UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
LEMBAGA TABUNG HAJI (BENTONG)
TABUNG HAJI BENTONG, JALAN AH PENG, 28700 BENTONG

SPECIAL PROJECT
(E-LESTARI & SELF-ASSISTANCE GUIDE FORMS)

BY
IZZATI FARAHIN BINTI MOHAMAD NADZRI
2016673986

IM245 – BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2018 – 31 DECEMBER 2018

INDUSTRIAL TRAINING REPORT
LEMBAGA TABUNG HAJI (BENTONG)

SPECIAL PROJECT
(E-LESTARI & SELF-ASSISTANCE GUIDE FORMS)

BY
IZZATI FARAHIN BINTI MOHAMAD NADZRI

FACULTY SUPERVISOR
NURULANNISA BINTI ABDULLAH

REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2018 – 31 DECEMBER 2018

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

Izzati Farahin Binti Mohamad Nadzri

2016673986

Date of submission: 7th January 2019

ABSTRACT

The industrial training is based on the period from 1st August 2018 to 31st December 2018 in the Department of Depositors Services and Operations at Lembaga Tabung Haji (TH) Bentong Branch. During industrial training, the trainee was assigned to do administrative work in order to ease the staff's workloads. The trainee has to complete the incompletely filled depositors' information form or being called as JP003 on daily basis before sending the form every week to the TH headquarters. The trainee also has to do filing of documents, analyzing money saving slip and money withdrawal slip to make sure it is following the Standard Operating Procedure (SOP), going to campaign to promote TH product and many others. As for the special project, the trainee was asked to develop a system called "E-Lestari". E-Lestari is developed to improve the current system in which it is done manually by staff. Specifically, E-Lestari is developed to update teller's achievement day by day. The trainee used PHP language and HTML to develop the system. Other than that, the trainee also innovated a simple guide for depositors called Self-Assistance Guide Form. The objectives of the innovation is to assist user in filling up form and to lessen the waiting time of each teller.

Keywords: *Industrial Training, Tabung Haji, E-lestari, Self-Assistance Guide Form*

ACKNOWLEDGEMENT

Assalamualaikum. In the name of Allah, the Most Gracious and the Most Merciful, praise in only to Allah S.W.T for His bounty and blessing upon us. Thank God for giving me such a good health and strength and ability to complete this project within the time given.

Firstly, I would like to express my warmest gratitude to my industry supervisor, Puan Hajjah Liyana Binti Zulkeflee and all TH staff for giving me invaluable guidance, comments and suggestions throughout the course of the project as well as giving their knowledge and best explanation about my project. I also want to thank TH for accepting me to be one of their practical trainees at their organization.

Secondly, I also would like to thank my faculty supervisor, Puan Nurulannisa Binti Abdullah for her never-ending guidance and helping me in completing my project as well as my report documentation.

Thirdly, I would like to thank my family and friends who have always been there for me through my ups and downs, giving me as much support and help as I needed.

Finally, I want to thank everyone that involved directly or indirectly. Thank you.

TABLE OF CONTENTS

Declaration..... i
Abstract..... ii
Acknowledgement..... iii
Table of Content..... iv
List of Tables..... v
List of Figures..... vi-vii
List of Abbreviations..... viii

Chapter 1: Introduction..... 1-9
1.1 Background of the Organization..... 1-8
1.2 Organizational Structure..... 9

Chapter 2: Organization Information..... 10-11
2.1 Departmental Structure..... 10
2.2 Department Function..... 11

Chapter 3: Industrial Training Activities..... 12-56
3.1 Training Activities..... 12-36
3.2 Special Project..... 37-56

Chapter 4: Conclusion..... 57-63
4.1 Description of event/project/activity..... 57
4.2 Application of Knowledge, skills and experience in undertaking task..... 58-59
4.3 Personal thoughts and opinion..... 60
4.4 Lesson learnt..... 60-61
4.5 Limitations and Recommendations..... 62-63

REFERENCES

APPENDICES

LOG BOOK

LIST OF TABLES

Table 1.1	List of Heirs	7
Table 3.1	List of Daily Training Activities	12
Table 3.2	Sample data of teller's achievement from TH Induk system	19
Table 3.3	Sample data of teller's achievement from TH Induk system	19
Table 3.4	List of other training activities	22
Table 3.5	Difference between JP003 and New Member Form	27
Table 3.6	Explanation of E-Lestari User Target	39
Table 3.7	Expected cost of E-Lestari	41
Table 3.8	tb_kakitangan	49
Table 3.9	tb_pencapaian	49

LIST OF FIGURES

Figure 1.1	Tabung Haji Logo	1
Figure 1.2	Bulding of Tabung Haji Bentong	2
Figure 1.3	Tabung Haji Products	4
Figure 1.4	Tabung Haji Organizational Structure	9
Figure 2.1	Tabung Haji Departmental Structure	10
Figure 3.1	Adult account registration	13
Figure 3.2	Child account registration	13
Figure 3.3	Updating personal information (first time)	14
Figure 3.4	Updating personal information (second time or more)	14
Figure 3.5	Changing status from child to adult account	15
Figure 3.6	Appointment of beneficiary form	15
Figure 3.7	Key in teller's achievement flow	18
Figure 3.8	TH Induk system	18
Figure 3.9	Interface of TH Induk system	19
Figure 3.10	Lestari template in Excel format	20
Figure 3.11	Daily Report Log In Interface	20
Figure 3.12	Daily Report Main interface	21
Figure 3.13	Money saving slip (JP001)	23
Figure 3.14	Money withdrawal slips (JP002)	24
Figure 3.15	Penarafan Pejabat Peringkat Negeri Pahang slide	24
Figure 3.16	Office Profile	25
Figure 3.17	Hibah Amanah Slide	26
Figure 3.18	New Members Target Achievement	26
Figure 3.19	New Member Form Preparation	27
Figure 3.20	Administrative Files	28
Figure 3.21	Box preparation	29
Figure 3.22	Tabung Haji Bentong File Room	30
Figure 3.23	"Penarafan Pejabat Peringkat Negeri" Album	31
Figure 3.24	Organizational chart of Tabung Haji Bentong	31
Figure 3.25	Bunting	32
Figure 3.26	Kursus Asas Haji Banner	32
Figure 3.27	Kursus Asas Haji Poster	33
Figure 3.28	Cabinets labelling	33
Figure 3.29	Campaign at Karak Mosque, Bentong Pahang	34
Figure 3.30	Campaign at SK Janda Baik, Bentong Pahang	34
Figure 3.31	Tutoring English to TH staff	35
Figure 3.32	Participation in National Sports Day	36
Figure 3.33	Gantt Chart	40
Figure 3.34	Flowchart of Manual System	46
Figure 3.35	Flowchart of Computerized System	47
Figure 3.36	Entity Relationship Diagram	48
Figure 3.37	E-Lestari login interface	50
Figure 3.38	Main page interface for Administrator	50
Figure 3.39	Teller registration interface	51
Figure 3.40	Manage teller interface	51
Figure 3.41	Main page interface for staff	52

