



UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT

HeiTech Padu Berhad

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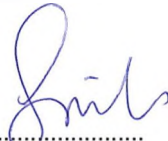
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EXECUTIVE SUMMARY

This report outlines the detailed experience and learnings acquired during 6 months of industrial training at HeiTech Padu Berhad, an ICT and system integration company with a strong presence in Malaysia's public sector transformation initiatives. As a Human Resources intern within the Group Human Capital department, I had the opportunity to explore real-world HR practices, deepen my knowledge of recruitment processes, and develop important soft skills in a professional work setting. Throughout my internship, I also developed key skills such as effective communication, time management, and professionalism. I worked on enhancing my ability to interact with diverse stakeholders and learned how to manage multiple tasks while meeting deadlines.

This report begins by describing the background of HeiTech Padu Berhad, its vision, mission, and core operations. It further explains my tasks, responsibilities, and daily contributions throughout the internship day. A SWOT analysis was conducted based on personal observations, with detailed discussions and recommendations supported by academic references. These analyses aim to identify strengths the company can leverage, internal weaknesses it can address, opportunities that can be explored, and threats that may hinder operations. Additionally, the report ends with a conclusion summarizing the experience and highlighting the significant skills and insights I have gained.

Overall, the experience allowed me to transition from a student mindset to a professional one, which was both challenging and rewarding. It provided me with hands-on knowledge in talent acquisition and a deeper understanding of HeiTech's work culture, preparing me for future opportunities in the Human Resources field. This internship has been a significant step in my career development, equipping me with skills and experience that will support my professional growth.

ACKNOWLEDGEMENT

I would like to express my deepest gratitude to all those who have supported and guided me throughout my internship journey. First and foremost, I would like to thank my work supervisor, Mr. Muhammad Faiz bin Kamarudin, for his invaluable guidance, encouragement, and support. His expertise and insights have been instrumental in my learning and development during this internship.

I am also profoundly grateful to my academic supervisor, Madam Wan Nor Syazana binti Wan Hashim, for her continuous support, constructive feedback, and academic guidance. Her mentorship has been crucial in shaping the direction and quality of my work.

Additionally, I would like to extend my appreciation to my colleagues and team members for their cooperation and assistance. Their camaraderie and willingness to help have made this experience both enjoyable and enriching.

Lastly, I would like to thank my family and friends for their unwavering support and encouragement throughout this period. Thank you all for making this internship a memorable and rewarding experience.

TABLE OF CONTENTS

Executive Summary	i
Acknowledgement	iii
Student's Profile	1-2
Company's Profile	3-7
Training's Reflection	8-17
SWOT Analysis	18
Discussion and Recommendations	19-26
Conclusion	27
References	28
Appendices	29-31