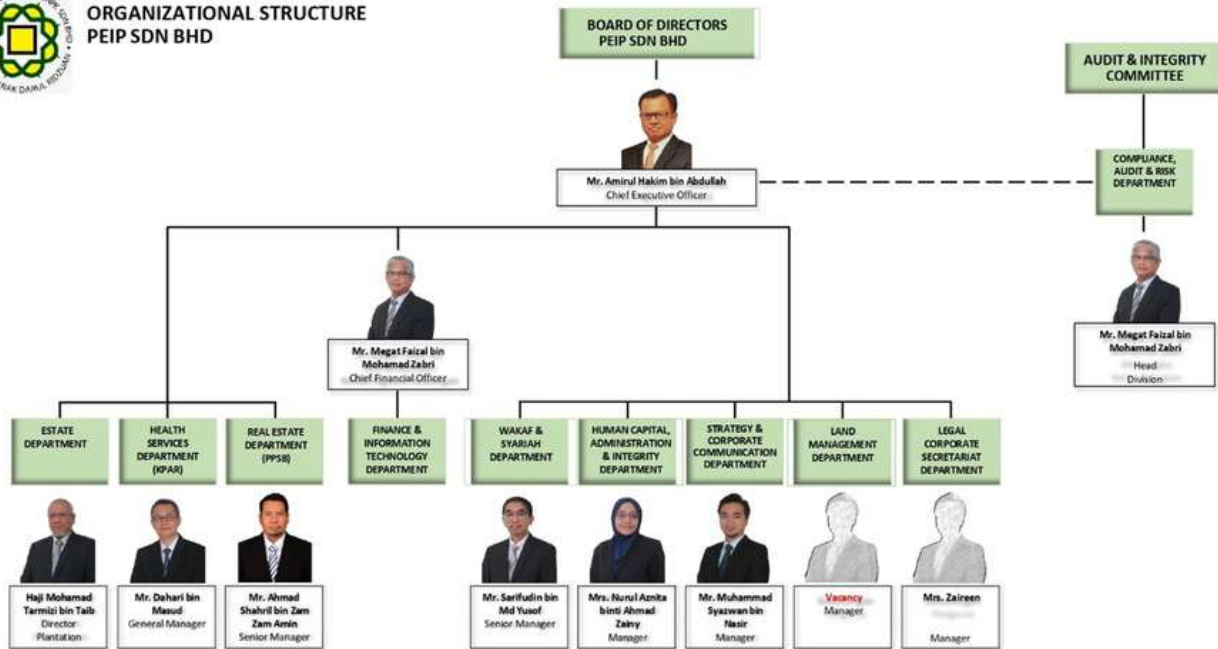
AHLI LEMBAGA PENGARAH PKEINPK SDN. BHD.



Board of Directors of PEIP



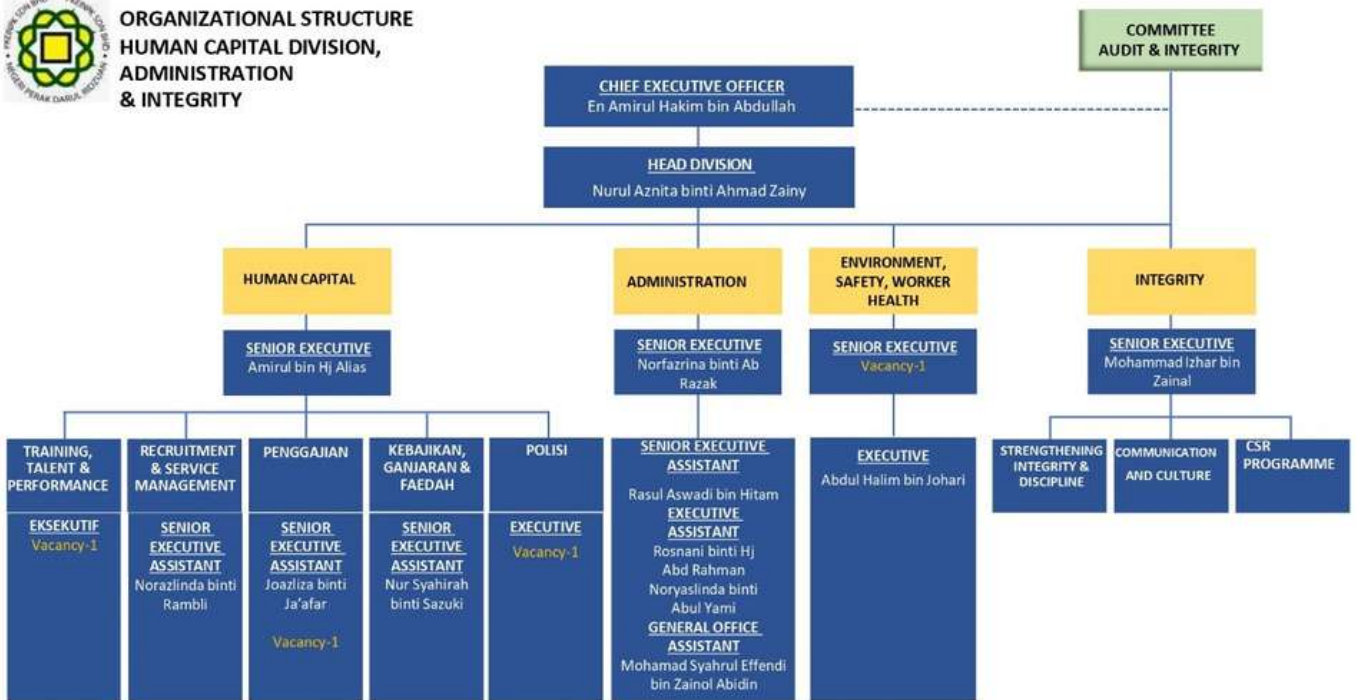
**ORGANIZATIONAL STRUCTURE
PEIP SDN BHD**



The following chart illustrates the organizational structure of Perbadanan Ekonomi Islam Perak Sdn Bhd.



**ORGANIZATIONAL STRUCTURE
HUMAN CAPITAL DIVISION,
ADMINISTRATION
& INTEGRITY**



Organizational Chart of Human Resource Department

4.0 Training's Reflection



Duration

- 24 weeks starting from 1st September 2023 to 9th February 2024.
- Working hours are from 8.30 a.m to 5.30 p.m.
- Monday to Friday
- Lunch hour is 1.00 p.m. to 2.00 p.m. except for Friday is 12.30 p.m. to 2.30 p.m.

Extrinsic Benefits

- Trainees are eligible to apply for 1 day leave per month, if they choose to take it.
- RM300 monthly wages.



Department Assigned



- Human Resource and Administration Department.
- Located at the 2rd Floor of Angsana Mall.
- Under the supervision of Mrs. Nurul Aznita binti Zainy, the Human Capital, Administration and Integrity Manager.
- Assigned to 3 months at Payroll Unit, 1 month at Recruitment and Selection, employee compensation Unit and 1 month at Administration Unit.

Being a trainee at Perbadanan Ekonomi Islam Perak Sdn. Bhd. has given me plenty of hands-on experience of being in the human resource and administration department. There were plenty of opportunities for me to grow professionally and individually.

Intrinsic Benefits

- A better understanding of how to handle people in the workplace.
- Increase my confidence and communication abilities by interacting with others on a daily basis.
- I feel a feeling of achievement for my contribution to the organisation.
- Working for a business with several divisions helped me become more thorough, efficient, and speedy. While working in the main office, oil palm plantation, hospital, and real estate industries, I gained valuable managerial experience.



Training's Reflection

Roles & Responsibilities

Payroll Unit:

- Calculate UOP, PSB, KPAR staff salary.
(including calculate claims for mileage, toll, parking, meal allowance, lodging, and uniform)
- generate payslip
- making salary deduction letter and listing.



Recruitment Unit:

- Screening candidates
- Screening candidate at Jobstreet
- Making poster for midwife and renal poster
- Print resume
- Assist candidates to the interview room



Welfare Reward, & Benefits:

- Key in staff's leave, school aid, and etc.
- Key in welfare data in HR2000 system



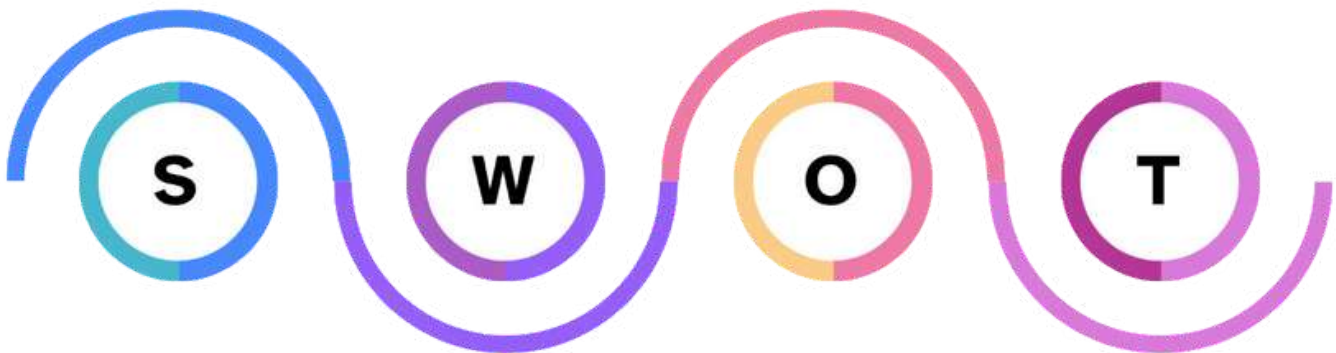
Administration Unit:

- preparing purchase orders
- payment memos
- requesting quotations from suppliers.



SWOT Analysis

Perbadanan Ekonomi Islam Perak (PEIP)



Strenghts

1. Islamic and syariah compliance
2. Many sector (side income) - hospitality, estate, property
3. Highly motivated workforce
4. Provide benefits and reward for the employees

Weaknesses

1. Shortage of staff
2. Inadequate technology and system

Oportunities

1. Offer the job opportunities and vacancy to the rural residents for estate sector
2. Expand production capacity
3. Tap into foreign markets
4. Improve public relations and marketing activities

Threats

1. COVID-19 Pandemic
2. Emerging competition and compete with establish estated company such as Felda
3. Intense price wars
4. Economic downturn



STRENGTHS

01

ISLAMIC AND SYARIAH COMPLIANCE

Hospital Ar- Ridzuan under Kumpulan Perubatan Ar-Ridzuan (KPAR) have advantage to attract their patients by practising Islamic and syariah compliance. By having great facilities and labour room that is focusing to give the best experience to their patients, they intend to enhance the relationship between healthcare practitioners such as staff nurse and with their patients. Ar-Ridzuan offers 30 In-Patient beds with 24-hours Emergency, 24 Hours Delivery Centre, Anaesthesiology & Operation Theatre, Endoscopy, General Surgery, Haemodialysis, Health Screening, Radiology (X-ray, Ultrasound, C-Arm), Internal Medicine, Impatient & Outpatient, Obstetrics & Gynaecology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Pharmacy and Vaccination.