Figure 3.42	Add achievement interface	52
Figure 3.43	Self-Assistance Guide Forms	55
Figure 3.44	Guide to fill up form for opening adult account	56
Figure 3.45	Hajj Appeal Form	56

LIST OF ABBREVIATION

ABBREVIATIONS

1.	TH	:	Tabung Haji
2.	sqft	:	Square Feet
3.	IC	:	Identity Card
4.	T/I	:	Total issued
5.	T/T	:	Total transaction
6.	LP	:	Daily report
7.	KAH	:	Kursus Asas Haji
8.	YB	:	Yang Berhormat
9.	SL1M	:	Skim Latihan 1 Malaysia
10.	CCTV	:	Closed-circuit television
11.	SDLC	:	System Development Life Cycle
12.	HTML	:	Hypertext Mark-up Language
13.	PHP	:	Hypertext Preprocessor
14.	ERD	:	Entity Relationship Diagram
15.	KPI	:	Key Performance Indicator
16.	VB	:	Visual Basic
17.	IT	:	Information Technology
18.	CS	:	Computer Science

CHAPTER 1

INTRODUCTION

1.1 Background of Organization

Figure 1.1

Tabung Haji Logo

Tabung Haji (TH) is an institution with an important and relevant role especially for Malaysian Muslims. We strive to manage various facilities for the welfare of the country's Hajj pilgrims in a comprehensive and systematic manner, ranging from the best and halal savings management, as well as investment activities to provide additional value to Hajj management and hibah payments to our depositors.

Now at the age of over 50, TH remains an iconic Malaysian institution by achieving a number of successes and experiences in managing Hajj as well as superior Islamic funds which have become sources of inspirations and examples for many institutions overseas. TH branches are all over Malaysia.

1.1.1 History of Tabung Haji Bentong

Figure 1.2

Building of Tabung Haji Bentong

- Date of establishment: 1st of August 2000.
- Address : Tabung Haji Bentong, Jalan Ah Peng, 28700 Bentong.
- Cost of development : RM 2.2 million
- Number of floor : 3 floors
- Ground floor : Tabung Haji Office (1803 sqft)
- First floor : Rented by Alam Flora
- Second floor : Rented by Jabatan Perangkaan
- Third floor : lot 1: Rented by Security Amour

  lot 2: TH workspace and TH file room (2127 sqft)

1.1.2 Vision

The vision of TH is "The Pillar Of The Ummah's Economic Success; Excellence In Hajj Management."

1.1.3 Mission

In achieving TH's vision, WE pledge:-

- To strengthen the ummah's economy
- To remain active in seeking strategic investments locally and globally to ensure sustainable growth
- To manage and enrich depositors' funds
- To continuously provide excellent services
- To facilitate and assist pilgrims in achieving mabrur hajj
- To provide competitive, halal and toyyiban return

1.1.4 Core Values

There are five core values of Tabung Haji.

- Committed
- Professional
- Teamwork
- Embracing Change
- Loving and Caring

1.1.5 Tabung Haji Main Product

Figure 1.3

Tabung Haji Products

1.1.5.1 Savings

At Tabung Haji, there is no limit amount of money for cash savings. Depositors can save as much money as they want in Tabung Haji but for the withdrawals of money, the amount is limited to RM10, 000 only. If depositors want to make withdrawals of more than RM10, 000, they can make withdrawals at TH state or headquarters by cheque or telegraphic transfer. TH applies the concept of Al-Wadiah Yad-Dhamanah (Savings with Guarantee). "It is a savings concept where depositors save their monies and TH as the custodian agrees to safeguard the monies. In this contract, depositors give consent to TH to use/ borrow their monies for the purpose of business, investments and etc. TH/ the Government will guarantee the monies placed under their custody. As far as profits are concerned, profits earned are wholly owned by TH. Therefore, profits and other returns distributed to depositors are at the discretion of TH." (https://www.tabunghaji.gov.my/index.php/en/savings/general-info/savings)

1.1.5.2 Opening Account

Depositors can open their account at TH Counter & TH Mobile Counter, TH Strategic Partner (Bank Islam & Bank Rakyat) and TH Community. Even so, there are few conditions if the depositors want to open TH account. The conditions are a Muslim and mentally sound and Malaysian Citizen. There are two types of account which are adult account and child account.

Other conditions to open TH account:

i. Adult Account

- 18 years of age or older based on date of birth
- Bring along your identification card (IC)

ii. Child Account

- Under 18 years of age.
- Caregivers are subject to the Child Protection Act 2001, Guardianship of Infants Act 1961 and Registration for Adoption Act 1952.
- Caregivers are a depositor of TH and Malaysian citizen.
- Only one account and one caregiver are allowed.
- Please bring along child's birth certificate and MyKid.

Once the children have reached the age of 18 years old, the caregivers are strongly adviced to change the status of their children's accounts from child to adult account. To change account status, it can be made at any of TH branches in which the application to change the status has to be made by the parents or legal guardian. As long as the account status remains as a child

account, the guardian will be solely responsible for the account and its activities even though the child has exceeded 18 years old of age.

