



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

NATIONAL ARCHIVES OF MALAYSIA
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ABSTRACT

***Abstract:** For as long as I undergoing industrial training in archive, many matters that I had learnt among them such as how to make describes images, key in metadata of images to COMPASS System, how to communicate with officer, external parties and staff with properly and decent. Apart from that, industrial training teach me to obey regulations that had been set. While undergoing industrial training, I also get know with many people that work at NAM regardless of sex and race. Besides that, staff at NAM always share their knowledge and experience with me. Initially I face some difficulty in doing the task that been assigned There are few difficulties during industrial such as difficult to identify the important figure in events when describes images, however, archives officer that supervise I during industrial always help me in resolving the task and problem and give guide.*

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