



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

**BACHELOR IN INFORMATION SCIENCE (HONS) RECORD
MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**NATIONAL HYDRAULIC INSTITUTE OF
MALAYSIA**

PREPARED BY:

**MOHAMAD SYAZREN QARNAIN BIN MOHAMAD SAFUDDIN
(2012539719)**

SUPERVISED BY:

MS. NOR FARHANA BINTI SAMSUNI

ADVISOR:

ENCIK ISMA BIN ISHAK

FEBRUARY 2015-JUNE 2015


FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
CAWANGAN JOHOR

2015

DECLARATION OF ORIGINAL WORK

I hereby declare that the work in this project is my own expect for quotation and summaries which have been duly acknowledged. The project has not been accepted for any degree and is not concurrently submitted for award of other degree. Besides, I am responsible for the accuracy of all opinion, technical comment, factual report, data, figures, illustrations, and photograph highlighted in this report. I bear full responsibility that the report submitted has been reviewed and subjected to copyright of ownership right. Universiti Teknologi MARA (UiTM) will not bear and liability for the accuracy of any comment, report and other technical and factual information, and the copyright or ownership right claims.

Signature



.....

Name: Mohamad Syazren Qarnain Bin Mohamad Safuddin

ID student: 2012539719

Date: 7 July 2015

ABSTRACT

In order to be a graduate student in Bachelor of Information Science (Honor) Record Management, students need to take and finished a subject which known IMC 690 (Industrial Training). The Industrial Training subject IMC690 provides pre-professional work experience with specific assignments and responsibilities. This subject involve 22 weeks of five months equivalent work placement, paid or unpaid, located in an approved industrial site, working under the supervision of an experienced Information Professional. In this report, it has described in detailed regarding the introduction of the organization, organizational information, training activities, special projects, and conclusion. As fulfil the special project in internship, trainee was given a task to design and manage a monthly report of management service department in National Hydraulic Institute of Malaysia, where all the report of the Human Resources Unit, Financial Unit and Administration Unit will be included in a report.

ACKNOWLEDGEMENT

I am grateful and would like to express my sincere gratitude to my supervisor, Mr. Isma bin Ishak, Faculty of Record Management Senior Lecturer, UiTM Segamat, and Ms. Norfarhana Bt. Samsuni, Assistant Administration Officer N27, for their invaluable guidance, continuous encouragement and constant support in making this research possible. I really appreciate their guidance from the initial to the final level that enabled me to develop an understanding of this academic writing. Without their advice and assistance it would be a lot tougher to completion. I also sincerely thanks for the time spent proofreading and correcting my mistakes.

A special appreciation should be given to my Faculty of Information Management lecturers whom which gave me a brand new perception, who helped me in many ways and made my education journey at Universiti Teknologi MARA Segamat Branch pleasant and unforgettable. I acknowledge my sincere indebtedness and gratitude to my parents for their love, dream and sacrifice throughout my life. I am really thankful for their sacrifice, patience, and understanding that were inevitable to make this work possible. Their sacrifice had inspired me from the day I learned how to read and write until what I have become now. I cannot find the appropriate words that could properly describe my appreciation for their devotion, support and faith in my ability to achieve my dreams.

Many thanks go to JIM246 B group for their excellent co-operation, inspirations and supports during this study. This two and a half years' experience with all you guys will be remembered as important memory for me to face the new chapter of life. Lastly I would like to thanks any person which contributes to my final year project directly or indirectly. I would like to acknowledge their comments and suggestions, which was crucial for the successful completion of this study.

TABLE OF CONTENT

CONTENT	PAGES
DECLARATION	i
ACKNOWLEDGEMENT	ii
ABSTRACT	iii
LIST OF TABLE	iv
LIST OF FIGURES	v
LIST OF ABBREVIATION	vi
LIST OF APPENDICES	vii
CHAPTER 1: INTRODUCTION	
1.0 INTRODUCTION	1
<i>1.1 History</i>	<i>2</i>
<i>1.2 Organization Background</i>	<i>3-4</i>
<i>1.3 Vision</i>	<i>4</i>
<i>1.4 Mission</i>	<i>4</i>
<i>1.5 Objective</i>	<i>4</i>
<i>1.6 Nahrim Logo</i>	<i>5</i>
<i>1.7 Location and Map</i>	<i>6</i>
<i>1.8 Organizational Structure</i>	<i>7</i>
CHAPTER 2: ORGANIZATION INFORMATION	8
2.1 DEPARTMENTAL STRUCTURE	9
2.2 DEPARTMENTAL FUNCTION	10
<i>2.2.1 Human Resource Unit</i>	<i>10-12</i>
<i>2.2.2 Financial Unit</i>	<i>13-14</i>
<i>2.2.3 Administration Unit</i>	<i>14-16</i>
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	17
3.1 TRAINING ACTIVITIES	
<i>3.1.1 Managing Inward Correspondence Using GOE-EDGMS</i>	<i>18-24</i>
<i>3.1.2 Assigning Tagging Number For Financial File In Financial File Room</i>	<i>25-26</i>
<i>3.1.3 Open And Close File In Human Resource Files</i>	<i>27-30</i>
<i>3.1.4 Retrieving Payment Voucher In Financial File Room</i>	<i>31-32</i>