Its main goals are to comprehend the requirements of the patients, give them high-quality treatment, and foster an environment in which they feel appreciated, listened, and appreciated. Ar-Ridzuan strives to bring their patient specialized in medical care supported by a team of dedicated specialist doctors, paramedics, and caring healthcare personnel.



As Hospital Ar- Ridzuan really care for newborn mothers, they had created their 'Delivery Packages' in such a way that consists of many preferences and the most important is suited to their patient's budget. Ar-Ridzuan is always ready to treat their patient as part of their family. Therefore, for Muslim babies, they are providing the 'Tahnik' services. The (Wan Ismail, 2015) stated that Shariah-compliant companies have significantly higher earnings quality compared to other firms. This will give advantage to PEIP Sdn. Bhd to increase their revenue.

Additionally, PEIP Properties Sdn Bhd (PPSB) work on, **Islamic concept interior design housing scheme project** at Mukim Bandar Taiping, Perak with emphasis on space layout, toilet and bathroom position, structure, and ventilation (self-cooling) and kitchen position that is not visible to guests. The finding in (Nita Trias Pitasari, 2021) shows housing characteristics need privacy, modesty, and hospitality. Among indicators that can be seen is hospitality through its functions by having sufficient room for family members (separate children and parents). The application of Islamic concepts is efficient in attracting consumer interest and has a significant effect such as the environmental facilities and the Islamic housing characters.



RECOMMENDATION

Several factors should be considered while making recommendations for adopting Islamic and Shariah-compliant activities, particularly in the context of business and finance. Here are some generic suggestions.

Ethical Business Practices

Firstly, PEIP Sdn. Bhd. can **apply ethical business practices**. By having ethical business practices, PEIP Sdn. Bhd. will conduct a business with integrity, honesty, and openness. According to the (Svensson, 2011), corporate and business ethics contribute to the development and assessment of ethical structures, ethical processes, and ethical performance in the field of organisational chain management. The suggested framework is based on the difficulty of integrating ethical considerations in business practices between organisations with ethical concerns in the marketplace and across societies.



Avoid Deceitful or Dishonest Tactics

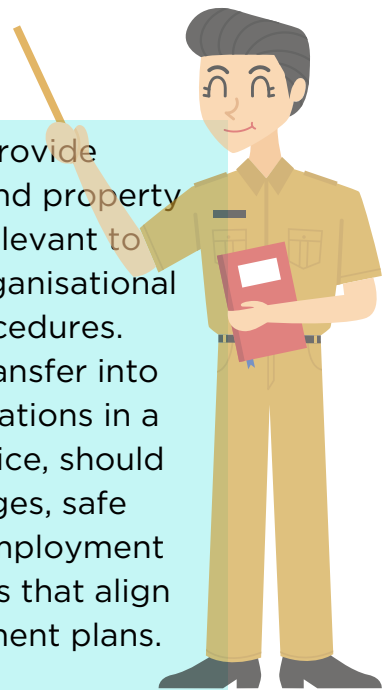
Also, this company should **avoid participating in deceitful or dishonest tactics**. They need to ensure all commercial transactions correspond to Islamic ethical norms and are performed in a fair term. According to the (Kresnawidiansyah Agustian, 2023), ethical values and legal frameworks have a significant impact on how businesses are run. They not only direct day-to-day operations, but also how firms connect with their consumers, business partners, and the larger community. Furthermore, these principles are important in ensuring that economic actions are consistent with Islamic teachings and values. As a result, this research will shed light on the various features of the synergy between ethical concerns and Islamic legal rules in corporate management.

Next, PEIP Sdn. Bhd. should **prohibited activities that is suspicious**. This is related with (Ahmed, 2020) indicates that the definition of suspicion based on evidences from the Qur'an, Sunnah, and traditional scholars' sayings was explicitly discussed, with an indication of all the evidences of the shubuhah, interpretation, and derivation of the provisions contained therein to understand the meaning of suspicion and knowledge of places where doubts exist. They need to refrain from involvement in activities deemed haram (prohibited) in Islam, such as dealing with interest (riba), businesses related to gambling, and speculative transactions (maisir).



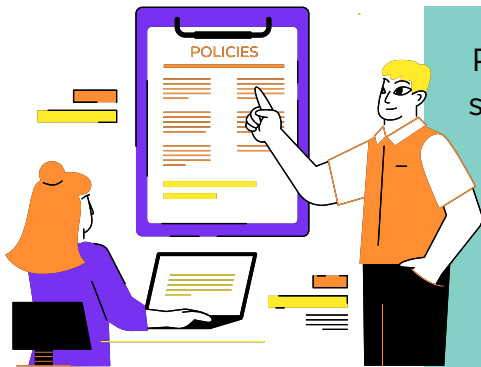
Education and Awareness

Moreover, PEIP Sdn. Bhd. can give **education and awareness** by provide continuing education and training to their workers at estate, hospital, and property also their stakeholders about Islamic principles and values that are relevant to business. Also, PEIP Sdn. Bhd. on the other hand can promote as an organisational culture of knowledge and comprehension of Shariah-compliant procedures. According to the (Afifi, 2019), the conversion of shariah knowledge transfer into explicit knowledge is necessary in order to compete and handle innovations in a complicated and competitive environment. Employee welfare and justice, should be apply by prioritize fair treatment of employees, ensuring just wages, safe working conditions, and adherence of Islamic principles of justice in employment practices. PEIP Sdn. Bhd. also can establish employee benefit programs that align with Islamic values, such as profit- sharing schemes and ethical retirement plans.



Continuous Learning

PEIP Sdn. Bhd. also should need **continuous learning**. They should stay informed about changes in Shariah-compliance standards and regulations. (Pengelly, 2022) stated that global islamic finance industry watchers expect a large increase in Shariah-compliant environmental and social governance (ESG) investments as the desire for institutions to ethnically allocate capital grows, as does awareness of climate change and social justice. Regularly update policies and practices to reflect the latest developments. It's important to note that specific recommendations may vary based on the industry, and consulting with experts in Islamic finance and Shariah compliance is highly advisable for tailored guidance. Additionally, collaboration with Islamic scholars or advisors can provide valuable insights and ensure that business practices align with Shariah principles.



Compliance Audits

Lastly, PEIP Sdn. Bhd. should do compliance audits. For instance, regularly conduct internal audits to ensure that business operations and financial activities are following Shariah principles. Also, seek external Shariah audits from reputable Islamic scholars or Shariah advisors to verify compliance. According to the (Azam Abdelhakeem Khalid, 2016), internal auditors support management in making sure the business operates profitably, efficiently, and effectively, as well as that an appropriate internal control system is in place. Since the quality of the internal Shariah audit department is reflected in the financial reports, an efficient internal Shariah audit advances the operations of an Islamic bank. For PEIP Sdn. Bhd., the internal Shariah audit division is crucial. One of the most important components of using accounting systems, which aids in assessing the department's performance, is internal Shariah audit. Since it documents all corporate transactions pertaining to the industry, the internal Shariah audit is regarded as the foundation of business accounting.



02

FOUR MAJOR SUBSIDIARIES



Perbadanan Ekonomi Islam Perak Sdn Bhd (PEIP Sdn. Bhd.) is comprised of four major subsidiaries that are dedicated to the implementation of Islamic principles. These subsidiaries include oil palm plantations, real estate, hospitals and wakf.



I believe a company with a lot of subsidiaries is in a better position to grow their business and earn more money than other companies. Furthermore, it would enable business activities to be diversified across many sectors and geographical areas, therefore reducing the risk associated with dependence on a single product and market. According to the (Paulraj, 2012) One type of growth marketing plan for a business is diversification. It aims to boost profitability by obtaining higher sales volumes from new markets and products. The development of subsidiaries will enable resource and expertise sharing, perhaps leading to the creation of synergies that will be advantageous to the business as a whole.

RECOMMENDATION

Excellence Services in Hospitality Sector

Recommendations for managing four major subsidiaries involved in hospitality, real estate, wakf and property, and plantation. Firstly, hospitality subsidiary should make customer which is their patients to experience excellence services in hospitality sector in particularly Hospital Ar- Ridzuan and Ar- Ridzuan medicare. They need to focus on creating memorable and positive experiences for the patients. PEIP Sdn. Bhd. should also make sure Ar- Ridzuan medicare, invest in staff training to enhance service quality and promote a culture of hospitality excellence. According to the (UKEssays., 2018), a culture of excellence is critical to ensuring that healthcare institutions can give the greatest possible treatment to patients. When correctly implemented, health institutions with a good culture of care exhibit traits such as shared beliefs, cooperation, mutual respect, and open communication. An organization's purpose, vision, and values represent both achieved and desired goals, as well as leadership and employee expectations. A culture of excellence must be developed and maintained via strategic initiatives. A culture of excellence fosters job satisfaction and protects patients' well-being. They also need to have digital integration that embrace technology to improve guest services, reservation systems, and communication. Implement mobile apps for bookings, keyless entry, and personalized guest experiences.



Moreover, another recommendation in implementing sustainable practices. For example, implementing sustainable and environmentally friendly practices in the hospitality operations. This can include energy-efficient systems, waste reduction, and eco-friendly initiatives. Additionally, PEIP Sdn. Bhd. can do digital integration and embrace technology to improve guest services, reservation systems, and communication. Implement mobile apps for bookings, keyless entry, and personalized guest experiences. According to the (Selishcheva, 2021), improving digital trading infrastructure and creating indigenous ICT solutions would boost the competitiveness in the global digital trading ecosystem. To attract and retain consumers and producers, they should improve their digital trading ecosystems and expand trade in products and services with other nations. They also should have local community engagement and foster relationships with the local community. Consider partnerships with local businesses, support community events, and integrate local culture into the hospitality offerings.

