



اَوَّلُ سِرِّسِيْ يَنْكَبُوْا لَوْ كُنُوْا فَاِلَٰهًا
UNIVERSITI
TEKNOLOGI
MARA

**COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA KAMPUS REMBAU**

DIPLOMA IN INFORMATION MANAGEMENT

INDUSTRIAL TRAINING (IMD310)

SEMESTER : OCTOBER 2024 – MARCH 2025

**INDIVIDUAL ASSIGNMENT :
INDUSTRIAL TRAINING REPORT**

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Abstract

This industrial training report describes the hands-on experience and abilities I acquired while working in the INTEC Education College library and human resources (HR) departments. I applied my academic knowledge to practical HR and administrative activities by organizing staff files, making a maintenance checklist, maintaining inventory for ACCA textbooks and out-of-date storybooks, and writing campus regulations. These exercises improved my communication, problem-solving, and organizing skills—all of which are critical in a work environment. My comprehension of the function of visual communication in HR was also improved by creating recruitment materials and informational signs. To support the operational objectives of INTEC Education College, this report documents the integration of theoretical knowledge with practical activities, reflecting my professional and personal growth.

Keywords: Human Resources, Library Management, Inventory Management, ACCA Textbooks, Visual Communication, Policy Development, Organizational Skills, Professional Development, INTEC Education College

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