



INDUSTRIAL TRAINING REPORT AT
DATA SOLUTIONS SDN BHD

26 FEBRUARY 2025 – 15 AUGUST 2025

Prepared by

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Prepared for

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Tajuk Laporan	Latihan Industri di Data Solutions Sdn Bhd	Nama Syarikat	Data Solutions Sdn Bhd

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EXECUTIVE SUMMARY

Being a third-year student of the Bachelor of Business Administration (Hons.) in International Business at Universiti Teknologi Mara (UiTM), I had completed a 24-week internship at Data Solution Sdn Bhd, Taman Melawati, Kuala Lumpur, from 26 February 2025 to 15 August 2025. The industrial training experience was a compulsory requirement for the MGT666 Industrial Training subject in the Bachelor of Business Administration (Hons.) International Business program.

While at Data Solution Sdn Bhd, I worked in the administrative and Human Resource department. My key duties were to assist in recruitments, prepare and maintain employee data and HR records, filing, invoicing, scanning and photocopying. In addition, I ensured confidentiality of sensitive information. In carrying out these roles, I acquired vital skills in flexibility, communication, attention to detail, and prioritization.

One of the key learnings that I gained from this internship experience was the skill to use the Intadmin system to generate invoices. In so doing, my knowledge regarding the use of digital tools and their application in the real estate sector has grown. I demonstrated that I was capable of working independently and also as a team player by assisting in key projects and completing a set of tasks successfully. In spite of the challenges encountered, I was able to get through them by applying good problem solving and time management abilities. This internship has significantly enhanced my professional abilities, particularly in the fields of administrative tasks and human resources assistance.

Besides, it has enabled me to enhance essential soft skills such as interpersonal, communicative and organizational skills. I believe these will be very valuable when I embark on my future career. I would like to thank you for being able to apply my theoretical learning into practical scenarios and help contribute towards the development of Data Solution Sdn Bhd.

In addition to gaining hands-on experience during my internship, I also conducted a SWOT analysis of Data Solution Sdn Bhd to better understand the company's strengths, weaknesses, opportunities and threats. The following sections of this report will explore the findings in more detail.

ACKNOWLEDGEMENT

Firstly, I would like to show my sincere appreciation to Universiti Teknologi Mara (UiTM) for providing me with an opportunity to conduct my internship, and for the support obtained during my internship.

I would like to express my sincere gratitude to Data Solution Sdn Bhd, particularly to Ms Atika Rose Haizi for the guidance, mentorship, and valuable knowledge imparted to me throughout my internship. The skills and knowledge I acquired while working with the organization have been of great influence on my professional and personal growth.

I would like to express my deepest appreciation to everyone at Data Solution Sdn Bhd for their friendly attitude, cooperative nature and willingness to help which greatly added to the value and pleasure of my learning experience.

Finally, I would like to thank my family and friends for their constant support, motivation and understanding throughout the tenure of this internship. I would like to thank everyone for being present in this significant stage of my academic growth.

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