Sustainable Practices





Market Research and Trends



Next, real estate subsidiaries should do a market research and trends. They need to conduct through market research to identify emerging trends in the real estate market. Stay agile and adaptable to changing market conditions. Also, they should produce an innovative design and construction by emphasize innovative and sustainable design in real estate projects. For example, they need to consider energy- efficient buildings, green spaces, and smart technologies. According to the (Fan, 2023) real estate projects should do in-depth market research, sketch, register, arrange, and evaluate the advantages and disadvantages of rival goods. Steers clear of similarities, highlight a strong market, split demand before comprehending the market, carry out a new project analysis, highlight the value, and promote positioning and precise placement. bolster their own skills and the market research, rejecting the status quo and making proactive changes to keep up with the trends. Hence, they should do a customer- centric approach by prioritize customer needs and preferences in real estate developments by gather feedback to enhance the design and functionality of residential and commercial properties. Moreover, they need to make sure they are compliance with risk management to stay abreast of local regulations and compliance standards in the real estate industry by implementing robust risk management strategies to address potential challenges.



Ethical Management Strategies

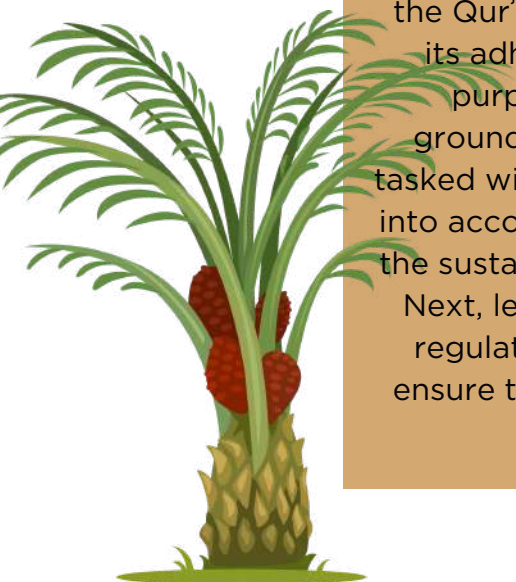
Additionally, wakf and property subsidiary should apply ethical management strategies. They should manage wakf and property assets ethically and in accordance with Shariah principles by seek guidance from Islamic scholars or advisors to ensure compliance. This subsidiary also should have community development that align wakf and property activities with community development initiatives. For example, invest in projects that benefit the community, such as educational institutions, healthcare facilities, and social programs. According to the (Othman, 2021), corporate ethical culture approach that offers guidance to businesses on how to implement an ethical culture. The corporate ethical culture model discusses ethical culture as the cornerstone of a business strategy that may impact day-to-day operations in starting and growing a company. Two strategic approaches of corporate ethical culture: the explicit form and the implicit form. Also, Wakf and Property Subsidiary should apply transparency in transactions by ensure transparency in property transactions. Provide clear documentation and communication regarding wakf activities and property management.

Comprehensive Estate Planning Services

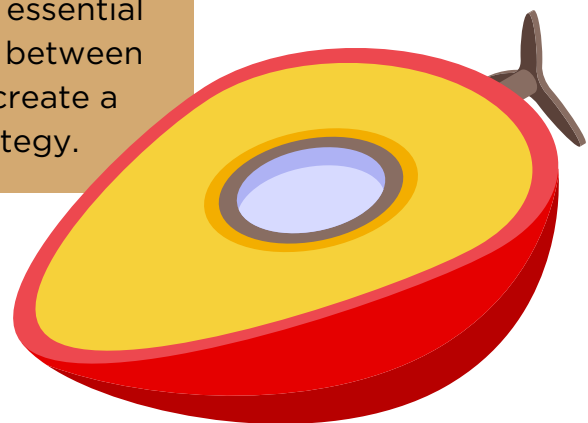
Plantation subsidiary should have legacy planning by develop comprehensive estate planning services for clients. This may include wills, trusts, and other legal instruments to safeguard assets and ensure smooth transitions. Financial advisory services also should be provided. financial advisory services related to estate management because it involves investment planning, tax optimization, and wealth preservation strategies.



According to the (Abd. Wahab, 2021) estate planning regulations are designed to protect heirs' interests against financial mismanagement and misuse. In Sūrah Yusuf, verses 47-49, the importance of estate planning is highlighted. "You will plant for seven years consecutively; and what you harvest, leave in its spikes, except a little from which you will eat," the Qur'an (12:47) says. The passage demonstrates how Islam counsels its adherents to budget for the food that God has provided for the purpose of maintaining well-being here on earth and laying the groundwork for eternal life after death. Islamic financial advisers are tasked with creating a holistic financial strategy for each client that takes into account both their worldly and heavenly actions while guaranteeing the sustainability of businesses and the goodness of the society at large. Next, legal compliance is also important to stay updated on legal and regulatory changes affecting estate planning. PEIP Sdn. Bhd. should ensure that all estate-related services comply with applicable laws and regulations.



These recommendations are intended to align with the specific characteristics and considerations of each subsidiary. Tailoring strategies to the unique challenges and opportunities of each business segment is essential for sustained success. Regular communication between the subsidiaries can also foster synergies and create a unified and well- integrated corporate strategy.





03

HIGHLY MOTIVATED WORKFORCE

Employee motivation is an essential factor in determining an organization's success. It is the level of enthusiasm, dedication, and motivation that individuals bring to their employment on a daily basis. If we are motivated, we will appreciate our work more. Having motivated and engaging coworker help us to boost our productivity at work.

Overall, a motivated workforce will bring a major influence in life. According to the (Schooley, 2023) companies are paying close attention to employee engagement these days, and with good reason it will affect to the high levels of employee engagement are inextricably related to high levels of staff motivation.

During my industrial training, I saw that individuals are very driven by their jobs. They are able to do their tasks despite having a large workload because they help one another. The working atmosphere is also very important. This is due to the fact that it has a big influence on us at work, because even if we like what we do, an unhealthy workplace will interfere and effect with our job. But at PEIP Sdn. Bhd., everyone is really kind and accepting, even if they are from different units. They also practise greeting one another whenever they meet. Being around positive people and situations makes me feel pleasant.





Communication

Creating and maintaining a highly motivated workforce is crucial for organizational success. Here are some recommendations to foster motivation among employees by clear communication by establishing transparent and open communication channels. Keep employees informed about the organization's goals, strategies, and their role in achieving them and regularly share updates on company performance, success, and challenges. According to the (Brandenburger, 2023), Transparent communication is one of the most effective strategies to establish trust between employer and their staff. When employer or head of department transparent about their decision-making processes, the leadership team appears more approachable, and the employees feel more appreciated. Offering a culture of trust will assist minimise turnover since employees who trust their bosses are less inclined to leave their positions.



Recognition and Appreciation

Next, recognition and appreciation need to be implemented by robust employee recognition program. Acknowledge and reward outstanding performance, whether through verbal praise, awards, or other incentives and foster a culture of appreciation, where achievements at all levels are recognized. According to the (Chris, 2023), managers play a crucial role in recognizing and rewarding good performance to motivate their team and align with organizational values. They foster a sense of shared purpose thorough timely acknowledgement of collective successes. Regular positive and constructive feedback ensures swift and appropriate recognition, contributing to peak performance. Reward systems can also be used by managers to cultivate new skills and behaviors, expediting individual and team achievement.



RECOMMENDATION

Professional Development Opportunities

Additionally, PEIP Sdn. Bhd. should apply professional development opportunities by provide continuous learning and development by offer training programs, workshops, and resources that help employers to make decisions within their roles. According to the (D'Angelo, 2023), professional development should expose people to new talents while improving their present hard and soft skills in the workplace. The programme should be based on their company's main aim to foster an atmosphere in which all employees strive towards a common goal. Autonomy fosters a sense of ownership and accountability. For example, encourage employees to share their ideas and opinions, and consider implementing suggestions that contribute to the organization's success.



Flexible Work

Also, PEIP Sdn. Bhd. can implement flexible work arrangements that offer flexible work arrangements when feasible. This may include options for remote work, flexible hours, or compressed workweeks. This will recognize the importance of work-life balance and support employees in achieving it. PEIP Sdn. Bhd. also should well defined goals and expectations by clearly outline individual and team goals. This is crucial to employees to have a clear understanding of their responsibilities and how their work contributes to the overall success of the organization. For examples, they should regularly review goals and provide constructive feedback. According to the (Freedman, 2023), employees of all generations value work-life balance fairly equally with other considerations. In the 2022 Oyster report. Generation X, Generation Z, and millennials all selected flexible working hours as their second-highest expectation of their employers. They all put the opportunity to work remotely as their third-greatest anticipation. Only frequent wage hikes outperformed these other aspects. Next, positive work environment can foster a positive and inclusive work environment such as encourage, collaboration, teamwork, and open communication. PEIP Sdn. Bhd. should address and resolve workplace conflicts promptly to maintain a healthy and supportive atmosphere. Other than that, PEIP Sdn. Bhd. also should hold a wellness programs. Wellness programs is an initiative that promote physical and mental well-being. This can include fitness programs, stress management workshops, and mental health resources. This will show genuine concern for employees' health and work-life balance.



RECOMMENDATION

Competitive Compensation and Benefits

Next, PEIP Sdn. Bhd. should give their employees a competitive compensation and benefits. This will ensure that employees receive competitive compensation aligned with industry standards. They need to consider offering additional benefits, such as health insurance, retirement plans, and performance-based bonuses. (Solutions, n.d.) stated that understanding the significance of wages and benefits in today's workforce is critical. Employees are no longer only driven by income; they also appreciate benefits like health insurance, retirement programmes, paid time off, flexible work schedules, and professional development opportunities. Offering a complete package that suits their needs demonstrates your dedication to employee well-being and fosters a happy work environment. They need to regularly review and adjust compensation packages to remain competitive. Not only that, but they should also apply social responsibility and impact. This eventually will engage employees in socially responsible initiatives by support community projects, charitable activities, or environmentally sustainable practices and creates a positive and enjoyable work atmosphere.

Regular Feedback and Performance Reviews

PEIP Sdn. Bhd. should conduct regular feedback and performance reviews will conduct regular performance review to provide constructive feedback. With this, they can recognize achievements and discuss areas for improvement. (Lance, 2024) indicates that performance reviews allow managers and direct reports to have a purposeful and focused discussion regarding an employee's performance, contributions to the organisation, and areas for improvement. Establish a continuous feedback loop, allowing employees to track their progress and make necessary adjustments. Creating a highly motivated workforce is an ongoing process that requires consistent effort and adaptation to the evolving needs of employees and the organization. Regularly solicit feedback from employees or gauge their satisfaction and adjust accordingly.



