

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**



**AM228
BACHELOR OF ADMINISTRATIVE SCIENCE (Hons)**

**PRACTICAL TRAINING REPORT
BINTULU DISTRICT OFFICE**

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ACKNOWLEDGEMENT

The time I spent in Bintulu District Office as an intern from 20 January until 27 February 2015 was a memorable one for me as it was rich in experience sharing and helped me discover my potential. I have had so many rich experiences and opportunities that I personally believe will forever shape and influence my professional life while fostering personal growth and development.

I would like to express my sincere gratitude to Almighty God who granted me health and long life, without which I could not have finished this internship report. Besides that, I would like to thank to my lecturer Sir Lieutenant Colonel (R) Saiful Anwar bin Md. Ali for the valuable guidance and advice. Besides, I would like to thank the authority of University Teknologi Mara (UiTM) Campus Samarahan 2 for providing a good environment and facilities to complete this course.

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Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the Administrative Officer of Bintulu District Officer, Mr. Muhammad Dino who in spite of being extraordinarily busy with his duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

I express my deepest thanks to Mrs. Rosnah Uma, Assistant Administrative Officer which is my internship supervisor. She is the person that in-charge in order to evaluate my assessment and performance related in working industry. I choose this moment to acknowledge her contribution gratefully. It is my radiant sentiment to place on record my best regards, deepest sense of gratitude to all staff of Bintulu District Office for their careful and precious guidance which were extremely valuable for my study both theoretically and practically.

I perceive as this opportunity as a big milestone in my career development. I will strive to use gained skills and knowledge in the best possible way, and I will continue to work on their improvement, in order to attain desired career objectives.

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CHAPTER 1

INTRODUCTION OF THE ORGANISATION

1.0 Introduction

All final year students of Bachelor of Administrative Science (Hons) at University Teknologi Mara (UiTM) are required to undergo industrial training. The students will be placed in the government or private organization chosen by them for a period of six (6) weeks starting from 20th January 2015 until 27th February 2015. This practical training is very valuable and important in exposing students to various aspects of industrial practices and ethics. Therefore, the place that I chose to do my practical training is at Bintulu District Office.

1.1 Background of Bintulu

Bintulu Division Administration was started when Bintulu District was upgraded became a Division in 1987. Bintulu Division is now become the 8th division in Sarawak. When Bintulu District was upgraded became a Division Administration, Tatau District also being upgraded on the same year.

Bintulu Division has two districts which are Bintulu District and Tatau District and Small District which is Sebauh Small District.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 Introduction

The purpose of this chapter is to report and summarize the work schedule throughout the practical training. It also includes the information about the tasks assigned during the training. I was given work schedule where I am assigned with different department for a certain period of time. The tasks were assigned to me during my practical training was related to the work of an officer with Grade N27 in public offices specifically at District Office Bintulu. My daily routines basically are answering phone calls, entertain the public, filling of documents and involve in 5S activities and other event. I was supervised by Madam Rosnah Binti Uma during my practical training in District Office Bintulu.

2.1 Summary Schedule of Practical Training

2.1.1 WEEK 1(20 JANUARY 2015- 23 JANUARY 2015)

On the first day of the week, I went early to the Bintulu District Office, at 0730 am, I met with my internship supervisor, Mrs. Rosnah Uma at 8:00 am. The first week of my practical training, I was briefed by my supervisor who is Madam Rosnah Uma on the scope of work that I will be doing during the period of my practical training at Bintulu District Office.