



INDUSTRIAL TRAINING REPORT

PELAPIS MAJU SDN BHD

BUKIT KATIL, MELAKA

ON

2 FEBRUARY-30 JUNE 2015

PREPARED BY:

NUR UMAIRAH BINTI ABD RAHMAN

(2012131451)

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA

JUNE 2015

ABSTRACT

All bachelor degree students are required to undergo industrial training for 22 weeks as part of their curriculum to complete their 2 and half years course for the Bachelor of Information Science (HONS) in Record Management. The attachment will be during the 7th semester of their study. During the 22 weeks period of training, students will be supervised and monitors their training by two nominated supervisors. For my industrial training, I did at Pelapis Maju Sdn Bhd which situated at Bukit Katil, Malacca. It is solid and waste company. This company has been established since 1998. This company also cooperates with SWM Company in term for solid and waste management. For the first month I learn about the basic activities such as sorting the document from financial department follow by it date, month and years. Other than that, I also get a task to monitor inward and outward correspondence. Then, for the second month I was do the scanning process. Third month I help the administration unit to sort their document. Other than that, I also slowly implement my special project for the trial. On the forth month I help this company to manage and upgrade their file classification. For the final month I was make the task were arrange the record at their own storage.

ACKNOWLEDGEMENT

Bismillahirrahmannirrahim.

In performing my internship, it's a successful one I had to take the help and guideline of some respected persons. First of all I am grateful to Allah who gives me sound mind & sound health to accomplish my summer placement. The completion of the task gives me much Pleasure.

Then, I would like to thank to my lecturer of this subject, Mr. Mohd Zul Azmi bin Ishak for the valuable guidance and advice. His inspired us greatly to work, commit in this internship session. His willingness to motivate us contributed tremendously to my internship session. I also would like to thank his for showing me and my classmate some example and also techniques in the organization that related to the topic discuss of our internship session. Besides that, I would like to thank the authority of University Teknologi Mara (UiTM) for providing us with a good environment and facilities to complete this course.

In addition, I would to thank to my classmate because of the availability from all of them while discussing the topic, experience and ideas of this internship session We collaborates together to find ideas that can be included into this task to completion in print and sent to the lecturer involved.

Besides that, I would to appreciate my internship supervisor which Madam Suhaila bin Osman. She is the person that in-charge in order to evaluate my assessment and performance related in working industry.

TABLE OF CONTENTS

No.	Title	Page
1.	Preface <ul style="list-style-type: none"> • Declaration • Abstract • Acknowledgement 	i ii iii
2.	Introduction	1
3.	Objectives	2
4.	Chapter 1 <ul style="list-style-type: none"> • 1.1 Company Background • 1.1.1 Detail about company • 1.2 Organization structure • 1.2.1 Personal details of Board Director • 1.3 Scope of company organization • 1.4 Certificate registration 	3 4 5 6 7-8 9 10-13
5.	Chapter 2 <ul style="list-style-type: none"> • 2.0 Definition of Human Resource • 2.1 Person that is responsible in Human Resource Department • 2.1.2 Department structure • 2.1.3 Job descriptions • 2.2 Department function 	14 15 16 17 18-19 20-21
6.	Chapter 3 <ul style="list-style-type: none"> • 3.1 Training activities • 3.2 Special project • 3.2.1 Advantages of filing classification • 3.2.2 Benefit using alphanumeric classification • 3.3 Record control • 3.3.1 Registration • 3.3.2 Classification • 3.3.3 Color coding system • 3.3.4 Indexing • 3.3.4.1 Divider • 3.3.4.2 Finding aid • 3.3.4.3 Guide • 3.3.5 Tracking • 3.4 Comparison between alphabetical classification and alphanumeric classification 	22 23-41 42 43-44 45 46-47 48-51 51 52-67 68 69 69 70 71 72-74 75-85

7.	Chapter 4	86
	• 4.1 Lesson learned	87
	• 4.2 Knowledge gained	88
	• 4.3 Suitability of organization	89-90
	• 4.4 Limitations and recommendations	91-92
8.	References	93
9.	Appendices	94-99