



UNIVERSITI
TEKNOLOGI
MARA

MENTIGA

INDUSTRIAL TRAINING REPORT

Prepared by :

Muhammad Nasrullah Bin Abdul Aziz
2023169081

Prepared for :

Nor Aziah binti Abd Kadir

DR. NOR AZIAH ABD KADIR

Pensyarah Kanan,

Fakulti Pengurusan dan Perniagaan
UiTM Cawangan Pahang Kampus Raub

SURAT KEBENARAN

Tarikh : 15/8/2025

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

Tuan/Puan

Maklumbalas (/)



Setuju



Tidak Bersetuju

**KEBENARAN UNTUK MEMUAT NAIK HASIL LAPORAN PELAJAR LATIHAN INDUSTRI
SEBAGAI "PUBLIC ACCESS" DI REPOSITORI UTM**

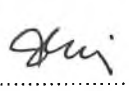
1. Merujuk perkara di atas, pihak organisasi bersetuju / tidak bersetuju pihak universiti memuat naik hasil laporan pelajar latihan industri sebagai "public access" di repositori UiTM.

Nama Pelajar	MUHAMMAD NASRULLAH BIN ABDUL AZIZ		
No. Matriks	2023169081	Nama Program	BA 243
Tajuk Laporan	INDUSTRIAL TRAINING REPORT	Nama Syarikat	MENTIGA CORPORATION BERHAD

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar


Nama Pegawai :

Jawatan :

No. Tel. :

No. Faks :

NORSHAH UJA Bin. ABDUL RAZAB
SENIOR INSTRUCTOR HR
09-5173710
09-5173709

Cop jabatan/organisasi:



Executive summary



Additionally, I gained practical insight into HR documentation, employee relations, statutory compliance (including SOCSO, EPF, and LHDN reporting), and learned how to draft professional documents such as study bond agreements, performance forms, and internal memos. I also improved my understanding of digital tools and communication platforms used in the company's daily operations.

This internship enhanced not only my technical HR knowledge but also strengthened my soft skills in communication, teamwork, time management, and adaptability. It allowed me to apply theoretical concepts in a real-world setting and understand the critical role that Human Resources plays in supporting both employee welfare and organizational goals.

In conclusion, my internship at **Mentiga Corporation Berhad** was a highly enriching and practical learning experience. It provided me with a clearer perspective on my career direction and strengthened my passion for the HR field. I am thankful for the opportunity to work alongside experienced professionals and contribute meaningfully to the HR department during my internship period.

As part of the Bachelor of Business Administration (Hons.) in Human Resource Management program, I was required to complete the final course, Industrial Training (HRM666). I successfully carried out my internship at Mentiga Corporation Berhad, a company engaged in forestry, plantation, and related investments in Pahang. This internship provided me with valuable hands-on experience in Human Resource Management and exposed me to the operational and administrative aspects of a corporate environment.

Throughout the internship, I was actively involved in a variety of HR functions, including employee data management, recruitment procedures, panel clinic coordination, drafting formal memos, assisting in insurance and performance appraisal matters, and preparing SOPs and flowcharts related to HR processes. I also had the opportunity to join company events such as Annual General Meetings (AGMs), Jamuan Raya, and Townhall and Field Day sessions, where I contributed in multiple roles including event preparation, photography, and serving as the emcee.

Acknowledgment



My appreciation also goes to all the staff at Mentiga Corporation Berhad who welcomed me warmly and treated me as part of the team. Their willingness to share knowledge and offer assistance has truly made my internship experience more meaningful and enjoyable.

Last but certainly not least, I would like to thank my beloved family for their unwavering support, encouragement, and understanding throughout this journey. Their prayers and advice have been my greatest source of strength and inspiration.

To all who have helped me along the way. Your support has made a lasting impact on my personal and professional growth, and I will carry these lessons with me as I continue to pursue my career in Human Resource Management.

Muhammad Nasrullah

Human Resource Intern

I would like to express my deepest appreciation to everyone who has supported and guided me throughout the completion of this industrial training report.

First and foremost, my sincere gratitude goes to my academic advisor, Madam Nor Aziah Binti Abd Kadir, for her continuous guidance, encouragement, and valuable input throughout this internship period. Her support played a vital role in helping me stay focused and organized while completing this report.

I would also like to extend my heartfelt thanks to Mentiga Corporation Berhad for providing me with the opportunity to undergo my industrial training in such a professional and dynamic environment. Special appreciation goes to my internship supervisor, Madam Norshaliza Binti Abdul Razab, who has been incredibly supportive and patient throughout my journey. Her guidance, constructive feedback, and constant motivation helped me gain a deeper understanding of Human Resource practices in the real working world.

Table of Content

Executive summary	01	Training Reflection	11-12
Acknowledgment	02	SWOT ANALYSIS	13-17
Student Profile	03-04	Discussion & Recommendation	18-21
Company Background	05-06	Conclusion	22
Organizational Structure	07-09	References	23
Products and Services of Mentiga Corporation Berhad	10	Appendices	24

