



INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN

Diploma in Information Management
(CDIM 110)

INDUSTRIAL TRAINING REPORT:
HUMAN RESOURCES DEPARTMENT | MISSION FOODS BENEFACOR SDN BHD
INDUSTRIAL TRAINING CONDUCTED AT:
MISSION FOOD BENEFACOR SDN BHD

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ABSTRACT

This report highlights the Human Resources (HR) intern's eight-week industrial training experience at Mission Foods Sdn. Bhd. The internship gave me practical experience with HR functions, such as hiring, relationship with workers, processing payroll, and administrative assistance. Among the key duties were helping to screen and shortlist candidates, setting up interview times, keeping track of staff, and helping to plan programs for training. The internship improved knowledge of employment laws and safety in the food production industry while boosting the development of practical skills including communication, time management, and problem-solving. Through cooperation and mentoring, difficulties like handling employee enquiries and understanding complicated payroll systems were minimised. In addition to improving technical HR skills, this experience highlighted the value of flexibility and lifelong learning for professionals.

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1.1 Background of The Industrial Training Program

At Universiti Teknologi MARA (UiTM), the Industrial Training Program is an important part of the academic program with the objective at overcoming the void between academic knowledge and real-world professional practice. This program enables students in the Faculty of Information Management the chance of gaining practical experience, build skills that are important to the industry, and improve their knowledge of the working environment. It is a basic requirement.

This second batch of the Faculty of Information Management program conducted approximately eight weeks, from July 22, 2024, to September 13, 2024. Its goal was to introduce students to practical situations so they could learn from highly qualified professionals and make a significant contribution to the organisations they were assigned. Based on their areas of specialisation and career objectives, students were assigned to a variety of industries, including as government agencies, private sector organisations, and corporate offices.

Students were required to complete specific assignments related to their subject of study during this time, which allowed them to apply all that they had learnt during class to practical scenarios. Basic abilities like communication, teamwork, problem-solving, and adaptability were also highlighted during the program of study. Students also had to keep a record of their activities, write a report on their experiences, and take part in assessment that were done by the organisation and their academic supervisors.

In addition to preparing students for the challenges of the workplace, industrial training offers an opportunity for career exploration and connections. The 8-week program is an incredible opportunity for the Faculty of Information Management, giving students the experiential information and abilities they need to break into in specified industries.

1.2 Purpose & Objective of Report

Purpose

The purpose of this report is to record and consider the experiences, activities, and achievements of my eight-week industrial training program at Mission Foods Sdn. Bhd., which took place from July 22 to September 13, 2024. This report shows the skills and information I gained throughout the program along with an extensive record of the tasks and duties that I completed in my internship in the human resources department.

Objective

- 1.To apply academic knowledge in a real-world setting