



اَوْبُوْ رَسِيْطِيْ تِيْكَوْلُوْجِيْ مَآرَا
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MARA

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FACULTY OF BUSINESS AND MANAGEMENT
BA232 - BACHELOR OF OFFICE SYSTEMS MANAGEMENT (HONS.)

MGT666 – INDUSTRIAL TRAINING

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EXECUTIVE SUMMARY

This report discusses the origins, operations, and outcomes of my experience at UDA Angsana Sdn. Bhd.. This is explained through monitoring during my practical training, which begins from 04 March 2025 to 15 August 2025. As part of my academic responsibilities at Universiti Teknologi Mara (Bandaraya Melaka), I was assigned to conduct practical training in the human capital and administration department, which will educate me about the real-life context of business at the workplace.

The key objectives of this internship is to train students to actual events jobs in the human resources and administration divisions. Throughout my 24-week practical training, I identified five significant responsibilities allocated to me. For instance, filing documents, calculating overtime, organizing meeting refreshments, preparing payment forms, and performing as a receptionist. This role should help me enhance my ability to accomplish goods on time, as well as strengthen my interpersonal skills while being polite with colleagues.

Furthermore, my supervisor at UDA Angsana Sdn. Bhd., Madam Norzie Binti Jaliludin, helped me through this practical training. She was incredibly helpful in accomplishing the tasks assigned to me, as well as in discovering my talents in this practical training. Definitely, I have gained a high level of self-assurance and efficiency in carrying out the assigned routine activities. Not only that, but I assisted them in completing the necessary documentation for the May 2025 Audit. As a result, I am proficient in professional communication and am particularly dedicated to working in teams.

The highlights of my study are the company's strengths, weaknesses, opportunities and threats. It is the key insights that was given to me when determining the necessary SWOT Analysis. Aside from that, recommendations are made to improve and reinforce this SWOT Analysis.

ACKNOWLEDGEMENT



Assalamualaikum Warahmatullahi Wabarakatuh.

First and foremost, I would like to express my gratitude to Allah SWT for making it possible for me to finish my internship without difficulty. I want to express my gratitude to my advisor, Madam Norlida Binti Zakirai @ Zakaria, for allowing me to complete this internship report on time. I could not achieve what I have without the learning and guidance that we have received from her this semester.

Not to mention, I would like to express my heartfelt gratitude to all those who have supported and guided me throughout my internship at UDAAngsana Sdn. Bhd. This internship has been a valuable learning experience, and I am grateful for the opportunity to apply theoretical knowledge in a practical setting. Despite this, I would like to thank my internship supervisor, Norzie Binti Jaliludin, for their constant guidance, support, and encouragement. Their expertise and insights have been invaluable in shaping my understanding of the industry. I appreciate the time they took to help me grow professionally and personally during this internship period.

I would also like to extend my sincere thanks to the entire Human Capital and Administration team at UDAAngsana Sdn. Bhd. for their cooperation and for providing me with an enriching and dynamic work environment. The knowledge and skills I have gained from working alongside such talented individuals will surely benefit me in my future career. Additionally, I would like to acknowledge the support and mentorship provided by my academic supervisor, Madam Norlida binti Zakirai @ Zakaria, for offering invaluable feedback and advice throughout the internship and report preparation process.

Lastly, I would like to thank my beloved family and friends for their constant encouragement and support throughout this internship. Their belief in me has always motivated me to strive for excellence. I am truly grateful for all the opportunities I have had, and I look forward to applying the knowledge and experiences gained during this internship in my future endeavors.

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