



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan

INDUSTRIAL TRAINING REPORT MAJLIS DAERAH GERIK

1 March – 9 August 2024

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EXECUTIVE SUMMARY

This report covers my industrial work experience for the Industrial Training course (HRM666) at Majlis Daerah Gerik, which took place from March 1, 2024, to August 9, 2024. The Industrial Training is an essential component of the curriculum, providing students with exposure to real-world work environments and enhancing their problem-solving abilities. During my placement at Majlis Daerah Gerik, I was assigned to the Jabatan Khidmat Pengurusan, where I gained practical experience and insights into the daily operations of the council.

The report begins with a cover page, followed by an executive summary, table of contents, and acknowledgements. It then delves into detailed information about Majlis Daerah Gerik and my personal observations throughout the training period. Key sections include a student profile, an updated resume, and a comprehensive company profile. The fourth section offers a reflective account of my training experience, highlighting the exposure and understanding I gained of the actual working environment. This experience was invaluable, allowing me to acquire new knowledge and develop teamwork skills while training at Majlis Daerah Gerik.

A SWOT analysis is also included, offering an assessment of the strengths, weaknesses, opportunities, and threats faced by Majlis Daerah Gerik. The analysis identifies strengths such as Majlis Daerah Gerik adoption of modern information technology and its strong cooperation with government agencies. On the other hand, weaknesses include limited financial resources and a shortage of workers. The report also notes opportunities in the potential tourism industry and annual government funding. However, threat such as unsatisfied customers and issues with concessionaire competence are highlighted as areas needing attention. Therefore, from the strengths and opportunities SWOT analysis of the Majlis Daerah Gerik, it can be used to solve the weaknesses and threats faced by the Majlis Daerah Gerik.

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2.0 COMPANY'S PROFILE


Company Name	Majlis Daerah Gerik
	
Company Address	Majlis Daerah Gerik, Jalan Haji Meor Yahaya, Gerik, 33300 Gerik, Perak.
Operation Hour	<ul style="list-style-type: none">Monday until Friday - 8:00 AM to 5:00 PM

Table 1: Details of Company

Majlis Daerah Gerik stands as a cornerstone of local governance in the picturesque district of Gerik, Perak, Malaysia. Majlis Daerah Gerik logo embodies a forward-thinking approach, with its design reflecting the concept of vision and progress. The arrangement of the three building units signifies development, all pointing upwards as a symbol of advancement. The central figure represents the administrative role of the Gerik District Council as a Local Authority. Incorporating elephant tusks, iconic to Gerik and Hulu Perak, the logo signifies planned governance. The motto "Towards a Gemilang Era" highlights the council's commitment to achieving rapid progress and development post the communist threat in the late 1980s, aiming for prosperity and well-being through cooperation. Blue symbolizes unity and prosperity, yellow represents enlightenment, and white signifies purity, sincerity in service provision, and environmental cleanliness.

2.1 Vision, mission, objective, goals

VISION

"MAKING A CLEAN, PROSPEROUS AND ADVANCED CITY OF GERIK BY THE YEAR 2030"

MISSION

“MAKING THE BEST CITY GRILLTHROUGH MUNICIPAL SERVICES ANDEFFICIENT, EXCELLENT GOVERNANCE AS WELL AS INTEGRITY.”

OBJECTIVE

Planning, managing, controlling municipal development and services in accordance with state and federal government policies and promoting economic development to improve quality in line with social and environmental needs.

GOALS

1. Build an efficient and customer-friendly organization.
2. Practice a good level of governance and integrity.
3. Provide quality service.
4. Foster a conducive environment for commercial and social activities.

2.2 Background of establishment

Before the existence of the Majlis Daerah Gerik. there were 3 types of administration. The first administration is L.P.K.T. Gerik (Lembaga Bandaran). The Gerik Town Council was established in 1928, and its area was inaugurated on February 17, 1928. The second administration was L.P.K.T.Batu Dua (Majlis Tempatan). Batu Dua Local Council was established on 1 June 1953. While the third administration is L.P.K.T. Kuala Rui (Majlis Tempatan). Majlis Daerah Gerik was established on June 1, 1953. After that, on December 1, 1979, the three L.P.K.T were merged under one Local Authority administration called Majlis Daerah Gerik with its main purpose to administer and manage Bandar Gerik and the areas under its control