



INDUSTRIAL TRAINING REPORT

**AHMAD ZAKI RESOURCES BERHAD
KVMRT PACKAGE V6 PROJECT SITE OFFICE
NO 10, 11 & 12A, 1st FLOOR,
JALAN SUASANA 2/7A
BANDAR TUN HUSSEIN ONN,
43200, CHERAS, KAJANG.
SELANGOR DARUL EHSAN**

Prepared By:

**MUHAMMAD LUQMAN ALIF BIN ISMAIL
2012508003**

**IM246- BACHELOR OF INFORMATION SCIENCE (HONS)
RECORD MANAGEMENT (IM 246)**

SUPERVISOR'S DECLARATION

I hereby declare that this industrial training report has been verified and it does not contain any CONFIDENTIAL information to be released to the public and in my opinion, this industrial training report is adequate in terms of scope and quality for award of the degree of Bachelor of Information Science (Hons.) Record Management.

Signature

:



Name of Supervisor

: ANIDA MAZLINA BINTI ISMAIL

Position

: DOCUMENT CONTROLLER MANAGER

Date

:

30/6/15

STUDENT'S DECLARATION

I hereby declare that the work in this industrial training report is my own except for quotations and summaries which have been duly acknowledged. The industrial training report has not been accepted for any degree and is not concurrently submitted for award of other degree.

Signature

:



Name of Practical Student

:

MUHAMMAD LUQMAN ALIF BIN ISMAIL

Matrix Number

:

2012508003

Date

:

7/7/2015

ACKNOWLEDGEMENTS

First and foremost, thanks to The Almighty God, Allah S.W.T. with His Willingness, I had been given the chance to undergo industrial training in my last semester at Ahmad Zaki Resources Berhad (AZRB) as it is compulsory and a requirement for graduation and award for Bachelor of Information Sciences (Hons.) Records Management. From His Blessed and Strength also, I can faced the challenges and difficulties to deal during my industrial training.

During my industrial training, I had received some help from other staff in my department that give me better understanding about how the procedure of the Records Management process in construction industries. In particular, I would like to express my sincere gratitude to my supervisor Mrs Anida Mazlina Binti Ismail for her priceless effort, guidance and continuous encouragement during my industrial training period. Even though she have tight schedule, but she still managed to assist me, explained and give positive opportunities to apply safety at the workplace. Besides that, she also helped me a lot in cross checking my documentation skills and alert me to stay focus in my track to finish my industrial training.

Furthermore, I would like to give my sincere love and gratitude also towards my family members for all of their supports, love and sacrifice throughout my life. Their invaluable love, priceless sacrifice and support give me strength for me to complete my industrial training at AZRB. Besides that, I would like to extent my gratitude to my siblings because of their support and faith at me. Thank you for supporting and believing me to accomplished my goals. The presence and contribution of my family is very crucial for me to survive all challenges in my life.

Last but not least, my sincere thanks and love to AZRB staff especially Document Controller department. Their assistances, cares and concerns have helped me to faces my difficulties and sharing of knowledge give me critical and analytical thinking for me to complete my industrial training programme.

ABSTRACT

Document Controller Department is major scope of work is to check all incoming project documents and drawings. It is also to record and maintain all project documentations and drawings in ensuring for the easy retrieval. DC also archives all project documentation including work inspection documents. Records Management can be determined as combination procedure of maintaining, preserving and retrieving the records to ensure that all type of records are in a good condition and also fulfil the needed from someone request it. Filing is a process for managing all the records to ensure the records is in a proper management and to enhance the retrieval process.

INDUSTRIAL TRAINING INTRODUCTION

Industrial training programmed is the part of curriculum that student last semester must undergoes to complete their degree. As per required by the faculty, student from Bachelor of Information Sciences (Hons.) Records Management must have four months of industrial training at any industries that implement their records and procedure of the documentation at their workplaces. It helps students to have real industrial experiences before them finishing their degree and have real jobs. Besides that, from this industrial training programmed we also have learned the skills on how to manage and solve problems by analytical and critical thinking base on the specific circumstances at the workplaces.

Started on February 2015, the student's entire batch March 2013 – July 2015 has to fulfill the subject requirement that University have done. In Faculty of Information Management, each of bachelor students last semester has to undergo the final semester subject which is Industrial Training, before they graduated. This industrial training programmed helps students to have necessary practical exposure and skills to lead students on how to becoming a successful professional in handling all types of records.