INFORMATION SCIENCE STUDIES
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Diploma in Information Management
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INDUSTRIAL TRAINING REPORT

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Abstract

This report provides an overview of my internship experience in the The Legal Review Sdn Bhd, Administrative Law at Data Solution Headquarters Taman Melawati Kuala Lumpur, highlighting major tasks, skills learned, and insights acquired. The internship required typically involves working with government agencies, regulations, and the rules they enforce, especially relating to the actions of regulatory bodies and agencies. It can be a rewarding field for those who are interested in law, policy, and government processes. The primary goal was to find any high or low profile cases of law in Malaysia for Lawyers of Litigation, Conveyancing or Syariah Lawyer to make a submission and homework before they submit it to the Court such as High Court, Court of Appeal and etc. In addition, the internship helped to create a complete Standard of Policy (SOP) with the objective of setting standard norms for future document handling and administration throughout the department. The internship improved both technical and organizational abilities by providing hands-on experience with data management systems and teaching me the value of organized data handling in eLaw such as using the system of eLaw and Lexis Nexis. This example demonstrated the potential for digitized and well-managed data to improve operational efficiency and productivity throughout the department.

Keyword: Internship, eLaw,

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LIST OF ABBREVIATIONS

UIS	Selangor Islamic University
HQ	Head Quarters
IT	Information Technology
MUET	Malaysian University English Test
HOD	Head of Department
UITM	University Technology Mara