1.1.5.3 Closing Account

Closing of TH Accounts can be carried out at any time by TH Depositors, Legal Guardians (based on records in TH's system), Nominees, Trustees, Hibah Beneficiaries or by order from the Authorities. TH savings accounts will be closed under the following five circumstances which are:

- Instructed by valid Depositors/Guardians (based on records in TH's system).
- Death of Depositors.
- Comatose/ Incompetent/ Incapacitated/ Senile/ Mentally Unstable Depositors.
- Instructed by the Authorities (Court/ Insolvency Department/ Malaysian Royal Police).
- Dormant Accounts

The depositors should bring along the identification card number to close their account.

1.1.5.4 Appointment of Beneficiary

A depositor aged 18 years or above is required to appoint a nominee among his or her heirs according to the Sharia Law, to whom the amount or part of the amount in the depositor's account will be paid after the demise of the depositor (reference - Lembaga Tabung Haji Act 1995, Lembaga Tabung Haji Regulations (Deposits and Withdrawals) 2002, Amendment

2003, Amendment 2013 and Amendment 2017). A nomination is a declaration in writing made by a TH depositor to appoint or nominate any one of his/ her heirs in accordance to the Sharia Law as a "Nominee". The appointed individual will act as an executor or administrator of the depositor's savings in TH upon the demise of the depositor. This is the list of heirs according to Sharia Law.

Table 1.1

List of Heirs

No.	Male Heirs	Female Heirs
1	Male children	Female children
2	Male grandchildren (offspring of a male child) and below	Female grandchildren (offspring of a male child)
3	Father	Mother
4	Paternal grandfather and above	Maternal grandmother
5	Male siblings from the same parents	Paternal grandmother
6	Male siblings from the same father	Female siblings from the same parents
7	Male siblings from the same mother	Female siblings from the same father
8	Nephews (male offspring of siblings from the same parents)	Female siblings from the same mother
9	Nephews (male offspring of siblings from the same father) and below	Wife
10	Uncles (brothers of any parents from the same grandparents)	
11	Uncles (brothers of any parents from the same grandfather)	
12	Children of an uncle (brother of any parents from the same grandparents)	
13	Children of an uncle (brother of any parents from the same grandfather)	
14	Husband	

1.1.5.5 Hibah Amanah

TH Hibah is a "gift" declared by TH based on the Wadiah Yad Dhamanah concept based on TH's financial standing for the current year.

Hibah is not compulsory to be paid by TH. Even though the practice of giving hibah is allowed, it is not supposed to be a standard practice in order to avoid this practice from being considered as "urf" (habit) similar to the condition in the deposit contract based on wadi'ah. Making returns in the form of hibah on wadi'ah savings a condition may result the akad (declaration) as riba (debt usury) which is unlawful in Islam and thus makes the return unclean.

