



Universiti Teknologi MARA
Faculty of Administrative Science and Policy Studies
AM228 - Bachelor in Administrative Science (Hons.)
ADS 666 - Practical Training

Practical Training Report
TABUNG BAITULMAL
SARAWAK

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1.1 Background of Tabung Baitulmal Sarawak

Tabung Baitulmal Sarawak (TBS) was established by the state government in 1984 under Ordinance Sarawak Islamic Council (Incorporation) (Amendment) 1984, in which carried out the role and responsible in the management of Zakat, Waqaf and Charity in Sarawak as well as to provide guides in obligation to perform Zakat, Wakaf and donation especially for the Muslims in Sarawak.

Apart from TBS head office located in Kuching, Sarawak, there are a number of other TBS branch offices around the State in accordance with the (district) in the state which was intended to facilitate Muslims to deal with Tabung Baitulmal Sarawak.



2.1 INTRODUCTION

During five weeks of my practical training in the Financial and Resource Management Unit of Tabung Baitulmal Sarawak, I have been exposed towards variety of tasks that closely related to the core function of financial department unit. Besides that, I also learned about the supporting functions of the section such as organizing an events, office administration, 5S activities, and record keeping. As an additional information, this practical training is done during Ramadhan in which our working hours are begin at 7.30 am and finish at 4.30 pm.

Therefore, in this chapter, I will summarize the daily training activities extracted from the practical training log book according to the core functions and supporting functions of the section which I am attached to.

2.2 Week 1 (16th July 2012 – 20th July 2012)

Date	Tasks and Activities
16 th July 2012	<ul style="list-style-type: none"> - First day of my practical training at Tabung Baitulmal Sarawak. - I have been introduced to the all staff and given an opportunity to join the financial department unit. - For morning session, I had attended the event called ‘Taklimat Amil’ organized by Tabung Baitulmal Sarawak at Kompleks Islam Sarawak or also known as Multi-Purpose Hall which owned by Majlis Islam Sarawak. - In this event, I was given a task to help in distributing the brochures and also the goodies to the audience (Amil). - Here, I need to apply a good communication skill on how to communicate toward the audience and the method used when serving the audience.