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PREPARED BY:

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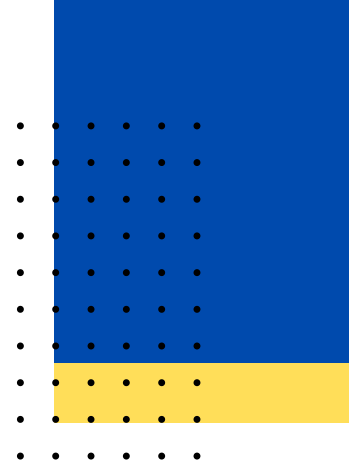
EXECUTIVE SUMMARY

The internship was conducted at Barokah Maju Empire stated in Georgetown, Pulau Pinang. The duration of internship was held on March 1st until August 9th 2024. During my first day of intern, I have been assigned as an assistant of human resource department which is supervised by En Ikram Bin Zaaba. Most of the responsibility in human resource department is to do salary, taking care of employee's welfare which include employee attendance.

Besides, human resource department also handling training and development where we are responsible for attracting and hiring qualified individuals who align with the organization's culture and strategic goals. This involves creating job descriptions, sourcing candidates, conducting interviews, and ensuring a smooth onboarding process.

Overall, my internship experience at Barokah Maju Empire provide me a good platform to learn new things and experience human resource department task and job. It is not easy as I thought, but I was given an opportunity to learn and correct my mistake when I am making mistakes.

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LOGO OF COMPANY



**BAROKAH
MAJU
EMPIRE**



**EKONOMI
TOMYAM**



**BAROKAH
AIRCOND &
ELECTRICAL**

LOCATION OF COMPANY

BAROKAH AIRCOND & ELECTRICAL

