



UNIVERSITI TEKNOLOGI MARA

FACULTY OF CIVIL ENGINEERING

INDUSTRIAL TRAINING REPORT

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ABSTRACT

Grateful to Almighty Allah who has given me the ability and healthiness from my first day training till complete my 7 weeks of industrial training at Office of Development & Asset Management, Universiti Putra Malaysia, Selangor. Industrial Training, refer to the code course of ECM376 (Industrial Training) is one of the subject that compulsory for the student Semester 5 to pass. Therefore, the student must attend industrial training at least more than 80% and meet the criteria to pass the subject. The objective of this industrial training exactly is to exposed the student to the actual condition of working environment whether in the office or at the site. Furthermore, it also ways to educate the student to apply what they have learnt while studying in Universiti Teknologi Mara (UiTM).

I have divided the final report into 4 chapters where every chapter has explained the entire requirement needed by Universiti Teknologi Mara (UiTM). This report contains all evidential documents related to my works. So it will be easier for my faculty supervisor to evaluate my final report and logbook.

The content of this book is:

- **Introduction** – I briefly explain about my company profile, nature of business, the organizational chart and board of director. I also mentioned about Office Development & Asset Management UPM's mission, and vision.
- **Training Attended** – I briefly explain all my activity in this chapter starting from my first report duty to my last day at Office Development & Asset Management UPM. I also stated about my first experience when to site visit (weekly summary based on logbook).
- **Technical Work** - I summarized and explain for each work I am doing, I will also state which software I used.
- **Conclusion** – I briefly conclude overall my works and activity for the whole 7 weeks at Office Development & Asset Management UPM and I also have suggest a few limitation and recommendation to Faculty of Civil Engineering of Universiti Teknologi Mara (UiTM).

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I would like to thank the Faculty of Civil Engineering of Universiti Teknologi Mara (UiTM) especially to all lecturers for willing to provide Industrial Training for all UiTM students. Indeed, this is golden opportunity to most students as they will be exposed to the real working environment, also gain knowledge and experiences.

I would precise my appreciation to En Zulhairi Bin Ibrahim which is my supervisor or the civil engineer at my zone (technology zone) for accept to take me as an employee in his unit and allowing me to complete my industrial training here. He helps me the most during 8 weeks period of industrial training. He had lots of experience and knowledge and he have good responsibility as a leader. He always gives me lots of information about civil engineering and etc. Not forget to others employees because trust me and willing to assist me while having practical here.

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