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UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



INDUSTRIAL TRAINING REPORT

LEMBAGA PELABUHAN JOHOR

22 SEPTEMBER 2025 - 6 MARCH 2026

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EXECUTIVE SUMMARY

This internship report is a summary of my experience in the Corporate Service Unit of Lembaga Pelabuhan Johor (LPJ) with a primary attachment of the Corporate and Administrative support functions. During the internship, my key roles were to help in the supporting corporate governance and management activities, managing events and programmes, corporate administration, corporate communication and media support. I was also engaged in the organisation and support of different corporate programmes, administration of meetings and official paperwork, attendance systems, customer satisfaction forms, preparation of presentation materials, administration of souvenirs and inventories, and support in engaging with the people and internal work.

During my tenure at Lembaga Pelabuhan Johor (LPJ), I had to contribute extensively to planning and co-ordinating numerous corporate programmes, meetings and staff activities of personnel representing different departments. These programmes were aimed at increasing staff engagement, communication, and professional development, as well as, assisting the corporate goals of LPJ and its regulatory obligations as a statutory body. These roles provided me with priceless experience in the area of corporate coordination, programme management, and effective workplace communication.

During my internship, I have acquired excellent communication, organisational and coordination skills and gained practical experience in corporate administration and programme management. I also got to know that having well-planned stages, effective communication and collaboration are essential towards making corporate initiatives successful. This experience assisted me in comprehending the role of good corporate services promote the overall organisational performance and the delivery of services to the people.

To sum it up, I have found my internship experience in Lembaga Pelabuhan Johor to be very valuable as it equipped me with basics in corporate operations, administrative management and programme coordination. The chance to be involved in the corporate operations of LPJ and a practical experience of a professional environment of the public sector is an incredible opportunity I have received. I am eager to use the knowledge, skills, and values I will have acquired during this internship in my professional practice in the future, especially in the aspects concerning corporate management, administration, and public service.

ACKNOWLEDGEMENT

To begin with, I would like to say that I am very grateful to Lembaga Pelabuhan Johor that allowed me to get my industrial training. The experience and knowledge I gained are priceless, and they have been important to my personal and professional development. I wish to thank my supervisor, Ts. Arzanizam bin Mohammad, with all my heart, before their constant guidance, mentorship, and encouragement during the period of my training. Their professional guidance and support pushed me to do my best in any assignment.

Furthermore, my internship advisor, madam Khalilah binti Ibrahim also deserves to be mentioned as a constant source of support and feedback on my path. Their suggestions and support played a significant role in helping me to overcome the difficulties and improve my learning process. I feel very honored to be in the organization that my colleagues welcomed me with open arms and were not hesitant to help me adapt to the work environment. This was a very enjoyable and informative experience because they worked as a team and bonded like brothers.

In addition, I want to thank my family whose support and confidence in me have been my backbone throughout the process. This form of encouragement gave me the strength to continue and achieve. I also owe a great deal to the presence of my friends, and in particular, those who have been side by side with me, giving words of encouragement and guidance. Your knowledge and compassion have seen me through the best and the worst of this process.

To conclude, I would like to thank my lecturers and mentors at Universiti Teknologi Mara (UiTM) whose support over the years has helped me to acquire knowledge and skill that can make me successful in this discipline. I have been permanently impressed by your commitment and desire to teach. I would like to say thank you to each and every one of you who have been a part of this process and placed your trust in my capabilities.

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