



HRM666 INDUSTRIAL TRAINING REPORT

UDA
HOLDINGS BERHAD

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EXECUTIVE SUMMARY

This internship report gives an overview of my six (6) months hands on experience as an HR intern in UDA Holdings Berhad, a Government Linked Company (GLC) established in 1971, well known for its sustainable community projects and urban development, located in Malaysia. The Human Resources Department's functions especially the Talent Sourcing and Mobility Unit were extensively analyzed during this internship.

During my internship, I was involved with a number of HR procedures such as hiring, onboarding, internal mobility, staff document management and HR administration. I gained expertise in the creation of important HR documents like Job Description (JD), Employment Contract, Staff Appointment Form (SAF) and Employee Requisition Form (ERF). In addition, I learned how to schedule personnel, using HRIS systems such as UDA Avenue, participate in internal communications and interact with other parties to conduct background checks.

The problems I faced are adapting to the complex HRIS system, limited access to the information, errors made during preparing the documents, various levels of approval management, and the variations in the processes between offices. My practical skills including accuracy, managing time, effective communication, and the ability to use digital tools improved as a result of these challenges.

The SWOT analysis for the internship was effective in demonstrating UDA's strength in being a competitive and sustainable business. In addition, I was able to understand how a business might flourish in an economy that is constantly changing in response to the contemporary circumstances and difficulties. All things considered, this internship exposed me to invaluable experience in HR operations in the GLC organization which gave me the opportunity to acquire strategic and practical skills and understand the opportunities and difficulties in human resource management in big-scale organizations.

ACKNOWLEDGEMENT



All praise and gratitude belong to Allah SWT, with His permission, I was able to complete this internship report.

I want to sincerely thank UDA Holdings Berhad for giving me the opportunity to do my internship in the Talent Sourcing & Mobility Unit. I've learned a lot about human resource management from this experience, including how to handle personnel documents, internal mobility, onboarding, and recruitment.

I am also grateful to my internship supervisor, Encik Nashshahfiq bin Adnan, Cik Farahin Binti Hamdan, and all the HR staff who guided me, shared their knowledge, and offered support throughout the internship. Additionally, I want to sincerely thank Madam Nor Tasik Binti Misbah, my internship advisor, for all of her helpful advice and assistance during my internship. Their support significantly enhanced my professional and practical skills as well as my comprehension of HR operations in large organizations.

Finally, I would want to express my gratitude to my family and friends for their support and encouragement throughout this internship. I hope to utilize the experiences and knowledge I gained for my future career development.



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