



**INDUSTRIAL TRAINING REPORT:**  
**CYBERVIEW SDN BHD**

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## ABSTRACT

**Abstract:** *The author joined the company as a trainee during five(5) month training. In this report, the author had highlighted the activities that were faced during the training in CyberviewSdn Bhd. For this study, it was divided into four chapter; Chapter 1: Introduction, Chapter 2: Organization Information, Chapter 3: Industrial Training Activities and Chapter 4: Conclusion. Interestingly, the author describes the activities during practical training by sharing the experiences, knowledge and lesson learns from the early beginning of the industrial training at CyberviewSdn Bhd. This organization is one of the land owners of cyberjaya and tech hub enabler. Besides, the author had opportunity to implement file classification for the organization which isinvolved of coding, labeling and classification. Author also share about Electronic Document Management System (EDMS) in CyberviewSdn Bhd. Therefore, in the study, the author shared about the background of the company, the duties and tasks as the trainee in the setting CyberviewSdn Bhd. There are eight core divisionsCyberviewSdnBhdwhich are Project Management, Property Management, Tech Hub Development, Business Development Planning, Corporate Communication, Finance and Human Capital. However, the author fully involved in Human Capital Division. In conclusion, this study make the author to have teamwork skills, improve interpersonal skills, time management, monitor staff training and develop new skills. Hence, this study is beneficial as the training to the students who will be graduating by exposing the real setting of the workplace.*

**Keywords:** *CyberviewSdnBhd, Tech Hub, File classification, Labeling, Coding ,EDMS*

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