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**INDUSTRIAL TRAINING REPORT**

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## **ABSTRACT**

This report was written as part of the Fakulti Pengajian Sains Maklumat, Kolej Pengkomputeran, Informatik dan Media programme requirement. At International Islamic University Malaysia (IIUM), I finished an 8-week/2-month internship programme. All my time at my company is extremely significant since the experiences I get will help me acquire a better job after I graduate. All the tasks and assignments that I have done will be included in this report. During my internship, I was allocated to the Uniform Bodies Unit, Office of The Deputy Rector (Student Development and Community Engagement), which was beneficial to me because I was able to obtain new knowledge and improve my abilities in Administration skills. During my internship, I was able to get general knowledge of Administrations skills through my work. Top management also exposed me to the professional route by sharing their expertise in the sector. Overall, my internship has been a positive experience because I have a helpful and caring supervisor as well as congenial coworkers. It is an honour for me to propose International Islamic University Malaysia (IIUM) as a place for future undergraduates to pursue their internship.

***Keywords: Internship, International Islamic University Malaysia (IIUM), Report***

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## **LIST OF ABBREVIATIONS**

IIUM	International Islamic University Malaysia
FOBIUM	Uniform Bodies Unit
OIC	Organization of Islamic Cooperation
ODRSCE	Office of the Deputy Rector – Student Development & Community Engagement