



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka



MAZNOR INFINITE TRADING

**UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA
KAMPUS BANDARAYA MELAKA**

SEMESTER 6 SESI 2024/2025

HRM 666

INTERSHIP REPORT

**PREPARED BY :
MOHAMAD FAHMIN BIN ALIAS (2023262424)**

**KELAS:
M1BA2736E**

COMPANY: MAZNOR INFINITE TRADING

ADVISOR: MADAM NUR FAITZAH BINTI JAMIAN

Executive Summary

The current report is prepared as a partial task of the internship programme related to the course HRM 666 at the Universiti Teknologi/Mara (UiTM), campus of bandaraya, Melaka branch, Melaka campus. It is an account of the 24-week internship experience at Maznor Infinite Trading, a construction company based in Kuantan, which occurred between 22 September 2025 and 6 March 2026. This placement provided the applicant with important experience in filling the gap between theoretical training in the academic world and the real implementation of human resource management in the construction business which is a dynamic industry.

The applicant is also allocated to the Human Resources/Administration department during the internship period and was given the opportunity to observe and experience some of the fundamental HR operations. The main aim of this report is to critically analyze these practices in Maznor Infinite Trading. The main areas that will be examined are the human resource planning, staffing and recruitment strategy, training and development programmes, performance appraisal systems, compensation and benefits structures, employee relations and most importantly, on-site safety, health and wellbeing.

The report will also determine the strengths of the existing HR practices of the company and outline the areas that can be improved. The results will be put into context with the available knowledge in the scholarly literature and sensible evidence-based recommendations will be made to improve the human resource management performance at Maznor Infinite Trading.

Generally, the internship was a very educative experience, as it broadened the practical level of proficiency of the applicant by exposing him to the real world challenges and issues involved in the construction industry. The motivation and encouragement provided by the supervisor and peers were worth a lot. As a result, the applicant is recommending Maznor Infinite Trading as a potential host company where the undergraduate group can be taken to as future internship placement.

Acknowledgement

I start by wishing to offer my deepest thanks to Allah SWT, the most merciful and compassionate, who granted me good health, strength, patience as well as guidance during the process of carrying out the industrial training as well as in the writing of this internship report. I would not have managed to overcome the internship period, face the challenges and gain the experiential learning without His blessings.

I am also highly grateful to Maznor Infinite Trading to have given me a chance to pursue my industrial training in the organization. The support, helping hand and motivation provided by Encik Ahmad Muaz bin Mazalan have been especially admirable, providing a lot of assistance during my internship. The fact that he carelessly gave knowledge, offered practical advice and coaching me to grasp workplace positions also played an important role in the learning process. It is my pleasure to acknowledge that the employees of Maznor Infinite Trading, both the personnel and the site, cooperated, acted kindly, and assisted me during my internship.

I also respect with all my heart Universiti Teknologi MARA (UiTM) Cawangan Melaka, Kampus Bandaraya Melaka, and more so, the Industrial Training Unit (Unit Latihan industri). I owe my academic supervisor, Madam Nur Faithzah binti Jamian, my guiding and advising hand and the unending support during my industrial training. Their input played a significant role in making sure that this report was up to academic standard.

I also thank everyone that has directly or indistinctly contributed to the success of my internship. I appreciate the efforts of colleagues, friends, and other interns who have been collaborating in giving me their experiences, knowledge, and moral support so that I am able to get familiar with the work environment and be able to carry out my work with confidence.

Lastly, I will always thank my parents and family with deep gratitude to them because of their love, prayers, patience, and moral support. Their empowerment and motivation especially came in handy in difficult situations. I am very thankful to them because of their sacrifices and faith in me in whom they believed in me, and it has played a major role in achieving my dreams.

PART 2 : STUDENT'S PROFILE



MOHAMAD FAHMIN BIN ALIAS

ABOUT ME

Highly motivated and disciplined fresh graduate with a Diploma in Investment and a Bachelor's Degree in Human Resource Management. Equipped with strong analytical, problem-solving, and communication skills. Passionate about continuous learning and committed to achieving career goals in human resources.

