

2024 INDUSTRIAL TRAINING REPORT

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Executive Summary



During my internship at ACM, I had the opportunity to work in the Human Resources (HR) department, specifically within the training sector. This experience provided me with valuable insights into the operations and culture of a major manufacturing company, while also allowing me to develop and refine various professional skills.

My primary responsibilities involved engaging with workers, preparing training rooms, and managing the logistics of training sessions, including food arrangements. Additionally, I was responsible for clerical duties such as entering individual training records and preparing On-the-Job Training (OJT) forms. These tasks required attention to detail, organization, and effective time management.

Throughout the internship, I focused on enhancing my communication skills and building connections within the company. This was facilitated by the supportive culture at ACM, where employees are encouraged to help each other and maintain a healthy work-life balance. The environment at ACM allowed me to approach my tasks confidently and seek assistance whenever necessary.

The company culture at ACM played a significant role in my positive experience. The supportive working environment fostered collaboration and mutual assistance among employees. Moreover, ACM's strong practice of maintaining work-life balance, where employees are free from work disruptions after 5:30 pm, contributed to a productive and stress-free atmosphere. This culture not only enhanced my work experience but also provided me with a model of a healthy and supportive workplace.

My internship at ACM was an invaluable experience that allowed me to gain practical skills in HR and training management. The supportive company culture and the opportunity to engage in various tasks have significantly contributed to my professional growth. This experience has equipped me with the knowledge and skills necessary to pursue a successful career in HR and has set a solid foundation for my future endeavors.

Company Profile

Name, Background & Location



ACM's Building

Alliance Contract Manufacturing (ACM) Sdn. Bhd. are one of the local companies that headquartered at Perai, Pulau Pinang. Founded in 1998 as a Private Limited company, ACM started its operation with just ten employees and has become one of leading local companies in Malaysia. Currently, ACM serves more than 30 OEM customers globally in diverse sectors. This includes imaging and display, medical equipment, electric vehicles, oil and gas and semiconductor front and backend equipment.

Over the year, ACM has expanded its business and now they operate five manufacturing sites which two located in Malaysia and other located in China, Czech Republic and Netherlands. Not only that, ACM also has approximately 900 employees worldwide and has two sales offices that are located in Singapura and the USA.



Company Profile

Name, Background & Location

ACM main focus is providing integrated manufacturing solution for precision parts, assembly, products, mechatronics module and equipment build in various range of industries. They also offer contact design manufacturing for robotic welded frames and structures and controllers for electric vehicles.



ACM's Location

Their main factory in Penang is fully equipped with various and specialized machinery, facilities and measurement equipment for machining, welding, surface finishing and sheet metal fabrication. Not only focusing on manufacturing, ACM also provide engineering, marketing support, IT and financial services to overseas affiliates under the Operational Head-Quarter (OHQ) status from the Malaysia Industry Development Authority (MIDA).

In addition, the strategic location within a thriving industrial hub allows easy access to essential resources and logistics network that can support daily operations.

