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**FACULTY OF BUSINESS AND MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
HUMAN RESOURCE MANAGEMENT**

HRM666

**INDUSTRIAL TRAINING REPORT
AT
EDRA MELAKA POWER PLANT**



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EXECUTIVE SUMMARY

My six months of industrial training at the Edra Melaka Power Plant (EMPP) was an eye-opening experience. I was warmly welcomed to the Finance and Administration (F&A) Department. As a third-year student in Bachelor of Business Administration in Human Resource, I was eager to apply my academic knowledge in a practical context. The 24-week internship presented me with a great opportunity to obtain practical experience and better enhance my abilities.

Over the course of 24 weeks, I had the opportunity to work in both finance and administrative jobs, as well as getting exposure to Human Resources (HR) functions. This diversified experience helped me improve my technical, organizational, and interpersonal skills. EMPP provides consistent and efficient energy from its contemporary gas-fired power plant. The company does not have a large in-house team because most positions are filled by contract workers. This may have been why, during my interview with them, they emphasized that HR activities are not entirely covered internally, and that I would also be responsible for some finance tasks.

This unique arrangement allowed me to widen my understanding beyond HR and appreciate the interconnectivity between administrative, financial, and operational functions within a corporate setting. Throughout the internship, I was guided by supportive supervisors and colleagues who not only gave great training but also assigned me with real responsibilities that helped with the department's daily operations.

Overall, my internship at EMPP was a pleasant and enriching journey. It not only enhanced my professional skills but also gave me more confidence in my ability to adapt and perform in a dynamic workplace.

ACKNOWLEDGEMENT

First and foremost, I express my deepest gratitude to Allah SWT for his blessings, wisdom, and grace which enabled me to successfully complete my 24-week internship. I am deeply grateful to my parents and siblings for their everlasting love, support, and encouragement during this journey. Their prayers and faith in me have been my most powerful source of strength.

I would like to express sincere thanks to Edra Melaka Power Plant for providing this invaluable chance to learn and improve throughout my internship. I am extremely thankful for their willingness to take me on and provide a supportive environment. I am especially grateful to my supervisor, Mrs. Hidayah binti Jamal, for her advice, patience, and mentorship, which have helped shape my abilities and understanding of the industry. I would also like to thank my colleagues at the Edra Melaka Power Plant for their collaboration, assistance, and warm welcome. Working with them has been an incredible experience for me.

Special thanks to my advisor, Mrs. Joeaiza binti Juhari, for her ongoing insights and encouragement throughout this internship. Her assistance and encouragement have been invaluable as I navigated my educational journey. Mrs Joeaiza has been a huge help, always reminding me of important details, her kindness and expertise have had a great impact on my experience.

Finally, I want to thank my incredible friends for their help, guidance, and continuous support. Their camaraderie and encouragement have been invaluable in navigating challenges and making this journey memorable. They have been a constant source of strength, always there to share my problems and day. This internship has been an enlightening and rewarding chapter of my life, and I am sincerely thankful to everyone who contributes to its success.

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