

2025 | MGT666



INDUSTRIAL TRAINING REPORT

STUDENT NAME: NURSHAFIKA BINTI ZULKARNAIN

STUDENT ID: 2022876604

PROGRAM: BACHELOR OF OFFICE SYSTEMS MANAGEMENT (HONS)

INTERNSHIP PERIOD: 3RD MAC 2025 - 15TH AUGUST 2025

ADVISOR: MADAM NOORZALYLA BINTI MOKHTAR

SURAT KEBENARAN

Tarikh :

Kepada :

Penyelaras Latihan Praktikal

Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

Maklumbalas (/)



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Nama Pelajar	NURSHAFIKA BINTI ZULKARNAIN		
No. Matriks	2022876604	Nama Program	PENGURUSAN SISTEM PEJABAT
Tajuk Laporan	MGT666 INTERSHIP FINAL REPORT	Nama Syarikat	JHEAINS REMBAU

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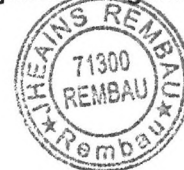
Jawatan :

No. Tel. :

No. Faks :

MARZILA BINTI ABDUL GHAPAR
KETUA PEMBANTU TADBIR N22
JHEAINS REMBAU

Cop jabatan/organisasi:



ACKNOWLEDGEMENT

First and foremost, I would like to express my deep gratitude to Allah S.W.T. for His abundant blessings and support throughout my practical training at JHEAINS Rembau. Completing my internship has been a remarkable journey, and I firmly believe it would not have been possible without His divine guidance.

Secondly, I sincere thank to Universiti Teknologi MARA (UiTM) for giving students like me with the invaluable opportunity to gain exposure to a real working environment. The internship program offered by UiTM has allowed me to apply and enhance the knowledge and skills I acquired during my studies in a practical setting.

Then, I would like to thank to JHEAINS Rembau for giving me with the great opportunity to learn and grow. This experience has been invaluable to someone like me, who came in with no special expertise. Thank you for believing in my potential and allowing me to develop my skills.

I am also profoundly grateful to my supervisors at JHEAINS Rembau, especially Madam marzila and the entire Administrative Department team. Their guidance, patience, and willingness to share their knowledge have greatly enriched my learning experience.

Besides, I would like to express my heartfelt appreciation to my lecturer and advisor, Madam Noorzalya Binti Mokhtar, for her invaluable guidance and support during my practical training. Her mentorship has been instrumental in helping me understand and apply theoretical concepts in a real-world context.

Lastly, I want to thank my family and friends for their unwavering support during my practical training. Their presence and encouragement during challenging times have been a source of strength and motivation.



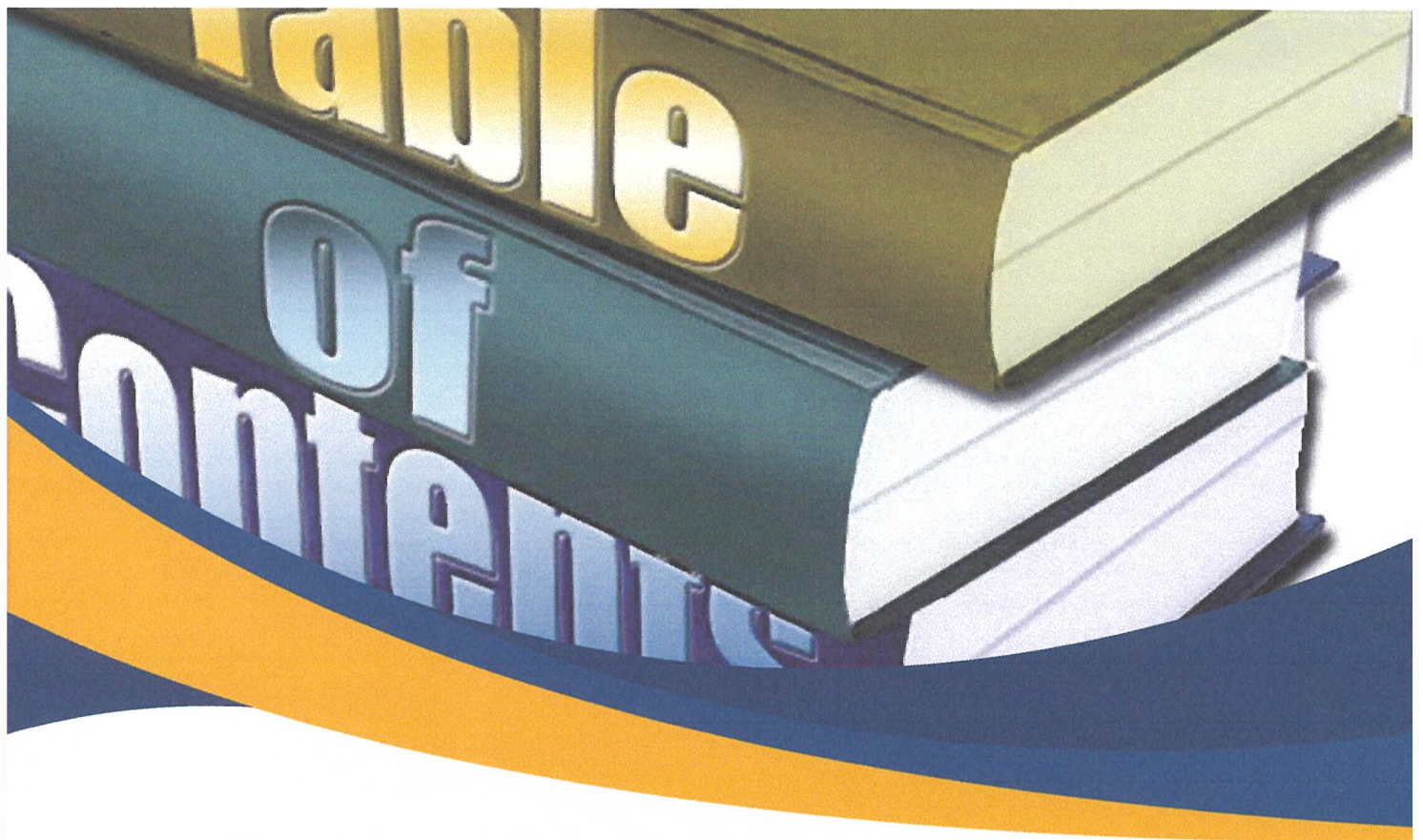
2.0 EXECUTIVE SUMMARY

This report describes my internship experience at Jabatan Hal Ehwal Agama Islam Negeri Sembilan (JHEAINS) Rembau, which took place from 3rd March 2025 to 15th August 2025. The main goal of this training was to help students gain real work experience and prepare for future careers.

During my internship at JHEAINS Rembau, I was responsible for entering client data related to marriage, divorce, and ruju' into the SPPIM system, handling administrative tasks such as registering letters and answering phone calls, and assisting customers at the service counter with marriage-related matters.

This report also includes a SWOT analysis, identifying the strengths, weaknesses, opportunities, and threats faced by the company and along with relevant recommendations. Overall, this internship was a valuable learning experience. It helped me gain new skills, understand the working environment and see the importance of efficient systems in public service. I believe the recommendations in this report can help JHEAINS Rembau improve its service quality and future growth.





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