INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN REMBAU CAMPUS

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

DEPARTMENT: LAND MANAGEMENT (REGISTRATION UNIT)

INDUSTRIAL TRAINING (IMD 310) REPORT:

PEJABAT DAERAH DAN TANAH REMBAU

KOMPLEKS PENTADBIRAN DAERAH

71309 REMBAU NEGERI SEMBILAN DARUL KHUSUS

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ABSTRACT

Pejabat Daerah dan Tanah Rembau have given me many wonderful and useful memories during my 8 weeks of industrial training. In this report, I have written a company profile such as company background, organizational structure, vision, mission, objectives and also the services offered. The company's main business is coordinating all activities and events at the district level in addition to being responsible for planning district development and basic infrastructure such as fire, water, telephone connections, roads and others for the local population. Next, in the training reflection, I mentioned that I was assigned to be in the Registration Unit section. The experience of working in the company made me improve in many new things such as soft skills and computer skills as I completed all the tasks given by my supervisor. The company has also offered me intrinsic benefits such as learning how to use their software to review assets within the company. Furthermore, to complete the analysis of the company, I used a SWOT analysis to measure the overall performance of the company. In addition, this report also uses SWOT analysis to analyze the current situation according to internal strengths, internal weaknesses, external opportunities and external threats. Therefore, discussions and recommendations can be made considering the analysis of existing companies that are geared towards the problem. In conclusion, the process of preparing this report has made me better understand how the Pejabat Daerah dan Tanah Rembau work as a whole. All the experience and knowledge gained in the company exposed me to the reality of the working environment in the industry which opened my mind. In the future, I hope this practical experience will guide me to continue to survive in the industry.

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