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MARA

Cawangan Melaka

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INDIVIDUAL ASSIGNMENT
(INDUSTRIAL TRAINING REPORT)**

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

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EXECUTED SUMMARY

I completed my internship at Enproserve (M) Sdn. Bhd. at Melaka branch for six months which is equal to 24 weeks. I started from 11th August 2025 until 23rd January 2026 to complete my study as a full-time Human Resources Degree student. Enproserve is a company that is involved in the oil and gas services industry, and they offered services such as plant maintenance, turnaround and shutdown activities, facility management, engineering services, and heavy lifting works.

During my internship, I was placed under the Human Resources department where I was exposed to various HR related functions. My tasks included assisting in employee administration, attendance monitoring, payroll support, staff welfare activities, training coordination, safety awareness programs, and employee engagement activities. Throughout the internship, I was treated like a regular employee and entrusted with real responsibilities, which allowed me to gain practical experience and better understanding of how HR operations are carried out in an actual working environment.

This report focuses on conducting a SWOT analysis to evaluate Enproserve strengths, weaknesses, opportunities, and threats based on my observations and experience during the internship. The strengths identified include a positive work culture, an efficient HR management system and career development which contribute to good teamwork, employee welfare, and smooth daily operations. The weaknesses identified are related to employee turnover, slow salary increment, limited facilities which can affect staff motivation and operational efficiency.

In terms of opportunities, Enproserve can benefit from the high demand for oil and gas maintenance and shutdown work in Malaysia, as well as the opportunity to expand into offshore oil and gas services. Besides that, adopting digital and automation solutions. However, Enproserve also faces threats such as workplace hazards and environmental concerns that require strict control. The company must also comply with strict oil and gas SOPs and medical requirements. In addition, Enproserve faces intense competition from other OGSE contractors in the industry

Based on the SWOT analysis conducted, this report aims to provide a clearer understanding of Enproserve current position and challenges. The findings from this analysis will help identify areas for improvement and support future decision-making. It is hoped that this report will be useful for Enproserve in strengthening its HR practices and overall organizational performance in the future.

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First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me strength, patience and good health through my industrial training period for these six months and for completing this internship report. Since this internship is a compulsory requirement in completing my bachelor's degree so it has been a meaningful and valuable learning experience.

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Furthermore, I would also like to express my sincere appreciation to my advisor, Madam Noorain Binti Mohd Nordin for her continuous guidance, advice and support throughout my internship and the preparation of this report. It helped me better understand the report requirements and improve my work quality through her valuable feedback, encouragement and patience. I am truly grateful her commitment and dedication in guiding me throughout this journey.

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