



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



INDUSTRIAL TRAINING REPORT

MAMEE Double Decker (M) Sdn Bhd

Prepared by:

Nuraishah Azwa Binti Mohd Ahirwa

2023114335 | BA243

**Bachelor of Business Administration
(Hons) Human Resource Management**



SURAT KEBENARAN

Tarikh : 19.01.2026

Kepada :

Penyelaras Latihan Praktikal
Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196
Email : praktikalfppmelaka@uitm.edu.my

Maklumbalas (/)



Setuju



Tidak Bersetuju

Tuan/Puan

KEBENARAN UNTUK MEMUAT NAIK HASIL LAPORAN PELAJAR LATIHAN INDUSTRI SEBAGAI "PUBLIC ACCESS" DI REPOSITORI UITM

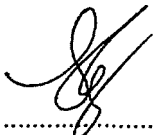
1. Merujuk perkara di atas, pihak organisasi bersetuju / tidak bersetuju pihak universiti memuat naik hasil laporan pelajar latihan industri sebagai "public access" di repositori UiTM.

Nama Pelajar	NURAISHAH AZWA BINTI MOHD AHIRWA		
No. Matriks	2023114335	Nama Program	BA243 (IJAZAH SARJANA MUDA PENGURUSAN SUMBER MANUSIA)
Tajuk Laporan	LAPORAN LATIHAN INDUSTRI	Nama Syarikat	Pacific Food Products Sdn Bhd

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar



Nama Pegawai : Kay Ser Wang
Jawatan : HR Manager
No. Tel. : 016-3860806
No. Faks :

Cop jabatan/organisasi:



1.0 ACKNOWLEDGEMENT

I would like to express my sincere gratitude to all individuals who contributed to the completion of this report. First and foremost, I would like to thank Mamee Double Decker (M) Berhad for providing valuable information and exposure that supported the preparation of this analysis.

I am especially grateful to the Human Capital Department staff which is Miss Sia Lee Chu, Miss Keek Swe Yeen, Miss Alyssa , Kak Maisarah, Kak Annisa, Miss Goh and Mr Kong Sai Weng for their guidance, cooperation, and willingness to share knowledge and insights related to the company operations and practices. Their support greatly enhanced my understanding of real-world human resource management practices.

Furthermore, I also like to extend my appreciation to my academic advisor and lecturers for their continuous guidance, constructive feedback, and encouragement throughout the completion of this report. Their academic support played an important role in shaping the structure and quality of this analysis.

Finally, I would like to thanks my family and friends for their moral support and encouragement during the completion of this report. Their motivation and understanding are greatly appreciated.

Table of Content

1.0 Acknowledgement	
2.0 StudentPortfolio.....	
3.0 Company Profile	
3.1 Company Background	
3.2 Mamee – Double Decker Local Subsidiaries	
3.3 Mamee – Double Decker International Subsidiaries	
3.4 Mamee Vision and Mission	
3.5 Company Values	
3.6 Mamee – Double Decker Organizational Chart	
3.7 Mamee – Double Decker Human Capital Organizational Chart	
4.0 Training Reflection	
5.0 SWOT Analysis	
5.1 Discussion and Recommendation for Swot Analysis	
i. Strengths	
ii. Weaknesses	
iii. Opportunities	
iv. Threats	
6.0 Conclusion	
7.0 References.....	
8.0 Appendices	



NURAISHAH AZWA BINTI MOHD AHIRWA

SUMMARY

Bachelor of Business Administration (Hons.) in Human Resources Management student seeking an internship from 11 August 2025 to 23 January 2026. Equipped with foundational knowledge in recruitment, employee relations, and HR policies. Eager to apply academic learnings in a practical setting to support HR functions and contribute to organizational goals.

EDUCATION

Bachelor of Business Administration in Human Resource Management 2023 – 2026
Universiti Teknologi MARA, Bandaraya Melaka

Diploma in Business Studies 2019 – 2022
Politeknik Muadzam Shah Pahang
CGPA: 3.7

WORK EXPERIENCE

(August 2025 - January 2026)

Mamee - Double Decker (M) Sdn Bhd | Internship

Assisted on administrative work, managed documentation on employees personal files, attendance checking every month, verifying employee leave records and claims, support onboarding for new hires or new interns in various departments and assist in disciplinary documentation and observed how misconduct cases are handled according to company guidelines and labor laws.

Assistant Kindergarten Teacher

Tadika Generasi Cerdas (January–February 2023, January 2023 & February - August 2024 - September 2024)

Help set up the classroom and gather necessary materials for the day, as well as assist with organizing and cleaning before and after student recess, and ensure the classroom is cleaned and tidied up after classes.

Taman Rama-Rama Dan Reptilia Melaka | Internship

(March 2022 - June 2022)

Assisted and provided information about animals to visitors, promoted the Butterfly Adoption Program, sent emails to universities, and checked delivery statuses. Worked as a cashier at the souvenir shop and at the Orchid Café in Taman Rama-Rama. Successfully handled a collaboration program with an influencer and actively participated in various company programs. Gained experience through work rotation in the Education, Operation, and Admin & Marketing Departments.