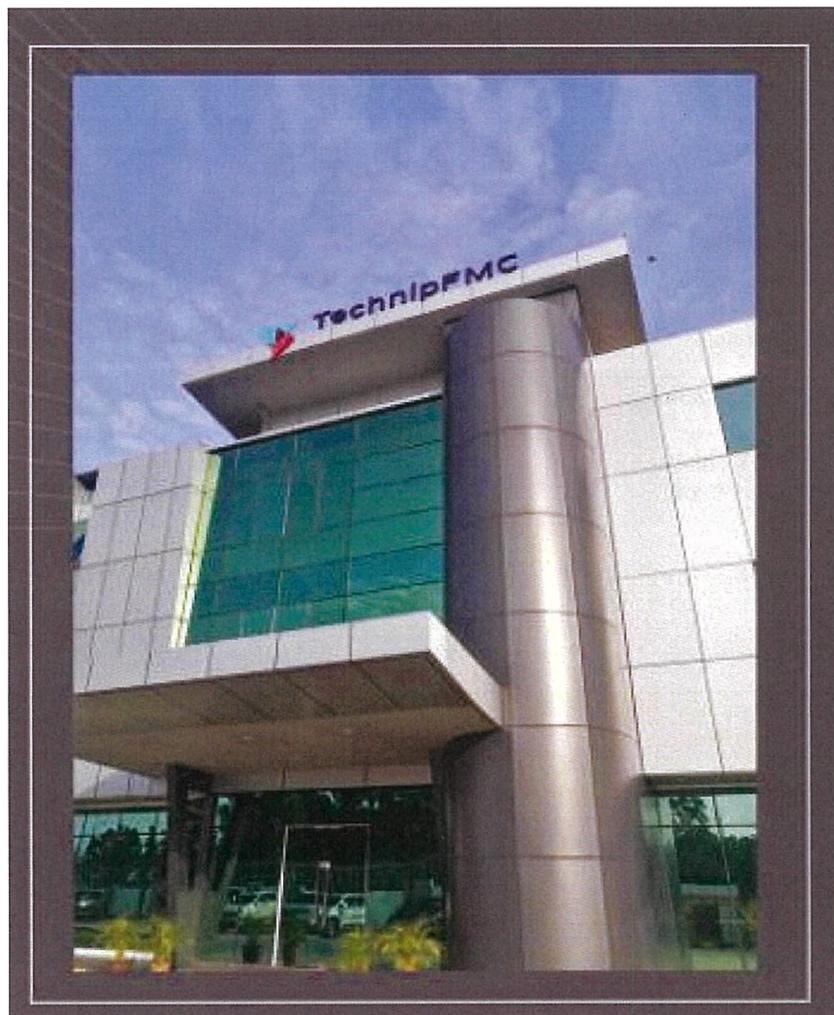




# INDUSTRIAL TRAINING REPORT



**NUR ADRIANA SHAHIRAH BINTI ANUAR | 2022495136 | BA2436C |**

**DR. SITI AISYAH BINTI MOHAMED**

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<b>Tajuk Laporan</b>	Industrial Training Report	<b>Nama Syarikat</b>	FMC Wellhead Equipment Sdn Bhd

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## **EXECUTIVE SUMMARY**

Throughout my industrial training at FMC Wellhead Equipment Sdn. Bhd., a prominent subsidiary company in the oil and gas manufacturing industry, I was placed under the People and Culture (P&C) Department. My internship, which took place from March 2025 to August 2025, provided me with the opportunity to apply the theoretical knowledge gained from my academic studies into real-world HR practices while gaining valuable hands-on experience.

During this period, I was actively involved in a variety of tasks and responsibilities that broadened my understanding of organizational development within the field of Human Resource Management. Under the guidance and supervision of Mrs. Helda Sipin (Senior P&C Administrator), I was exposed to key Human Resource (HR) functions such as talent acquisition, employee relations, payroll processing, and performance evaluation.

This internship significantly enhanced both my technical and soft skills, particularly my communication skills, which I utilized daily while interacting with employees across departments. It also served as a practical platform to reinforce the fundamental concepts I learned during my studies at Universiti Teknologi MARA (UiTM), Bandaraya Melaka Campus.

This report outlines the experiences, challenges, and solutions encountered during my internship. It highlights the growth of my competencies and the meaningful insights gained throughout the training. Overall, this internship has been a valuable stepping stone towards my professional career and has laid a solid foundation for my future in the human resources field.



## ACKNOWLEDGEMENT

In the name of Allah SWT, the Most Gracious and Most Merciful, I offer my praise and gratitude to Allah SWT because with His permission I was able to carry out this task accurately and appropriately. I would also like to express my highest appreciation and gratitude to all who helped in the successful implementation of this HRM666 task.

First of all, I would like to express my gratitude to my training supervisor for her invaluable advice, assistance and knowledge throughout my training at FMC Wellhead Equipment Sdn. Bhd. Her entire expertise helped me improve my skills and capabilities on how to adapt my work culture in preparation for the real work life to come and encouraged me to experience and involve new things.

Next, I would like to express my deepest gratitude to my internship advisor for her guidance throughout this course. Many of her advice helped me expand my understanding of this issue and encouraged me to find new perspectives. Not to forget, I also appreciate my colleagues at FMC Wellhead Equipment Sdn. Bhd. for contributing positive ideas

Finally, I would like to express my deepest gratitude to my family and friends who have helped me a lot. Without them, I would not have reached the end.