



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TUN ABDUL RAZAK  
UNIVERSITI TEKNOLOGI MARA CAWANGAN MELAKA**

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**1<sup>ST</sup> OF AUGUST-31<sup>ST</sup> OF DECEMBER 2019**

**DECLARATION**

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**ABSTRACT**

The purpose of this documentation is to report all activities conducted by the trainee during Industrial Training for about 5 months at the Perpustakaan Tun Abdul Razak UiTM Cawangan Melaka, Melaka. This report encompasses the experience in handling daily tasks and undertakes special projects provided by the organization during 5 months industrial training. From this report, it can measure how far the trainee understands and uses what they learn throughout the industry. This report is written in detail and activities are classified into categories to make it clearer and easier to understand.

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