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Kampus Bandaraya Melaka

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) INTERNATIONAL BUSINESS

MGT666

INDUSTRIAL TRAINING



INDUSTRIAL TRAINING REPORT

MAJLIS BANDARAYA SEREMBAN

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PREPARED BY:

NURIN AMELIN BINTI MOHD ROSELIZAN

2022463886

PREPARED FOR:

MS. MUNIRAH BINTI MOHAMED

SUBMISSION DATE:

17TH July 2025

SURAT KEBENARAN

Tarikh : 15/8/2025

Kepada :

Penyelaras Latihan Praktikal

Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

Tuan/Puan

Maklumbalas (!)



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Nama Pelajar	NURIN AMELIN BINTI MOHD ROSELIJAN		
No. Matriks	2022463886	Nama Program	BA 246
Tajuk Laporan	LAPORAN AKHIR PRAKTIKAL	Nama Syarikat	MAJLIS BANDARAYA SEREMBAN

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EXECUTIVE SUMMARY

Universiti Teknologi MARA (UiTM) requires all students pursuing a Bachelor of Business Administration degree to enroll in the MGT666 Industrial Training course. The course is designed to provide students with relevant work experience, enhance their competitive edge, and instill high levels of responsibility toward their career life. Under the course, students are required to undergo an internship in a field related to their academic program.

This Industrial Training Report is a detailed account of my internship experience within Majlis Bandaraya Seremban (MBS) that was for 24 weeks. The report identifies the various elements of my training experience, including interactions with staff, adjustment to the real work environment, and learning and knowledge acquired professionally and personally.

Contents of the report comprise core areas like organizational overview, my profile, personal reflection on training process, company SWOT analysis, recommendations, and conclusion. The SWOT analysis gives insight into the competitive position of the organization based on its strengths, weaknesses, opportunities, and threats. Through this report, I intend to evaluate my own performance over the internship period, evaluate the operational effectiveness of MBS, and make practical recommendations for potential improvements.

ACKNOWLEDGEMENT

I am Nurin Amelin Binti Mohd Roselizan (2022463886), a UiTM Melaka, Bandaraya Melaka Campus student, and I am sincerely grateful to Allah SWT for the strength, patience, and perseverance He provided me to undergo my industrial training at Majlis Bandaraya Seremban, which began on March 3, 2025, and lasted for 24 weeks. I am also thankful for the fulfillment of this Industrial Training Report, one of the graduation requirements for the Bachelor of Business Administration (Hons) in International Business.

I wish to convey my heartfelt thanks to all the staff at Majlis Bandaraya Seremban, particularly to my supervisor, En. Shamaruddin bin Saidin, for taking me in as an intern and for his support throughout the training duration. My gratitude also goes out to all the staff members who so readily shared their expertise, offered advice, and provided valuable information that allowed me to discover more about my roles and responsibilities during my internship. I could not have succeeded in this training without their help and support.

I would also like to thank my faculty advisor, Ms. Munirah binti Mohamed, for her suggestions, support, and guidance throughout the internship and in the preparation of this report. I am also sincerely grateful to my parents for their unwavering encouragement, motivation, and emotional support throughout.

Last but not least, I would like to thank everyone who directly or indirectly contributed to making my internship experience and the preparation of this report a reality. Your support has been immeasurable as I went through and completed this milestone of my academic life.

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