



اوتو تكنولوجي مارا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

**FACULTY OF BUSINESS AND MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA
KAMPUS BANDARAYA MELAKA**

**BA243 - BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
HUMAN RESOURCE MANAGEMENT
HRM666 HUMAN RESOURCE INTERNSHIP**

**NAME OF COMPANY:
KLUANG MUNICIPAL COUNCIL (MPK)**

**PREPARED FOR:
MISS AFRAH HAYATI BINTI ABDUL RAHMAN**

**PREPARED BY:
FARAH IRDINA BINTI AHMAD DIN**

**STUDENT ID:
2022841738**

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SURAT KEBENARAN

Tarikh : 13.08.2025

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 (/)



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Nama Pelajar	FARAH IRDINA BINTI AHMAD DIN		
No. Matriks	2022841738	Nama Program	BA243
Tajuk Laporan	LAPORAN LATIHAN PRAKTIKAL DI MAJLIS PERBANDARAN KLUANG	Nama Syarikat	MAJLIS PERBANDARAN KLUANG

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.....
Nama Pegawai :

Jawatan :

No. Tel. :

No. Faks :

SITI MAISARAH BINTI SEWANDI

Pegawai Tadbir N10

Majlis Perbandaran Kluang.

07-7081111

07-7081100

Cop jabatan/organisasi:

EXECUTIVE SUMMARY

Kluang Municipal Council (MPK) is a government corporation that provides services to the people, especially the people in the Kluang District. Kluang Municipal Council was previously located at Wisma Kluang Municipal Council, Jalan Kota Tinggi, now it has moved to a new building at Persiaran Utama, Bandar Primer, Kluang Johor. It was first established in 1920 under the name Lembaga Bandaran Kluang. The company primarily provides services including licensing, enforcement, town planning and rental.

During my internship at Kluang Municipal Council, the researcher has gained valuable experience and knowledge in the field of HR in particular. The researcher learned about the HR process from the recruitment process, courses and training held for staff, handling employee personal data and retirement. The learning included handling the internal promotion interview process, using iLatihan in recording courses and training attended by employees and active participation in all work programs and activities organized.

SWOT analysis in this company is that it has good record management techniques and supportive working culture while their weaknesses are inefficient file room organization and lack of file movement tracking. Opportunities for the company are in terms of digitizing inventory and records and infrastructure improvement for efficient record management, while threats for them are data loss and security vulnerability and technological limitation.

Recommendations for the company include implementing a comprehensive electronic system and file movement tracking system, maintaining a positive work environment, well organized record storage file room, adopting digital HR records management system and separate budget for HR departments specific storage room. Also, use a more secure digital document system and enhance internal internet infrastructure.

Finally, the researcher also summarizes all the experiences the researcher gained while undergoing practical training where it helps the researcher apply everything learned in the real world of work and understand more deeply about the HR process.

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