



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

**UMW TOYOTA MOTOR SDN. BHD.
RESOURCE CENTRE**

NO.2, PERSIARAN RAJA MUDA,
SEKSYEN 15,
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SELANGOR DARUL EHSAN

Prepared By

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IM244 BACHELOR OF INFORMATION SCIENCE (HONS.)
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Training Duration

2nd FEBRUARY – 30th JUNE 2015



DECLARATION

I hereby confirm and declare that this Industrial Report of Industrial Training at UWT Toyota Resource Centre, UMW Toyota Motor Sdn Bhd HQ is being submitted by myself to fulfill the requirement of the IMC690 Industrial Training subject for IM244 BSc. (Hons.) Information Management of Library Science. This Industrial Report is written by my own and my effort. All of information in this Industrial Report for academic purpose only.

Student Name : FAIZ BIN ABDUL MALIK

Matric Number : 2012721121

Signature :

Date : 9 July 2015

Supervisor Name : NOR ZAIDI B. SAHID

Signature :

Date :



ABSTARCT

I have finished my Industrial Training with the period of 6 month from 2nd February until 30th June 2014 at UMW Toyota Resource Centre, UMW Toyota Sdn Bhd HQ as to fulfil the requirement of the subject IMC690 Industrial Training. The content of this Industrial Report have four chapter. Chapter 1 explain about introduction where the information of the place of training and its organizational structure. For Chapter 2 touches on the particular organizational information which is of departmental structure and department function. Chapter 3 will discuss on training activities when Industrial Training held. The final chapter will tells the conclude all the chapters including what I have lessons and knowledge get from the training of the organization. Other than that, final chapter will also discuss of the limitations and recommendations.



ACKNOWLEDGEMENT

Alhamdulillah and praised I wish be to Allah S.W.T because my industrial training is completely done. Many effort I given in order to complete the tasks given on this industrial training.

I, Faiz Bin Abdul Malik from IM244B BSc. (Hons.) Information Management In Library Science would like to wish thank you to my lecturer supervisor, Sir Nor Zaidi Bin Shahid for teaching and guide me on how to conduct in Industrial Training until the end.

I also wish to express my feelings to my family especially my father, Abdul Malik Bin Zainal Abidin and my siblings because they give me full of support from the beginning until the end. Also, many thanks to my industrial supervisor, Puan Intan Salmee Humaidi, Puan Nor Iffzza Rizza, Puan Noor Siah Zainal Abidin, Noor Hafizi and all the staff at UMW Toyota Resource Centre, Employee Relations and Human Resources Department for their friendly assistances, guidance, teaching, helps and cooperation to me when I in industrial training period. I also would like to give a special credit to the person who also give their helping and supporting me, Satriatiwangi Ab Rahim .

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