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MARA



NF 1623
SYAFIQSUHAIMI&CO
CHARTERED ACCOUNTANTS, MALAYSIA

HRM 666

INTERNSHIP REPORT
MARCH - AUGUST 2025

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EXECUTIVE SUMMARY

The internship undertaken at SYAFIQ SUHAMI & CO placed the trainee within the Administrative and Human Resource Department, offering direct exposure to the internal operations of a professional working environment. This placement aimed to provide practical experience that complements academic learning, while allowing the trainee to observe and participate in the daily functions of a human resource unit.

Throughout the internship period, the trainee was entrusted with a range of administrative and HR-related tasks, including salary processing, overtime calculations, document filing, and coordinating with potential candidates for interviews. These responsibilities enabled the trainee to gain a clearer understanding of essential HR practices and administrative procedures.

In addition to technical responsibilities, the internship facilitated the development of key interpersonal skills. The trainee had opportunities to enhance communication, foster effective teamwork, and adapt to real-time problem-solving situations. Although the transition into a new professional environment initially presented challenges, the trainee gradually adapted and contributed positively to departmental objectives.

Overall, the internship served as a valuable stepping stone in the trainee's professional development. It provided not only practical exposure but also a refined perspective on the career path within human resources. The experience has strengthened the trainee's confidence and preparedness to engage in future employment with greater competence and clarity.

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ACKNOWLEDGEMENT

The trainee would like to express their profound gratitude to Mrs. Aziera Illina binti Hashim, their designated supervisor at Syafiq Suhaimi & CO, for her unwavering support, encouragement, and insightful advice during the internship. The trainee's professional and personal development benefited immensely from her mentoring.

The trainee also extends sincere gratitude to Mr. Syafiq Asyraf bin Suhaimi, the owner of Syafiq Suhaimi & CO, for providing the chance to participate in this internship and obtain practical, significant experience in a real-world work setting. The trainee's comprehension of administrative and human resource procedures has improved significantly as a result of the exposure.

Additionally, special thanks are given to all of the firm's coworkers, especially Ms. Batrisyia Irdina, for her constant support, help with everyday duties, and readiness to mentor the trainee in handling outside issues. The internship experience was greatly enhanced by her collaboration and generosity.

The trainee is sincerely appreciative of everyone at Syafiq Suhaimi & CO. for fostering a friendly and encouraging work atmosphere that has made this internship fulfilling and unforgettable.



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