



اُنْدِيُو تِكْنُوْلُوجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT (MGT666)

FACULTY OF BUSINESS AND MANAGEMENT
BACHELOR OF OFFICE SYSTEM MANAGEMENT
(HONS)

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EXECUTIVE SUMMARY

This industrial training report is the record of my six-month internship with Negeri Roadstone Sdn. Bhd, where I was attached at the Purchasing Department. Throughout the internship period, I had been exposed to numerous new experiences and acquired good knowledge that enhanced my skill and knowledge in the corporate world.

I learned the skills of making Purchase Orders and knew all the procedures and processes performed in the Purchasing Department. With the assistance of an extremely caring and polite supervisor, I soon settled down, learned efficiently, and acquired a strong hold on departmental activities. I also managed to learn and understand the SWOT analysis of the firm, which broadened my knowledge about strategic business planning.

Overall, I am truly grateful to have been chosen to work with the Negeri Roadstone Sdn Bhd team for this six-month journey. It has been hugely rewarding and has given me a productive platform for future career development. I appreciate all of the help and guidance that I have received and I hope that Negeri Roadstone Sdn Bhd continues to grow and thrive in the future.

ACKNOWLEDGEMENT

First of all, I would like to express my highest gratitude to God The Most Precious and The Most Merciful, for giving me the strength, patience, and guidance throughout my internship journey. Without His endless blessings, I would not have been able to complete this industrial training successfully.

I would also like to extend my deepest gratitude to my UiTM advisor, Mr. Nur Elimtiaz bin Abidin, for his continuous support, guidance, and encouragement. His advice, especially in teaching me how to properly prepare the internship report and complete the logbook, has been invaluable to me.

In addition, I am truly thankful to my supervisor at Negeri Roadstone Sdn Bhd, Madam Siti Najwa binti Md Jasnin, for her willingness to guide me and share her extensive knowledge about the company and the Purchasing Department. Her patience and dedication greatly helped me to learn and adapt in a real working environment.

My heartfelt thanks also go to my beloved family for their endless moral support, encouragement, and trust in me throughout this journey. Their faith in my abilities motivated me to always do my best.

Lastly, I would like to thank all individuals who were involved, directly or indirectly, during my internship period. Your support and kindness have made this experience truly meaningful and unforgettable.

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