04

PROVIDE BENEFITS AND REWARD FOR THE EMPLOYEES

BENEFITS

Maslow hierarchy of needs (Sharma, 2023) indicated employee are ready to produce greater work performance when their employer gives appreciation and rewards. For example, appreciation and bonuses positively affect employees' performance at work. PEIP Sdn. Bhd. providing many benefits and reward towards their employees.

This can fulfil the needs of employees at workplace. Among benefits and reward that employees get is overtime allowance, uniforms, mileage, and others.

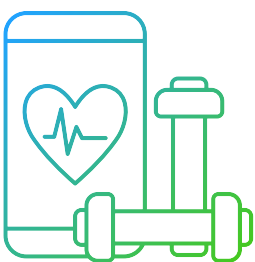
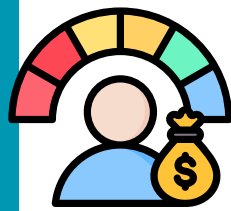


RECOMMENDATION



Providing benefits and rewards for employees is an effective way to enhance job satisfactions, engagement, and overall employee well-being. Here are recommendations to optimize your benefits and rewards programs. Firstly, PEIP Sdn. Bhd. should give **comprehensive benefits package** by offer a comprehensive benefits package that include health insurance, dental and vision coverage, retirement plans, and other relevant benefits. According to the (Pappas, 2022), organisations understand that the key to corporate success is having loyal and pleased workers who work hard to assist the firm accomplish its objectives. This is why they seek to retain their employees and develop an effective people management plan. Employee benefits packages are one of many ways a company may recruit and keep employees by meeting their needs and inspiring them to give their all. PEIP Sdn. Bhd. should regularly review and update the benefits package to ensure it remains competitive and meets the evolving needs of employees.

Secondly, they need to apply **flexible work** arrangements by implementing remote work options, flexible hours, or compressed workweeks, to support work life balance and consider offering family- friendly policies, like parental leave and childcare support. According to the (Stefanie Mache, 2020), indicates that there was a considerable reduction in reported occupational stress following the switch to flexible work arrangements in open workspaces. As theoretically predicted, increased job autonomy in deciding where and when to work had a favourable buffering impact on occupational stress perception and the need for recuperation. Thirdly, they need to do **performance-based incentives**. PEIP Sdn. Bhd. should establish a performance-based incentive programs that tied to individual and team achievements. This can include bonuses, profit-sharing, or recognition programs and clearly communicate the criteria for earning the incentives. Forth, **professional development** will provide chances for employees to have continuous learning and development. This includes with tuition reimbursement, training programs, workshops, and mentoring programs. Also, professional development will support employees in acquiring new skills and advancing in their careers within the organization.



Moreover, PEIP Sdn. Bhd. should have **financial wellness support** that offer financial wellness programs to help employees to manage their finances effectively. This may include financial education workshops, budgeting tools, or assistance with financial planning. According to the (Staglin, 2023,), "Money can't buy happiness" may be true, but financial well-being and mental health are inextricably linked, influencing not just people's lives but also the success of the businesses for which they work. And, like workplace mental health programmes, an organization's approach to employee financial wellbeing must be multifaceted to be effective, including education, resources, and support. Employee Assistance Programs (EAP) will provide support to employees that facing personal or professional challenges. EAP can offer counselling, legal advice, and other resources to help employees to navigate difficult situations.

RECOMMENDATION



Additionally, PEIP Sdn. Bhd. should do employee **discounts and benefits** that will establish partnerships with local businesses or online platforms to offer employees discounts on goods and services. For example, explore creative benefits, such as wellness subscriptions, technology discounts, or memberships to cultural and recreational activities. (Woulters, 2022) stated that benefit communication does not prevent discussing financial advantages; nevertheless, unlike value communication in sales, it does not need major efforts to quantify benefits and sacrifices into monetary units.

Next, PEIP Sdn. Bhd. should organize a social and team-building events should organize regular social events and team-building activities to foster a positive and inclusive work culture. For example, celebrate important milestones, birthdays, and work anniversaries to show appreciation for their employees. Customized benefits options also will provide employees with the flexibility to customize their benefits packages based on their individual needs and preferences. Also, conduct a survey or focus groups to understand what benefits matter most to your employees.

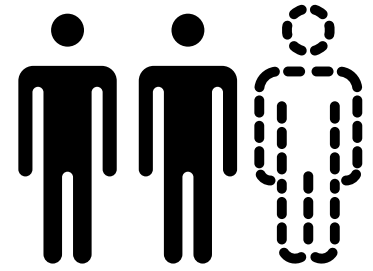
Lastly, having **regular communication** will communicate the value of benefits and rewards program clearly to employees. This is important to ensure that they are aware of all available benefits and how to access them. For example, gather feedback through employee surveys to continuously improve and tailor the benefits program. The key to create a benefits and reward program should be align with the needs and preferences of the workplace. PEIP Sdn. Bhd. should regularly assess the effectiveness of the program and adjust based on employee feedback and changing organizational priorities.






WEAKNESSES

SHORTAGE OF STAFF



A shortage occurs when there are not enough workers and existing staff often have to take on extra duties and longer hours to compensate for the shortage. This increased workload can lead to burnout, fatigue, and decreased job satisfaction.



I can observe that PEIP Sdn. Bhd. staff at headquarters have a heavy workload since one employee needs to alert and take action of many things in one time. For example, payroll unit that only has 1 staff need to calculate 9 estate salary workers, salary staff of KPAR and salary for HQ staff. Staff nurse at Hospital Ar- Ridzuan and Hemodialysis Manjung not enough and nurses need to work overtime.

Overall, (Phillips, 2020) indicated that nurses are more inclined to leave their current job when they perceive a higher workload. Nurse managers should take these findings into account when creating strategies to enhance the work environment and retain nurses. Further research is required to better understand the relationships between workload perception, burnout, and the intention to leave a job among medical- surgical nurses. These workload factors are further exaggerated by the current nursing shortage.



RECOMMENDATION

Management can provide **ongoing training and development** for staff. Training and development programs can also help to reduce staff shortages. According to the (Simplilearn, 2023), employee training and development is a wide term that extends beyond direct job responsibilities. While development programmes boost employees' future performance and progress, employee training focuses on learning new skills and particular information that employees can apply right away to make substantial changes in their existing jobs. As organisations strive to retain top talents, the need of employee training and development grows more than ever. Also, employer can offer flexible work arrangements. Next, they can also **plan long-term recruiting and hiring**. Additionally, they can **increase wages and benefits**. They may be able to call in staff, offer overtime or incentive pay, reallocate staff, or employ agency staff. Leaders may also navigate barriers and suspend time-consuming requests like data collection.

INADEQUATE TECHNOLOGY AND SYSTEM

According to the (Louie H.M. Wong, 2022), underdeveloped information systems lead to problems to workers and employees who encounter poor information systems may devise workarounds. A company should have an updated system for several reasons, as it enhances the overall effectiveness, safety, and competitiveness of the company. A company's updated system is essential since it will streamline operations and save time.

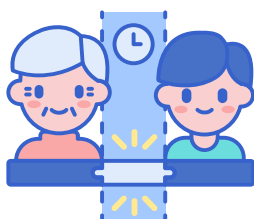


PEIP Sdn. Bhd, in my opinion, has a quite complicated using Estate Management Systems (EMS). Users need to generate salary deduction data several times and need to upload the salary deduction on the salary deduction website. For example, payroll needs to generate the KWSP deduction data of all estate separately and upload it to the KWSP website separately because EMS does not have a salary deduction format according to the bank format and there is no merged setup in the system. It has been informed in the task forced meeting and the project manager but still no improvements.



RECOMMENDATION

Since there are majority of Gen X in this company, they can try to catch up with the circulation of technology by held a programs that giving exposure to staff so that all ages are good at using it. Other than that, they also can approach by bridging the generation gap at the workplace.



According to the (Capital, 2023), company should encourage a culture of learning by Gen X can adopting a growth mindset and millennials will help them by sharing their knowledge and skills. Also, PEIP Sdn. Bhd. should create an application that can be installed regardless of via phone, pc, or laptop so that it can be accessed anytime, anywhere.

POOR FILE MANAGEMENT



Good file management is important to an organization because it helps to ensure that important documents and information are easily accessible, organized, and secure, which ultimately leads to increased productivity and efficiency. It is always a pleasure when someone looks for the file and is able to find it without difficulties.

According to the (Hilinski, 2017), poor records management can eventually lead to the following systemic issues such as messy filing cabinets waste a significant amount of time, valuable office space is utilised to keep documents, leading the corporation to pay high fees for document storage, files are misplaced, hidden and lost and communication among coworkers erodes.

This will lead to employee stress increases when their capacity to access and exchange knowledge becomes unduly difficult. In my opinion, the file storage method at PEIP Sdn. Bhd. is not organized. The file search process takes a long time because staff must search for the files one by one. Moreover, when someone takes the file, they do not put the file in the original place where it was arranged. Since this company has four subsidiaries but, mainly in the oil palm plantation industry where they have 9 plantations, so staff files are difficult to find. Therefore, this deficiency is interfering with the file search process.



Here are some recommendations to address poor file management. According to the (Acampora, 2020), naming files correctly is critical for organisation. This is especially true when management for example HR have a large number of files with the same kind or format. Examples include budget files for multiple departments and data outputs for various periods or dates. PEIP Sdn. Bhd. can make a **digital copy** for every paper document and store it in one folder which can be kept in laptop. Also, use **filenames** to describe file contents and **use shortcut**.

This will improve file management practices that is essential for maintaining organization efficiencies, and data integrity. Next, PEIP Sdn. Bhd. can implement a **standardized folder structure** by establish a consistent and logical folder structure for organizing files. Create main categories and subcategories to make it easier to locate the documents.

Then, use **descriptive file names** by adopt a naming convention that provides clear and concise information about the content of each file that include relevant details such as date, project name, or version number.



Next, version control established a **version control system to track changes and updates to files**. This helps to avoid confusion and ensures that users are assessing the most recent version of a document. PEIP Sdn. Bhd. also can **invest in document management software** by consider implementing document management software that provides advanced features for organizing, searching, and tracking documents. According to the (Hilinski, 2017), switch to the cloud can help the storage services which are versatile and handy. There is a strong trend towards adopting cloud storage since information saved in the cloud are quickly accessible from anywhere, and storage possibilities may simply expand as your organisation expands. This can enhance collaboration and streamline file retrieval. Moreover, create a **centralized repository** by consolidate files into a centralized location accessible to all relevant team members. This promotes consistency and avoids the proliferation of duplicate files across different locations. In addition, PEIP Sdn. Bhd. should implement **access controls** which is define access controls and permissions to restrict unauthorized access to sensitive and confidential files. This ensures data security and compliance with privacy regulations. Also clean up and archive regularly. Conduct regular reviews to identify and archive outdated or unnecessary files. This helps to reduce clutter, improve search efficiency, and save storage space.



