



**FACULTY OF BUSINESS AND MANAGEMENT UNIVERSITI TEKNOLOGI
MARA (UiTM) KAMPUS BANDARAYA MELAKA
OFFICE SYSTEMS MANAGEMENT (BA232)
INTERNSHIP (MGT666)**

**INTERNSHIP REPORT
“SWOT ANALYSIS OF MINISTRY OF SCIENCE, TECHNOLOGY AND
INNOVATION (MOSTI)”**

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SUBMISSION DATE:
15 OGOS 2025

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EXECUTIVE SUMMARY

The internship is the final course for all undergraduate students in the Faculty of Business and Management, where every student must complete an internship related to their academic degree and field of emphasis. This internship course serves as a practical training ground for students to develop practical knowledge and workplace skills, providing them with work experience and responsibility in carrying out the assigned obligations by the company. In this way, it would improve the students' task abilities and provide them with a lot of new knowledge from the internship.

This report was created to fulfil the Bachelor of Office Systems Management (Hons.) requirements at UiTM Kampus Bandaraya Melaka, Faculty of Business and Management (FPP). This report will contain all the tasks and assignments I've observed throughout my six months of work at MOSTI. During my internship, I was assigned to the Human Resources Department, which falls under the Training Competency. The MOSTI Human Resource Department is divided into several parts. It was tremendously beneficial to me because it allowed me to learn new things, improve my administrative skills, and seek knowledge during the course, as my unit was responsible for handling the course.

MOSTI is one of the ministries that plays a significant role in shaping Malaysia's future, and it has two blocks: Blok C4 and Blok C5. The Human Resources Department is located in Aras 5, Block C4. Although I'm allocated in the Human Resources Department, I still manage to learn new things from other departments as well. Especially when I joined the course, I met many knowledgeable people.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest appreciation and a very huge thanks to all parties who have provided support throughout my internship journey, especially my supervisor Noor Diana Hayati binti Kamudin for all the guidance, support, advice and never tired of sharing the knowledge with me. All the guidance and feedback that I received really helped me to improve my skills and enhance my knowledge. It is also worth mentioning that I want to thank the entire Human Resource Department team, especially my Human Resource and Competency Development Section, which always gives me the opportunity to learn and work in a professional and challenging environment.

Besides, I would like to give a special thanks to my academic advisor Dr. Nor Sabrena Binti Norizan, for the guidance and for her patience in assistance in coordinating this internship to achieved the objectives of this subject. Moreover, I would like to express my heartfelt appreciation to my fellow practical colleagues for their cooperation and support throughout our internship journey. This experience has been truly valuable and I am deeply grateful for the opportunity to work alongside them and always exchange opinions and share ideas.

Lastly, I would like to express my deepest gratitude and thanks to my family for their unwavering love, encouragement and support. Without their prayers and sacrifices, I would not have reached this point. I truly appreciate all the efforts that they have made in raising and guiding me throughout my life and grateful to have them as my sources of strength and inspiration.

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