

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PEJABAT TENAGA KERJA SUBANG JAYA  
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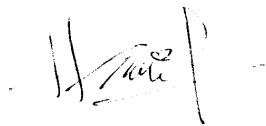
2 FEBRUARY 2015 – 30 JUNE 2015

## **DECLARATION**

I declare that this Industrial Training Report was prepared by me, Nik Nur Hafizah binti Che Harun is part of Bachelor Degree program of Records Management, University Teknologi MARA (UiTM) Segamat campus. It is my own work, under the supervision, Encik Zairuladira bin Ab Ghani, Penolong Pengarah Tenaga Kerja Kanan, Pejabat Tenaga Kerja Subang Jaya and Puan Siti Noorsiah binti Jamaluddin, Lecturer of Faculty of Information Management, UiTM Segamat campus.

I further affirm that the work reported in this Research is original and no part or whole has been submitted to anywhere for any purpose.

Sincerely,



7/7/2015

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## **ABSTRACT**

The department of labour is the coalition focused on the settlement of disputes involving workers and unions. The restructuring of labor institutions continued to be made to realize their functions and responsibilities more effectively. As a student of programme Bachelor Degree of Information Science (Hons.) in Records Management under Faculty of Information Management from Universiti Teknologi MARA (UiTM) Segamat, Johor. I had chosen Pejabat Tenaga Kerja Subang Jaya for my internship since this department was related to the programme taken in UiTM, Records Management and I was also took a subject regarding the management of file or records management. The report is about the internship activities and what I had gain from the internship sessions.

**Keyword:** *Intership, Pejabat Tenaga Kerja Subang Jaya and activities*

## **ACKNOWLEDGEMENT**

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“MAY ALLAH BLESS US”

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