



اُنِيُوَرَسِيْتِي تِكْنُولُوجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA



FACULTY OF BUSINESS AND MANAGEMENT

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

INDUSTRIAL TRAINING REPORT AT SHAZIMAN TRANSPORT SDN. BHD.

3RD MARCH 2025 – 15TH AUGUST 2025

HRM666

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EXECUTIVE SUMMARY

This report outlines my industrial training experience at Shaziman Transport Sdn. Bhd. (STSB), where I interned from 3rd March to 15th August 2025. The company specializes in petroleum logistics and car carrier services across Malaysia, Singapore, and Thailand. It is part of the course in Bachelor of Business Administration (Hons.) Human Resource Management at Universiti Teknologi Mara (UiTM) Kampus Bandaraya Melaka in subject HRM666, Industrial Training Program.

During the internship, I was placed under the Human Resource Department, contributing to HR functions such as recruitment and selection, training and development, health and safety, performance management, and being involved in administrative function. This internship bridged the gap between academic learning and industry practice and equipped me with valuable experience in real-world HR operations, organizational communication, and professionalism.

Key accomplishments included gaining exposure to the internal investigation process involving a disciplinary case of a lorry driver who breached company matrix rules under Shaziman Transport Sdn. Bhd. As the case involved a petroleum and gas driver a high-risk position, I observed how HR played a crucial role in ensuring procedural fairness, workplace safety, and organizational compliance through proper documentation and investigation procedures.

Overall, this experience enriched my understanding of the human resource field, provided valuable insights into professional work environments, and prepared me for future career opportunities. I really appreciate all the experience and knowledge that I gained throughout the internship journey at Shaziman Transport Sdn. Bhd.

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First and foremost, I would like to express my deepest gratitude to Allah S.W.T for granting me the strength, patience, and perseverance to complete my industrial training and this report successfully.

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My heartfelt appreciation goes to Shaziman Transport Sdn. Bhd., especially the Human Resource Department, for giving me the opportunity to undergo my internship at your esteemed organization. Special thanks to my supervisor, Puan Fatihatul Husna binti Mustapa, for the trust, encouragement, and knowledge shared during my placement.

I am also grateful to all the staff members of Shaziman Transport Sdn. Bhd. who were supportive and friendly throughout my training. Their professionalism and cooperation made my internship experience truly enriching.

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