1.2 Organizational Structure of Tabung Haji

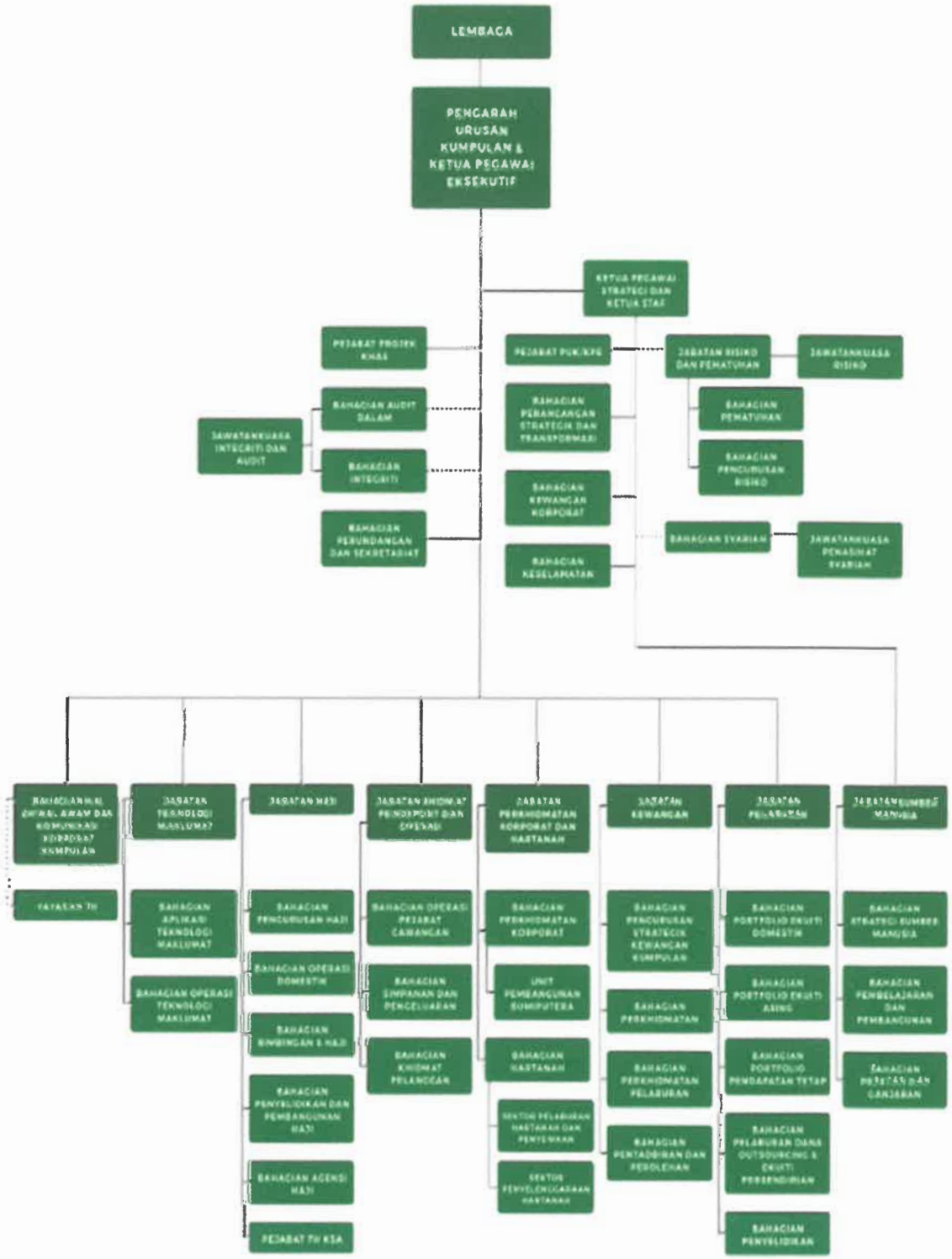


Figure 1.4

Tabung Haji Organizational Structure

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Departmental Structure

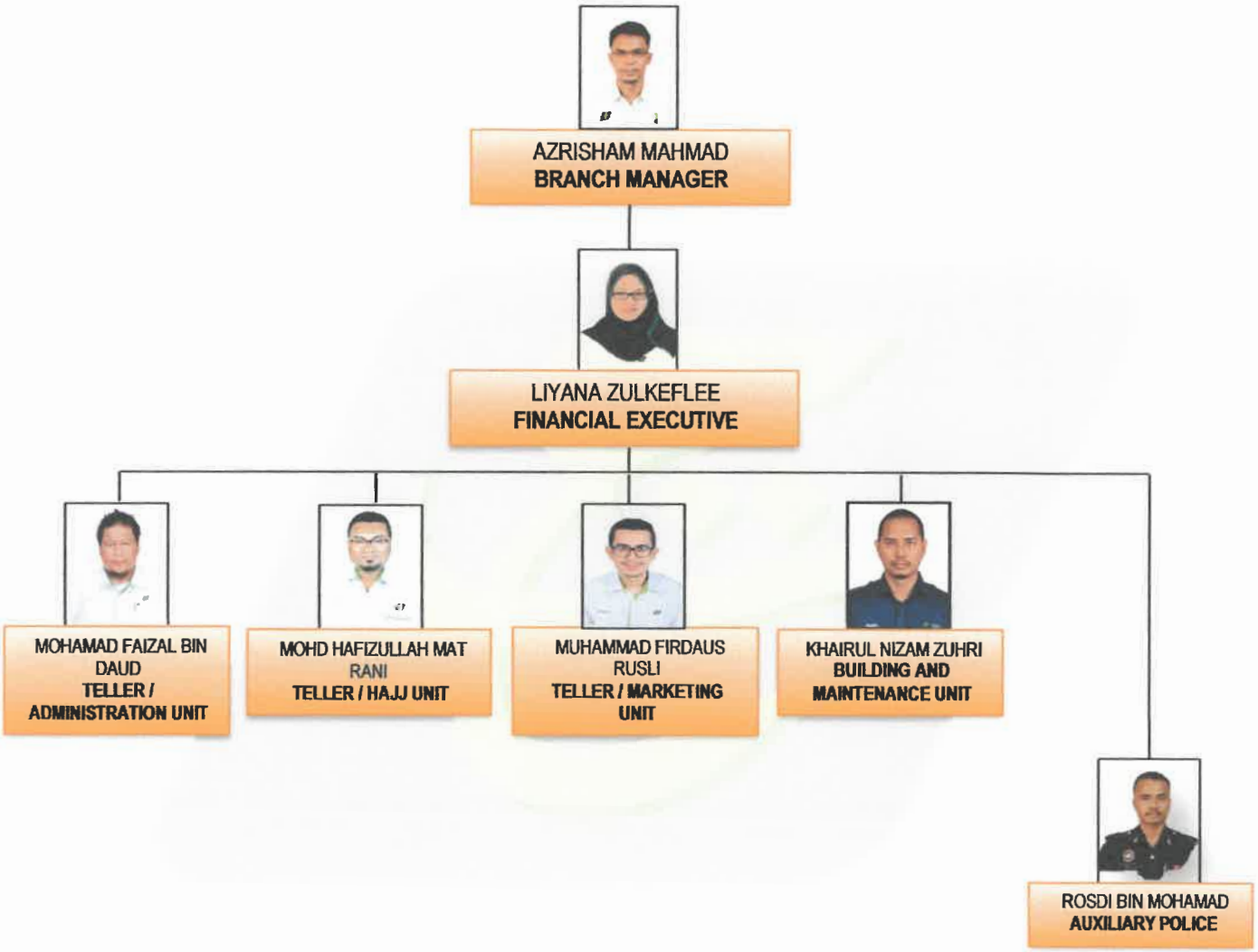


Figure 2.1

Tabung Haji Bentong Departmental Structure

2.2 Department Function

2.2.1 Administration Unit Function

- Receive incoming letters and sort the letters such as Financial, Hajj, Administration and Building and Maintenance.
- Record any cheque, postal order, billing list, bank draft into valuable mail registration book.
- Prepare and set up places for briefing or feast for all TH activities.
- Prepare staff's attendance card at the end of the every month.
- To put forward staff's allowance and payment of bills to Financial Director.
- To inform the staff whether their leave is approved or disapproved.
- To send one copy of leave to TH headquarters and one copy to be filed.
- To record closed files to be sent to TH archives before being disposed.
- Prepare office's official letters to be sent to headquarters, company, depositors and so on.
- To give guidance to university trainee who undergo practical training under administrative unit.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

Training activities are the tasks given by staff to the trainee. Any activity which was done by the trainee will be recorded in a log book. Throughout the five months of industrial training, there were many tasks given to the trainee in order to give the trainee experiences and how to handle responsibility at work.

3.1.1 Daily Activities

Table 3.1

List of Daily Training Activities

No.	Daily Activities
1.	Completing forms
2.	Filing of Documents and Forms.
3.	Teller's Daily Achievement and Daily Report
4.	Morning Briefings

3.1.1.1 Completing forms

Every day, the trainee will collect all forms from each teller's drawer either when the counter has stopped operating or during the next morning. The forms are JP003 form, Appointment of Beneficiary form and any other forms. JP003 forms are used when depositors open a TH account (child or adult account), update their personal information for the first or second time or more and changing their account status from child to adult account. Appointment of Beneficiary form is actually a form where the nominee of the account holder has the permission to take the money out from the account holder's TH account once the account

holder is no longer alive. Appointment of Beneficiary is compulsory for depositors who want to open TH account. There are seven sections in JP003 form. Below are the examples of forms as well as the information that is compulsory to have.

