



اَوْنُو تِكْنُوْلُوجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

**INDUSTRIAL TRAINING REPORT
AT AFY HANIFF GROUP (M) SDN. BHD.**

3 MARCH – 15 AUGUST 2025



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EXECUTIVE SUMMARY

My memorable and enlightening 6-month industrial training began here at AFY Haniff Group (M) Sdn. Bhd. I am majoring in Office Systems Management, so when I need to find my internship company, I prepare my resume and cover letter that suit my field as an admin or HR intern. AFY Haniff Group (M) Sdn. Bhd. is a company that produces home cleaning products. It is located at Taman Seri Telok Mas, Melaka. I choose Melaka because I think it is quite easy to get to the internship company and it is near to my home. This company has assigned me to intern in HR and admin roles because HR and admin at this company are under one department. So, I was assigned to perform two roles as HR and admin. For the HR part, I have been given the opportunity to learn in recruitment, payroll, disciplinary and engagement employee activities. For admin tasks, I have been given the responsibility to do filing, key in data, manage claim reports and prepare documents. I got many experiences and knowledge during my internship journey.

Moreover, this report also used SWOT analysis to analyse its current situation according to the company's strengths, weaknesses, opportunities and threats. Hence, discussion and recommendations can be made as the company analysis is ready which aims to improve the company's business growth and performance that are affected by some issues and problems. As a conclusion, I have successfully completed this Industrial Training Report at the company that I have been working at, which is the AFY Haniff Group (M) Sdn Bhd under the human resources department. I started working at this company in March 2025, and from my observation, this company is a suitable place to start and develop my knowledge and skills. The process of completing this report has helped me understand how AFY Haniff works. All the experiences and knowledge gained in the company exposed me to the reality of the working environment in the industry which opened my mind.

ACKNOWLEDGEMENT

Alhamdulillah, without the guidance and assistance of several people who helped me a lot throughout the process of preparing and completing this report, this Industrial Training Report (MGT 666) would not have been completed successfully. In order to prepare my report, I needed the assistance and guidance of some respected individuals, for whom I am eternally grateful.

First and foremost, I thank Allah allowing me to complete my industrial training by working at AFY Haniff Group (M) Sdn. Bhd. As the completion of this industrial report and working in AFY Haniff Group (M) Sdn. Bhd has brought me great pleasure. I would like to thank my beloved advisor, Dr. Nor Sabrena binti Norizan for the valuable guidance and advice. Thank you to Dr Sabrena even though we never met each other, we just contacted each other via WhatsApp and Google Meet but she helped me and other team members in making this report. I really appreciate that Dr Sabrena wants to be my advisor during my internship period.

Next, I would like to express my gratitude to my company and supervisor, Mr Mohamad Nafizi Bin Ab Ghani for providing me with the opportunity to undergo industrial training at AFY Haniff (M) Sdn. Bhd. I would also like to express gratitude to my supervisor and all staff members who have directly and indirectly guided me during my internship. I am very grateful to them for the effort and initiative they have shown from the first day I worked here until I successfully completed my industrial training.

Besides that, I am grateful for my parents and the rest of my family's moral support as well as their enthusiastic encouragement. Everything was made possible for me by the support I received throughout this long journey. Next, thank you to my friends because we are having some discussion about this internship report. They are very supportive friends, even though some of us feel give up sometimes, we still support each other.

Last but not least, I want to thank myself. I want to thank myself for believing in myself, for doing all this hard work. I want to thank myself because I put in a lot of effort to complete this report and try to be a good HR intern in the internship company.

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