



اَوْنُو تِكْنُوْلُوجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka

**UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA,
KAMPUS BANDARAYA MELAKA.**

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

HRM666 – INTERNSHIP REPORT

**INTERNSHIP COMPANY:
KOMPLEKS PENDIDIKAN ISLAM BANGI**



NAME	MUHAMMAD NAZAMUDIN BIN ASLI
STUDENT ID	2023114139
GROUP	BA243 6A
INTERNSHIP SUPERVISOR	EN. MUHAMMAD NAJIB BIN MAT NOR
INTERNSHIP ADVISOR	DR. NURUL EZAILI BINTI ALIAS

SUBMISSION DATE:23 JANUARY 2026

EXECUTIVE SUMMARY

The report describes my experience in industrial training as a human resource student in Kompleks Pendidikan Islam Bangi, a company that handles Yayasan Bangi Bandar Ilmu, a non-profit organization with its special activities in charitable, religious, and community-based activities. A primary school is also under the watch of the organization, a dynamic environment is formed, which combines the educational activity with administrative and human resources activities. This internship was aimed at enhancing my knowledge on HR practices as well as closing the gap between theory and the practice.

The internship allowed me to work in the areas that are vital to human resources which were dealing with employee data, offering assistance in the recruitment process, internal documentation, and performing simple payroll related duties including staff wages, EPF and SOCSO. I was also involved in core systems with which the organization ASIS, EBOSS were created by AWFATECH and SQL Financial Accounting. These systems played a key role in HR activities and I was not only doing human resources related duties but also basic finance, administration and media task which provided me with a diverse range of experience in multiple areas of operation.

The internship has helped me to develop communication skills, better knowledge in the human resources processes, and ability to adjust to a professional working environment. I had practical knowledge of human resources digital systems, critical thinking in dealing with real-life situations at the workplace, and how human resources practices enhance the organizational objectives, particularly in a non-profit and learning organization. Furthermore, the experience has boosted my confidence and equipped me to join the workforce with more knowledge and practical skills and with a better perception of the human resources work .

ACKNOWLEDGEMENT

I am thankful that I was able to finish my report for the individual assignment on subject Human Resources Internship (HRM666). Other than that, I would like to express my sincere gratitude to Dr. Nurul Ezaili Binti Alias, my internship advisor from Universiti Teknologi MARA (UiTM) Bandaraya Melaka for her guidance, continuous support and encouragement throughout the duration of my industrial training. Her insightful feedback and kind assistance have been important in helping me complete this internship successfully.

I would also like to extend my heartfelt appreciation to my supervisor at Kompleks Pendidikan Islam Bangi, Encik Najib Bin Mat Nor for his guidance, support and trust through my internship. His mentorship give me with important and valuable exposure to the real world of working enviroment, particularly in human resources

A special thanks as well to all staf at KPIB who has welcomed me warmly and always supported my learning process. Lastly, . I would also like to thank everyone who, directly or indirectly, assisted me with this position. I would like to express our gratitude to Allah SWT for providing us with a sound mind and body so that I could successfully complete this individual assignment.

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1.1 UPDATED RESUME



MUHAMMAD NAZAMUDIN BIN ASLI

SUMMARY

I am a passionate and motivated Human Resource Management graduate with a strong foundation in recruitment, employee engagement, and HR administration. Skilled in Human Resources documentation, communication, and teamwork, I aim to contribute to an organization's growth by supporting effective people management and continuous improvement. Eager to apply my knowledge in areas such as talent acquisition, performance management, and employee relations.

WORK EXPERIENCE

Human Resources Internship - Kompleks Pendidikan Islam Bangi August 2025 – January 2026

- Managed and updated employee records, monitored attendance, and handled matters related to leave and absenteeism
- Assisted in the recruitment process including preparing job ads and scheduling interviews
- Supported payroll processing and employee benefits (EPF & SOCSO)
- Prepared HR documentation, managed office administration tasks and handled all staff inquiries

Production Operator– Panasonic Electronic Factory (Full-Time) June 2022 – September 2022

- Gained hands-on experience in assembly line operations, adhering to strict quality control standards.
- Developed a strong understanding of production processes and teamwork in a fast-paced environment.
- Collaborated effectively with team members to achieve production goals.

Caterer – Angah Catering (Part-Time) April 2022 – June 2022

- Cultivated strong customer service skills and ensured guest satisfaction.
- Operated efficiently in fast-paced food service settings with a focus on teamwork.
- Strengthened interpersonal and communication skills through client interactions.

EDUCATION

Bachelor of Business Management (Hons) Human Resource Management Universiti Teknologi MARA | Current CGPA: 3.31 **Expected Graduation: July 2026**

Sijil Tinggi Persekolahan Malaysia (STPM) Sekolah Menengah Kebangsaan Jengka Pusat | CGPA: 3.17 **July 2020 – July 2022**

TECHNICAL SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop, Canva, Capcut

LANGUAGES

Bahasa Melayu (Excellent), English (Intermediate), Arabic (Beginner)