Figure 3.1

Adult Account registration

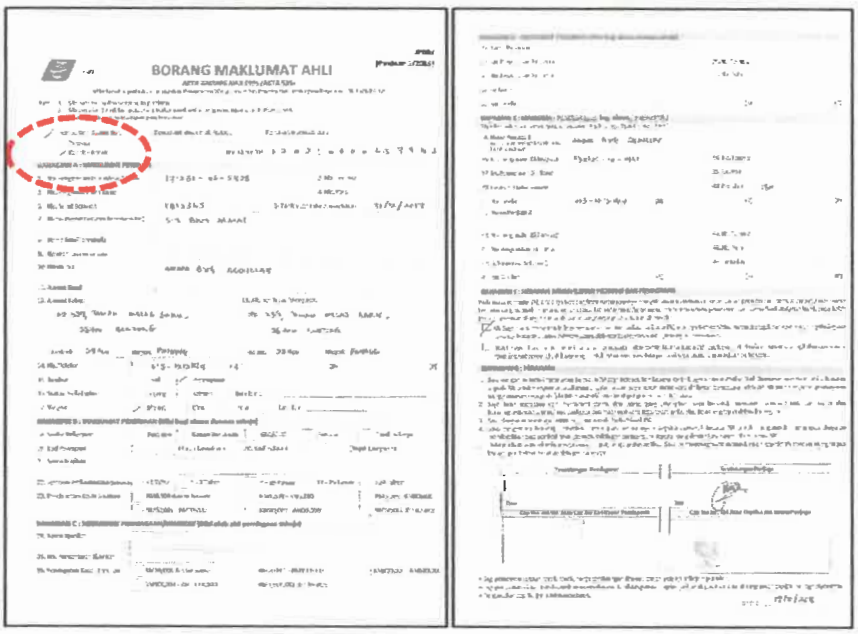


Figure 3.2

Child Account registration

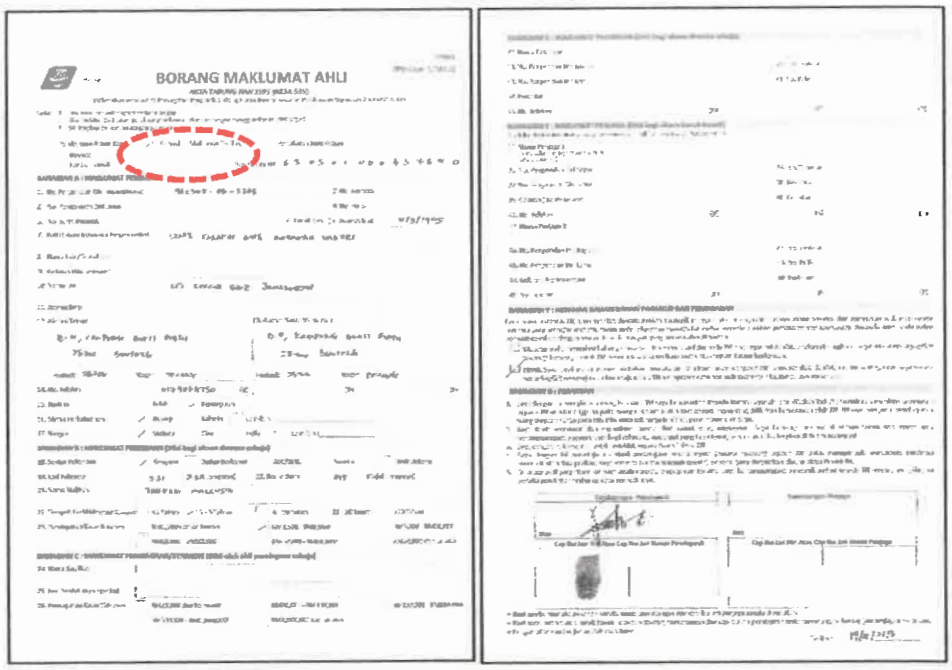


Figure 3.3

Updating personal information (first time)

