



اَوْنَبُوْا سَبِيْلِيْ تَتَبَكُوْا لَوْ كُنِيْ مِّنْ اٰرَآ
**UNIVERSITI
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MARA**

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

**HICOM AUTOMOTIVE MANUFACTURER
(MALAYSIA) SDN. BHD
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ABSTRACT

This dissertation examines the activities, task and special project regarding the personal records in DRB Hicom Automotive Manufactured. Personal records department in DRB Hicom Automotive Manufacture is located under Human Resource department. In personal records department, they responsible to filing the important document because it is important in making business transaction. Efficiency of keeping personal records of employee are depend on the activity or task that given to improving their records management such as filing, labelling, tagging, sorting, maintain, preserving and more. DRB Hicom Automotive Manufacture does not have a proper way to dispose their personal records. Therefore, I clarify the proper way of disposal process in DRB Hicom Automotive Manufactured by giving explanation the process of disposition and also suggested the method to destruct non-current record.

Keyword:- Records, Personal records, Dispose

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