

INDUSTRIAL TRAINING REPORT: PETROLEUM NASIONAL BERHAD (PETRONAS)

PREPARED BY:
FARAH AYUNI BT ZAKARIA(2012743775)
JIM2466B

Faculty of Information Management

MARA University of Technology

Segamat, Johor DarulTa'zim.

07 JULY 2015

Abstract: The author joined the company as a trainee for about five (5) month training at the Petroleum Nasional Berhad (PETRONAS). In this report, the author highlighted the activities that have been through during the training in PETRONAS. For this study, it was divided into four (4) chapter which is Chapter 1: Introduction, Chapter 2: Organization Information, Chapter 3: Industrial Training Activities and Chapter 4: Conclusion. The author describes the activities during the practical training by sharing experiences, knowledge and lesson learnt. PETRONAS is company of oil & gas. The author was based at Upstream division. The author have shared the background of the company, the duties and also tasks as a trainee in the setting of PETRONAS. The author fully involved in the Knowledge Management Institutional Capability core business. The author reported under Promotional and Branding team. In conclusion, the author also highlighted her special project in this report which is enhancement of the MPM Reward Zone.

Keywords: Petroleum Nasional Berhad (PETRONAS), oil & gas, Upstream, Knowledge Management Institutional Capability, MPM Reward Zone

ACKNOWLEDGEMENT

In advance I'm grateful gratitude to the Almighty Allah SWT because ultimately I can complete this project successfully. The internship opportunity I had with Petroleum Nasional Berhad (PETRONAS) was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though this internship period. Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the Technical Data Technology Capabability (TDTC) staff of PETRONAS who in spite of being extraordinarily busy with her/his duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

I express my deepest thanks to my supervisor Wan Noor Maheran Majidin Executive in Promotional and Branding for taking part in useful decision & giving necessary advices and guidance and arranged all facilities to make life easier. I choose this moment to acknowledge her contribution gratefully. It is my radiant sentiment to place on record my best regards, deepest sense of gratitude to Pn Murni Shariff, Senior Manager of KMIC, Pn Adnawiah Adnan, Manager of KMIC for their careful and precious guidance which were extremely valuable for my study both theoretically and practically. Also goes to my supervisor for the subject IMC690 - Industrial Training, Madam Razifah Binti Othman who gave me all the knowledge that she had to me and gave me her guidance to complete the project. Thank you once again infinite at the instigation of her and we truly appreciate it. The commitment given by her inspired me to complete the writing of this report. Thank you.

TABLE OF CONTENT

NO	TITLE	PAGES
1.	Declaration	
	Abstract	
	Acknowledgement	
	Table of Content	i-vii
	List of Tables	1-411
	List of Figures	
	List of Appendices	
2.	Chapter 1: Introduction	
	1.1 Background of the Organization	1-15
	1.2 Organizational Structure	
3.	Chapter 2: Organization Information	
	2.1 Departmental Structure	16-23
	2.2 Department Function	-
4.	Chapter 3: Industrial Training Activities	
	3.1 Training Activities	24-89
	3.2 Special project	
	3.3 Description of event/project/activity	
		THE WAY TO STATE OF THE STATE O
5.	Chapter 4: Conclusion	
		1

LIST OF FIGURES

Figure 1.1: Company Logo of PETRONAS
Figure 1.2: Upstream PETRONAS
Figure 1.3: Location of PETRONAS
Figure 1.4: Board of Directors
Figure 1.5: Board of Committee
Figure 1.6: Executive Communities
Figure 1.7: Group of Companies
Figure 1.8: Upstream Organization Chart
Figure 1.9: Malaysia Petroleum Management Organization Structure14
Figure 1.10: MPM Charter15
Figure 2.1: Technical Data, Technology and Capability Org. Structure19
Figure 2.2: KMIC Organizational Structure20
Figure 3.1: Photos events that trainee have been an organizer27.
Figure 3.2: Examples of poster that trainee created29
Figure 3.3: Using Microsoft Excel to register participants30
Figure 3.4: Example one of the invitation email sent by trainee to participants31
Figure 3.5: FRONTIER homepage34
Figure 3.6: SKILL Homepage37
Figure 3.7: AXIS Homepage
Figure 3.8: Collection of EXPRESSO session
Figure 3.9: Example of email blast to all MPM staffs40
Figure 3.10: Example of highlight that trainee upload41
Figure 3.11: MPM Reward Zone Homepage42