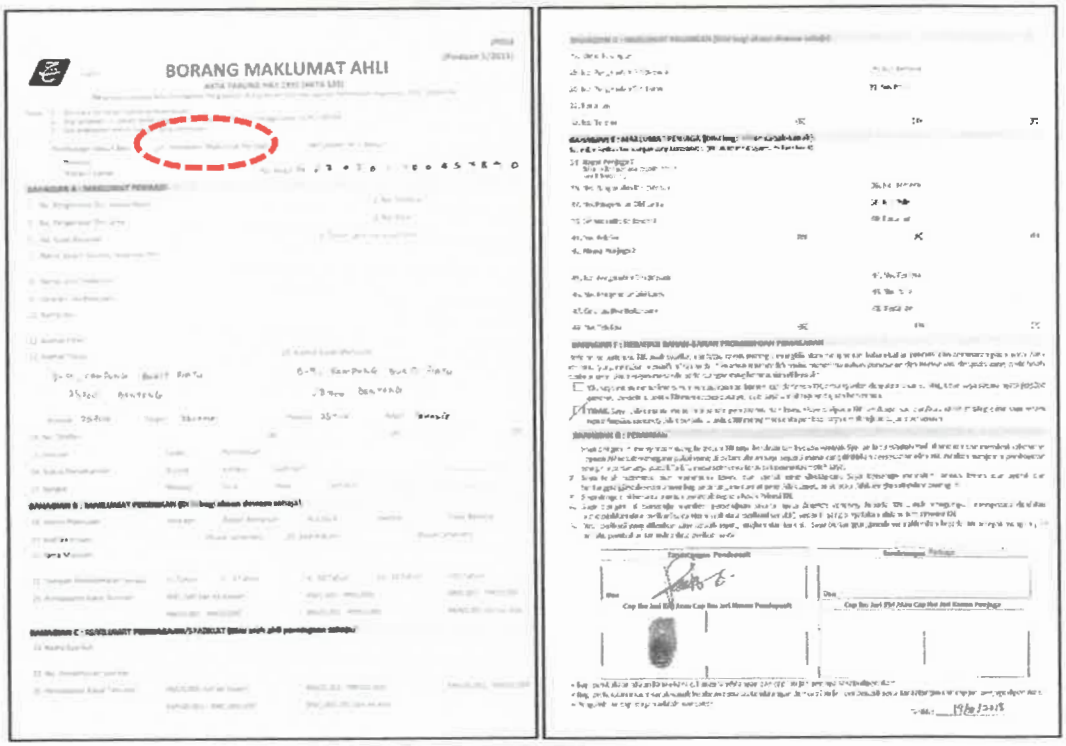


Figure 3.4

Updating personal information (second time or more)

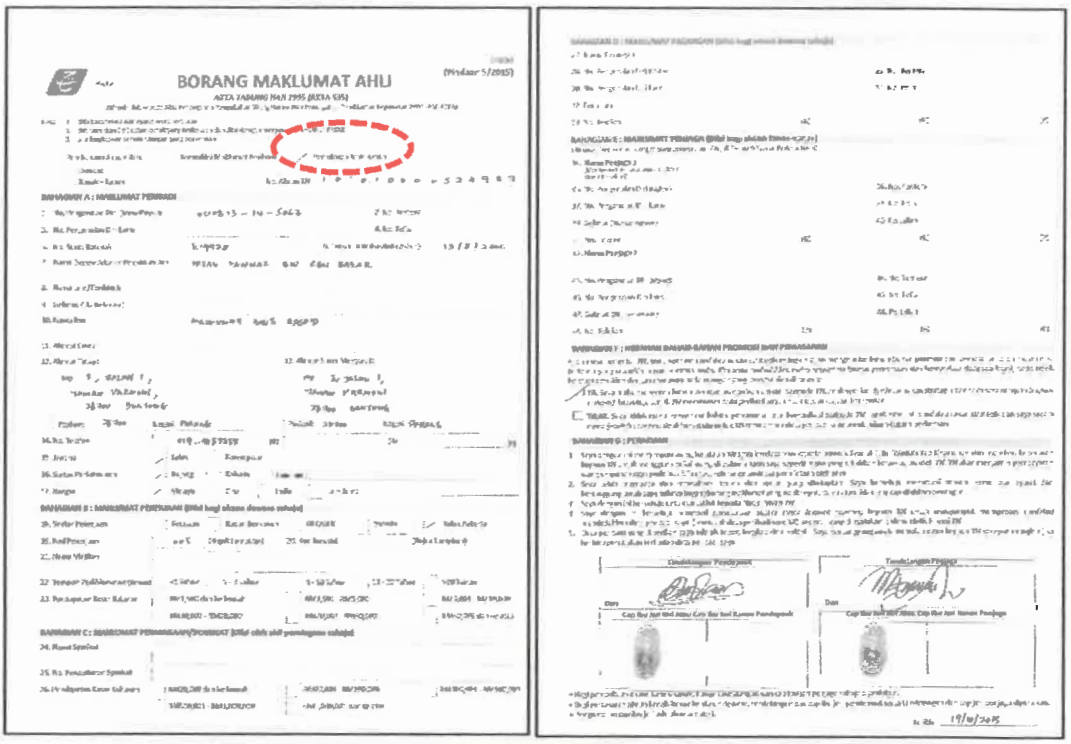


Figure 3.5

Changing status from child to adult account.

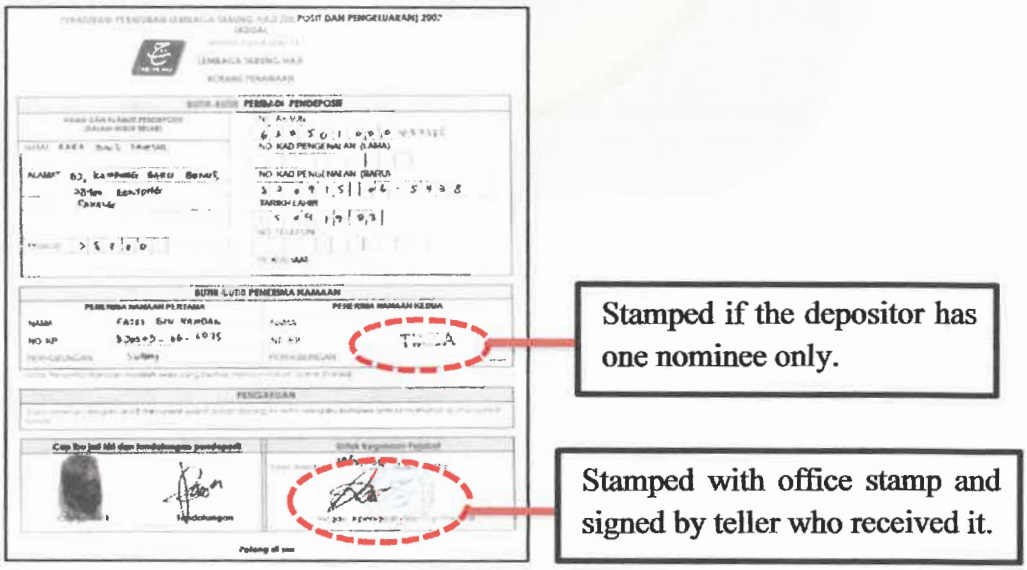


Figure 3.6

Appointment of Beneficiary form

So, during the industrial training, the trainee's task is to check the forms whether it is filled completely or not. If any of the information shown in the figure above is incomplete, the trainee has to write it down by referring to JP003A which is printed from the system. Sometimes, some forms are left empty, so the trainee has to fully written it to complete it. As for the Appointment of Beneficiary form, if there is no second nominee, it needs to be stamped with "*TIADA*" and office stamp and lastly, making sure that the teller has signed it.

