



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

**INDUSTRIAL TRAINING REPORT**

**PERMODALAN NASIONAL BERHAD**

**MENARA PNB 210-A**

**JALAN TUN RAZAK**

**54000 KUALA LUMPUR**

**Prepared By:**

**Ainorsyafiqah Mohamad Yusof**

**2012953849**

**Bachelor of Information Science (HONS.) Record**  
**Management**

**4<sup>TH</sup> FEB 2015 – 30<sup>TH</sup> JUNE 2015**

## **Abstract**

Industrial training is one of the task need to be complete by each of the student of records management. The task given is depend on the company student choose. Permodalan Nasional Berhad (PNB) is one of the largest companies that earn corporate world with the investment. During of the internship here there is a lot of knowledge and experience I was gained such about the real transaction in ASNB which is subsidiary of Permodalan Nasional Berhad (PNB), the flow of work in this department also on how they handle their records. I also can define each of the strength and weakness during my industrial training here.

**Keywords** – *investor, investment, records, storage*

## **Acknowledgement**

Assalamualaikum, my name is Ainorsyafiqah binti Mohamad Yusof, student from Universiti Teknologi Mara (UiTM) Segamat, Johor. Faculty of Information Management, Bachelor Science of Records Management (Hons.) are so grateful to Allah S.W.T because my final semester which is industrial training has been completed on the time given.

First and foremost, I would like to thank my advisor for this final semester Sir Muhammad Asyraf bin Wahi Anuar because willingness to motivate contributed tremendously in my industrial training subject. Not to forget, really big thanks for all lecturers from my university, from the first year of semester until the end of semester because taught me, gave valuable guidance, advices and polish each of my ability to faces the world.

Other than that, thank to my supervisor in my industrial training places which is Permodalan Nasional Berhad (PNB), Marketing and Operation Department (main counter ASNB KL) Mr. Mohd Noor Azam Kamaludin because helped me to gained an experience in this department also big thanks for all staff in this department that guide me on what is the task given and expose me for a new world.

Besides, I also want to thank to our beloved parents, people who always supports and motivate us to finish this industrial training at the right time. They are the ones who support me financially and morally. Finally, I want to say thank you to my entire fellow friend's who help correct my mistake and give a good idea so that I can improve my attitude in my career of working world.

Table of Contents	Pages
<i>Declaration</i>	i.
<i>Abstract</i>	ii.
<i>Acknowledgement</i>	iii.
<i>Table of Content</i>	iv.
<i>List of Tables</i>	v.
<i>List of Figures</i>	vi.
<i>List of Appendices</i>	vii.
<b>Chapter 1: Introduction</b>	1
Background of the Organization	2
Organizational Structure	8
<b>Chapter 2: Organization Information</b>	10
Departmental Structure	15
Department Function	18
<b>Chapter 3: Industrial Training Activities</b>	22
3.1 Training Activities	22
3.2 Special project	30
3.3 Description of event/project/activity	32
<b>Chapter 4: Conclusion</b>	40
4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)	40
4.2 Lesson learnt	43
4.3 Content	44
4.4 Suitability of Organization	45
4.5 Limitations and Recommendations	46
<b>System Design Report</b>	
<b>Chapter 1: Introduction</b>	48
Introduction	
Organization Background	
Current System	
Problem Statement	
Objective	
Scope and Limitations	
<b>Chapter 2: System Planning</b>	53
Introduction	
Preliminary Investigation (economic,	

## **List of Figures**

*figure 1.0 PNB building*

*figure 2.0 board of trustee*

*figure 3.0 board of directors*

*figure 4.0 ASNB logo*

*figure 5.0 departmental structure in operation and marketing  
department ASNB*

*figure 6.0 progress for my card divider*

*figure 7.0 example of card divider that already done*

*figure 8.0 draft of system application*

*figure 9.0 icon for this system application*

*figure 9.1 interface for HOME*

*figure 9.2 interface for list of dividend*

*figure 9.3 interface for product dividend*

*figure 9.4 interface for product dividend*

*figure 9.5 icon for the Microsoft Excel link to the Visual Basic*

*figure 9.6 Microsoft Excel link to Visual Basic*

*figure 9.7 interface for UTO*

*figure 9.8 interface for EJEN PESURUHJAYA SUMPAH*

*figure 9.9 interface for EJEN*

*table 1.0 list of gifts*

*table 2.0 table flow of system application development*

*table 3.0 system application development gantt chart*