



**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
SEGAMAT
JOHOR**

INDUSTRIAL TRAINING REPORT

**PELAPIS MAJU SDN BHD
NO.7, JALAN IKS BK1, TAMAN INDUSTRI KECIL & SEDERHANA,
JALAN BUKIT KATIL 75450
MELAKA**

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FEBRUARY 2015 – JUNE 2015

ACKNOWLEDGEMENT



Alhamdulillah. Thanks to Allah SWT, whom with His willing giving me the opportunity to complete this report. Firstly, I would like to express my deepest thanks to my lecturer, Madam Suhaila binti Osman, Mr. Isma bin Ishak, Madam Siti Noorsiah binti Jamaluddin and Mr. Mohd Faizal bin Mohd Ramsi. The knowledge and support that they gave truly help the progression and smoothness of this industrial training report.

My special thanks to Pelapis Maju Sdn. Bhd. for giving me the opportunity to do the industrial training at the organization and especially my supervisor, Mr. Mohd Syafiq bin Mohd Nor and all the staff of Human Resource Department for giving such a good cooperation, knowledge and experience to me for complete this industrial training.

Deepest thanks and appreciation to our parents, family friends, and others for their cooperation, encouragement, constructive suggestion and full of support for the report completion, from the beginning till the end.

Last but not least, I also would like to thank the Faculty of Information Management, Universiti Teknologi Mara Campus Segamat for all the opportunities that I had experienced and the knowledge that I had learned.

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June 2015
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Abstract

All bachelor degree students are required to undergo industrial training for five month as part of their curriculum to complete their 2 year course for the Bachelor of Science (Hons) Record Management. The attachment will be during the 7th semester of their study. During five month period of training, student will be supervised and monitored their training by two supervisors that's from the faculty and one from the organization.

For my industrial training, i did at Pelapis Maju Sdn Bhd situated at Malacca. It is a waste management company; Pelapis Maju Sdn Bhd was established in year 1998. It is a 100% native businessman under the Ministry of Finance as a company that runs the service area cleaning, picking up trash, contract workers, beautification of the area, supply and transportation.

I was assigned to the Administration/Human Resource Department which my supervisor is Mr Mohd Syafiq bin Mohd Nor, and for this five month, I was assigned with various task, lots of new thing that can be gain from the Pelapis Maju Sdn Bhd. I learn lots of thing from my industrial training such as handling various records of the company. It was exciting in undertaking the task that has been given to me because we can implement the skill and experience at other places after finish with the industrial training. Some of the processes were repeated daily.

Keyword: waste management, administration, industrial, records.

TABLE OF CONTENT

TITLE	PAGE
1.0 INTRODUCTION <ul style="list-style-type: none">• Company Background• The services• Organization Structure	1-5
2.0 ORGANIZATION INFORMATION <ul style="list-style-type: none">• Departmental Structure• Department Function	6-12
3.0 INDUSTRIAL TRAINING ACTIVITIES <ul style="list-style-type: none">• Training activities• Special Project• Description of project	13-23
4.0 CONCLUSION <ul style="list-style-type: none">• Application Of Knowledge, Skill And Experience (Knowledge Gain)• Lesson Learnt• Content• Suitability of Organization• Limitation And Recommendation	24-29
REFERENCES	30
APPENDICES	31-61

CHAPTER I

1.0. Introduction

Pelapis Maju Sdn Bhd is specialized in the business of waste disposal services and other waste management. Founded in January 1998, we are based at Bukit Katil, Melaka. Their goal is to provide service that is outstanding in every regard, making every effort to serve promptly and efficiently. The company is environmental friendly and offers its services in a very professional manner.

Pelapis Maju Sdn Bhd achievements over the years is attributed to its efficient operations management, its commitment to quality control and its versatility and resilience in all corporate affairs, spearheaded by an effective management team. These characteristics have become the traditional values of Pelapis Maju Sdn Bhd, the foundation of its business even today.

1.1. Company Background

Pelapis Maju Sdn Bhd is one of the contractors under SWM Environment Sdn Bhd and it was established in year 1998. It is a 100% native businessman under the Ministry of Finance as company that carry on the business of waste disposal services and other waste management for commercial and residential.

Pelapis Maju Sdn Bhd led by two Managing Director Mr Azizi and Mr Mohd Shafiq Abdullah Bin Mohd Nor and assisted several staff members acting in the