



اَوْنُوْ سِيْنِيْوْ تِيْكَوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



**PENYELIDIKAN DAN JARINGAN INDUSTRI(PJI) UiTM
ALOR GAJAH**

INDUSTRIAL TRAINING REPORT 2025

3 March 2025 - 15 August 2025

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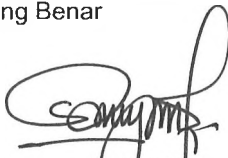
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PART 1: PRELIMINARY PAGES

EXECUTIVE SUMMARY

In this report, I intend to explain my six months internship experience at Penyelidikan dan Jaringan Industri (PJI) UiTM Alor Gajah. The internship began on 3 March 2025 and it came to an end on 15 August 2025. My supervisor during this time is Madam Isdayanti Binti Jamaludin, the Senior Executive Officer at PJI.

During the internship, I was engaged in numerous tasks that included editing documents, processing physical records, updating personnel publication information, designing posters and bulletins, and coordination of activities like Innovathon 2025 and NRC 2025. I also had the chance to lead a volunteer team, and to learn how to collaborate with external parties like ASTRO.

Based on this training, I have had the experience of doing real office work, learnt more technical skills, creativity and communication at a higher level. I also got to know how to work with data, design in Canva and write formal meeting minutes. This experience has enabled me to go through how research and industry networking is done in a university environment.

The report entails a company profile of PJI, work I performed, the learning and skills that I acquired, a SWOT analysis of PJI and several recommendations on what can be done. The internship helped me to feel confident about dealing with duties and prepared me better to face the real world.

ACKNOWLEDGEMENT

First and foremost, I am sincerely grateful to Allah SWT for granting me the strength, health, and perseverance to successfully complete my internship and this report, which is a compulsory component of my industrial training.

I would like to take this opportunity to thank the management of the Penyelidikan & Jaringan Industri (PJI) UiTM Alor Gajah, Melaka in giving me a chance to be a part of these 6 months internship in this professional and dynamic environment.

Extra thanks to my supervisor, Madam Isdayanti Binti Jamaludin, Senior Executive Officer at PJI, who guided and helped me all through my internship period and was keen to share her skills and knowledge. Her advice and positive criticism were significant to increase my knowledge and performance at work during the training process.

I would also like to extend my gratitude to all staff members of PJI UiTM Alor Gajah, especially those who were directly involved in guiding me and supporting my tasks. Their cooperation, friendliness, and team spirit have made my internship experience truly meaningful and enjoyable.

Also, on behalf of my lecturer advisor of UiTM, Adibah Hussin, I would like to thank her with her great academic support and motivation during the preparation of this report.

Finally, I want to express my gratitude at the bottom of my heart to my parents and friends. Their unconditional love and support along with all the encouragement has always been the source of my motivation. I would also like to extend my gratitude to my friends who made me complete my internship and report by understanding me, supporting me even in hard moments and times. I would like to say thanks to all people who have been supporting me whether big or small.

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