3.1.1.2 Filing of Documents and Forms.

TH Bentong uses numerical system as their classification system. There are four major files which are Administration File, Financial File, Hajj File and Property File. The trainee will file all sorts of documents received or sent by TH. Some documents that are regularly being filed are Transfer Savings, Wage Cut, Power to Manage ("Sign-on" Application), TH Account Statement, the copy of JP003 letter, the copy of changing of caregivers (JP008) form, the copy of Appointment of Beneficiary letter and its name list, the copy of Electricity and Water Bills documents, Petty Cash, General Ledger Reconciliation Report, Building Maintenance, Briefing Report, Travel Allowance and Staff Leave. Most of the documents required the trainee to photocopy it and the original copy will be sent to headquarters. TH will keep the second copy as reference. All incoming letters TH received needs to be written in a Regular Mail Registration book, for instance, General Ledger Reconciliation Report sent by TH Pahang needs to be written in Regular Mail Registration book.

Apart from that, the trainee also filed forms like Closing TH Account form, Hajj Registration Cancellation form, Missing Book Report Form and TH book account update by their representative. These forms also need to be checked by the trainee before being filed. For instance, for closing TH Account form, information like depositor's name, account number,

identification card number, amount of money, reason of closing their account, signature and their fingerprint are compulsory. For Hajj Registration Cancellation form, information like signature or fingerprint, date, manager's approval and office stamp are compulsory. If Hajj Registration is cancelled because of death, make sure there is a copy of death certificate provided together. For the missing book report form, the trainee has to make sure that the forms are filled completely by depositors and the teller who receives the report needs to sign. The photocopies of depositors' identification card number are compulsory to have when the depositors report for the missing book. All kinds of duplicate copy need the approval of Branch Manager.

3.1.1.3 Teller's Daily Achievement and Daily Report

After counter operation has stopped, the trainee has to analyze and calculate tellers' individual achievement on that day. The trainee will get the achievement from TH Induk system. The achievement is based on the amount of new member registration, personal information update, Hajj registration, THiJARI Portal (office achievement), Hibah Amanah registration (office achievement), and Hibah Amanah form application (individual achievement). After analyzing it, the information will be written in teller's daily achievement book as well as written in Excel where the Lestari Achievement template is ready. The trainee also have to analyze how many ticket issued (T/I), total transaction (T/T), waiting time, serving time as well as customer's feedback of each teller. After that, the daily report (LP) will be printed from the Session A system. Only number two until ten will be printed. After being printed, it needs the confirmation of supervisor and Branch Manager.

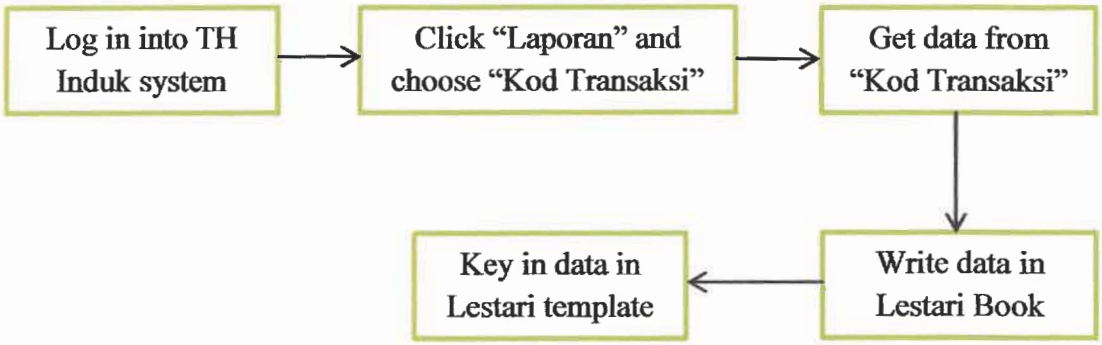


Figure 3.7

Key in teller's achievement flow

Figure 3.8

TH Induk system

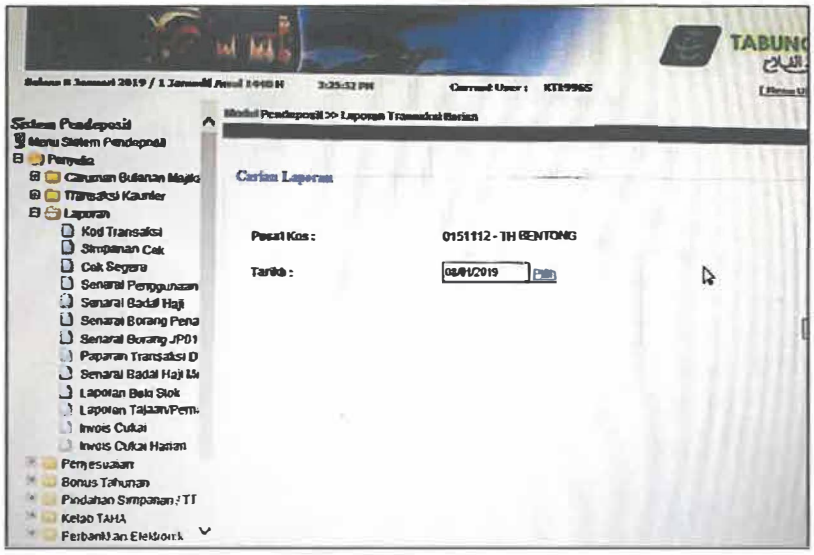


Figure 3.9

Interface of TH Induk system

Table 3.2

Sample data of teller's achievement from TH Induk system

AHLI BARU DEWASA			
NO KT	**NO AKAUN**	**KAD PENGENALAN**	**NAMA PENDEPOSIT**
KT1991287483	63050********	95030406****	AKINA BINTI MOHAMAD
KT1991293828	63040********	85050628****	ADILA BINTI ARIF
KT3412483748	10002********	93080906****	ROSDI BIN HAMBALI

