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KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP

INDUSTRIAL TRAINING REPORT

3 MARCH - 15 AUGUST 2025

**KEMENTERIAN
PERDAGANGAN DALAM
NEGERI DAN KOS SARA
HIDUP CAW. KUALA PILAH**

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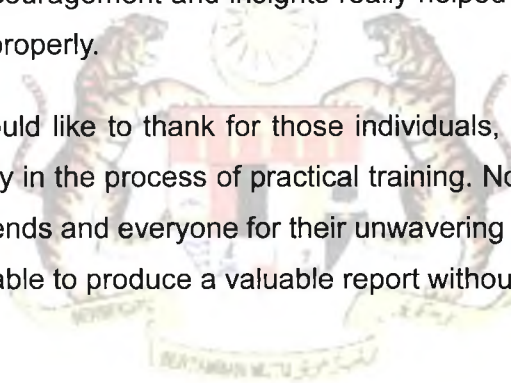
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First and foremost, Alhamdulillah, we would like to thank Allah S.W.T and His Messenger, Prophet Muhammad S.A.W., for His blessing, which made it possible for me to complete my training report successfully.

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**KEMENTERIAN PERDAGANGAN DALAM NEGERI
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EXECUTIVE SUMMARY

The industrial training is important for students because it provides an early exposure to the real life of working. I have completed my industrial training at the Ministry of Domestic Trade and Cost of Living also known as KPDN, in the Kuala Pilah Branch. During my industrial training, I have experienced the wonderful and useful memories with the staff in the organization. In this report, I will explain my industrial training experience for six months. I started the industrial training on 3rd March 2025 and ended on 15th August 2025. My supervisor is Puan Norzila binti Haron, the administrative officer in the organization. I was placed to complete my training in the administrative department.

This report will provide an overview of the company profile, including its background, vision, mission, organizational structure, and services. I will explain the training reflection which includes explaining the daily task that I have done during the training and the SWOT analysis that I have identified during the training. Each point of the SWOT analysis will be accompanied by a recommendation for improvement from the organization. This analysis is important to identify the problems or opportunities that the organization can address. I have explained each point in the analysis part. All the recommendation was supported by the relevant academic journal.

This industrial training experience helped me enhance my professional skills and prepare for future roles in office administration. This experience really gave me a clear understanding of the roles of the administrative staff and their work procedures. It also allows me to experience in real-time how they do the administrative job, and can adapt to the office environment

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