

HRM666

INTERNSHIP REPORT

FLASH MALAYSIA EXPRESS SDN. BHD.

11th August 2025 - 23rd January 2026



PREPARED BY:
Nursyauqina binti Abdul Aziz
2023131501

PREPARED FOR:
Puan Noor Junaini Arwin
binti Yaacob



SURAT KEBENARAN

Tarikh : 23 Januari 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

Tuan/Puan

Maklumbalas (/)



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Nama Pelajar	NURSYAUQINA BINTI ABDUL AZIZ		
No. Matriks	2023131501	Nama Program	(BA243) SARJANA MUDA PENTADBIRAN PERNIAGAAN (KEPUJIAN) PENGURUSAN SUMBER MANUSIA
Tajuk Laporan	LAPORAN LATIHAN INDUSTRI	Nama Syarikat	FLASH EXPRESS MALAYSIA SDN. BHD.

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Yang Benar



Nama Pegawai : NISA FARHANA BINTI SHAMSURI

Jawatan : NETWORK OPERATIONS RECRUITING SUPERVISOR

No. Tel. : 012-7187629

No. Faks : -

FLASH MALAYSIA EXPRESS SDN.BHD.

201601028302 (1199241-H)

Suite 01-01, Level 1, Tower 5, Avenue 7,

The Horizon, Bangsar South City,

No.8, Jalan Kerinchi,

59200 Kuala Lumpur Wilayah Persekutuan.

Cop jabatan/organisasi:

EXECUTIVE SUMMARY

My internship with Flash Express Malaysia Sdn. Bhd. is detailed in this report. The internship took place in the Network Operations Recruitment Department, mainly under the onboarding team, for five and a half months, from 11 August 2025 to 23 January 2026. The main goal of the internship was to gain real-world work experience and apply the skills I learned in school in a real organizational context.

I assisted with the recruitment efforts focused on onboarding tasks during my internship. My supervisor, Ms. Nisa Farhana, and my deputy manager, Mr. Tan Qi Ren, supervised my work. Preparing onboarding paperwork, assisting new employees during onboarding sessions, arranging onboarding schedules, and assisting with the bulk hiring process for operational roles such as drivers and passengers were all part of my duties. As required by the department, I also assisted with clerical and administrative tasks.

The organizational structure, scope of work and daily operations of the recruitment department are also explained in the report. It also covers how the business uses social media sites such as Facebook and Instagram for brand marketing, communication and recruitment. In addition, a SWOT analysis was conducted to determine the strengths, weaknesses, opportunities and threats of Flash Express Malaysia, especially in relation to recruitment and human resource management.

Overall, this internship has given me invaluable real-world experience and helped me hone critical skills such as problem-solving, communication, teamwork and time management. In addition, it has also enhanced my understanding of recruitment and onboarding procedures in the logistics sector. The objectives of my internship have been effectively achieved and it has helped me grow personally and professionally.

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1.0 Student's Profile



Figure 1.0: Celebrate 4th Anniversary Flash Express Malaysia

Name	Nursyauqina binti Abdul Aziz
Student Id	2023131501
Group	M1BA2436B
Class	BA2436B
Campus	UiTM Cawangan Melaka Kampus Bandaraya Melaka
Number Phone	013-4110912