WORK EXPERIENCE

Admin Warehouse Assistant | H&M Frozen Mart | Kuantan, Pahang 2022

- Managed and organized warehouse inventory.
- Processed stock invoices upon arrival.

Car Wash Attendant | Clean Guard Car Wash | Kuantan, Pahang 2019-2020

- Thoroughly cleaned and detailed vehicles, inside and out.
- Maintained high standards of customer service.

Product Promoter | Mylife Rosel | Kuantan, Pahang 2019

- Promoted health and consumer products in supermarkets.
- Prepared samples for customers and provided product information to encourage sales.

Internship | Maznor Infinite Trading | Kuantan, Pahang 2025

- Assisted in preparing reports, letters, and HR-related documents.
- Coordinated with site supervisors regarding manpower for construction projects.

EDUCATION

Sijil Pelajaran Malaysia (Pure Science) | SMK Bukit Goh

- Result: 2A 1B 2C 2E 1D

Pre-Diploma in Business and Management | UiTM Kampus Jengka

- CGPA: 3.52

Diploma in Investment Analysis | UiTM Kampus Segamat

- CGPA: 3.07
- Muet : Band 3.5

Bachelor's Degree in Human Resource Management | UiTM Kampus Bandara Melaka

- CGPA: 3.25

ACHIEVEMENT & SKILLS

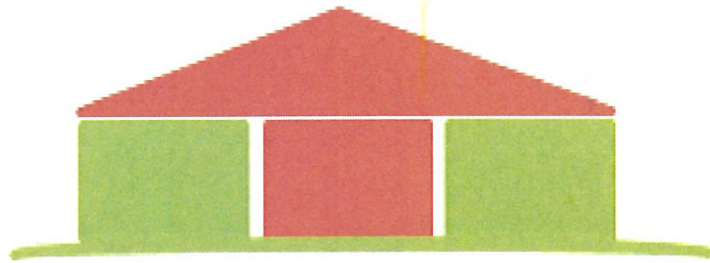
ACHIEVEMENTS

- Spearheaded efforts in the SULAM Project to educate and guide individuals in job-search techniques, CV writing, and interview preparation, leading to successful employment placements.
- Organized and executed career development workshops, introducing data-driven strategies and actionable insights.
- Conducted skill development training sessions, fostering collaborative learning and enhancing understanding of professional skills.
- Actively participated in webinars on cross-cultural communication and social diversity in HR.
- Joined Payroll Panda program to strengthen practical HR knowledge, particularly in payroll management and HR technology.

SKILLS

- Professional & Technical: Problem Solving, Data Analysis (Microsoft Excel), Microsoft Office Suite (Word, Excel, PowerPoint), Data Entry, Analytical Thinking, Time Management, Human Resource Knowledge, Financial Awareness.
- Languages: Bahasa Melayu (Native), English (Strong Proficiency) and Chinese (Basic)

Part 3: Company's Profile



MAZNOR INFINITE TRADING

Name: Maznor Infinite Trading

Location: Lot CF20 Tingkat Atas Blok C, Kompleks Dagangan Mahkota
Bandar Indera Mahkota, 25200 Kuantan, Pahang.

Background: Maznor Infinite Trading is a construction firm that is based at Kuantan and deals with all the areas of construction, such as residential and commercial construction, and infrastructure. The company was founded a decade ago and has been able to develop a reputation of high-quality work and delivery, project completion on time, and innovative solutions.

Vision, Mission, Objective/Goal:

1. **Vision:** Mewujudkan kawasan berpembangunan tinggi
2. **Mission:** Memberi perkhidmatan yang mesra dan berkualiti serta menjaga hubungan yang baik dan peka kepada kehendak pelanggan.
3. **Objectives/Goals:** Memenuhi kehendak pelanggan serta pengurusan kualiti kerja