



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka
Kampus Bandaraya Melaka

MGT666 : INDUSTRIAL TRAINING REPORT

CORPORATE & COMMUNICATIONS UNIT
UiTM BANDARAYA MELAKA CAMPUS



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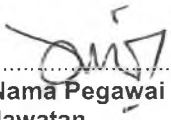
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EXECUTIVE SUMMARY

The organization and the internship profiles are included in this report, along with thoughts on the training session, a SWOT analysis that highlights the organization's opportunities, threats, weaknesses, and strengths, as well as recommendations and conclusions. My internship lasted 24 weeks, starting on August 11, 2025, and ending on January 23, 2026. I was given directions to meet Madam Nur Hidayah binti Zaini, the UiTM Kampus Bandaraya Melaka Supervisor of the Corporate and Communications Unit, on the first day. I began work as a front desk assistant at UKKo during my internship. My job is to assist students and staff with application forms and participate in a protocol program that involves the Rector and Assistant Rector.

ACKNOWLEDGEMENT

I want to sincerely thank everyone who helped me during my internship, which ran from August 11, 2025, to January 23, 2026. First and foremost, I would want to express my gratitude to Dr. Irfah Najihah binti Basir Malan, my academic advisor, for her priceless advice and support. I am also thankful to Madam Nur Hidayah binti Zaini, my industry supervisor, for her knowledgeable guidance and patience, as well as for giving me a worthwhile and providing educational experience at the organization.

I also want to express my sincere gratitude to my family for their unconditional support and affection, which have served as my backbone. I want to express my gratitude to my friends for their support and encouragement along this journey. Without each one of your contributions, this achievement would not have been possible.

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