



UNIVERSITI
TEKNOLOGI
MARA



KMI KUALA TERENGGANU
Medical Centre

HRM 666

INDUSTRIAL TRAINING REPORT

5TH MARCH 2024 – 15TH AUGUST 2024

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EXECUTIVE SUMMARY

The internship took place at KMI Medical Centre in Kuala Terengganu from March 5 to August 15, 2024. I worked in the Human Resources Department under the supervision of Mrs. Tengku Adibah Fatma. Our department aims to enhance the knowledge, skills, and competencies of team members in various areas of human resources management.

During my 24 weeks at KMIKT, I was responsible for calculating staff allowances, processing leave requests, and managing new staff records. I also collaborated closely with team members, supporting various programs and events.

Overall, my internship at KMIKT was a valuable experience for personal and professional growth. I gained significant knowledge through engaging projects and active participation in different teams and departments. My internship not only reinforced my academic learning but also sparked my passion for the Human Resources field and strengthened my commitment to pursuing a career in this area.



COMPANY'S PROFILE

KMI Kuala Terengganu Medical Centre (KMIKT) opened in September 2006 and is a leading private hospital in Terengganu. It was the first fully licensed private hospital in the area and offers many medical services. KMIKT has modern facilities with 121 patient suites, five operating theatres, and specialized maternity rooms. The hospital includes a comprehensive pathology lab, an ICU/HDU unit, and 20 private clinics. These clinics cover specialties like general healthcare, eye care, women's health, pediatrics, dermatology, orthopedics, and general surgery. It also has a state-of-the-art radiology center, a physiotherapy and rehabilitation center, and a 24-hour accident and emergency department.



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ORGANIZATIONAL CHART



ORGANIZATION CHART HUMAN RESOURCE & ADMINISTRATION

