



**INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERITI TEKNOLOGI MARA**

Diploma in Information Management
(CDIM110)

Industrial Training
(IMD310)

INDUSTRIAL TRAINING REPORT

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Abstract

This report presents my industrial training experience at the Federal Land Development Ordinance or Lembaga Kemajuan Tanah Persekutuan (FELDA), where I completed a two-month program from 22nd July to 13th September 2024. This training was designed to provide hands-on exposure and insights into the field of Information Management. Throughout the training, I engaged in a range of projects and tasks, including creating content for business social media, organizing documents, verifying data, editing posters, and posting financial information. Working alongside experienced professionals, I developed essential skills in professional communication, improved social media management techniques, and strengthened my abilities in problem-solving, project management, and data analysis. Additionally, I contributed to enhancing product marketing, leading to higher-quality product advertisements. This experience was invaluable in applying theoretical knowledge to real-world practices, deepening my understanding of industry standards. The skills and insight gained have significantly broadened my technical expertise, equipping me for future challenges in this field. This report summarizes my activities, key learnings, and reflections, underscoring the importance of industry exposure in my professional growth.

171 Words

Keywords: Industrial training, Federal Land Development Ordinance, Lembaga Kemajuan Tanah Persekutuan (FELDA), Information Management, Social media

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