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ABSTRACT

This assignment is presenting a report proven activities of the trainee internship experience at Marina Putrajaya and Pulse Grande Hotel for work exposure and that have been done by students while conducting industrial training course (IMD 310). This industrial training was done during semester 4 and is part of the Diploma in Science Information course by the College of Computing, Informatics and Mathematics. Based on these reports, it contains information about industrial training places, activities and programs involved as well as sharing experiences. The primary focus of the internship is to understand and must follow the instructions by the supervisor request. The trainee participated in project do an editing and updating the Marina Putrajaya and Cruise Tasik Putrajaya website, handle antivirus from the computer, install DDPHONE app in company staff phone, emailing other agency and staff, making the poster for IT department every Friday, back up data outlook staff and aronium staff and many more. To conclude, the trainee may be able to enhance communication skills, knowledge, time managements and enhanced the trainee confidence skills.

Keyword: Industrial training, event, skills, backup, outlook, aronium system, emailing, Marina Putrajaya, Cruise Tasik Putrajaya, Pulse Grande Hotel, supervisor, IT manager, information technology (IT).

LIST OF ABBREVIATION

ABBREVIATIONS	MEANING
MPSB	Marina Putrajaya Sdn.Bhd.
PGH	Pulse Grand Hotel
PICC	Putrajaya International Convention Center
CTP	Cruise Tasik Putrajaya
UiTM	Universiti Teknologi Mara
IT	Information Technology
HR	Human Resource
GSA	Guest Service Assistance
POS	Point-of-sale
PC	Personal computer
NAS	Network Attached Storage (NAS)
SIP	Systematic Investment Plan
LAN	Local Area Network
ICT	Information and Communication Technologies

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