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UNIVERSITY OF TECHNOLOGY MARA KAMPUS BANDARAYA MELAKA

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.) BA232

INDUSTRIAL TRAINING (MGT666) AT ALAMGRO AGRO (M) SDN BHD

11TH AUGUST 2025 UNTIL 23RD JANUARY 2026



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EXECUTIVE SUMMARY

An internship is a planned training post whereby a student or trainee is employed in an organization to have work experience and complete the academic qualifications demands of a qualification. Internships are useful in enabling the students to practice their theoretical knowledge in actual workplace environments, acquire career-related skills, and be able to adapt to professional working environments. Internships, also known as industrial training, are normally mandatory to final year students in Malaysia and typically take a period of three to six months, again depending on institutional needs.

I was able to fulfill my internship in 24 weeks, that is, 11 August 2025 to 23 January 2026, at Alamgro Agro (M) Sdn. Bhd, a company based in Bukit Pasir, Muar, Johor. During this internship period, I had a great exposure into the agricultural management and plantation service industry where I have acquired some knowledge and hands-on experience that will be very useful in my future career. My job was to help in administrative and operational tasks under the supervision of the management of a company and the agricultural consultants.

Throughout my internship at Alamgro Agro, I have gained a tremendous amount in communication and interpersonal skills, especially with the internal staff, foreign workers and client. These interactions every day helped me develop better communication skills in the workplace, be able to answer clients, and organize work effectively. The internship also widened my intellectual scope in the management of plantations, the services of agricultural consultancy and business functions, such as the manner in which companies analyze the condition of farms, their plans in agriculture, and the way they provide technical solutions to satisfy their clients.

Moreover, I also got the exposure to field operations including orchard maintenance planning, fertilization programs, and the coordination of logistics. This experience made me realize the significance of well-organized workflows and the standard operating procedures (SOPs) and collaboration to achieve the smooth running of agricultural processes. The mix of desktop and outdoor work was a learning experience that was well balanced and improved my skills in adjusting to working conditions.

My updated resume that I used in the course of my future work is provided in this internship report along with the comprehensive company profile of Alamgro Agro (M) Sdn. Bhd., its background, vision, mission, objectives, organizational structure and services offered by the company. Through the six months of my internship experience, I have been able to do a SWOT analysis and assess the strengths and weaknesses of the company in terms of the internal environment and the business opportunities and threats that are posed by the external environment. The analysis shows that Alamgro Agro has a great deal of technical proficiency, vast experience, and expanding market prospects in orchard rehabilitation, as well as pinpoints such areas like digital presence and resource constraints as areas to be improved.

Altogether, this internship was a good and enriching experience which has helped me to develop further professionally, understand the technical background, and become career-ready. The academic skills and knowledge acquired during this training have provided me with more confidence, flexibility and drive towards successful career, especially in the field of agricultural and plantation management.

ACKNOWLEDGEMENT

To begin with, I would like to show my maximum gratitude to Allah SWT because of His boundless blessings and guidance that have helped me to complete this industrial training report about my internship in Alamgro Agro (M) Sdn Bhd successfully. I am deeply indebted to a great number of people, without which this achievement would not have been a possibility.

I would also like to show my utmost gratitude to my academic advisor, Madam Erratul Shela Binti Eshak, as she has guided and provided helpful feedback to me and remained my reliable source of support throughout the years of my academic journey. Her support and effort also played a huge role in the successful delivery of this report.

I would also like to express my utmost gratitude to my internship supervisor in the company of Alamgro Agro (M) Sdn Bhd, who was Mrs. Tee Tzu Miin, who offered me invaluable guidance and patience as well as mentorship throughout my training period. The support provided also increased my knowledge of administrative work and enabled me to cope well with the surrounding work environment.

I would also like to extend my gratitude to all employees in Alamgro Agro (M) Sdn Bhd who assisted me with their cooperation, kindness, and generosity in sharing their knowledge. Their support also made my experience at the internship to be meaningful, productive, and enjoyable.

Moreover, I owe my parents and family a lot of my gratitude, as they have loved me unconditionally, supported me, and never stopped praying. They have been the pillars and drivers of this support.

Finally, I would like to say the last word of gratitude to all people who contributed, directly or indirectly, to the completion of this report. Your backing and encouragement have been of invaluable assistance. May the Almighty reward you all with success and prosperity.