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UiTM CAWANGAN MELAKA
KAMPUS BANDARAYA MELAKA

FACULTY OF BUSINESS MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
HUMAN RESOURCE MANAGEMENT

HRM 666
INDUSTRIAL TRAINING REPORT
PERODUA SALES SDN BHD



PERODUA

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20 JULY 2025

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EXECUTIVE SUMMARY

This report summarizes my six-month internship experience in the Learning and Development (L&D) department at Perodua Sales Sdn Bhd, Malaysia's leading automotive brand. During this time, I gained hands-on exposure to how employee training and development are managed in a large organisation. My main tasks involved organizing training programmes, managing HRD Corp grant applications, preparing attendance and evaluation forms, and keeping training records updated for employees across different outlets.

I also assisted trainers before and during their sessions and helped create training materials to support various programmes. Working here allowed me to build practical skills in training coordination, communication with different stakeholders, and handling detailed administrative processes. I became familiar with systems like Microsoft Teams, Google Forms, and HRD Corp e-Tris platform, which boosted my confidence in using HR-related digital tools.

Although there were challenges, such as manual paperwork and limited digital systems, these experiences taught me how to solve problems effectively, stay organised under pressure, and understand how a real workplace operates. Overall, my internship at Perodua was meaningful and has prepared me well for future opportunities in Human Resources and Learning and Development.

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