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UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN

CAMPUS REMBAU

DIPLOMA IN INFORMATION MANAGEMENT

(CDIM 110)

INDUSTRIAL TRAINING (IMD 310)

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INDUSTRIAL TRAINING REPORT
PRACTICAL TRAINING AT MY OPENSOFT TECHNOLOGIES SDN BHD

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Abstract

This report outlines my two-month internship from 22 July until 13 September 2024 as a Project Management Officer at Opensoft Technologies in UiTM Shah Alam. During this internship, I was able to gain a good understanding of project management. One of my main responsibilities was entering data into Microsoft systems, which allowed me to become familiar with data handling and organization. I also helped fill out and arrange contracts and other significant project documentation, to make sure everything was accurate and available. In addition, I took on the responsibility to update and maintain files, keeping the project information well organized. Each day, I update the system with details about upcoming meetings, ensuring that the team was informed and ready. To manage schedules, this task required attention to detail and effective communication with team members. These experiences taught me the importance of being organized and how teamwork contributes to project successful. Overall, I gained useful knowledge and valuable skills from my internship that will help me in my future career. I'm looking forward to continuing developing my project management skills and putting what I've learned to use on real project.

Keywords: Project management, Data handling, Teamwork, Effective communication, File maintenance

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