**UNIVERSITI TEKNOLOGI MARA**

**FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**AXICOM SDN BHD**

BILIK ICT ARAS 4, BANGUNAN SULTAN ISKANDAR,

JALAN LINGKARAN DALAM, 80300 JOHOR BAHRU, JOHOR

PREPARED BY

WARDAH ATHIRAH BINTI MUHD DIMYATY

2019328803

BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM

MANAGEMENT (IM245)

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**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 declared 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

*Wardah*

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Wardah Athirah Binti Muhd Dimyaty

2019328803

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# Abstract

*This is a practical training report for the subject IMC690 industrial training. This training includes a five-month internship training from 1st March 2021 to 31st July 2021 in the ICT Department of AxiCom Sdn. Bhd. in Johor Bahru. The internship's goals is to help students to discover an actual working environment before graduating by increasing their knowledge and skills while actively engaging in the organization's activities and gaining new experiences. The trainees are required to contribute to their organizations as their special project while also executing the responsibilities and activities of the company. During the internship, trainee is exposed to two types of activities which are administration task and managing system which is Facility Performance Management System (FPMS). As the special project, trainee is tasked to develop the asset classification using FPMS for Layar Identiti (LI) by monitoring their asset, creating new asset, active and inactive the asset, and balancing the asset with various work trade. The asset is referred from the data inside Microsoft Excel of the engineers and technicians of AxiCom. Hence, the report is categorized into four chapters which are describing the background of the organization, summarizing the functions of the department, explaining the training activities and special projects conducted, and comprising the comments related to the training and recommendations for future improvements to the organization. In general, this report is dedicated to UiTM to evaluate and comprehend every task that were completed and participated by the trainee while training in the company.*

**Keywords**: MIS, AxiCom Sdn. Bhd., Asset Classification Development, ICT Department, PM checklist, asset

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