



اوتو ستي تيكنولو جي مارا
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITI TEKNOLOGI MARA

KAMPUS BANDARAYA MELAKA

FALCUTY IN BUSINESS AND ADMINISTRATION

BACHELOR BUSINESS AND ADMINISTRATION (HONS) FINANCE



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UNIVERSITI
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MARA

Cawangan Melaka



FBM

Faculty of Business and Management
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UNIVERSITI TEKNOLOGI MARA

CAWANGAN BANDARAYA MELAKA

FALKUTI PENGURUSAN DAN PERNIAGAAN

MGT 666

INDUSTRIAL TRAINING REPORT

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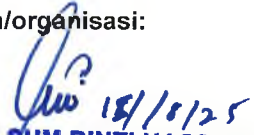
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EXECUTIVE SUMMARY

This internship report contains a comprehensive explanation of my industrial training experience at Universiti Teknologi MARA (UiTM), Kampus Bandaraya Melaka, Faculty of Business and Management (FPP). The internship was conducted from 3 March 2025 to 15 August 2025, where I was directly responsible to the faculty administration. Throughout the training period, I was assigned various assignments pertaining to administrative support, document management, student affairs coordination, filing, data entry, and overall office administration. The assignments provided me with hands-on exposure to the academic and operational framework of a higher education institution.

The organizational background, description of the work done, learning of new skills, and problems encountered during the internship are covered in the report. I would be able to improve my soft skills such as communication, time management, critical thinking, and teamwork as well as gain hands-on experience in a workplace setting. The internship also opened up opportunities for me to apply theoretical learning from my course to practical realities, especially those concerning office procedures, organizational structure, and workflow management in an academic setting.

In addition to this, the report comprises my reflection on personal development, career development, and the general contribution of the training to my future working life. The internship experience has enlightened me more about the working culture in the education sector and made me aware of areas of continuous improvement. It has also matured me and prepared me well to handle the challenges in the working environment.

In conclusion, the industrial training in FPP UiTM Kampus Bandaraya Melaka has been a valuable and enriching experience. It has given me beneficial experience, enhanced my professional competencies, and played a significant part in equipping me for future employment.

ACKNOWLEDGEMENT

First and foremost, I would like to extend my deepest gratitude to Allah SWT for granting me the strength, patience, perseverance, and good health throughout the duration of my internship and in completing this report successfully. Without His divine blessings and guidance, this achievement would not have been possible.

I would like to express my heartfelt appreciation to the Faculty of Business and Management, Universiti Teknologi MARA (UiTM) Kampus Bandaraya Melaka, for providing me with the invaluable opportunity to undergo my industrial training in a highly professional, challenging, and supportive environment. The experience has been an eye-opening journey that allowed me to gain hands-on exposure to the operations and administrative functions within an academic institution. It has significantly enriched my practical knowledge, enhanced my personal skills, and given me a clearer insight into the professional world.

My deepest appreciation goes to my internship supervisor, Dr. Juan Rizal Bin Datuk Haji Saari, and Dr. Umami Kalsum Binti Hassian, who is also the Pra-Graduated Coordinator, for their unwavering support, kind guidance, and constructive feedback throughout my internship period. Their mentorship has truly shaped my learning experience and encouraged me to perform my duties with responsibility, discipline, and professionalism. Their readiness to assist and their openness to share their knowledge have been instrumental in helping me develop both personally and professionally.

I would also like to extend my sincere thanks to all lecturers and administrative staff members at the Faculty of Business and Management for their warm cooperation, patience, and assistance during my training. Their support and teamwork made the working environment enjoyable and conducive to learning. I am particularly grateful for the opportunity to work alongside individuals who were always willing to share their experience and insights, which further broadened my understanding of faculty operations and student services.

Lastly, my deepest gratitude is reserved for my academic advisor, Dr. Suhaida Binti Mohd Amin, as well as other dedicated lecturers at UiTM Kampus Bandaraya Melaka, for their continuous motivation, guidance, and commitment to our academic and personal development. Their teachings and encouragement have been instrumental in equipping me with the necessary knowledge and skills to navigate my internship experience confidently and successfully. I am truly thankful for all the support I have received from every individual who contributed, directly or indirectly, to the success of this internship journey.

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