



اَوْبُو سَيْيِقْ تَيْكُوْلُو كِيْ مَارَا
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TEKNOLOGI
MARA

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Kampus Bandaraya Melaka

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

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**INDIVIDUAL ASSIGNMENT:
HRM666
INDUSTRIAL TRAINING REPORT**



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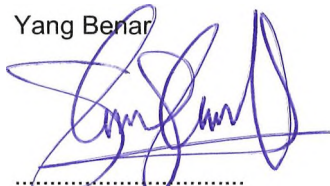
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EXECUTIVE SUMMARY

This Industrial Training Report is a report of my practical experience serving my internship with MWI Melaka Sdn. Bhd. from March 2025 to August 2025. The training was done under the HRM666 course and MWI, which is a division of Syarikat Air Melaka Berhad (SAMB) that specializes in water treatment training and development.

The report covers extensive details on MWI's organizational structure, services, and training programs, in particular the Sijil Kemahiran Malaysia (SKM) certification. The student was assigned to various departments, including Training & Competency, Administration, and Marketing, where she worked on notable projects such as strategizing SKM training, handling Training Needs Analysis (TNA) for SAMB, and keeping up with website updates and event organizing.

SWOT analysis identified strengths such as HRDC certification and SKM services, weaknesses such as lack of internal policies and slow marketing efforts, opportunities such as more digital marketing and strategic partnerships, and threats such as economic instability and low digitalization.

Several suggestions were brought forward, for example conducting roadshows, printing testimonials, setting policy development timetables, boosting digital presence, stepping up strategic partnerships, and boosting training into digital areas.

The learner acquired applied hard and soft skills, including communication, critical thinking, memo writing, event planning, and electronic content management, which not only served her in her academic growth but also in her work preparation.

ACKNOWLEDGEMENT

First and foremost, I want to sincerely thank Allah S.W.T. for giving me the opportunity to successfully finish the whole six-month internship under HRM666 (Human Resource Internship).

I would like to express my sincere gratitude to my dearest academic advisor, Dr. Nurul Ezaili Binti Alias for her support, suggestion and encouragement during my internship and to guide me finishing my full internship report.

I also would love to thank the whole team in MWI Melaka Sdn. Bhd. which are, Puan Fathiah, Encik Zaifi, Dr. Khairul, Puan Shafika and Encik Amiruddin for their help and advice throughout my internship as well as providing me with an opportunity to learn the real environment in the workplace in office settings.

Being part of such a committed team has been so enlightening. Finally, I want to express my gratitude to my parents for their unwavering love, prayers and moral support for me to let me be in MWI Melaka Sdn. Bhd.

My academic personal development has greatly benefited from this internship. I sincerely thank everyone including the internship student from SAMB for helping me successfully with Hari raya Open House.

Thank you.

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