



Ranhill
SAJ



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan



RANHILL SAJ SDN BHD

(SEGAMAT BRANCH)

INDUSTRIAL TRAINING REPORT

03 MARCH 2025 - 15 AUGUST 2025

PREPARED FOR:

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PREPARED BY:

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EXECUTIVE SUMMARY

This document is a report that summarizes my experience during the internship at Ranhill SAJ Segamat in the Human Resource department during the period 03 March 2025 to 15 August 2025 which was a period of six months. In this internship, there are several tasks that were assigned to me related to human resources including preparing letters to employees, insurance and medical card documents, SOCSO and EPF. My general administrative activities also involved answering phone calls, photocopying documents, and other letters to be mailed to the headquarters

Besides the key HR functions, there was also some kind of cross-functional training during my internship at Ranhill which gave me a chance to observe other units and be even a little bit engaged in their activities which, again, in my opinion enhanced my ability to be flexible and adaptable to other people and other spheres of this organization.

I also carried out observations and analyses in order to come up with a SWOT Analysis of Ranhill SAJ as part of learning process. This assignment allows me to get to grips with the strategic position of the company in terms of its strengths, weaknesses, opportunities, and threats which has given me better analytical thinking and business knowledge.

On the whole, the internship experience allowed me to accumulate a huge amount of practical experience in the work of Human Resources functions and administrator support, as well as acquire a set of key soft skills, including communication, ability to manage time, and problem solving. The experience has equipped me with future challenges of my career in a working environment.

Acknowledgement

It is my pleasure first of all to thank Ranhill SAJ Segamat, which gave me a chance to complete my internship at this great company. It has been a very enriching experience both in terms of the growth of my professional skills as well as an enrichment of my personality.

I would wish to give my sincere gratitude to my supervisor in the company, Pn. Zuraidah binti Omar, the one who gave me guidance, support and encouragement during my internship period. Her guidance and teaching have played a big role in me having knowledge of the industry in terms of real-life events.

I am also very grateful to my university supervisor, Miss Muna Kameelah binti Saud, of the University Technology MARA (UiTM) Kampus Bandaraya Melaka, for her constant advice, direction and useful suggestions throughout the internship. Her guidance has done so much towards completion of this report.

Finally, I would like to express my gratitude to all the employees of Ranhill SAJ Segamat to their kindness, cooperation and sharing their knowledge and experiences with me. This internship has not only developed my technical knowledge but, has also improved my communication skills, collaboration skills as well as problem-solving skills- all these will be value-added in my future career.

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