



اَبُو سَيِّدِي تِكْوَلُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT (MGT666)

UNIVERSITI TEKNOLOGI MARA (UiTM)
FACULTY OF BUSINESS AND MANAGEMENT

INTERNSHIP POSITION:
ADMINISTRATIVE/SECRETARIAT

COMPANY:
SIRIM MELAKA

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DATE OF SUBMISSION: 30 JANUARY 2026

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Tarikh 29 Januari 2026

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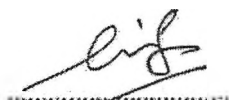
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Tajuk Laporan	LAPORAN AKHIR LATIHAN INDUSTRI DI SIRIM MELAKA.	Nama Syarikat	SIRIM MELAKA

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Yang Benar



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EXECUTIVE SUMMARY

This report presents an overview of internship profile, the history of the organisation, thoughts on the industrial training experiences, and the most important part is the SWOT analysis of the company. This industrial training took place at SIRIM Melaka which functions as SIRIM Berhad's liaison office. My six-month industrial training program, which ran from August 11, 2025, to January 23, 2026, was a worthwhile and life-changing experience.

The role of the intern was referred to as an Administrative Intern/Secretariat Intern. The industrial trainings involved assisting in administrative and secretariat duties. The trainings also covered office administration, handling documents, organizing meetings, managing data, conducting seminars, and establishing communication with clients. The intern also acquired a lot of information regarding the operational role of a liaison office, considering that the coordination between the SIRIM Headquarters in Shah Alam plays a significant role regarding testing and calibration.

In general, it can be said that all aspects of intern knowledge and skills in administration, communication skills at a professional level, and understanding of institutional procedures within a government-related organisation have been enhanced by this experience under industrial training.

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