



UNIVERSITI TEKNOLOGI MARA

REPORT ON INDUSTRIAL TRAINING AT
HEADQUARTERS OF SAWIT KINABALU SDN. BHD.
KOTA KINABALU

NURUL FADIYAH MOHAMAD KEEFLI
2016695546

DIPLOMA IN PLANTING INDUSTRY MANAGEMENT
FACULTY OF PLANTATION AND AGROTECHNOLOGY

AUGUST 2018

ACKNOWLEDGEMENTS

In the name of Allah SWT, Most Gracious, the Most Merciful, peace and blessings be upon our Prophet Muhammad SAW, Alhamdulillah, with His blessing this report was able to be completed. Praise to Allah SWT for the strength, health and opportunity that have been given to me as without Him, I might not be able to go through all obstacles during my internship and study. I feel blessed and grateful that I can finish this given task on time.

Thanks to those who were involved in giving me the guidelines and the support, especially to Mr. Mohd Hafezan bin Sisa as our Coordinator of Industrial Training and Ms. Nur Aziemah binti Jasni as my Final Report Supervisor. Thanks to my parents for allowing me to have the industrial training at Sawit Kinabalu Headquarters and to our lecturers for all the knowledge that have been given to me during my study. To my friends, I appreciated all the discussion that we had, as without you, this report would not be able to be completed.

Last but not least, thank you to UiTM Sabah Branch and Sawit Kinabalu Group for allowing me to go for my industrial training for 5 weeks during the semester break. To all the staffs and workers of Sawit Kinabalu Headquarters, I appreciated all your supports to me from the first until the last day of my industrial training in your company.

Indeed, this report cannot be a success without the support from all mentioned above whether directly or indirectly. May all of you be blessed by Allah SWT.

2.3.5	Spring Cleaning	8
2.3.6	Doing Sponsor Letters	10
2.3.7	Office Visits and Running Errands	10
2.3.8	Letters at Pigeons Mail	11
2.3.9	Preparing Guides for Events	12
3.0	CONCLUSIONS	13
4.0	RECOMMENDATIONS	13
	REFERENCES	14
	APPENDICES	15

TABLE OF CONTENTS

	Page
INDUSTRIAL TRAINING DETAILS	i
TRAINEE CURRICULUM VITAE	ii
DECLARATION	iii
CERTIFICATION	iv
ACKNOWLEDGEMENT	v
TABLE OF CONTENTS	vi
LIST OF TABLES	viii
LIST OF FIGURES	ix
LIST OF ABBREVIATIONS	x
1.0 INTRODUCTION	
1.1 Agency Background	1
1.1.1 SKSB Logo Description	1
1.1.2 Vision and Mission	2
1.1.3 Region Estate	2
2.0 TRAINING SCHEDULE	
2.1 Overview of Training Schedule	5
2.2 Practical Trainee Application	6
2.3 Activities	6
2.3.1 Newspaper cutting	6
2.3.2 Daily Cleaning	8
2.3.3 Vacuum	9
2.3.4 Disposing the personal and confidential letters	9
2.3.5 Spring Cleaning	9
2.3.6 Doing Sponsor Letters	10
2.3.7 Office Works and Running Errands	10
2.3.8 Letters at Pigeons Hall	11
2.3.9 Preparing Goodies for Events	12
3.0 CONCLUSIONS	13
4.0 RECOMMENDATIONS	13
REFERENCES	14
APPENDICES	15

LIST OF FIGURES

Figure		Page
1.1	SKSB & SLDB logo	1
2.1	Newspaper cuttings and the tools	6
2.2	Newspaper at the front desk	7
2.3	Cutting the news from the newspaper	7
2.4	Online News and Physical News	8
2.5	Cleaning the library and the trophies	9
2.6	Condition outside of the storage room	10
2.7	Photocopy machine in HR Department, SKSB flag, a parcel to be delivered to Langkon Estate	11
2.8	Corporate Relations pigeon's hall	11
2.9	My supervisor handed the goodies to the presenter and also the goodies that we prepared	12

1.0 INTRODUCTION

1.1 AGENCY BACKGROUND

Sawit Kinabalu Sdn. Bhd. (SKSB) has formed by the government of Sabah in 26th November 1996. This is in line with their effort to encourage the local citizens of Sabah in developing the state of Sabah Land Development Board (SLDB). The state government believed that this will bring about greater efficiency and effectiveness, thereby optimising profitability and contributing directly to the economic growth of the nation. Both of the company has signing of Corporatisation Agreement with Borneo Samudera Sdn. Bhd. (BSSB) which is known as the Management Agreement between BSSB, the main operating company owned by Sawit Kinabalu Berhad and SLDB to manage the operation and investment assets of residual SLDB. Figure 1.1 shows the logo of SKSB and SLDB.



Figure 1.1: SKSB & SLDB logo

1.1.1 SKSB Logo Description

The Sawit Kinabalu logo defines its corporate professionalism and commitment in galvanising growth. The prominent gold signifies strength and growth into a new era of the Sawit Kinabalu Berhad's diversified activities. Deep red shade of a ripe oil palm