



اُنِيُوْزَسِيْتِيْ تِيْكَوْلُوْكِ مِيْاَرَا
UNIVERSITI
TEKNOLOGI
MARA

INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN

DIPLOMA INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD310)

REPORT TITLE:

PRACTICAL TRAINING AT PHN INDUSTRY SDN. BHD.

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GROUP:

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SUBMISSION DATE:

27 OCTOBER 2024

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ABSTRACT

This internship report highlights my time at PHN Industry Sdn. Bhd., where I worked in the Human Capital and Admin Department. During my internship, I got hands-on experience with Human Resources tasks like preparing warning letters, keeping track of attendance, and handling employee records. I also joined in on employee activities, which taught me the importance of good communication and following company rules. I learned about creating self-termination letters and saw how keeping accurate records helps maintain a positive workplace. This experience gave me useful knowledge about Human Resources and helped me build skills that will be valuable in my future career. Overall, my time at PHN Industry Sdn. Bhd. was rewarding and an important step in my professional growth.

Keywords: Internship, Human Capital, Record-Keeping, Employee Relations, Communication Skills.

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