



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**ADMINISTRATION DEPARTMENT
PETROLEUM ACADEMY MALAYSIA
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ABSTRACT

Founded in 2003, Prestariang Berhad has two core businesses which information communications technology training and certification, and software license management and distribution. Now it extends its training business to up-skilling and re-skilling for the Oil and Gas sector. The success of the Oil & Gas programme leads to the establishment of Petroleum Academy Malaysia (PAM) in March 2014, an academy that focuses on integrating technical and vocational educational learning for school leavers, graduates and professionals. The content of this report is about practical training in the academy where will explained and describe the core business of the department, activities and services of organisation and Trainee Tracking Management System project(TTMS). Other than that this report provided much information regarding to the work process and the ways on the management of records in this institution. Based from the experience while practical the recommendationn has been made

Keyword: *Prestariang Berhad, Petroleum Academy Malaysia, PAM, Oil and Gas.*

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