



UNIVERSITI
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INDUSTRIAL TRAINING REPORT

**PEJABAT TANAH DAERAH MUAR
(04 MARCH 2025 - 15 AUGUST 2025)**



MGT 666 - INTERNSHIP

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MATRIX NUMBER : 2022822082

CLASS : BA232 6A

PROGRAMME : BACHELOR OF OFFICE SYSTEM MANAGEMENT (Hons.)

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EXECUTIVE SUMMARY

Industrial training benefits students by exposing them to real-life working environments, providing essential preparation for students future professional careers. It allows students to acquire practical skills while gaining valuable insights into the operations of the industry. This experience of internship is not only enhance academic learning but also contributes significantly to their personal and professional development.

This is the report about my internship programme at Pejabat Tanah Daerah Muar which is located at Muar, Johor. During the internship program, I was placed under the supervision of Puan Anis Athirah binti Mahazar started from 4 March 2025 until 15 August of 2025.

There are 8 Section that will be discussed in this industrial training report. In Summary, this report are about my updated resume, my internship company background, what I have learn and gain in this company. Other that that, I will explaining the company's SWOT based on my observation. After explaining the SWOT, there will be some discussion and recommendation about that. Then there will be my conclusion about my internship journey. Lastly, the appendices showing my task and what program that I have been participated during my internship.

ACKNOWLEDGEMENT

First and foremost, I would like to express my highest gratitude to Allah SWT for His endless blessing, guidance and strength which enabled me to successfully complete my industrial training.

I extend my deepest thanks to Pejabat Tanah Daerah Muar for giving me the valuable opportunity to intern and gain practical experience in this work field. Being a part of this institution has provided me with firsthand exposure to the professional working environment. Also, I have gained practical knowledge and experience that go beyond what can be learned in the classroom. This internship has greatly contributed to my personal and professional development.

I am also wanted to thanks to Puan Anis Athirah binti Mahazar, my internship supervisor in Pejabat Tanah Daerah Muar for the constant guidance, support, and insightful feedback throughout the internship period.

My heartfelt thanks to go to all the staff members in the department. Each of them played a part in making my internship experience more exciting and enjoyable. Their friendliness, willingness to share knowledge and collaborative spirit created a warm and productive work environment. I deeply appreciate their patience in teaching and guiding me through various tasks, as well as treating me as part of the team.

I am also thankful to my internship advisor, Madam Normilia binti Abd Wahid for her continuous support, valuable guidance and continuous encouragement throughout my internship. Her guidance not only improved my academic and professional skills but also motivated me to maintain a high standard of work and to constantly strive for improvement.

Finally, I would like to thank my family for supporting me directly and indirectly and my course mate friends, and fellow internship friends for their encouragement and moral support during this journey.

This internship has been truly great experience that has helped me to grow. I am sincerely thankful to everyone who played a role in making this journey a successful and meaningful one.

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