



UNIVERSITY OF TEKNOLOGY MARA

BANDARAYA MELAKA CAMPUS

FACULTY IN BUSINESS AND MANAGEMENT

BACHELOR OF OFFICE SYSTEMS MANAGEMENT (HONS)

INDUSTRIAL TRAINING REPORT (MGT666)



COMPANY NAME: CUBICTECH SYSTEM SDN. BHD.

PREPARED BY:

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DURATION OF INTERNSHIP

3rd MARCH - 15th AUGUST 2025

SURAT KEBENARAN

Tarikh : 14/8/2025

Kepada :

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Yang Benar



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Executive Summary

This report shares my internship journey at Cubictech System Sdn. Bhd. within 6 months from 3rd March 2025 until 15th August 2025. During my internship, I was assigned as Admin cumulative Human Resources under the Finance Department. Each day, I was trusted with tasks that helped me grow both professionally and personally.

Throughout this internship, I was involved in various responsibilities. I also learned new systems that the company used in their daily routine in order to complete the task and organize the data. Although the tasks were sometimes challenging, they taught me the importance of patience and accuracy. What I gained from this internship was how to be more responsible, confident, and independent. Without notice I improved my communication, time management, and problem-solving skills. The experience helped me step out of my comfort zone and see how things really work in a company environment.

Futhermore, I am thankful for Cubictech Systems as they offered me a space to learn, make mistakes, and grow. The guidance and support from the staff made my journey smoother and more meaningful. This internship not only gave me valuable knowledge and skills, but also shaped my mindset and prepared me for the future. It reminded me that every small task plays a big role in the success of a team

1.3 Acknowledgment



First and foremost, I would like to express my deepest gratitude to Cubictech System Sdn. Bhd. for giving me the opportunity to undergo my internship from 3rd March 2025 until 15th August 2025. I am truly thankful for the valuable knowledge, experiences, and skills that I have gained during my time here.

I would also like to sincerely thank my supervisor, Ms. Stephanie and all the staff at Cubictech who have guided me, supported me, and treated me kindly throughout my internship. Your patience, encouragement, and willingness to teach have made my learning journey more meaningful.

Lastly, I would like to thank my lecturers, family, and friends for their endless support and motivation throughout this internship period. This internship has not only helped me grow professionally, but also shaped me personally. I will carry these lessons, experiences, and memories with me as I move forward to the next chapter of my life.

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