



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



HRM666: INDUSTRIAL TRAINING REPORT

PEJABAT DAERAH DAN TANAH TEMERLOH

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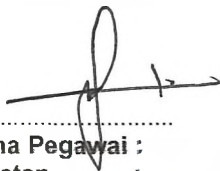
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EXECUTIVE SUMMARY

As a final-semester requirement, all undergraduate students are required to undertake HRM666 (Internship), which aims to provide meaningful practical exposure in a professional working environment related to the student's field of study. This internship allows students to apply theoretical knowledge, develop relevant skills, and gain first-hand experience of real workplace practices in either the public or private sector. At the same time, host organisations benefit from the contribution of interns through fresh perspectives, added support to daily operations, and the potential development of future talent.

For this purpose, I completed my internship in the government sector at the Pejabat Daerah dan Tanah Temerloh (PDTT), under the Administrative and Financial Units, with a primary focus on administrative and financial functions. Throughout the training period, I was exposed to various administrative but specifically in finance tasks that enhanced my understanding of public sector operations, documentation processes, and inter-departmental coordination. The internship environment at PDTT was highly supportive, with professional staff providing guidance and assistance, allowing me to develop essential workplace skills such as communication, time management, and administrative accuracy.

PDT Temerloh plays an important role as a district-level government agency responsible for planning, coordinating, and monitoring the implementation of State and Federal Government policies, projects, and programmes. This report applies a SWOT analysis to evaluate the internal strengths and weaknesses, as well as external opportunities and threats faced by PDT Temerloh, particularly in relation to administrative and financial operations. The analysis helps to identify areas for improvement while recognising existing strengths, thereby providing a clearer understanding of how this organization can enhance efficiency, service delivery, and public trust in fulfilling its responsibilities to the community.

ACKNOWLEDGEMENT

First and foremost, I would like to express my sincere gratitude to Allah SWT for granting me the strength, good health, and patience to successfully complete my industrial training and this internship report. I am truly thankful for the opportunity to undergo my internship at Pejabat Daerah dan Tanah Temerloh (PDT Temerloh), which provided me with valuable learning experiences and exposure to the real working environment in the public sector.

I would like to extend my deepest appreciation to my company supervisor and all the staff at PDT Temerloh for their guidance, cooperation, and continuous support throughout my internship period. Their willingness to teach, guide, and share knowledge has helped me gain practical skills and better understanding of administrative and financial operations. I am also thankful to my fellow internship friends for their teamwork, encouragement, and positive support, which made the internship journey more enjoyable and meaningful.

Lastly, I would like to express my heartfelt thanks to my advisor, Madam Ain, for her guidance, advice, and encouragement throughout my internship period and the completion of this report. Her support and constructive feedback have been very helpful in ensuring that this report meets the required standards. I am truly grateful to everyone who has directly or indirectly contributed to the success of my industrial training.

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