



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka
Kampus Bandaraya Melaka

PREPARED BY

Nur Putra Amirul Hafiz bin Zaid

STUDENT ID

2023679932

PROGRAM

BA276



INDUSTRIAL TRAINING REPORT AT

**HS
AEROSYSTEM
S.O.N B.H.D**

22 September 2025-6 march 2026



SURAT KEBENARAN

Tarikh : 29/1/2026

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

Maklumbalas (/)

☒

Setuju

☐

Tidak Bersetuju

Tuan/Puan

KEBENARAN UNTUK MEMUAT NAIK HASIL LAPORAN PELAJAR LATIHAN INDUSTRI SEBAGAI "PUBLIC ACCESS" DI REPOSITORI UITM

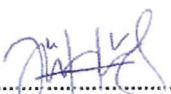
1. Merujuk perkara di atas, pihak organisasi bersetuju / ~~tidak bersetuju~~ pihak universiti memuat naik hasil laporan pelajar latihan industri sebagai "public access" di repositori UITM.

Nama Pelajar	NUR PUTRA AMIRUL HAFIZ BIN ZAID		
No. Matriks	2023679932	Nama Program	BA276
Tajuk Laporan	Laporan Akhir Internship	Nama Syarikat	HS AEROSYSTEM SDN BHD

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar


.....
Nama Pegawai : Aimi Hazwani binti Saijan
Jawatan : Procurement Manager
No. Tel. : 017-620 2875
No. Faks :

Cop jabatan/organisasi:



EXECUTIVE SUMMARY

My unforgettable and meaningful six months of industrial training was began at HS AeroSystem Sdn. Bhd., a manufacturing company dealing with aerospace parts and sheet metal parts in precision aircraft manufacturing based in Bandar Sri Sendayan, Negeri Sembilan. I was placed in the Supply Chain Management department, and since I was working directly in the team, I was engaged in procurement coordination, supplier documentation control, and inventory related operations that facilitate day to day manufacturing operations.

The main tasks I did as a Supply Chain Intern involved the preparation and filing of Purchase Orders (PO) using the internal approval system, supplier documentation verification, PO acknowledgement follow up, updating the Goods Receipt (GR) status of the outsourced trackers, open purchase requisitions, and taking part in stock count. These tasks were my introduction to the actual procurement processes, supplier coordination activities, and material management processes in a controlled aerospace production facility.

This type of training experience helped me reinforce my concept of functions in supply chain and procurement, my attention to detail and on the other hand to my communication and coordination skills as a professional. I had a hands-on experience regarding compliance standards, document accuracy, and cross-functional coordination between the procurement, operations and warehouse departments. I was able to determine the strengths of the company through the observation and analysis, as well as noting its weaknesses in the form of being a relatively new aerospace manufacturer, including its technical support by the parent company and strategic industrial location.

According to the training experience and my SWOT analysis, I offered the following recommendations: to reinforce the quality management practices, improve the monitoring of supplier performance, increase the digital tracking system development, and establish a better collaboration with the industry. Finally, this industrial training has greatly added to my practical knowledge and technical insight on the operations of supply chain and procurement as well as equipped me with a future professional career in the manufacturing and supply chain operations.

PERSONAL INFORMATION

NUR PUTRA AMIRUL HAFIZ BIN ZAID

Bachelor in International Business (Honours)
Universiti Teknologi MARA
Expected Graduate in March 2026



EXECUTIVE SUMMARY

Current International Business student and Diploma graduate in Business Studies at Universiti Teknologi MARA (UiTM), with consistent involvement in co-curricular activities across both academic levels. Currently seeking a 6-month internship opportunity between 22 September 2025 until 6 March 2026 to gain practical experience, develop industry-relevant skills, and contribute to the organizational objectives. Highly motivated, adaptable, and equipped with excellent communication, leadership, and analytical skills. Passionate about entrepreneurship and eager to contribute meaningfully to a forward-thinking organization while continuously learning and growing.

EDUCATION

UNIVERSITI TEKNOLOGI MARA KAMPUS BANDARAYA MELAKA, MELAKA (2023- Present)

Bachelor in Business International (Honours):

- Gold Award for Malaysian Grand Invention Expo (MAGIEX) 2024
- CGPA 3.32

UNIVERSITI TEKNOLOGI MARA KAMPUS REMBAU, NEGERI SEMBILAN (2020-2022)

Diploma in Business Studies:

- CGPA 3.39

WORKING EXPERIENCES

Restoran Deen Berjaya (M) Sdn Bhd

February 2022 – June 2022

Kitchen Helper – Full-Time

- Help in simple food preparation activities (washing, peeling, cutting food stuffs).
- Keep the kitchen clean and organized, and the working areas, the equipment, and the storage. Such as wash dishes, utensils, pots and pans as need be.
- Help the chefs at peak times in the preparation of ingredients, plating, or restoring stock.
- Receive and store deliveries properly following hygiene standards
- Properly dispose of waste in a hygienic and environmentally friendly manner.
- Comply with food safety, hygiene, and health & safety regulations at all times.
- Relieve the Kitchen Supervisor or Head Chef in other tasks.

Supply Chain–Internship

- Supported day-to-day supply chain and operational activities to ensure smooth internal coordination and workflow execution.
- Prepared, submitted, and tracked Purchase Orders (PO) using internal approval systems to ensure timely processing (*Epicor*).
- Conducted supplier documentation verification, ensuring compliance with company procedures and aerospace quality requirements.
- Followed up with suppliers on PO acknowledgements, delivery schedules, and order confirmations.
- Updated and monitored Goods Receipt (GR) status and outsourcing trackers to support inventory accuracy and production planning.
- Assisted in inventory control activities, including stock count participation and material reconciliation.
- Coordinated with cross-functional teams such as procurement, operations, and warehouse to ensure smooth material flow.
- Maintained accurate procurement records and supported process improvement and operational efficiency initiatives.

EXTRA-CURRICULAR ACTIVITIES

NON-RESIDENT REPRESENTATIVE COMMITTEE(JPNR), UiTM BANDARAYA MELAKA

President (August 2024 – February 2025)

- Actively participated in key meetings to strategize and determine upcoming semester events, ensuring a well-rounded and engaging calendar. I also contributed to effective event planning by making informed decisions that prioritized resource allocation and maximized impact.
- Supervising Directors and excos in preparing detailed and well-organized documentation for upcoming events, fostering organized and efficient project execution.
- Advocated for the implementation of a standardized portfolio system for each executive committee member, promoting individual accountability and professional development.
- Be in charge of managing and supervising the overall administration of the association, including planning programs, chairing meetings, monitoring Exco and council, and safeguarding proper governance and welfare among all members.
- Acts as the main representative of the association in its interface with superiors and advisory bodies; makes decisions; informs all relevant parties about all association matters; approves and signs official communications, reports, and minutes of meetings.
- Work with the MPP in supporting and assisting in the management of student welfare and academic affairs at the faculty level while concurrently staying informed about the association's finances to ensure operations flow smoothly and responsibly.