



**UNIVERSITI TEKNOLOGI MARA**

**INDUSTRIAL TRAINING REPORT**

**PTS BOOKCAFE SDN. BHD.  
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## Declaration

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Signed by

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# Abstract

I have undergone my industrial internship from 2nd February 2016 to 1st July 2016 at the PTS Bookcafe Sdn Bhd This report covers all the requirement that has been given by the faculty for the industrial training report. The industrial training report is structured in 4 main chapters. Chapter 1 is an introduction to the background of the organization. Chapter 2 reviews the structure and function of the department while Chapter 3 explains the task, activities and involvement during the industrial training period with an attachment of my special project. Chapter 4 covers the evaluation and lessons learnt from the 5 month industrial training.

***Keywords:*** *structure, activities, manual and documentation, application of knowledge*

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