



اوتو سنيق تيكولوݢي مارا
UNIVERSITI
TEKNOLOGI
MARA

Industrial Training Report at Pejabat Pendidikan Tanah Merah

3 March -
8 August **2024**

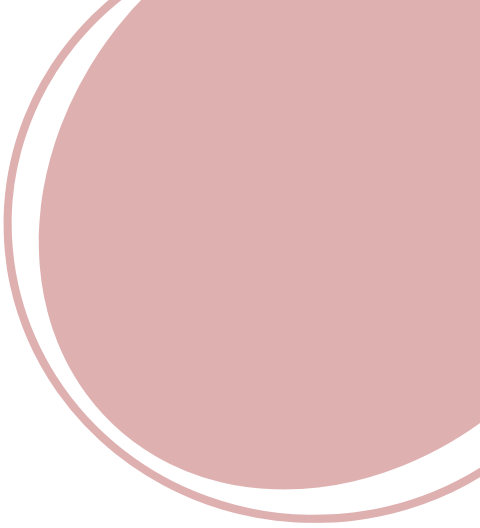
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Executive Summary



My internship at Pejabat Pendidikan Daerah (PPD) Tanah Merah, from March 3, 2024, to August 8, 2024, provided me with a comprehensive learning experience within the Human Resources, ICT, and General Administration departments. I engaged in diverse tasks ranging from preparing salary increment slips and drafting promotion letters to supporting administrative duties and participating in committee roles for various programs. This hands-on experience allowed me to develop a broad skill set, including financial documentation, office management, event planning, and interdepartmental coordination. Additionally, I gained valuable insights into the internal operations of PPD Tanah Merah and the intricacies of HR functions. The supportive and collaborative work environment, combined with the opportunity to handle significant responsibilities, greatly contributed to my professional growth and practical knowledge.





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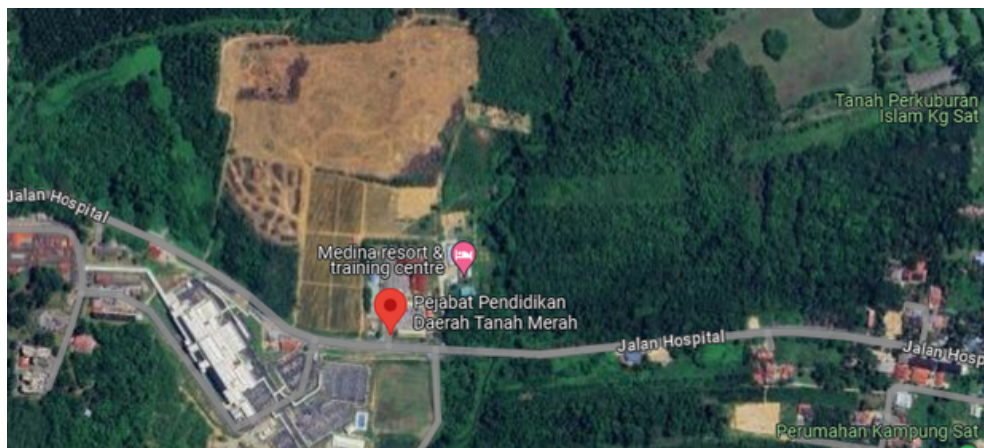
Company's Profile

► Company Name

Pejabat Pendidikan Daerah Tanah Merah (PPDTM)



► Location



Pejabat Pendidikan Daerah Tanah Merah
Jalan Hospital, 17500, Tanah Merah, Kelantan

Company's Profile

► Company Background

Pejabat Pendidikan Daerah (PPD) was established in 1982 as a government agency that functions to represent the Jabatan Pendidikan Negeri (JPN) in all departmental administrative matters involving the district.

As a deduction, the PPD is responsible for the administration of schools at the district level. From 1982 until 2024, in the state of Kelantan, there are 10 PPDs representing each district, including the place where I am undertaking my industrial training, which is PPD Tanah Merah.

In 2012, Pejabat Pendidikan Daerah Tanah Merah (PPD Tanah Merah) moved to a new building located on Jalan Hospital, Tanah Merah. This building is very conducive and provides comfort to all PPD officers and staff.

There are 50 schools under the care of PPD Tanah Merah, consisting of 33 Sekolah Kebangsaan, 1 Sekolah Jenis Kebangsaan (Cina), 11 Sekolah Menengah, 4 Sekolah Agama Bantuan Kerajaan (SABK), and 1 Kolej Vokasional.

