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UNIVERSITI
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KEMENTERIAN PENDIDIKAN MALAYSIA
Pejabat Pendidikan Daerah Manjung

INDUSTRIAL TRAINING REPORT AT “PEJABAT PENDIDIKAN DAERAH” (PPD) MANJUNG

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EXECUTIVE SUMMARY

I had a very meaningful and valuable experience during my 6-month internship at the Manjung District Education Office (PPD Manjung). Throughout this internship, I was placed under the Management Department, where I worked closely with the clerical and operational staff. My main task was to assist with school management matters, especially those related to student data. Most of my responsibilities involved keying in data for primary and high school students who were applying to transfer to a different school, usually based on requests made by their parents or guardians. This task required accuracy and patience, as it involved handling personal and important information. I had a chance to assist the Human Resources Unit with processing official documents related to officers' income adjustments across schools in the Manjung district. This involved sorting and separating original and copy documents, requiring high attention to detail, patience, and consistency over several weeks. In addition, I supported the finance department by recalculating revised asset purchase quotations using Microsoft Excel and organizing related documentation based on committee members' names. I also got the chance to observe and learn how the education office operates daily and how it supports schools in the district. Although my tasks were mostly administrative, I learned a lot about the processes involved in managing student records and how decisions are made at the district level. The experience helped me improve my computer and data entry skills, and it also taught me the importance of organization, responsibility, and teamwork in a professional setting.

ACKNOWLEDGEMENT

First and foremost, I would like to express my heartfelt gratitude to God Almighty for His continuous guidance, strength, and blessings throughout my industrial training journey. Without His grace, this experience and the personal growth that came with it would not have been possible.

I would also like to sincerely thank the Manjung District Education Office (Pejabat Pendidikan Daerah Manjung) for granting me the opportunity to undergo my industrial training at their esteemed institution. The supportive environment, coupled with the dedication and professionalism of the staff, created a valuable learning experience that has enriched my understanding of the field. I truly appreciate the knowledge, skills, and insights I have gained during my time here.

A special note of appreciation goes to my supervisor, Madam Zarini, for her unwavering support, guidance, and encouragement throughout my training. Her insights and mentorship have been instrumental in making this journey both productive and meaningful. I am also very thankful to my advisor, Dr. Juan Rizal, for his support and guidance during this journey. He helped me stay focused and on track, and his teachings were very helpful in connecting what I learned in class to real-life work. I really appreciate his effort in helping me do well in my studies.

Lastly, I would like to express my deepest appreciation to my family and friends for their loyal support and understanding throughout this journey. Their presence has been a constant source of strength and motivation. To everyone who has contributed in any way to the success and meaning of my industrial training experience, thank you. I am truly blessed and grateful to every one of you.

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