



**INFORMATION SCIENCE STUDIES COLLEGE COMPUTING, INFORMATICS
AND MATHEMATICS,**

UNIVERSITI TEKNOLOGI MARA (UiTM)

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD310)

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ABSTRACT

The practical experience gained during my eight-week industrial training at Majelis Agama Islam Wilayah Persekutuan (MAIWP). The internship aimed to bridge academic knowledge and real-world application, offering hands-on involvement in tasks related to web development, IT asset management, and vendor documentation. My primary responsibilities included developing an educational website using WordPress, inspecting and managing IT assets, and organizing documents with vendors. Through these tasks, I enhanced my skills in HTML, CSS, JavaScript, content management systems, and learned best practices in IT asset tracking and secure disposal.

The report also reflects on the development of key soft skills such as teamwork, communication, and time management, which were integral to successfully completing assignments and collaborating with colleagues. These experiences have provided a comprehensive understanding of information technology operations within an organization, preparing me for future roles in the field and helping me to grow both professionally and personally.

Keywords:

Industrial Training, Web Development, IT Asset Management, WordPress, Professional Growth

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