

INDUSRIAL TRAINING REPORT

RELYON MALAYSIA SDN BHD



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2023500133

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

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EXECUTIVE SUMMARY

This report summarizes my industrial training experience at RelyOn Asia, from 11th August 2025 to 23rd January 2026, where I was assigned to the Human Resources and Administration Department. The internship gave me the real-world experience of HR management practices, admin operations and the culture of a safety and training service provider. It was an opportunity for me to explore more of how all the concepts that I learn during my university time has work at the professional environment.

Throughout the internship period, I became involved in a variety of HR and administrative tasks, such as assisting with recruitment support, arrangement of interview sessions and onboarding of employees. I have also helped with in organising the internal activities and increasing employee engagement initiatives, which helped to create positive and structured workplace. These responsibilities helped me to have a greater understanding of HR operations and allowed me to practice theory in real life.

I also had a chance to become part of research projects and other administrative work that was related to the HR procedures and organisational practices. Working day to day with the HR team and discussing with colleagues from other departments improved my communication, teamwork and problem-solving skills. The guidance and mentorship from my supervisors and teammates were important to my professional growth and learning experience.



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