Next, provide training and guidelines that **offer training sessions** on proper file management practices to all employees. This will help to provide clear guidelines and documentation on the established file organization structure and naming conventions. Also, **automate file organization** that utilize automation tools to help organize files based on predefined rules. Automation can assist in categorizing and sorting files, reducing the manual effort required. According to the (PowerDMS, 2020), if data is a company's lifeblood, then information and policies serve as its brain. Therefore, modern businesses generate so much data, information, and policy that a conventional paper-based file system can no longer hold it all. Moreover, backup and disaster recovery that implement a robust backup and disaster recovery plan to safeguard files against data loss.

PEIP Sdn. Bhd. should **regularly test the backup system** to ensure its effectiveness in restoring files. Additionally, PEIP Sdn. Bhd. should hold **regular audits** that conduct periodic audits of file structures and organization to identify areas for improvement. Solicit feedback from users to address specific points.

Then, **collaboration platforms** will utilize collaboration platforms and project management tools that integrate file management features. This promotes seamless collaboration, version tracking, and centralized storage. Next, **monitor user compliance** helps by monitor user compliance with file management policies. Address any deviations promptly through training or corrective measures. Also, encourage **file ownership**. By encourage a sense of ownership among users for the files they create or manage. This can lead to increased responsibility and diligence in maintaining organized file structures. Lastly, regularly update policies by review and update file management policies regularly to adapt to changing organizational needs, technological advancements, and industry best practices.

By implementing these recommendations, organizations can enhance their file management practices, leading to improved efficiency, collaboration, and data integrity. Regular monitoring and adjustments based on feedback and evolving needs are essential for sustained success in file management.



OPPORTUNITIES

1

OFFER THE JOB OPPORTUNITIES AND VACANCY

When a company has subsidiaries, it provides a lot of work chances. They were formed in order to diversify the business and access new markets. This growth creates new job position, which can boost the local economy.

Subsidiaries need a separate management team, which necessitates the hiring of more workers, particularly in the oil palm business. More general workers are needed to process PEIP Sdn. Bhd. oil palm. PEIP Sdn. Bhd. not only provides job opportunities for a position but also in the hospital sector such as staff nurse that have expertise in renal and midwife and real estate sectors. As a result, subsidiaries may make a substantial contribution to the local economy by creating jobs and stimulating economic growth.



According to the (Kapur, 2019), it allows people to earn money to help them pay for their living expenses, and it also allows them to apply their credentials, skills, and talents. People in rural villages are typically poor and underdeveloped. They may have limited educational skills or none at all. Because of these characteristics, rural residents are primarily employed in minority occupations. The agriculture industry is the key driver of job prospects for them.



RECOMMENDATION

By offer job opportunities and vacancies in the estate sector to rural vacancies in the estate sector to rural residents, PEIP Sdn. Bhd. can follow these recommendations to reach and engage to the potential estates.

Community Events and Job Fairs

Firstly, this company can organize **community events and job fairs** in rural areas to connect with local communities. For instance, collaborate with local community centres, schools, and religious institutions to spread awareness about job opportunities in the estate sector. According to (Irshad, 2011), community events and festivals may support rural development via strategic preparation, clear goals, local collaborations, and funding.

Local Media and Advertising

Next, PEIP Sdn. Bhd. can also do **local media and advertising**. They should advertise in local newspapers, radio stations, and community bulletin boards to reach a wide audience and utilize social media platforms to share job postings and connect with potential candidates. (Manager, 2023) emphasises a higher level of privacy that using local media and advertising. Local news websites, on the other hand, often have explicit privacy rules in place that describe how they collect and protect data. Also, PEIP Sdn. Bhd. can manage a **partnership with local organizations** such as they can make partner with local non-profit organizations, vocational training centres, and employment agencies to identify potential candidates. This will offer information sessions and workshops to educate residents about career opportunities in the estate sector.

2 EXPAND PRODUCTION CAPACITY

Production capacity is the maximum product output a company can produce using its available resources over a specified amount of time. The (Shahbandeh, 2023) state global production of palm oil was around 73.8 million metric tons in the marketing year 2021/22, increasing from approximately 73 million metric tons in 2020/21. In that period, Indonesia and Malaysia were the leading exporters of palm oil worldwide. This is a golden opportunity to PEIP Sdn. Bhd. to grab in order to increase their revenue since they already have 9 oil palm estates. Expanding production capacity in the plantation, hospitality, and real estate industry involves a comprehensive approach that addresses the unique opportunities in each sector. Plantation sector can evolve their sector by having land acquisition that is secure suitable land for development, considering factors like location, accessibility, and zoning regulations. Meanwhile, hospital sector can expand by giving service enhancement. This can be done by invest in technology to improve guest experience, such as online booking systems and mobile check-in/ check-out.

RECOMMENDATION

Create Products and Release Their Own Brand

Here are recommendations to effectively expand production capacity. PEIP Sdn. Bhd. should create products and release their own brand to increase income. For example, their own brand palm oil and do retail sales. According to the (Jones, 2021), one of the most apparent reasons for firms to invest in branding is to increase their visibility. People will naturally pay greater attention to a firm with good branding than to one without it. A firm that lacks consistent branding will not be remembered for long.

Next, they should make an innovation on the product. This will be expanding production capacity and be a strategic move that requires careful planning and execution. Also, comprehensive market analysis will conduct a thorough market analysis to understand current and future demand for their products. This way will identify potential opportunities and gaps in the market that expanding production can address. Moreover, this company can do financial feasibility study that be a platform perform a detailed financial feasibility study to assess the costs associated with expanding production capacity that consider factors such as equipment, labour, raw materials, and operational expenses. In addition, PSB should do risk assessment to identify potential risks and challenges associated with the expansion. This assessment will develop contingency plans to mitigate risks and ensure that the organization is prepared to address unforeseen issues.



Evaluate The Environment Impact


PEIP Sdn. Bhd. should evaluate the environment impact of the expansion through environment impact. According to the (Ibrahim Dincer, 2020), environmental impact analysis seeks to determine system pollution as a requirement for environmental effect assessment. They need to implement sustainable practices and technologies to minimize the environmental footprint, meeting regulatory requirements. Thus, they should have quality control measures to strengthen quality control measures to ensure that the expanded production maintains or exceeds existing product standards. Implement regular audits and inspections to identify and rectify any quality issues. Next, having production that related to energy efficiency. Implement energy- efficient technologies and practices to reduce operational costs and enhance the sustainability of the production process.



Invest in technology and automation



Also, technology and automation can increase production capacity. Invest in technology and automation to enhance production efficiency. Implement modern manufacturing processes and equipment while maintaining product quality. According to the (Mohd Javaid, 2021), quality 4.0 integrates emerging technology with conventional quality practices to improve organisational efficiency and innovation. Emerging technologies, such as artificial intelligence, mobile devices, and transactions, provide new opportunities for cooperation. Smart sensor networks, big data, cloud computing, augmented reality (AR), and virtual reality (VR) are examples of innovations that contribute to the developing quality landscape. Artificial intelligence and machine learning applications helps in the development of new abilities, while augmented and virtual reality (AR/VR) systems improve training. Intelligent technology and wearable devices help in employee evaluation, while learning management systems, AR, and VR contribute to better training delivery. Quality teams are critical in driving these goals. Quality 4.0 is driven by transformational technologies that result in major improvements in quality, leadership, and the culture of quality processes. It comprises a variety of advances designed to improve industrial capacity.



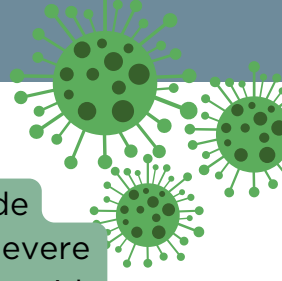
Social networking platforms make it easier for organisations to share their lessons and opinions. Next, optimize existing processes, evaluate, and optimize existing production processes before expansion. PEIP Sdn. Bhd. can identify areas for improvement, eliminate bottlenecks, and streamline operations to maximize efficiency. Supplier and distribution network strengthen relationships with existing suppliers and explore potential new partnerships. This will ensure a robust supply chain and distribution network to support increased production. Thus, PEIP Sdn. Bhd. should do employee training and recruitment by assess current workforce capabilities and provide necessary training to align with expanded operations. This way will consider recruiting additional skilled personnel to manage the increased production workload.

Regulatory Compliance

Moreover, expansion should regulatory compliance. PEIP Sdn. Bhd should be ensure compliance with local, regional, and national regulations related to expanded production. Such as, obtain any necessary permits and approvals. Next, phased expansion. PEIP Sdn. Bhd need to consider a phased approach to expansion, allowing for gradual increases in production capacity. This can help them to manage potential operational challenges and reduce financial risks. According to the (Gerlach, 2023), the term "phased growth" refers to launching each stage of business gradually rather than all at once. PEIP Sdn. Bhd may integrate this approach into their company plan in a variety of ways. Launch different branches of their organisation progressively rather than concurrently. Launch their product range gradually. Also, they should make collaboration and partnerships to explore collaboration opportunities with industry partners or suppliers. Joint ventures or partnerships can provide access to additional resources and expertise. Thus, customer communication also needs to be implemented. Communication with existing customers about the expansion plans, ensuring transparency and managing expectations. Address any concerns they may have and highlight the benefits of the increased capacity. Lastly, they should make sure they do continuous monitoring and evaluation by implement systems for continuous monitoring and evaluation of the expanded production. PEIP Sdn. Bhd should regularly assess key performance indicators and adjust as needed to optimize efficiency. Successful expansion requires a well - defined strategy, commitment to quality, and a proactive approach to addressing challenges. Regularly review the progress of the expansion plan and make adjustment based on market dynamics and internal performance assessments.

