



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan



INDUSTRIAL TRAINING REPORT

AT SD GUTHRIE BERHAD

3 MARCH 2025 – 15 AUGUST 2025

MUHAMMAD FAQIH SHAIB BIN NORAZAM

2023165547

Bachelor of Office System Management (BA232)

SURAT KEBENARAN

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Tajuk Laporan	INTERNSHIP REPORT	Nama Syarikat	SD GUTHRIE

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EXECUTIVE SUMMARY

In this report, the internship experience will be described that was completed in SD Guthrie Berhad formerly known as Sime Darby Plantation between 3rd March 2025 and 15th August 2025. I had an attachment to the Group Human Resources Department and more precisely to the Human Resource Business Partner (HRBP) unit and Administrative Unit. The internship on six months helped me to acquire experience in the work in the sphere of recruitment, organization of procurements, work with a network of vendors and internal assistance.

The report also has portrayed a vivid information of the company profile, the organizational functions, the roles and responsibilities that have been taken up, a swot analysis of the host organization and a reflection of the personal and professional development. The last part contains a description of all your observed strengths, weaknesses, opportunities, and threats with recommendations that refer to more recent academic literature.

The internship did not only provide experience in the technical and functional category but also enhanced the soft skills such as communication, flexibility, time management that are the most important characteristics required to survive in business world.

1.0 ACKNOWLEDGEMENT

To begin with, I would like to thank SD Guthrie Berhad with my heart, clearly, the company which allows me to go through my industrial training in such a great and active company. Work at this reputable organization has also been a priceless experience as it provided me with the real-life exposure and enabled me to put to the practice theoretical knowledge that I learned in the course of studying. My supervisor, my colleagues in the Human Resources Business Partner (HRBP) and Administration, deservedly take a special place in my thanks because they made me feel more than welcome and were always supportive and willing to give professional advice to me during my internship. Their willingness to share their knowledge, give out good directions, and offer constructive advice was crucial to making me acquire insight concerning operational and strategic roles of the department.

I would also wish to express my deep gratitude to Universiti Teknologi MARA (UiTM), especially the Faculty of business and management, in making an effective and efficient placement of internship type of program that rectifies the gap between theory and practice in an academic study. I owe a lot to my internship supervisor, Madam Siti Norashikin Bashirun through her continuous support, encouragement and wise advice I managed to overcome the obstacles throughout this internship period. She made me focused, reflective and motivated to make good use of this opportunity by her dedication and attentiveness.

This report can be understood as a product of teamwork, trust, and encouragement that were offered to me by my colleagues at SD Guthrie, my lecturers, and by my university mentors. I am deeply grateful to the experiences, knowledge and valuable relationships, which made my experience in five months of industrial training.

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