



INDUSTRIAL TRAINING REPORT

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ABSTRACT

The industrial training under subject IMC 690 provides pre-professional work experience with specific assignments and responsibilities. During the industrial training, the student will be exposed about the training activities such as disposition, open a new files and others activities. Other than that, student should contribute the special project for the department. My special project is rearrange the records 'back-to-front' using filing method and write a minutes sheets. Other than that, the students will gain knowledge, skill and experience in the work environment. Student also can give some suggestion and explain the lesson that gain during practical.

Keyword: filing documents, records, minutes sheet,

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