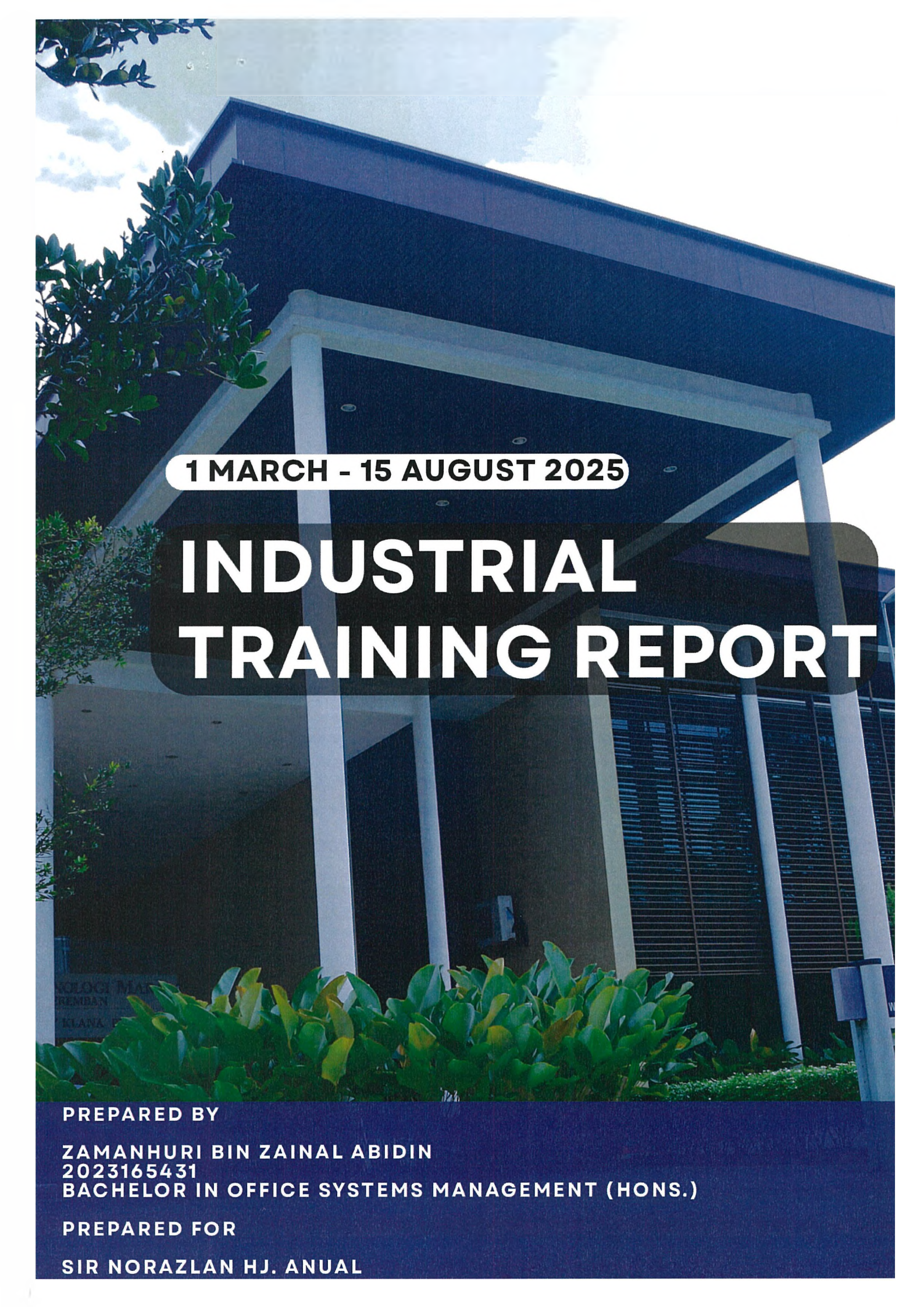




1 MARCH - 15 AUGUST 2025

INDUSTRIAL TRAINING REPORT

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EXECUTIVE SUMMARY

THIS REPORT IS A COMPREHENSIVE REFLECTION OF MY INDUSTRIAL TRAINING AT UITM KAMPUS SEREMBAN, ADMINISTRATION DEPARTMENT IN PARTICULAR, FOR 24 WEEKS. FROM 3 MARCH 2025 TO 15 AUGUST 2025, I RECEIVED TRAINING IN SUCH AN IMPORTANT STAGE OF MY LIFE IN WHICH I GOT THE OPPORTUNITY TO APPLY THEORETICAL KNOWLEDGE THAT I GOT FROM MY ACADEMIC STUDIES IN THE REAL WORLD ADMINISTRATIVE PRACTICES.