THREAT

COVID-19 PANDEMIC



The COVID-19 pandemic in Malaysia was part of the current worldwide coronavirus illness 2019 (COVID-19) pandemic caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus). The (wikipedia, 2023) state that with over 5 million confirmed COVID-19 cases, a high of approximately 323,000 active cases, nearly 40,000 deaths, and over 66 million tests as of 10 February 2023, Malaysia is the country is currently ranked third in Southeast Asia in terms of COVID-19 cases, behind Vietnam and Indonesia, and fourth in terms of COVID-19 deaths, behind Indonesia, the Philippines, and Vietnam. PEIP Sdn. Bhd. is also not exempt from the spread of this epidemic. Staff at Headquarters also effected on this virus and lessen the productivity of this company. During the end of 2023, some of staff at Headquarters of PSB had affected with this virus and need to do home isolation. Revenue of PSB during pandemic Covid-19 also decrease because of the Malaysian movement control order in 2020.



RECOMMENDATION



Addressing the challenges posed by the COVID-19 pandemic requires a multifaceted approach that prioritizes the well-being of employees, adapts to changes in the business environment, and emphasizes resilience. Here are recommendations for navigating the ongoing impact of the COVID-19 pandemic. First, PEIP Sdn. Bhd. should make sure their employees' health and safety by prioritize and implementing rigorous health protocols and ensuring compliance with guidelines from health authorities. They also should provide necessary personal protective equipment (PPE) and establish clear protocols for workplace cleanliness and hygiene to their staff particularly at hospital because they are more expose to the virus. According to the (Jisa George, 2023), to maintain the safety of healthcare personnel, it is essential to utilise personal protective equipment (PPE) correctly and appropriately. Poor adherence to personal protective behaviours and inconsistent use of PPE has been recognised as the primary driver of nosocomial infection transmission in hospital settings, and this lack of compliance is connected to a variety of human, environmental, and organisational variables.



Next, PEIP Sdn. Bhd. should have remote work policies. They need to implement and optimize remote work policies to enable employees to work effectively from home. Provide necessary technological tools and resources to support remote collaboration. According to the (Amar, 2023), remote work policies can help to continuity operations.

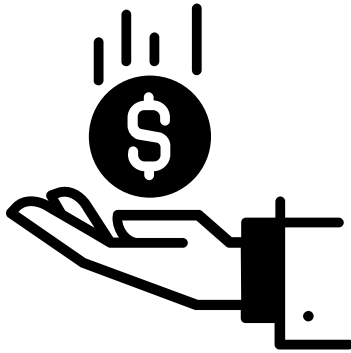
Remote work has shown to be critical for business continuity planning during emergencies like the Covid-19 outbreak, allowing businesses to continue operating despite unanticipated setbacks or shutdowns. Remote work rules may also help businesses continue to operate during natural disasters or other situations that prohibit employees from physically going into the office, as well as allowing employees the freedom to manage their personal life during times of crisis. Thirdly, PSB need to implement flexible work arrangements. Offer flexible work arrangements, including staggered work hours and compressed work hours and compressed workweeks, to accommodate employees' changing needs and promote work- life balance.





Forth, they should give **mental health support** by recognize and address the mental health challenges associated with the pandemic. For example, provide access to mental health resources, counselling services, and encourage open conversations about well-being.

According to the (Henke, 2022), understanding these important causes of employee health can help employers find crucial levers to improve employee well-being.



Thus, they can have **financial planning cost management** by conduct regular financial assessments and scenario planning to understand the impact of the pandemic on revenues and expenses. Implement cost-saving measures without compromising

essential functions and explore opportunities for financial support or relief programs. According to the (Implementing Cost-Savings Measures During COVID-19, 2020), the choice to undertake cost-savings measures in these difficult times shouldn't be made just on the basis of the company's existing circumstances.

Companies should also try to retain as much of their workers as possible in order to position themselves to benefit from the next economic boom. Through proactive planning and collaboration with HR and staff, companies may reach a consensus on a strategy that will sustain both the company and the livelihoods of their workforce.



Fifth, PEIP Sdn. Bhd. should apply **communications and transparency.**

Maintain transparent and open communication with employees. Regularly, PEIP Sdn. Bhd. should update them on the company's response to the pandemic, any changes in policies, and future. They should address their concerns and uncertainties through town hall meetings, virtual forums, or dedicated communication channels. Sixth, PEIP Sdn. Bhd. should do business continuity planning by review and update business continuity plans to address potential disruptions caused by the pandemic. Thus, helps to identify critical functions and develop contingency plans to ensure ongoing operations.



Next, PEIP Sdn. Bhd. also can **enforce digital transformation** that can accelerate and be an initiative to enhance the organization's agility and resilience.

They should invest in technology that supports remote work, e-commerce, and digital communication. Next, PSB should have customer engagement by adapting marketing and sales strategies to the changing consumer behaviour during the pandemic. For example, leverage online channels for customers engagement, and tailor products and services to meet current demands.

Moreover, they can apply **supply chain diversification**. Diversify and strengthen the supply chain to mitigate risks associated with disruptions. PEIP Sdn. Bhd. should identify alternative suppliers and establish robust logistics strategies. According to the (Shih, 2020), the disruptions caused by the supply shock from China and subsequent global economic shutdown revealed weaknesses in production strategies and supply chains globally. Shortages of essential goods, trade restrictions, and the U.S.-China trade tensions have led to an increase in economic nationalism. As a result, manufacturers worldwide will face greater political and competitive pressures to boost domestic production, create more jobs in their home countries, decrease reliance on perceived risky sources, and reconsider lean manufacturing approaches that minimize global supply chain inventory.

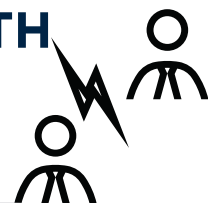
Additionally, **cross-functional collaboration** can foster collaboration across departments and teams. Ensure that information flows seamlessly, and employees are aligned with the organization's goals and strategies during challenging times.

In addition, they should implement adaptability and innovation. Empower employees to propose and implement creative solutions to address emerging challenges and seize new opportunities. Additionally, PEIP Sdn. Bhd. can approach by having employees training and upskilling. Provide training opportunities and upskilling programs to help employees acquire new skill relevant to the evolving needs of the business and industry. Also, community support and social responsibility and engage in community support initiatives and social responsibility programs. Contribute to local communities affected by the pandemic and build positive relationships with stakeholders. Scenario planning for the Future. Conduct scenario planning exercises to anticipate potential future developments and adapt strategies accordingly. Stay informed about public health development and adjust plans in response to changing circumstances. Provide employees with training to educate employees about potential operational risks. Well-informed employees are better equipped to identify and address risks in their day-to-day activities.

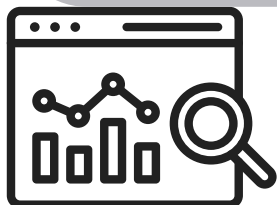
These recommendations are intended to guide organizations in navigating the challenges posed by the COVID-19 pandemic. Flexibility, agility, and a proactive approach are key elements in successfully adapting to the evolving situation and maintaining resilience in the face of uncertainty



EMERGING COMPETITION AND COMPETE WITH ESTABLISH ESTATED COMPANY SUCH AS FELDA



Having competitors when enter the market and they provide a comparable product with possibly for less money, with extra features, or just with a more effective marketing platforms is one of the largest possible threats to a company. In terms of oil palm plantations, PSB faces competition from establish estate company like Felda, Perak Agricultural Development Corporation, and other oil palm estates in Malaysia. PEIP Sdn. Bhd. has to manage its operations more effectively. According to the (Rafliis, 2018), During the startup and expansion phases, a fruit dealer firm has to invest a significant sum of money and purchase equipment. To apply for the operating licence, PEIP Sdn. Bhd. must also meet certain standards. There are two categories of risks: controllable and non-controllable. The term "non-controllable risk" refers to risks that originate from outside sources, such as weather-related fresh fruit bunch (FFB) shrinking, market price volatility, and erratic mill buying choices. In the meanwhile, the possibility that unripe FFB will be acquired from smallholders makes up the controllable risk. Additionally, the results show that the company competitive structure is highly severe because of the necessity for specialised equipment, high service substitutability from adjacent FDs, strong bargaining power of customers and sellers, and significant rivalry among existing enterprises.



RECOMMENDATION

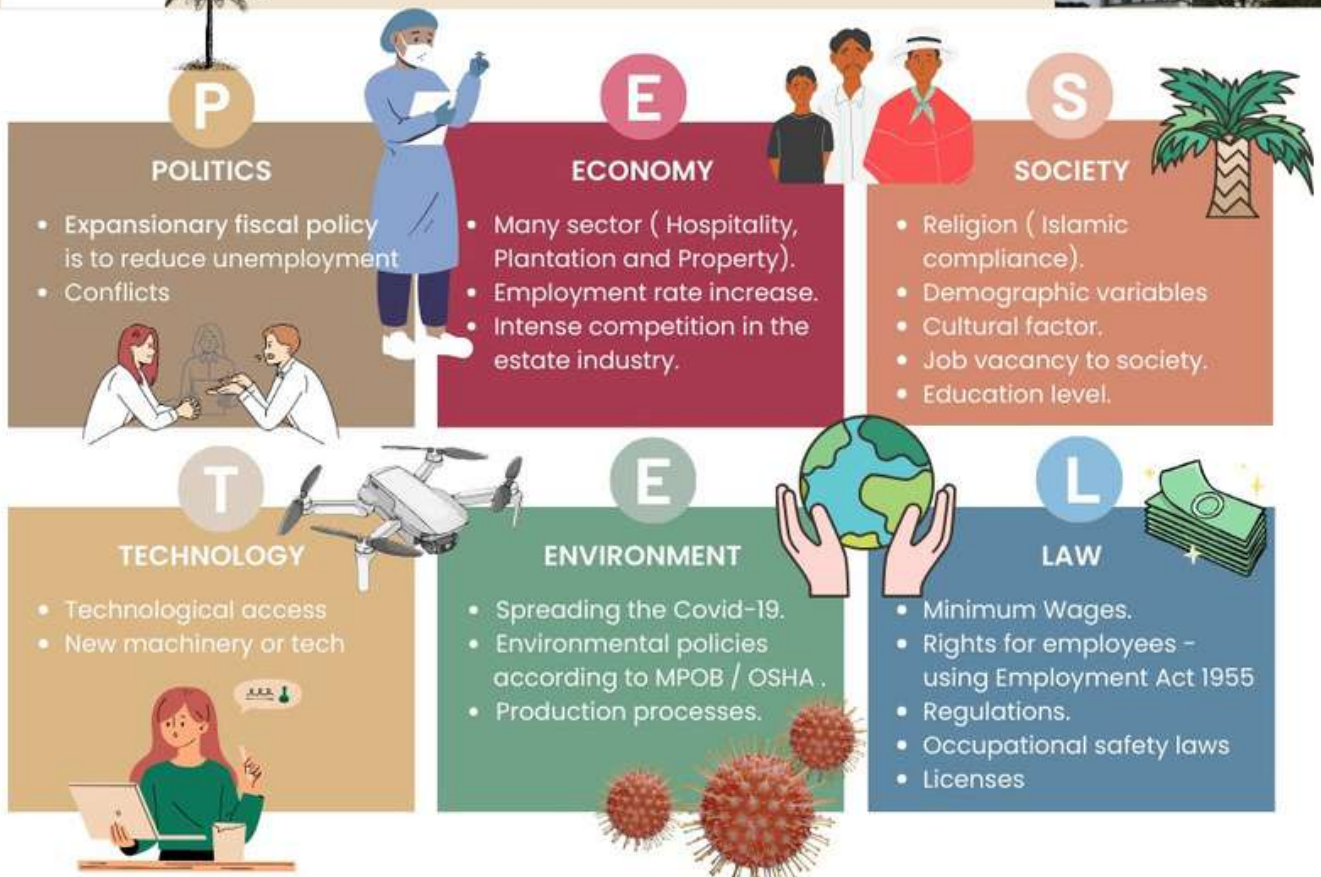
Competing with established companies like FELDA (Federal Land Development Authority) requires a strategic approach that emphasizes differentiation of market dynamics. Here are recommendations to complete effectively with such established entities. First, PSB can do **market research and analysis**. They can conduct thorough market research to understand the strengths, weaknesses, opportunities, and threats posed by FELDA and other established competitors.

