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TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT 2025

BND LEGACY
RESOURCES



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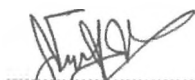
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EXECUTIVE SUMMARY

As a requirement for the MGT666 Industrial Training course in the Universiti Teknologi MARA (UiTM) Bachelor of Business Administration (Hons) International Business program, I completed a 24-week internship at BND Legacy Resources, a CIDB-certified training provider located in Desa Pandan, Kuala Lumpur.

Throughout my internship, I was given a variety of responsibilities, mostly in the administrative and marketing department, which gave me the chance to put my academic understanding to use in a real-world situation. One of my duties was to use Canva and CapCut to create and edit advertising materials for training programs related to CIDB, like the SKP and CCD modules. In order to raise course awareness and participant engagement, these creative outputs were used for email marketing, social media advertising, and the corporate website.

In order to make the process easier for users who had trouble navigating the CIDB CIMS platform, I also helped clients register for courses. By creating useful and educational pieces about the construction sector, I also helped manage social media content. These initiatives contributed to the enhancement of the business's branding strategy and web presence.

Additionally, I organized email campaigns, kept contact lists up to date, and assisted during training sessions, all of which helped me improve my abilities in time management, digital communication, customer service, and content creation. Because I frequently worked both independently and cooperatively under a variety of conditions, my internship not only improved my technical skills but also my interpersonal and problem-solving talents.

I gained a thorough awareness of how a training provider functions in accordance with CIDB standards as well as the vital role that client engagement, digital tools, and training play in promoting workforce development as a result of this professional exposure. My professional development has been greatly enhanced by the experience, which has also equipped me for future positions in the corporate and administrative areas.

This report also includes a detailed SWOT analysis of BND Legacy Resources, highlighting its internal strengths and weaknesses, as well as external opportunities and threats, followed by recommendations for strategic improvement.

ACKNOWLEDGEMENT

First and foremost, I want to express my gratitude to BND Legacy Resources for providing me with the chance to finish my industrial training there. I have grown both professionally and personally as a result of this experience, which has been genuinely significant. I am appreciative of the opportunity to get direct experience from the field and develop valuable information that will help me in my future work. My supervisor, Nur Nabila Huda bte Mohd Murad, deserves special recognition for her constant patience, support, and direction during my internship. I gained the confidence to take on new tasks and give every work my best effort thanks to her guidance and support.

Also, I want to thank Madam Khalilah binti Ibrahim, my academic advisor, for her continuous support and helpful suggestions throughout my internship. Her support helped me to maintain my motivation and focus, particularly in trying moments.

I want to express my sincere gratitude to all BND Legacy Resources team for their warm welcome and support. I was able to learn and develop in a supportive work environment because of their openness and readiness to mentor me.

I want to express my gratitude to my family for always being my greatest support system. Throughout this journey, your never-ending affection, support, and faith in me have meant the world. And I want to express my gratitude to my friends for supporting me through the highs and lows, especially those who have never stopped checking in and encouraging me.

Finally, I want to express my gratitude to all of the instructors and mentors at Universiti Teknologi MARA (UiTM) who have helped me along the way. Your commitment and expertise have influenced my education and equipped me for this internship.

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