



UniKL
UNIVERSITI
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UNIVERSITI
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MARA

Faculty Of Business Management
BBA (HONS.) Human Resource Management

Industrial Training REPORT

HRM666 - Human Resource Internship

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اَبُو سَيِّدِي تَيْكُوْلُو كِي مَارَا
UNIVERSITI
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MARA

BACHELOR OF BUSINESS ADMINISTRATION (WITH HONOURS)
HUMAN RESOURCE MANAGEMENT
FACULTY BUSINESS AND MANAGEMENT

DECLARATION OF ORIGINAL WORK

I, **FARAH IZZATI BINTI MOHAMAD HASHIM (2022988079)**
hereby declared that:

- This internship report has not previously been accepted in substance for any degree and is not concurrently submitted for this degree or any other degrees.
- This internship report is the result of my independent work and investigation, except where otherwise is stated.
- All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

SIGNATURE

1 MARCH 2024

DATE

EXECUTIVE SUMMARY

The MOST precious and priceless moments that revolved for six-month of my internship placement at Universiti Kuala Lumpur Malaysian Spanish Institute (UniKL MSI) was one of the most invaluable experiences in my life. The journey of my industrial training at UniKL MSI started on 1st of March 2024 and ended on 9th of August 2024. I have been assigned to Academic Services Section (AcSS), supervised by Puan Norliza Amran.

Day passing by days within the 24 weeks of my internship placement were truly a golden opportunity for me to get myself well prepared to enter the real working environment while being part of the requirement in the journey of completing my study as a Human Resource final year student. All of the precious experiences and knowledge that enriched both my professional skills and personal growth that I was able to gain because they provide an exposure to us as students on what a real-life working atmosphere feels like.

Revolves in Academic Affairs department has taught me on how to manage documentations, handle databases and deal with people from various backgrounds. These are the elements that cannot be taught with papers and pens.

EXECUTIVE SUMMARY

In this report, I have stated my intrinsic and extrinsic benefits from my internship placement, such as leadership, communication, and critical thinking skills. Furthermore, I also stated my job scopes and responsibilities to demonstrate the actual work that I have been assigned. In terms of the company, I also analysed the organization using SWOT and PESTEL analysis to show a comprehensive view of this company.



Ultimately, I also make my own discussions and recommendations that can improve UniKL MSI. I hope that all of the experience and skills that I have gained will serve as a preparation mentally and physically when I enter the real workplace.



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