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INDUSTRIAL TRAINING REPORT
AT
MAJLIS BANDARAYA ISKANDAR PUTERI
03rd MARCH 2025 – 15th AUGUST 2025

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EXECUTIVE SUMMARY

The report is about my journey to complete my industrial training at Majlis Bandaraya Iskandar Puteri. My internship started from 03 March 2025, until 15 August 2025, for a total of 24 weeks. Thus, my student profile, the company's profile, training reflection, SWOT analysis, discussion and recommendation, conclusion, and appendices will all be included in this report.

My student profile would be included of my latest information. It will be presented in my newest resume form. Additionally, Majlis Bandaraya Iskandar Puteri details such as vision, mission, and goal, as well as the service of MBIP, would be included in the corporate profile.

This report's objective is to provide an in-depth analysis of the training reflection conducted throughout the six-month industrial training program, based on the tasks performed, knowledge acquired, and experience obtained during the internship at Jabatan Khidmat Pengurusan, MBIP. Furthermore, the SWOT analysis is the main topic of this research. It is the outcome of knowledge and critical thinking. Through the organization's structure, work procedures, and above all the actual work culture and environment I had learnt, the internship provided me with how to recognize the SWOT analysis.

Based on the SWOT analysis, a recommendation was also made for improving any flaws found in MBIP. I must investigate that strategy during this procedure to resolve the problems effectively and efficiently. Identify the solution and the necessary skills to address the problem using effective technology, and management qualities. Lastly, in my collusion, I will also provide a summary of this internship report. For an in-depth review of my training throughout the internship, I would also include the references and appendices. I would be ready for future job utilization by gaining new knowledge and abilities through this procedure that are only possible in a real-world work scenario.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest appreciation and gratitude to Encik Azrullail Bin Masijan and my supervisor, Puan Noraishah Binti Azmi when I am completing my industrial training at Majlis Bandaraya Iskandar Puteri (MBIP), who provided full support and continuous guidance throughout these precious and meaningful of six months. Their guidance and instruction have given me direct experience in dealing with problems and managing skills and acknowledgement and further gave me the opportunity to learn many new things that are very useful.

Furthermore, I am also very grateful and grateful to my advisor, Dr. Shaiful Azlan bin Abdul, who has given me invaluable help and encouragement in preparing this training report to the highest standard. The feedback and ideas given are very constructive and help me streamline my work and improve the overall quality of this report. My deepest gratitude goes to my colleagues and teammates, who helped and supported me endlessly throughout my industrial training. Their assistance in helping me complete this report was very helpful so that I was able to complete this report successfully.

Finally, I would like to express my deepest gratitude to my parents, my family members, and my lovely classmates for their unwavering support throughout my studies and also during this practical training. Their emotional, mental and physical support was the main pillar that supported me throughout this period. Without their support, I would not have been able to finish my studies and for that, I am eternally grateful.

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