



اُنِيُوْكَسِيْطِيْ تِيْكَنُوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

**INFORMATION SCIENCE STUDIES,
COLLEGE OF COMPUTING, INFORMATION AND MEDIA,
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN
KAMPUS REMBAU**

DIPLOMA IN INFORMATION MANAGEMENT

(CDIM110)

INDUSTRIAL TRAINING (IMD310)

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UNIVERSITI TEKNOLOGI MARA (UiTM) REMBAU

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INDUSTRIAL TRAINING REPORT
PRACTICAL TRAINING AT UNIT HAL EHWAL ISLAM UiTM REMBAU

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DIPLOMA IN INFORMATION MANAGEMENT
(CDIM110)

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ABSTRACT

This report is an overview of my industrial training at Unit Hal Ehwal Islam (UHEI) for 2 months under Universiti Teknologi MARA (UiTM) where it helps me apply what I learned during my studies. I took part in tasks such as creating or editing posters for upcoming programs, and organizing official letters in meeting minutes, which improved my skills in graphic design and teamwork even handling a program.

During my time at Unit Hal Ehwal Islam, I was involved in a variety of tasks that improved both my technical and administrative skills. I do task which enhanced my graphic design skills, improve on how to use microsoft teams and handled administrative tasks such as know how to make confidentials document privacy from leaked outsider. I also learning how to prepare report and draft meeting minutes.

Keyword: Industrial Training, Unit Hal Ehwal Islam UiTM Rembau

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