



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

DIPLOMA IN INFORMATION MANAGEMENT
(CDIM110)

INDUSTRIAL TRAINING
(IMD310)

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ABSTRACT

As a component of the IMD 310 industrial training course, this paper details my hands-on experience at Kian Joo Can Factory Berhad, Batu Caves. As a prerequisite for the College of Computing, Informatics, and Mathematics' Diploma in Information Science program, the two-month training was held during Semester 4. It includes information on the company, the activities I took part in, and the abilities and information I gained from the training. The major objective was to comprehend and complete the tasks that my managers had given me, which included auditing different branches and departments, keeping official documents, and visiting sites like Box Pak Malaysia, KJCF Plants 1, 2, and 3, as well as the Puchong Warehouse. These experiences allowed me to develop key skills such as problem-solving, adaptability, attention to detail, and teamwork in a professional environment.

Keywords: industrial training, activities, program, skills, responsibilities

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CHAPTER 1: INTRODUCTION

Industrial training is compulsory internship programme provide by Universiti Teknologi Mara (Uitm) that required all diploma students to enrolled in the Information Science degree at the college of computing, Informatics, and Mathematics. The programme approximately eight weeks and serves as an essential platform for student to learn and improve their professional abilities, confidence and overall job experience. This hand-on-training also provide student with vital exposure to the industrial sector. Allowing them to become acquainted with work environment, polish their skill and obtain practical experience that will prepare them for the workforce.

The main objective of industrial training is to provide students with real-world experience in which they can fine-tune their professional conduct, enhance communication skills with colleagues and clients, and learn about safety and management approaches. Furthermore, the curriculum teaches students how to respect, be confident, and establish positive working connections, all of which lead to a harmonious and courteous workplace environment.

Students can enhance their problem-solving skills and apply the knowledge and skills they have learnt in the classroom with this program. Addressing real-world obstacles teaches students to approach problems more rationally and effectively, decreasing errors and handling problems in a more systematic manner. Industrial training allows students to examine their readiness to work in a professional setting while being reviewed by their employers. With this hands-on experience, students can improve their decision-making abilities and learn to ask more insightful questions, so improving their overall competences.

As part of my industrial training, I completed two months at Kian Joo Can Factory Berhad, a renowned company specializing in the manufacturing and distribution of tin cans, as well as investment holding. During my time there, I was involved in various tasks such as collecting auditing records, drafting emails to auditees, and performing other related activities. This experience allowed me to apply theoretical knowledge from my studies, particularly in real-world records management. It also provided me with a deeper understanding of the company's unique information management challenges, which are crucial to ensuring efficient and secure operations at the manufacturing plant.