

INTERNSHIP REPORT

HRM666

Prepared by:

MUHAMMAD NAQUIDDIN AFIQ BIN SAIFUL HIZAM (2023126175)

Prepared for:

MADAM WAN NURASHIKIN BINTI MAHMOOD

SURAT KEBENARAN

Tarikh : 11 Ogos 2025

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

Tuan/Puan

Maklumbalas (/)



Setuju



Tidak Bersetuju

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	Muhammad Najiuddin Afiq Bin Saiful Hizam		
No. Matriks	2023126175	Nama Program	Pengurusan Sumber Manusia
Tajuk Laporan	Laporan Latihan Industri	Nama Syarikat	Malaysia Transformer Manufacturing 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

Malaysia Transformer Manufacturing Sdn. Bhd.
Lot 22, Jalan AB3M, Ulu Klang
54200 Kuala Lumpur
Tel: 03-4259 6262 Fax: 03-4259 6290

Nama Pegawai :
Jawatan :
No. Tel. :
No. Faks :
NORMALINA BASHARUDDIN
Lead (People Strategy)
Malaysia Transformer Manufacturing Sdn. Bhd.

Cop jabatan/organisasi:

EXECUTIVE SUMMARY

This report is a record of my 6 months of internship placement at Malaysia Transformer Manufacturing Sdn. Bhd. (MTM) in the People & Culture Department unit of Talent & Development. I started my internship on 11 August 2025 until 23 January 2026. Throughout this internship, I have learned important things and experienced real work experience. I have experienced happy and sad moments, fun and stressful, and various emotions throughout my internship journey. As a fresh graduate to be, I have learned a lot about human resource functions and courses of work which will definitely help and prepare me before I enter the real life work after this. I will use everything I have learned as experience to face future career challenges.

My main objective during the internship is not to get a high allowance or make new friends. It is an opportunity for me to learn more about what I need to expect when I enter a real life work in the future. Throughout my internship at MTM, I have been under the management of my supervisor, Lead of Talent & Development, Ms. Normalina Basharuiddin, and assisted by the Talent & Development Executive, Mr. Ahmad Adib Aqil Dawam Hilmi. I was also able to learn something meaningful from all the People & Culture staff, especially from the Head of Department People & Culture, Mr. Azrezal Mohamad Azmi. I have done various tasks and held various responsibilities that taught me how to become a successful Human Resource Practitioner.

This report that I have prepared is a record of my internship journey and it describes all of my opinions, experiences, and evidence that I have completed this internship with full gratitude. I also highlight things such as what needs to be improved by MTM from various different angles. In addition, I have also been able to learn many basic things that I may not be able to master if this internship program was not created. All the information in this report is an analysis that I have done throughout my internship.



ACKNOWLEDGEMENT

I express my deep appreciation and thanks to Allah SWT, the most potent and guiding force, whose blessings and guidance have allowed me to successfully complete this Internship Report for HRM666: HR Internship. This Internship Report and journey would not have been achievable without the support and mentorship of key individuals. I am truly grateful to my colleagues, supervisor, advisor, and everyone who was involved directly or indirectly. This report and journey of mine would not have been possible without everyone's contribution.

I sincerely thank Madam Wan Nurashikin Binti Mahmood, my advisor at Universiti Teknologi MARA (UiTM), for her invaluable support throughout my internship and in completing this report. Her insights and knowledge, shared during numerous discussions, have guided me in completing this internship report properly. I would also like to extend my thanks for the additional guidance provided, which improved the quality of my work.

I would also like to express my gratitude to my family, who constantly support and encourage me in my educational journey and aspirations for the future. Their faith in my potential has motivated me throughout this process.

Finally, I would like to thank everyone who inspired and helped me, especially my colleagues, friends who were involved. Their supportive spirit and willingness to share insights have greatly assisted my understanding in completing this internship report. May we all thrive in this learning environment and maintain a positive relationship.



TABLE OF CONTENTS

	PART	CONTENTS	PAGES
→		EXECUTIVE SUMMARY	i
→		ACKNOWLEDGEMENT	iii
→	01	STUDENT'S PROFILE	01-03
→	02	COMPANY'S PROFILE	04-13
→	03	TRAINING'S REFLECTION	14-43
→	04	HR PRACTICES ANALYSIS	44-52
→	05	SWOT ANALYSIS	53-54
→	06	DISCUSSION AND RECOMMENDATION	55-71
→	07	CONCLUSION	72-73
→	08	REFERENCES	74-78
→	09	APPENDICES	79-85