



اُونِيْوَرْسِيْتِيْ تِيْكُونُولُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

**FACULTY OF BUSINESS MANAGEMENT
BACHELOR IN OFFICE SYSTEM MANAGEMENT (HONS)
INTERNSHIP (MGT666)**



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MAJLIS AGAMA ISLAM NEGERI SEMBILAN

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EXECUTIVE SUMMARY

I began my six-month internship at Majlis Agama Islam Negeri Sembilan (MAINS) and found it both interesting and enlightening. This internship report is a compulsory assignment that I needed to fulfil in order to successfully complete my internship. The following paper is a summary of my internship experience at Majlis Agama Islam Negeri Sembilan (MAINS). Some of the key topics discussed in this paper are student profile, corporate profile, internship reflection, SWOT analysis, discussion, recommendations, and conclusion.

I had the chance to observe the school's administration and management during industrial training at Majlis Agama Islam Negeri Sembilan (MAINS). I was privileged to analyze the organization's SWOT (Strengths, Weaknesses, Opportunities, and Threats) question based on my knowledge.

The experience opened my eyes and widened my horizon by exposing me to an insight of what I aimed at working. I had nothing to doubt whether what I acquired during my training would be of any use because I worked diligently towards realizing my objectives.

ACKNOWLEDGEMENT

To begin with, I beseech you to be compassionate and charitable in the name of Allah, the Most Compassionate and the Most Charitable. I would like to thank Allah for all the gifts, opportunities, and talents that I have received during this process of completing this report on the internship. I thank Allah in His name.

First and foremost, I would like to express my gratitude to my advisor, Puan Farah Shazlin Binti Johari, for the support and guidance in preparing my report. She has taken much time in advising and coaching me in this course period. She will advise me and guide me to seek solutions to any issues or challenges that I am facing. I appreciate your help and guidance throughout the entire course.

Also, I would like to take this opportunity to say thank you to my supervisor, Ustaz Muhibuddin bin Abu Bakar, and the rest of staff of Perancangan & Penyelidikan Department, MAINS, for providing me an opportunity to work at this organisation and for the experience that I have gained there. They provide me with wealth of information regarding administration along with the ability to gain experience Within a real-life firm. The information that I was required to acquire regarding this company was provided to me by them, thereby allowing me to move forward with the completion of my report. Moreover, my officemate for providing guidance and instruction during my internship is something I would like to thank. Being surrounded by good and joyful people is a blessing.

Many people are working on my way through industrial training. Therefore, I would like to thank all participants in our expedition for their support and encouragement that has directly or indirectly come while preparing this report. I am thankful to them for their cooperation and encouragement.

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