DURING THE INTERNSHIP, I WAS ABLE TO EXPERIENCE THE OFFICE ADMINISTRATION WORKS, SUCH AS DOCUMENT MANAGEMENT, CORRESPONDENCE HANDLING, MEETING COORDINATION, AND SUPPORT IN HUMAN RESOURCE ACTIVITIES. IN ADDITION, THESE RESPONSIBILITIES STRENGTHENED MY ORGANIZATIONAL AND TIME MANAGEMENT SKILLS AS WELL AS FURTHERED MY KNOWLEDGE IN UNDERSTANDING THE IMPORTANCE OF ADMINISTRATIVE FUNCTIONS IN ORDER TO ENSURE THE SUCCESS OF ANY ORGANIZATION.

THE SWOT ANALYSIS OF THE ADMINISTRATION DEPARTMENT IN THIS REPORT REPRESENTS ONE OF THE KEY COMPONENTS OF THIS REPORT. USING MY EXPERIENCE AS A BASIS, I HAVE OFFERED ACTIONABLE RECOMMENDATIONS THAT DEAL WITH IDENTIFIED CHALLENGES AND SEIZE THE MEANS FOR ENHANCING CURRENT CONDITIONS. THIS IS BACKED UP BY RECENT ACADEMIC RESEARCH AS WELL AS PRACTICAL RESEARCH GAINED THROUGH MY TRAINING.

IT HAS BEEN A GREAT OPPORTUNITY FOR PERSONAL AND PROFESSIONAL GROWTH. THIS HAS PROVIDED ME WITH NECESSARY SKILLS LIKE EFFECTIVE COMMUNICATION, TEAMWORK AND PROBLEM SOLVING WHICH WILL BE OF GREAT IMPORTANCE IN MY CAREER LATER ON. I WOULD LIKE TO EXPRESS MY GRATITUDE TO MY FACULTY ADVISOR, SIR NORAZLAN HAJI ANUAL, AND SUPERVISOR, PUAN MARZURA MOHD IDRIS AS WELL AS TO MY COLLEAGUES IN THE ADMINISTRATION DEPARTMENT.

FINALLY, THIS REPORT SUMMARIZES MY LEARNING EXPERIENCE, SHARES THE KEY LEARNING FROM THE INTERNSHIP, AND OFFERS STRATEGIC RECOMMENDATIONS TO IMPROVE THE EFFICIENCY AND EFFECTIVENESS OF THE ADMINISTRATION DEPARTMENT, UITM KAMPUS SEREMBAN.

ACKNOWLEDGEMENT

I pray that Allah SWT blesses me with the strength and opportunity to complete my industrial training and prayers to him that I have the guidance to successfully fulfill it. This is a journey I will cherish and will be ever grateful to those I have had by my side during the journey.

I would like to express my best gratitude to my faculty advisor, Sir Norazlan hj. Anual, for his supporting, motivational and advising while this internship is on progress. He has been instrumental in helping me through this experience and for putting together a very comprehensive report.

I am also very thankful to my supervisor in UiTM Kampus Seremban, Puan Marzura Mohd Idris, for being so patient, mentor, and have been my backbone of support during my time in the Administration Department. She has increased my knowledge of administrative operations and professional work ethics through her expertise and her willingness to share knowledge.

I would like to express my special thanks to all of my colleagues of Administration Department for their kindness, cooperation and help. It was enjoyable and fulfilling being on that team due to their teamwork and camaraderie.

Finally I would like to thank my family and friends for all the motivation, encouragements and prayers. I wrote this journey with their support. This industrial training has been a life changing milestone that I have ever experienced in my academic and professional development, and I cannot thank enough all those who helped to make this a success.

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