This way they can identify the gaps in the market and areas where this organization can offer unique value. According to the (Vase.ai, 2022), market research will focus on customer problems. This company will get insights into consumer behaviour, what inspires them, and the issues they face. With this information, they can develop the 'need-factor' for their product/service. Next, PSB should implement the differentiation strategy. They can clearly define and communicate their unique selling propositions (USPs) highlight about what sets their product or services. For example, their product include innovation in coconut and palm oil.



PESTEL

Analysis of the PEIP Sdn. Bhd.



PESTEL is an acronym for Political, Economic, Social, Technological, Legal, and Environment. This unit of analysis assesses these four external factors concerning the business situation. The analysis examines opportunities and threats arising from these four factors.

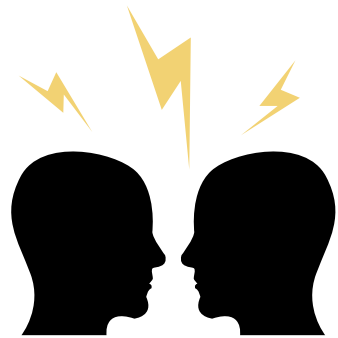
POLITICAL FACTOR

Political Factors is the first factor is needed to emphasize. These determine the extent to which government and government policy may impact on an organisation or a specific industry. This would include political policy and stability as well as trade, fiscal and taxation policies too. Expansionary fiscal policy is to **reduce unemployment**. PEIP Sdn. Bhd. also open the job vacancies for headquarters and for Ar-Ridzuan Medicare (KPAR) and this will lead to reducing the frictional unemployment by quickly matching prospective job seekers with jobs openings. For example, they are open for job drivers, and staff nurse for renal and midwife. For instance, according to the (Pathak, 2020), the government may implement new tax laws that alter a company's whole revenue-generating structure. Customs laws and export subsidies are two examples of trade obstacles that might make it more difficult for us to conduct business. On the other hand, non-tariff trade obstacles include export prohibitions and limitations, as well as minimum import prices.



There also **conflicts** between coworkers that I can identify. This will affect company productivity and credibility to go further since its worker does not collaborate and shows cooperative between each other. According to the (HRCloud, 2021), conflict amongst coworkers is unpleasant and unacceptable. If such circumstances are allowed to fester and worsen, they can have an impact on performance and productivity, and they may even result in the loss of valued employees. As a result, it is critical that colleague disagreement be addressed swiftly and effectively. Conflict in the workplace or internal political issues, whether caused by small misunderstandings, perceived harassment, or genuine bullying, can produce a toxic environment that affects individuals who are not directly engaged in the scenario. It may be human instinct to avoid confrontation, but avoidance is not a solution. Company can do program that involves all staff from all units and sector so that all staff know each other not just from one sector. For example, short vacation but by stage.

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ECONOMY FACTOR



Next, Economy factor play a crucial role in contributing to the economic growth of local community in the PESTEL framework. Economic factors include current and projected economic growth, inflation and interest rates, job growth, unemployment, labour costs, impact of globalization, disposable income of consumers and businesses, and likely changes in the economic environment. Economy factor can be seen at PEIP Sdn.Bhd. from the four-core sector at hospitality, plantation, real estate, wakf and property. This plays a huge role in **increase economy of local community**. For example, they are open job opportunities to local community as general worker at estate in Pulau Tiga estate. According to the (Pathak, 2020), marketing theory typically divides the business environment into two categories: the macro environment is made up of external factors that a firm cannot control, such as competitors and stakeholders, and the micro environment is made up of internal factors that affect a particular industry.

SOCIETY FACTOR



Society factor additionally shows that KPAR is emphasize the Islamic compliance in their treatment and services, this will lead to the Islamic culture. Hospital Ar-Ridzuan applying a concept used in hospital management to achieve values of excellence and identity in hospital staff as well as focusing on the well-being of customers through the application and appreciation of Islamic-friendly during and after receiving treatment. Islamic-friendly hospital aims to raise awareness through patient and family education to always draw closer to Allah S.W.T. In KPAR, the labour room is equipped with various facilities during childbirth. They have 3 Consultant Obstetrics & Gynaecology with few sub-specialties to assist their patient during childbirth and their admission there.

According to the (Farrah Ilyani Che Jamaludin, 2023), Islamic-friendly hospitals have made significant advancements in recent years to become a truly viable and competitive global alternative to conventional hospitals. All staff nurses and doctors in the labor room are women. This can ensure that the patient's aurat are protected and that the patient is comfortable in terms of facilities and while receiving services at Ar-Ridzuan Hospital.

There are **demographic** variables in this company. Due to the uneven shape of the land, there are estates that have given hardship allowances to workers due to the hardships in the estate. For example, at Sungai Charok estate and Pengkalan Hulu estate, they were given hardship allowances. According to the (Bonifacio, 2023), hardship allowances are valuable resources for persons in need and may significantly improve their life. It provides a lifeline to persons experiencing difficulty and guarantees that they receive the assistance they require to get through tough times. Other than that, PEIP Sdn. Bhd shows cultural factor that also offer job vacancy to society. PEIP Sdn. Bhd. provides employment opportunities to rural communities that can help those in need. Education level is also the main things in social factors. Employees who work at HQ, Estate, and KPAR such as staff nurse and doctors are given jobs according to their grade and education level. Education is according to current grade level, categorized by school years (middle, high school, college, or graduate).

TECHNOLOGICAL FACTOR

Technological variables have an impact on marketing in three ways. Firstly, new ways to produce products and services. Next, new means to distribute goods and services, and lastly new ways to communicate with target markets. Technological factor shows that PEIP Sdn. Bhd. is using technological access for instance HQ uses a **faceprint machine** to record staff attendance. Other than that, to launch introduced with the EMS system in 2023. Nevertheless, **new machinery or tech** also been used to save time and money in the long run. Since the technology is constantly evolving, PEIP Sdn. Bhd. needs to be staying up to date with the **latest equipment** to use for their daily responsibilities. For example, some estates are equipped with drones maintained by staff. According to the (şen, 2009), the broad consensus among economists is that knowledge and technological change and advancement play a significant role.

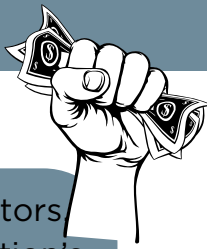


ENVIRONMENT FACTOR

Next is the environment factor. Environmental considerations are essential because of the rising scarcity of raw resources, pollution objectives, conducting business in an ethical and sustainable manner. and carbon footprint targets. Since the end of 2023, the increase of covid-19 spreading in society. Because of this situation, many staff at PEIP Sdn. Bhd. have been infected with **covid-19**. They have received sick leave for 7 days and have to undergo home isolation. Environment policies also been applying at estate according to MPOB / OSHA. For instance, each employee has their own **HIRARC** which stands for Hazard identification, Risk Assessment and Risk Control. HIRARC is a requirement by law OSHA and regulations.

As for the production processes, **Hospital Ar-Ridzuan** normally disposed clinical waste in a separate setting, using specialised equipment and is following the guidelines of **Scheduled Waste Treatment**. According to the (Doe Scheduled Wastes And License Application, 2021), Section 34B of the Environmental Quality Act 1974, no person may put, deposit, or dispose of any scheduled waste on land or in Malaysian seas without the Director General's prior written clearance, save on specified premises. Any individual who violates this provision commits an offence and may face imprisonment for up to 5 years and a fine of up to RM 500,000.

LEGAL FACTOR



In the PESTEL analysis framework, the "L" in PESTEL stands for Legal factors. Legal factors encompass the impact of law and regulations on an organization's operations. The legal factor is related to minimum wages, and can be analysed as firstly, PSB is compliance with **minimum wage laws**. They ensure compliance with the prevailing minimum wage laws and regulations in the relevant jurisdiction. Compliance with legal requirements is essential to avoid legal issues and maintain to positive organizational reputation. Secondly, PSB can see the impact on labour costs. They assess the impact of compliance with minimum wage laws on labour costs. While paying above the minimum wage is a positive practice, they also have understanding about the legal requirements because they have legal department which helps in strategic financial planning. According to the (Piyaporn Sodsriwiboon, 2019), increased wages may be subject to high social security and labour taxes, even in cases where minimum wage laws are strictly adhered to, which would lessen the effect of an increase in take-home pay. To save money, companies may also reduce perks, hours worked, or employee layoffs to counteract rising minimum wages.



Next, legal factor that related to minimum wages is increase employee satisfaction and retention. Paying wages above the minimum requirement can contribute to higher employee satisfaction and retention. This may positively impact the organization's reputation as an employer of choice. Moreover, legal factor in PEIP Sdn. Bhd. is they have competitive advantage. This is because they can differentiate the organization by offering wages above the statutory minimum. This can serve as a competitive advantage in attracting and retaining skilled and motivated employees.

In addition, PSB have collective bargaining agreements. This shows that they consider any collective bargaining agreements in place that may impact wage negotiations. This eventually will ensure that the organization adheres to the terms agreed upon with relevant labor unions or representatives. Lastly, legal factor also related to the economic impact. PEIP Sdn. Bhd. can evaluate the economic impact of paying wages above the minimum on the local community and the organization's wage practices with industry standards. This will give PEIP Sdn. Bhd. the understanding on how competitors handle minimum wage compliance can provide insights into best practices and industry norms.

