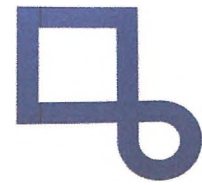




UNIVERSITI
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MARA



MALAYSIAN
REFINING
COMPANY

INDUSTRIAL TRAINING REPORT

11 AUGUST 2025 - 23 JANUARY 2026

NURHAFIZA JANNAH BINTI HASRI | 2023114311 | BA2436A



ADVISOR : MISS FARIHA AIZA BINTI RAMLY

HRM 666 – HR INTERNSHIP

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Nama Pelajar	NURHAFIZA JANNAH BINTI HASRI		
No. Matriks	2023114311	Nama Program	HR INTERNSHIP
Tajuk Laporan	SWOT ANALYSIS MRCSB	Nama Syarikat	MRCSB

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Nooraini Binti Md Yusof
Eksekutif - Bahagian Capabilities
Pengurusan & Penguatkuasaan
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Jawatan : EXECUTIVE CAPABILITY TEAM HR
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Cop jabatan/organisasi:

EXECUTIVE SUMMARY

This report describes my internship experience with the Human Resource team at Malaysian Refining Company Sdn. Bhd. (MRC SB). During my internship, I primarily supported the Capability Management team, where I was involved in training coordination, internship management, and employee development initiatives. Throughout my placement, I assisted in planning and organising various training programmes for employees across different departments. My responsibilities included preparing training materials, updating training schedules, managing logistics, and ensuring that each session was conducted smoothly. These tasks helped me develop stronger organisational skills and taught me how to work efficiently in a fast-paced working environment.

My internship also helped me strengthen my communication, teamwork, and problem-solving skills through daily interactions with colleagues and stakeholders. I gained a clearer understanding of how HR practices support employee performance and how structured processes contribute to a positive and productive work environment.

In addition, I contributed to the management of the Internship and Protégé Programs at MRC SB. This involved reviewing internship applications, assisting with onboarding and orientation processes, helping to organise workshops, and providing administrative support to interns. Through these experiences, I gained valuable exposure to the recruitment and talent development process and learned how the Human Resource department plays an important role in nurturing young talent within the organisation.

Overall, my internship at MRC SB was a meaningful and enriching learning experience. It provided me with practical knowledge of HR operations and reinforced my interest in pursuing a career in human resources. I am grateful for the guidance and support I received throughout my internship, and I believe the skills and knowledge gained will be valuable for my future career development.



1.0 ACKNOWLEDGEMENT



First and foremost, I would like to express my sincere gratitude to Malaysian Refining Company Sdn. Bhd. (MRC SB) for providing me with the opportunity to complete my internship with the organisation. I am truly thankful for the valuable exposure, guidance, and learning experiences gained throughout my internship period. My heartfelt appreciation also goes to my supervisor and the entire Capability Management team for their continuous support, patience, and encouragement, which greatly contributed to my learning and professional growth.

I would also like to extend my appreciation to all staff members who assisted and guided me during my internship. Their willingness to share knowledge, offer advice, and help me adapt to the working environment made my learning experience both smooth and meaningful.

My deepest gratitude goes to my family for their constant prayers, motivation, and unwavering support. Their encouragement has been a great source of strength throughout my academic journey and internship experience.

Lastly, I would like to thank my lecturers and mentors from Universiti Teknologi MARA (UiTM) for equipping me with the knowledge and skills that enabled me to perform my responsibilities effectively. Their guidance and support have played an important role in shaping my personal and professional development.

I am truly grateful to everyone who contributed to this journey. The support and opportunities provided have made my internship experience meaningful and memorable.



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