



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

INDUSTRIAL TRAINING REPORT (MGT666)

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2022494688

BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)

Prepared For :

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EXECUTIVE SUMMARY

As part of the Bachelor in Office Systems Management (Hons.) program, it is a need for me to complete industrial training to graduate. This report has my own experience on how the industrial training at Yayasan Negeri Sembilan was carried out in the period 3rd March to 15th August 2025. The company that I have chosen to do my internship is situated in Seremban, Negeri Sembilan

During the six-month internship, I was assigned in the Administration Department, where I was exposed to multiple responsibilities such as data entry, document organization, and archiving. Such activities enabled me to utilize my academic learning experience in a real-world environment besides enhancing my organizational, communication and time management skills.

The internship also included a SWOT analysis of YNS. Some of the identified strengths included are the organization able to generate independent income based on land and property investments and the efficiency and capability of the employees. Nonetheless, there are several weaknesses such as the lack of an automated system and limited permanent staff. Opportunities include digital transformation and more public-private partnerships. Key threats include political changes and a loan default by Yayasan Negeri Sembilan's borrowers.

Recommendations proposed include implementing automated tracking systems, transitioning contract staff to permanent roles, improving loan repayment monitoring and offering financial literacy programs. Additionally, it is suggested that YNS invest in digital tools such as data analytics to improve decision-making and internal communication.

Overall, it was a positive learning process, whereby I have learned much about government-linked organization work and is now more ready to take future activities in the administrative or corporate segment.

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious and the Most Merciful. Praise Allah SWT, for granting me the patience, strength and endurance to complete my industrial training, hence accomplishing the report. My internship experience has been eye-opening and significant, providing valuable perspective into the professional world.

I would like to extend my gratitude to my advisor, Dr. Nor Sabrena Norizan, for her understanding and guidance throughout the training period. Without her assistance, I might not be able to complete my industrial training report. In addition, I would like to thank my industrial supervisor, Mr. Zairil Nor Azman for his guidance throughout my internship.

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