



اَوْنِيُوْرْسِيْطِيْ بُنِيْكَوْلُوْجِيْ مَلاَڪَا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

INDUSTRIAL TRAINING REPORT (MGT666)

FACULTY OF BUSINESS MANAGEMENT

BACHELOR OF OFFICE SYSTEMS MANAGEMENT (HONS.) (BA232)

UNIVERSITI TEKNOLOGI MARA (UiTM) MALACCA

HUMAN RESOURCE AND ADMINISTRATION (INTERNSHIP)

CLASSIC ADVANTAGE SDN. BHD.

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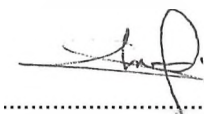
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1.0 EXECUTIVE SUMMARY

My internship at Classic Advantage Sdn Bhd was in the Human Resource and Administrative Department, where I received an introduction to office procedures and support functions. This internship experience provided me with an insight into the management of company activities as well as the working relationships among various departments. Among my primary duties was the systematic organization of files which included payslips, attendance logs, and PI (Personal Information) files. There were other documents which pertained to Finance and Logistics, and I aided in their inter-departmental circulation. As part of the cleaning and maintenance teams, I performed daily collaborations that included ensuring hygiene standards, maintenance checklist evaluations, and orderliness audits. Beyond routine functions, I also catered light refreshments for other visitors, supported the planning for internal events such as Potluck Day and the Hari Raya Luncheon, produced signage and illustrative materials, and assisted in gift distribution to staff. A noteworthy task was guiding groups from UTM and other institutions during factory tours which involved logistical preparations. As part of the maintenance support activities, I was actively engaged in reporting damaged fans, checking plug points, preparing Job Requisition (JR) forms, and tracking repair or installation tasks. During the internship, I enhanced my communication, time management, and coordination skills. This experience taught me the significance of being detail-oriented, adaptable, and responsible. Moreover, I developed a better understanding of the concepts and functions of HR and office administration in practice, and this experience reinforced the importance of collaboration and teamwork in organizational settings.

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First and foremost, I would like to express my sincere gratitude to Classic Advantage Sdn. Bhd. for giving me the opportunity to undergo my internship at their esteemed company. I am truly thankful for the valuable experience and knowledge I have gained throughout my time here. I would like to give special thanks to my supervisor, En. Shahrul Amirul, from the Human Resource and Administrative Department, for his continuous guidance, support, and patience throughout my internship period. His mentorship has greatly contributed to my learning and growth. My heartfelt thanks also go to my colleagues in the Human Resource and Administrative Department for their guidance, cooperation, and willingness to assist me. Their support made my internship experience more meaningful and enjoyable. I would also like to extend my appreciation to my UITM advisor, Dr. Siti Nurul Akma, for her advice, encouragement, and constant support during the entire internship process. Lastly, I am deeply thankful to my family and friends for their unwavering support and motivation throughout this journey.

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