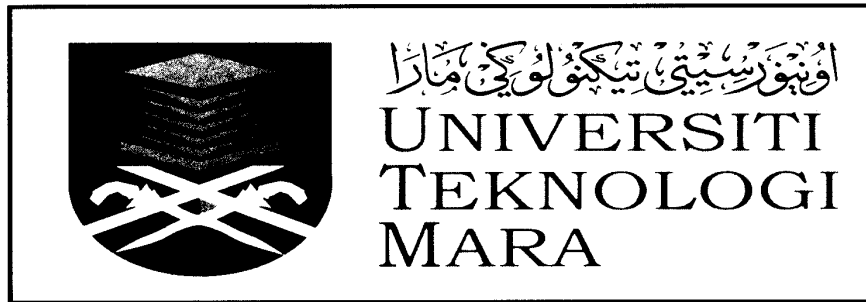




Bachelor of Information Management (Hons) Record Management

INDUSTRIAL TRAINING REPORT



Permodalan Nasional Berhad

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DECLARATION

I declare that all parts of this report are the result of my own work except for the quotations and references, the sources of which have been acknowledge in the bibliography.

ABSTRACT

“In the name of Allah, The most Gracinal and Selawat and Salam to His Messenger our Prophet Muhammad SAW.”

PNB was conceived as a fundamental instrument of the government New Economics Policy to promote share ownership in the corporate sector among the Bumiputera, and develop opportunities for suitable Bumiputera professionals to participate in the creation and management of wealth. The main subsidiary of PNB is ASNB which is to manage the unit trust funds launched by PNB. On the other hand, department SARA 1Malaysia is a special scheme initiated by the Government of Malaysia aimed at promoting the participation of the low income group to save and invest apart from to assist them in managing the impact of the rising current cost of living. It is the service provider to the Special Purpose Vehicle (SPV) established by the Ministry of Finance (MOF) to implement the project. Intern student in SARA 1 Malaysia department involved was totally in a field of management that consists of customer service and full office work such as administrative work, customer service and also assisted in performing others tasks such as updating SARA new application status either reject or approve. If the applicant is rejected we have to find the reason. Furthermore, the student was required to participate in marketing activities when we to the country around the world to meet the target people to apply SARA 1 Malaysia as well as communicating with the public. Thus, this marketing will improve our public relation. The student had gain new insights and more comprehensive understanding about the real industry working condition.

Acknowledgement

First of all, I would like to say a lot of thank you to Allah S.W.T for giving me strength and healthy to complete my internship session in Permodalan Nasional Berhad. Within six month in internship session, there are a lot of things and opportunities to learn and gather knowledge with the institution.

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By being there, I had acquired a lot of exposures on real working environment which were very valuable for me to develop my career potential for a bright and convincing one in the future. Not forgotten to all of the officers because of kindness of accepting me participate with this government special project.

Finally, a lot of thank you to my parent, my lecturer, and my friends for the support and encouragement to complete the entire task has given the department. All the knowledge and experiences gather from the internship session would be benefit to me during the real situation of work.

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