



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

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ABSTRACT

As all bachelor students are required to undergo industrial training for five months to complete their studies in Records Management, this report provide a detail description and overview on the activities and task done by trainee during the internship training. The internship was done at Corporate Information Technology Department and during the internship period, the trainee had been assign to variety of task. Each of the task assigned to the trainee such as setup network, setup hardware and software, and also asset management. The details on how the trainee carried out the special project was also included in this report. At the last chapter of this report, the trainee also state and share the outcome of the internship program, where the trainee was able to apply the knowledge gained during the classes, and also the new lesson the trainee learnt during the internship period.

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Assalammualaikum w.b.t

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TABLE OF CONTENT

TITLE	PAGE
CHAPTER 1: INTRODUCTION Background of the Organization The CEO Mission and Vision Organizational Structure	1-6
CHAPTER 2: ORGANIZATION INFORMATION Departemental Structure Department Fucntion Mission Vision Goals & Objective	7 - 9
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES Training Activities Special Project Description of event/project/activity	10 - 31
CHAPTER 4: CONCLUSION Application Of Knowledge, Skill And Experience (Knowledge Gain) Lesson Learnt Content Suitability of Organization Limitation And Recommendatio	32 - 44

1.0. Introduction

According to (Malaysia Portal, 2015), in 1960s, the automotive sector in Malaysia started when Ford Motor Company of Malaya was incorporated started operation in Singapore that have only 16 workers were doing body repair, fitting wheels and paint touch-up work in a shop. Automotive sector is the vital manufacturing industry to stimulate the economy of the country. However, before automotive sector was introduced in Malaysia, there are many cars were imported from foreign countries that were CBU units namely Complete Built-up Unit. In 1963, Malaysia began to include the local production of automobiles because government parties realized that automobile production would be beneficial to country.

According to (Simpson, Sykes & Adini, 1998)

1.1. Company Background

