



UNIVERSITI TEKNOLOGI MARA SARAWAK

FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)

PRACTICAL TRAINING REPORT (ADS 667)

SARAWAK PLANTATION BERHAD MIRI (SPB)

PREPARED BY:

ROZIANA BT BAHJAM 2013923105

UNDER SUPERVISION OF

MADAM SAREHAN BINTI SADIKIN

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Roziana Bt Bahjam

Bachelor of Administrative Science (Honours)

Faculty of Administrative Science & Policy Studies

Universiti Teknologi MARA, Kota Samarahan

Chapter 1

1.0: Introduction of the Organization

1.1: A BRIEF HISTORY



Sarawak Plantation Berhad or known as

SPB was incorporated in Malaysia on 28 October 1997 as a private limited company under the name of Sarawak Plantation Sdn. Bhd and commenced business in the same year. After three years this company was converted into a public company on the 1st February 2000 and it assumed as the present name. Under Sarawak Land Development Board's (SLDB), SPB has been specially incorporated as the vehicle company for the privatization as assets.

Moreover, Sarawak Land Development Board (SLDB) is a body corporate established by the Sarawak Land Development Order 1972 and also under the Land Development Ordinance 1956. The privatization of SLDB's assets, comprising oil palm plantations, milling facilities and related assets, was affected in 1997 through the transfer of SLDB's assets to SPB Group (comprising SPB and its subsidiaries). With all this privatization, all principal assets of SLDB are owned and managed by SPB and certain of its subsidiaries.

2.2: Summary Schedule of Practical Training

2.2.1: First Week of Summary (20th July 2015 - 24th July 2015)

My first week begin with reporting duty at Training and Development Department at level 3 with Puan Christina. She briefly explains regarding the organizational structure, rules and regulation, department, estates, punctuality, and attitude at work. During my 1st report duty, there is no one at department because that time is still in Hari Raya Aidilfitri festive season and a lot of staff are taking their leave around the weeks.

Meeting with Puan Prisca Manager of Human Resource Department and I were introduced myself to her. Puan Prisca explained a little bit of being around people at workplace and outside. She also has been asking on what I want to be someday, about my own self and how to handle it. She also has been advise me and teach me about the survival life and what I am going to do about it.

After that, I was brought by Puan Christina to Head Plantation Operation department at fourth floor and was introduced to Miss Roselinda Isang, one of the staff at HPOD, Madam Ana Dali, Senior Clerk at agronomist department and Miss Agnetha also the staff from agronomy department. This is because, during that time only the three of them are at there. Hence, there is another department are also having the same level 4 which is Engineering department and Facilities & Mills services.

On the second day of the first week, I have been asked by the staff from HPOD to go through all of the HPOD document and report and since there is no one at the department and still I had no Idea who was going to be my supervisor at there, so, I have a requested from the staff Miss Roselinda to give a first tasks so that I can kill my