

HRM666 INDUSTRIAL TRAINING REPORT: SWOT ANALYSIS OF KIBING GROUP (M) SDN. BHD.

PREPARED BY

NURUL HAZWANI BINTI MOHD HIZAM
2023374777
BA 2436C

PREPARED FOR

DR. KOE WEI LOON

SURAT KEBENARAN

Tarikh : 20 JANUARY 2026

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

Maklumbalas (/)



Setuju



Tidak Bersetuju

Tuan/Puan

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	NURUL HAZWANI BINTI MOHD HIZAM		
No. Matriks	2023374777	Nama Program	BA243
Tajuk Laporan	HRM666 Industrial Training Report: SWOT Analysis	Nama Syarikat	KIBING GROUP (M) 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



.....
Nama Pegawai : NUR AMIRAH BINTI ROSLI

Jawatan : HR EXECUTIVE

No. Tel. : 013-4344502

No. Faks : 06-6823837

Cop jabatan/organisasi:

KIBING GROUP (M) SDN BHD
(1114510-M)
LOT 835 & 660
KAWASAN PERINDUSTRIAN TUANKU JAAFAR,
71450 SUNGAI GADUT,
NEGERI SEMBILAN, MALAYSIA

1.0 EXECUTIVE SUMMARY

I have completed my industrial training program with Kibing Group (M) Sdn. Bhd. during the last semester of the HRM666 Industrial Training course. My training took place between August 2025 and January 2026 at the firm's headquarters located at Kawasan Perindustrian Tuanku Jaafar in Senawang, Negeri Sembilan and was done through the company's Human Resource Department. The goal of the industrial training was to give students experience working in real working environments and to increase the students' practical knowledge of Human Resource Management.

This report highlights my experiences, responsibilities and personal development during my six month internship. I primarily worked within HR where I was exposed to many different areas of the department including recruiting and selections, maintaining employee documentation, training and development, absenteeism, foreign employees and the statutory requirements of both EPF and SOCSO. Additionally, I prepared documents for HR as well as organised interviews, monitored training records and aided the administration in the day to day running of the department.

Moreover, I have had an opportunity to be involved in recruiting and attending career fairs, allowing me to connect with individuals seeking employment as well as employees coming from diverse backgrounds. This exposure has played a significant role in developing my ability to communicate well, develop professionalism, and gain insight into how HR functions within a manufacturing environment. Through my first-hand experience, I have further developed my understanding of how Human Resource Management enhances company operations, improves employee performance and ensures companies adhere to labour compliance regulations.

In conclusion, my industrial placement at Kibing Group (M) Sdn Bhd was a rewarding and provided me with real-world experience within HR operations. The experiences developed my skills and confidence in my ability as well as created a deeper interest in HR management. I am grateful for being given the opportunity to gain experience that will help me in my future career opportunities.

1.1 ACKNOWLEDGEMENT

Firstly, I would like to take this opportunity to thank the individuals for the contribution and support they have provided me with during my internship experience with Kibing Group (M) Sdn. Bhd. My internship experience plays an essential role in my development because I gained skills that prepared me for my career prospects in the future years. I believe that if I were supported and motivated by the individuals, my internship experience would not be this fruitful for me because I am currently enjoying the benefits out of the internship experience I am having now.

I am deeply grateful to my family, who remain my biggest influence of all. By their continued support, prayers, and advisement throughout my life, especially during the times when the road seemed uncertain, I have maintained the commitment and perseverance that has kept me actively participating in this work experience. It is because of their trust and love that I was inspired to accomplish all my objectives with regard to this industrial training.

Not to forget, I would like to express my deepest gratitude to my academic lecturer, Dr. Koe Wei Loon, for his support and guidance throughout my industrial training programme. I appreciate all the constructive feedback, advice and support that helped me learn the work environment and improve my report. This continuous guidance provided clarity on my direction and expectations for this training.

I would also like to extend my heartfelt appreciation to my boss, Puan Nur Amirah, and to every human resource personnel in the human resources department of Kibing Group (M) Sdn Bhd for being exceptionally supportive and understanding. I am highly grateful for being given the chance to gain direct experience in every HR task. I am certain that my learning experience in this process has been given more significance by the support and understanding of my bosses and colleagues, who spent quality time from their busy schedules to help in my learning process. This process, together with my entire learning experience, has been a significant piece of my entire professional development.

In closing, I am extremely grateful to everyone working at Kibing Group (M) Sdn. Bhd. who assisted me throughout my internship. This experience created a positive workplace where teamwork was highly valued and offered exceptional support that ultimately provided me with an informative and rewarding experience in the industrial training aspect of my education. Working with these wonderful people gave me first-hand exposure to many different aspects

TABLE OF CONTENTS

1.0 EXECUTIVE SUMMARY	2
1.1 ACKNOWLEDGEMENT	4
2.0 STUDENT'S PROFILE	6
2.1 Updated Resume.....	6
3.0 COMPANY'S PROFILE	8
3.1 History and Background	9
3.2 Company Timeline Set Up.....	10
3.3 Organizational Chart.....	11
3.4 Office's Location	12
3.5 Products.....	13
3.6 Float Glass Production Flow	14
4.0 TRAINING'S REFLECTION	16
5.0 SWOT ANALYSIS	19
5.1 Strength	19
5.2 Weaknesses	21
5.3 Opportunities.....	22
5.4 Threats.....	23
5.5 Critical Review: Staffing and Recruitment	25
6.0 DISCUSSION AND RECOMMENDATIONS	26
6.1 Strengths	26
6.2 Weaknesses	28
6.3 Opportunities.....	29
6.4 Threats.....	30
6.5 Challenges and Issues: Human Resource Practices	32
7.0 CONCLUSION	33
8.0 REFERENCES.....	34
9.0 APPENDICES	36
9.1 REPOSITORY FORM	38
9.2 TURNITIN FORM.....	39