



HRM666: HR INTERNSHIP
UBF MAINTENANCE SDN. BHD.



INDUSTRIAL TRAINING REPORT AT UBF MAINTENANCE SDN. BHD.



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**GROUP:
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EXECUTIVE SUMMARY

01

This internship was carried out at UBF Maintenance Sdn. Bhd., a private limited company in Kemaman, Terengganu, more precisely in Lot 4077, Kawasan Perindustrian Teluk Kalong, 24007 Kemaman, Terengganu. During practical training, the time's period was begun from March 3rd 2024 to September 8th 2024, totalling 24 weeks. As for me, I was working in the Human Resource and Administration Department. Thus, I was able to acquire practical knowledge of different responsibilities that belong to this field. My supervisor during my internship was Encik Mohd Nazir Bin Ismail who provided guidance and mentorship throughout my internship.

Some of the responsibilities assigned to me as a intern in the Human Resource and Administration Department are acting as a part of the recruitment team where its duties entailed going through resumes, arranging for interviews and sitting for interviews with my superior. I also managed employee records, ensuring they were accurate and up-to-date while keeping them confidential and in line with company policies. Additionally, regarding the payroll, I assisted doing data entry and verification under the guidance of the HR team.

During my internship, I learned how the Human Resource and Administration Department works, gaining skills in communication, teamwork, and organization. I also understood the importance of confidentiality, data accuracy, and compliance with labor laws. I acquired interpersonal skills through communication with the different employees and the ability to work in a team. By interacting with different employees, I improved my interpersonal skills and learned to work collaboratively. Despite challenges like multitasking and adapting to the company's culture, I managed to overcome them with help from my supervisor and colleagues. Overall, the internship at UBF Maintenance Sdn. Bhd. was highly valuable, and I look forward to applying what I learned in my career.

Table of Content

EXECUTIVE SUMMARY

01

TABLE OF CONTENT

02

ACKNOWLEDGEMENT

03

STUDENT'S PROFILE

04

COMPANY'S PROFILE

06

TRAINING REFLECTION

11

SWOT ANALYSIS

14

**DISCUSSION AND RECOMMENDATION
(SWOT MATRIX)**

23

CONCLUSION

33

REFERENCES

12

APPENDICES

36

About Company



The Malaysian company UBF Maintenance Sdn. Bhd. (UBFMSB) was established in June, 1995 and has specialization in general industrial, petrochemical, and oil and gas sectors. In Malaysia's industrial sector, UBFMSB has established a solid reputation for dependability and grown to be a respected name.

UBF is stand for "United Best Field". Due to the company's well-defined vision and mission statements, long-term client relationships were developed as well as the employees training ensures that clients are provided with timely services of excellent quality.

The concept of "one-stop centre" strategy of UBFMSB meets a range of customer needs while at the same time ensuring the quality agenda, as well as HSE standards. For this reason, through organizational commitment towards efficiency and safety in carrying out its operations, the company has been in a position to offer competitive solutions that can easily meet and even exceed the customer expectations.

COMPANY'S PROFILE

LOCATION

HEADQUARTER



Lot 4077, Kawasan Perindustrian Teluk
Kalong, 24007 Kemaman,
Terengganu.
Tel: 09-863 3888
Fax: 09-863 3889
Email: info@ubf.com.my

UBF MAINTENANCE BRANCHS

LABOHAN BRANCH



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MELAKA BRANCH



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JOHOR BRANCH



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