

INDUSTRIAL TRAINING REPORT



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UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka
Kampus Bandaraya Melaka

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

**HRM666 – HR INTERNSHIP
INDUSTRIAL TRAINING REPORT AT
NOZOLY FOOD INDUSTRY SDN. BHD.
3 MARCH – 15 AUGUST 2025**



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PART 1: PRELIMINARY PAGES

EXECUTIVE SUMMARY

My memorable and insightful six-month industrial training journey began at Nozoly Food Industry Sdn. Bhd. (NFI), located in Seremban, Negeri Sembilan. This training was conducted as a requirement to complete my Bachelor of Business Administration (Hons.) Human Resource Management at Universiti Teknologi MARA (UiTM). The training period started from 1st March 2025 until 15th August 2025, totaling 24 weeks of hands-on experience in the field of human resources.

Nozoly Food Industry Sdn. Bhd. is a 100% Bumiputera-owned company established in 2013. It is known as a reputable food manufacturer that specializes in retort food products such as Ready-to-Eat (RTE) and Ready-to-Cook (RTC) meals. The company is well-recognized locally and internationally and has worked with major clients including KFC, Burger King, and various government institutions. NFI also owns its own food brand named "AHAD".

During my internship, I was assigned to the Human Resource Department, where I was exposed to various tasks including employee data management, document filing, attendance monitoring, recruitment support, and other administrative duties. Through this experience, I was able to apply the knowledge learned in class to real work situations, enhance my communication and interpersonal skills, and gain deeper insight into how HR functions operate in a manufacturing environment.



EXECUTIVE SUMMARY (continued)

This report includes an overview of the company's background, organizational structure, and the scope of my training. I also conducted a SWOT analysis to evaluate the internal strengths and weaknesses of the company, as well as the external opportunities and threats it faces. In addition, a discussion section is included to reflect on the key lessons and challenges encountered during my training. I have also provided several recommendations for improvement, particularly in terms of HR system digitalization and employee development programs. In conclusion, the industrial training at Nozoly Food Industry Sdn. Bhd. has been a meaningful and valuable experience for my personal growth and professional preparation. It has allowed me to strengthen my competencies and equipped me with the necessary knowledge and confidence to enter the working world as a future human resource practitioner.

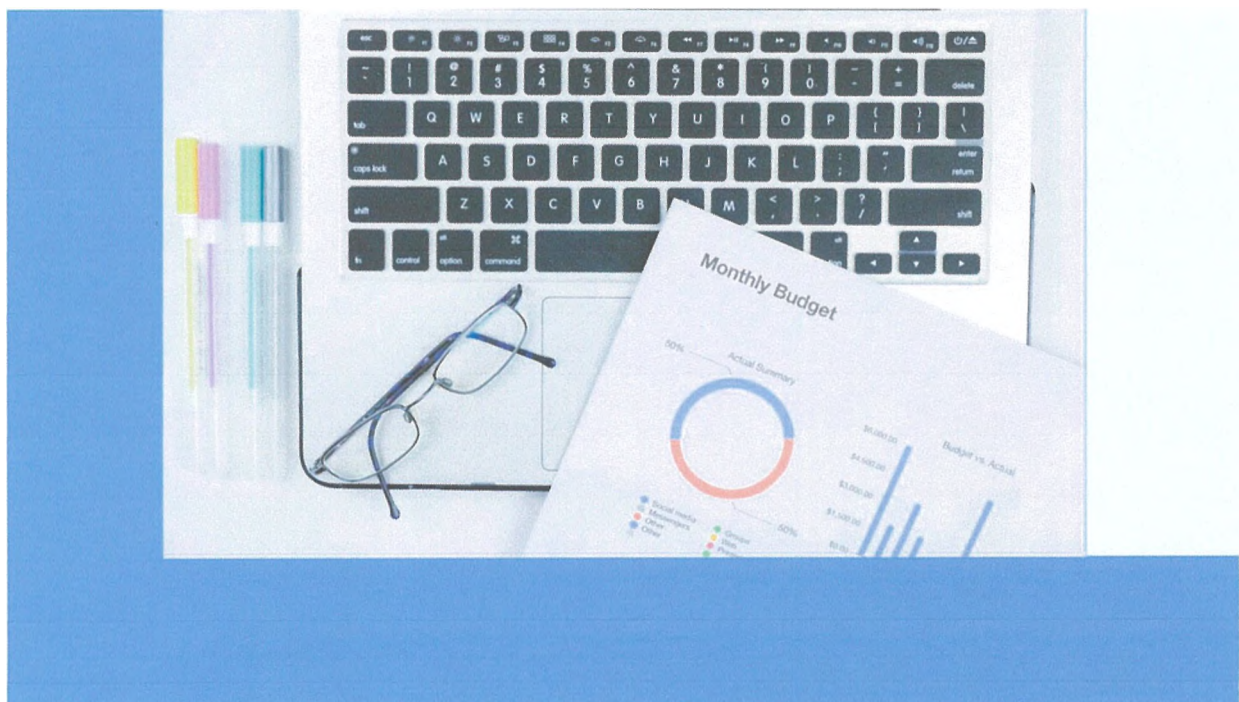


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