INDUSTRIAL TRAINING REPORT

UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA) LIBRARY,
GONG BADAK CAMPUS,
21300 KUALA NERUS,
TERENGGANU

PREPARED BY

WAN NUR ATHIRAH BINTI WAN JEFRI

2016565949

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

Name   : Wan Nur Athirah Binti Wan Jefri

Matric Number   : 2016565949

Date of Submission   : 10th July 2019

ABSTRACT

This report contains five chapters which include the introduction, background of the organization, industrial training activities, industrial training reflection, and conclusion. In the first chapter, the history of UniSZA is focused giving other relevant information like the development of its name, its location now and before, and other information pertaining this university. In the second chapter, it touches on the organizational structure and its function, and other elaborations. Going to the third chapter, 28 activities were reported in this report making it the longest chapter in this report. In this chapter, the special project was explained in details with some supporting details and pictures. In the fourth chapter, the trainee wrote about her reflection which consists of knowledge gained, personal thoughts and opinion, lesson learnt, and limitation and recommendation. Finally, in the last chapter, the trainee concluded all the main points mentioned throughout the report. All the main points were elaborated thoroughly and a lot of pictures were attached to strengthen her report.

ACKNOWLEDGEMENT

I have finally completed my five months industrial training and will complete my bachelor degree. My utmost thank to Allah Almighty for this work done successfully. This report would not have been possibly done without the kind support and help of many individuals.

Firstly, I would like to express my deepest appreciation to all those who have given me the possibility to complete this report. A special thanks to my supervisor, En. Mohd Ridzuan Bin Ibrahim who has contributed in giving suggestions and encouragements to me. He also helped me to coordinate my report especially in writing this report correctly.

I would also like to thank my parents for supporting and providing me with all the needs. Furthermore, they have spent a lot of money for me to complete this assignment. Without their help, I would not able to complete my assignment on time.

Other than that, I would like to thank all Universiti Sultan Zainal Abidin (UniSZA) Library staff for their kind gesture in helping out to make my project a success. It was such a blessing to get a chance in knowing them during my industrial training.

Last but not least, I would like to thank all my friends for their kindness in sharing the important information on how to complete this report. They have given a lot of guidance and support to me.

Thank you.

TABLE OF CONTENT