Government Policies also crucial in legal. PSB should stay informed about any changes in government policies related to minimum wages. They need to anticipate and adapt to potential changes to minimize disruption to operations.

Training and communication also important in legal. They can train HR and management teams on minimum wage laws and regulations to ensure accurate implementation. HR and management teams can transparently communicate wage policies to employees to foster trust.

SWOT MATRIX



A SWOT matrix is important because it evaluates the main aspects of a business for strategic planning. An organisation may identify areas for improvement and get a better understanding of its own strengths by creating a SWOT matrix. It also enables an organisation to evaluate its objectives, choose possible commercial endeavours, and identify external variables that might have an impact on its success.

The SWOT matrix is usually represented as a four-quadrant grid, with each quadrant corresponding to one of the four components. Analysts or decision makers can use the SWOT analysis to develop strategies that leverage strengths, address weaknesses, capitalize on opportunities, and mitigate threats. Here is a brief overview of the typical approach.

Strength-Opportunity (SO) Strategies: Use strengths to take advantage of opportunities.

Weakness- Opportunity (WO) Strategies: Improve weaknesses to capitalize on opportunities.

Strength-Threat (ST) Strategies: Leverage strengths to minimize or counteract threats.

Weakness-Threat (WT) Strategies: Address weaknesses to avoid or mitigate potential threats.

	<p>Strengths – S</p> <ol style="list-style-type: none"> 1. Islamic and syariah compliance 2. Four major subsidiaries 3. Highly motivated workforce 4. Provide benefits and reward for the employees 	<p>Weaknesses – W</p> <ol style="list-style-type: none"> 1. Shortage of staff 2. Inadequate technology and system 3. Poor file management
<p>Opportunities – O</p> <ol style="list-style-type: none"> 1. Offer the job opportunities and vacancy to the rural residents for estate sector 2. Expand production capacity 	<p>SO (S1, O2)</p> <ol style="list-style-type: none"> 1. Leverage the Islamic and Shariah-compliant strength to tap into the growing demand for job opportunities aligned with these values. (S2, T1) 2. Motivated Workforce for Rural Job Opportunities 	<p>WO (W1, O2)</p> <ol style="list-style-type: none"> 1. Invest in recruitment and training of address the shortage of staff, allowing for the successful expansion of production capacity and explore collaborations or partnerships to share resources during the expansion phase. 2. Technology enhancement and Rural Training Program
<p>Threats – T</p> <ol style="list-style-type: none"> 1. Covid-19 Pandemic 2. Emerging competition and compete with established estate company such as Felda 	<p>ST (S2, T2)</p> <ol style="list-style-type: none"> 1. Exposed to integrity problems such as corruption. (S3, T2) 2. Leverage a strong employees base to innovate and differentiate the company's offerings. Develop strategies to counteract the competitive advantages, such as emphasizing ability and personalized services. 	<p>WT (W2, T1)</p> <ol style="list-style-type: none"> 1. Upgrade technology to ensure business continuity and resilience during the pandemic. Develop contingency plans to mitigate the impact of the pandemic on operations 2. Diversification of services by reduce dependency on a specific market of services to counter competition.

Strength-Opportunity (SO) Strategies

(S1, O2)

Leverage the Islamic and Shariah-compliant strength to tap into the growing demand for job opportunities aligned with these values.

(S2, O1)

Motivated Workforce for Rural Job Opportunities by capitalize on highly motivated workforce by implementing initiatives that focus on community development. Specifically, PEIP Sdn. Bhd. can channel this motivation towards creating job opportunities in rural areas, aligning with the opportunity to offer jobs to rural residents in the real sector.

Weakness- Opportunity (WO) Strategies

(W1, O2)

Invest in recruitment and training of address the shortage of staff, allowing for the successful expansion of production capacity and explore collaborations or partnerships to share resources during the expansion phase.

(W2, O1)

Technology enhancement and Rural Training Program is to improve technology and system capabilities while simultaneously providing job opportunities to rural residents by invest in upgrading technology and systems to address inadequacies. Implement training programs focused on rural residents equipping them with the necessary skills to use upgraded technology. PEIP Sdn. Bhd. also can create job opportunities within the estate sector specifically for individuals trained through this program. The benefits of this strategies are mitigating the weakness of inadequate technology and system by investing in upgrades. It also addresses the opportunities to offer jobs to rural residents, contributing to both technology improvement and rural employment.

Strength-Threat (ST) Strategies

(S2, T2)

Exposed to integrity problems such as corruption. PEIP Sdn. Bhd. should educate and train their employees about the importance of integrity to minimize the risk of corruption. Whistleblower protection also be needed to establish and communicate a robust whistleblower protection program to encourage employees to report corruption without fear of retaliation.

(S3, T2)

Leverage a strong employees base to innovate and differentiate the company's offerings. Develop strategies to counteract the competitive advantages, such as emphasizing ability and personalized services

Weakness-Threat (WT) Strategies

(W2, T1)

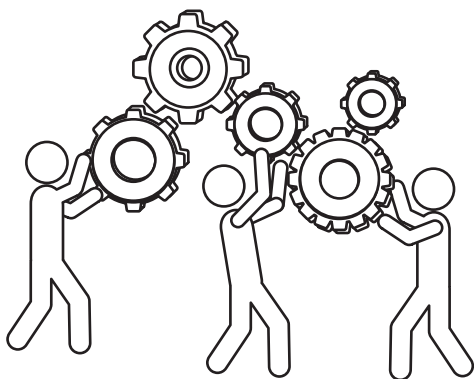
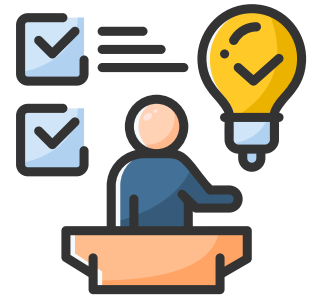
Upgrade technology to ensure business continuity and resilience during the pandemic. Develop contingency plans to mitigate the impact of the pandemic on operations.

(W1, T2)

Diversification of services by reduce dependency on a specific market of services to counter competition. PEIP Sdn. Bhd. should explore opportunities to diversify their services or product offerings. This can help mitigate the impact of increased competition in a specific area and open up new revenue streams.

CONCLUSION

In conclusion, by implementing this industry training I can a lot of experience and new knowledge. In addition, I can also increase my soft skills including communication, teamwork, and problem solving a problem which is critical in any field. I also get to know more knowledge and understand more deeply about the human resource field and the role which it plays that support the strategic goals of the organization. The experience and knowledge gained during this industrial training is invaluable and will help me to facing life in the world of work in the future.



One of the significant benefits of participating in this industry training is the exposure to diverse challenges and scenarios that are inherent to the workplace. This exposure will not only sharpen my problem-solving skills but also foster adaptability and resilience in the face of unforeseen circumstances. As I navigate through real-world situations, I will be compelled to think on my feet, make informed decisions, and efficiently address challenges the skills that are crucial in any professional setting. Moreover, the collaborative nature of the workplace environment during the training will contribute significantly to the improvement of my communication and teamwork skills. The human resource field relies heavily on effective communication and collaboration to ensure smooth operation and the well-being of the workforce. Thorough interactions with colleagues, supervisors, and others, I will refine my ability to articulate ideas, listen actively, and work harmoniously with diverse teams.

CONCLUSION

Furthermore, this industry training provides me with a unique opportunity to bridge the gap between theoretical knowledge acquired in the classroom and its practical application in a real-world setting. The hands-on experience gained through this training will enhance my understanding of the intricate nuances of the human resource field, allowing me to develop a more comprehensive skill set that is relevant to the demands of the profession landscape.

Additionally, the exposure to the strategic aspects of human resource management during the industry training will provide me with insights into how HR functions align with and contribute to the overall goals of an organization. Understanding the broader context in which HR operates is essential for anyone aspiring to excel in this field. The practical experiences gained will help me grasp the intricacies of workforce planning, talent acquisition, performance management, and employee development, all of which are integral components in achieving an organization's strategic objectives.

In conclusion, the invaluable experiences and knowledge acquired through this industry training will not only prepare me for the challenges of the professional world but also position me as well-rounded and competent individual in the field of human resource management. The integration of theoretical concepts with practical application will undoubtedly contribute to my personal and professional growth. As I embark on this journey, I am confident that the skills honed, and lessons learned during the industrial training will serve as a solid foundation for a successful and fulfilling career in the dynamic realm of human resource management.



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Appendices

Document Information

Analyzed document	HRM666_SARAH SYAMIRA BINTI HAWARI_2021124499_UITM ARAU.docx (D184175632)
Submitted	2024-01-20 05:07:00 UTC+01:00
Submitted by	
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Similarity	2%
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Sources included in the report

W	URL: https://esoftskills.com/compensation-and-benefits-designing-competitive-compensation-and-benefits-packages-to-attract-and-retain-talent/#:~:text=Compensation%20and%20benefits%20are%20crucial,in%20compensation%20cannot%20be%20overstated.Staglin, Fetched: 1/20/2024 5:09:00 AM	3
W	URL: https://www.forbes.com/sites/onemind/2023/09/25/bridging-gaps-in-financial-well-being-for-employee-mental-health/?sh=44c1734e295dStefanie Fetched: 1/20/2024 5:10:00 AM	3
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Address: Lot Pejabat
Tingkat 2, Angsana Ipoh
Mall, Jalan Hospital 30450
Ipoh, Perak Darul Ridzuan.



Calculate staff salary.



Lobby and the place
candidates to wait before
interview session was held.



Filing the document from
previous office.



Arrange cabinets, documents and
picture at chairman room.



Key in data in the HR2000.

Appendices



Joined SPRM talk at
SPRM headquarters Ipoh



Filing the personal files



Food testing for CEO meeting



HR Team



Celebrate farewell for internship student



Relocated to the new office and arrange the cabinets, files and document at new office.



All the document is arranged in the box by unit payroll, admin and recruitment.



An example list of Job Description.



Making summary for interview.



An example of resume for interview.



Recreation day every Wednesday.



List of employee details for checking.



Making JD for staff.



Key in the leave record of staff.



Volunteer in Program with Ustaz Wadi Anuar at Camp Polis Gerakan Am (PGA) Ulu Kinta.



Print the candidates resume for screening.



Volunteer at Maipk for HOD and BOD meeting.