Table 3.3

Sample data of teller's achievement from TH Induk system

AHLI BARU KANAK-KANAK			
NO KT	**NO AKAUN**	**KAD PENGENALAN**	**NAMA PENDEPOSIT**
KT2142111111	10927********	19010903****	AMMAR BIN GHADAFI
SL2933884347	10092********	14030405****	DAUS BIN SHAKIR

LEMBAGA *TH* NEGERI PAHANG

PERANGKAAN PROGRAM LESTARI - SEGMEN SASARAN TELLER

DATE	Thursday	8/11/2018

BIL	KATEGORI	NAMA TELLER	NO KT	PROFIL	AHLI BARU	HAJI	LINE KAD	TAJAAN	PORTAL TAJAAN	HIBAH AMANAH (PENDAFTARAN)	HIBAH AMANAH (PERMOHONAN)	TOTAL TRANSAKSI
									PEJABAT		INDIVIDU	
SASARAN HARIAN (TELLER TETAP)				10	5	5	5	5	5	2	2	39
[illegible]		HJ FAIZAL	KT1996	3	1		5	5				[illegible]
[illegible]		HJ HAFIZULLAH	KT2141	19		1	5	6				[illegible]
[illegible]		MUHAMMAD FIRDAUS	KT3402	17	1	1	5	6				[illegible]
SASARAN HARIAN (BUKAN TELLER TETAP)				5	2	5	10	10			2	34
[illegible]		NUR ADILAH	SL92594				10	10				20
[illegible]				39	2	2	25	27				95

BERCUTI

CAPAI TARGET HARIAN

BACK OFFICE

Figure 3.10

Lestari template in Excel format

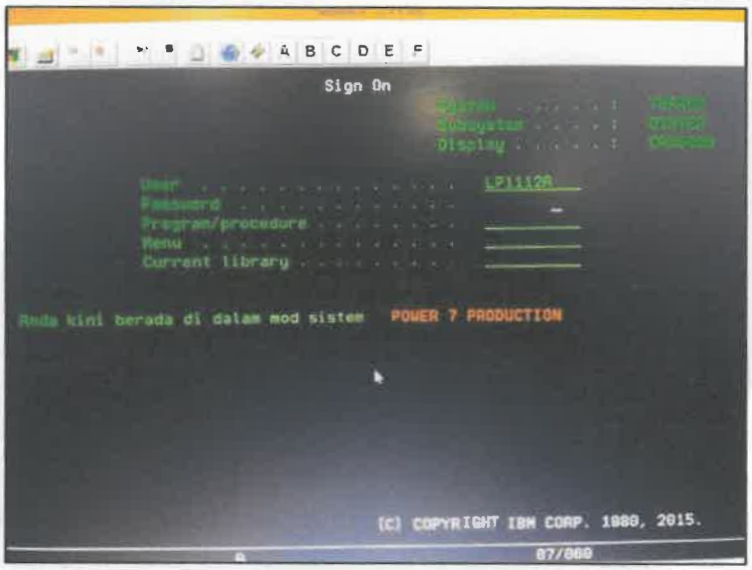


Figure 3.11

Daily Report Log In Interface

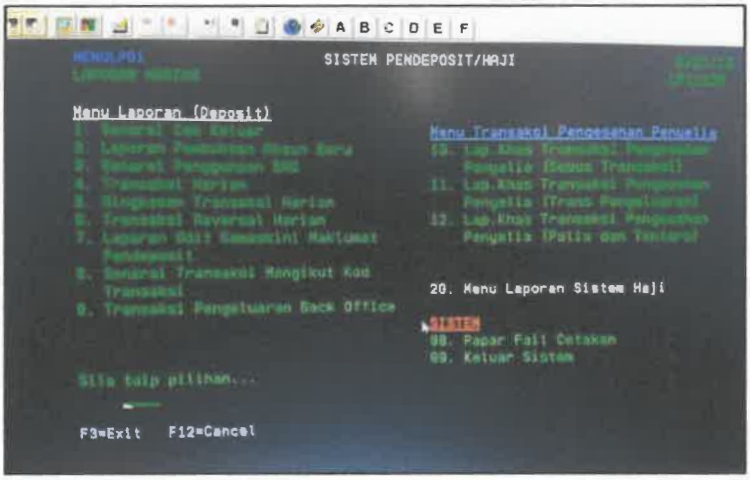


Figure 3.12

Daily Report Main interface

3.1.1.4 Morning Briefings

Every day, before TH starts its operation, they will have a morning briefing where they will discuss about problems arise on the previous day and what they have to do to encounter it. They will also read important e-mails they have got on the previous day or the morning before briefing starts. They will discuss about what work need to be settled and what not.

3.1.2 Other Activities

Table 3.4

List of other training activities

No.	Other Activities	
3.1.2.1	Administrative work	Letter preparation
		Analyzing Money Saving and Money Withdrawal Slip
		Presentation Slides Preparation
		Preparing JP003 Form and New Member Form
		Photocopying documents
		Making or Answering Phone Calls
3.1.2.2	Records Management	Closing and Opening New Files
3.1.2.3	Electronic Publishing	Designing, Editing and Labelling
3.1.2.4	Promotion	TH Campaign
3.1.2.5	Others	English Tutoring
		Committee Member of Kursus Asas Haji (KAH)
		Participating National Sports Day
		Setting Up Projector

3.1.2.1 Administrative work

3.1.2.1.1 Letter Preparation

Every Tuesday and Thursday, JP003, JP008, Appointment of Beneficiary form, bills, cheque and other letters need to be posted. So, the letters preparation process is done by the trainee. As for JP003 and Appointment of Beneficiary form, the name list will be printed through TH Induk system. Before sending the letters, the trainee will analyze whether the total number of forms are in accordance with its name list. Then, the forms need to be attached together with its name list. All letters need to be checked by Administrative Officer and approved by Branch Manager and once it has been signed and approved, it needs to be photocopied for filing.

3.1.2.1.2 Analyzing Money Saving and Money Withdrawal Slip

The trainee also checked the money saving slip (JP001) and money withdrawal slip (JP002). The figures shown below are the complete examples of how JP001 and JP002 should be. Information that is written and ticked is compulsory as stated in the Standard Operating Procedure (SOP).

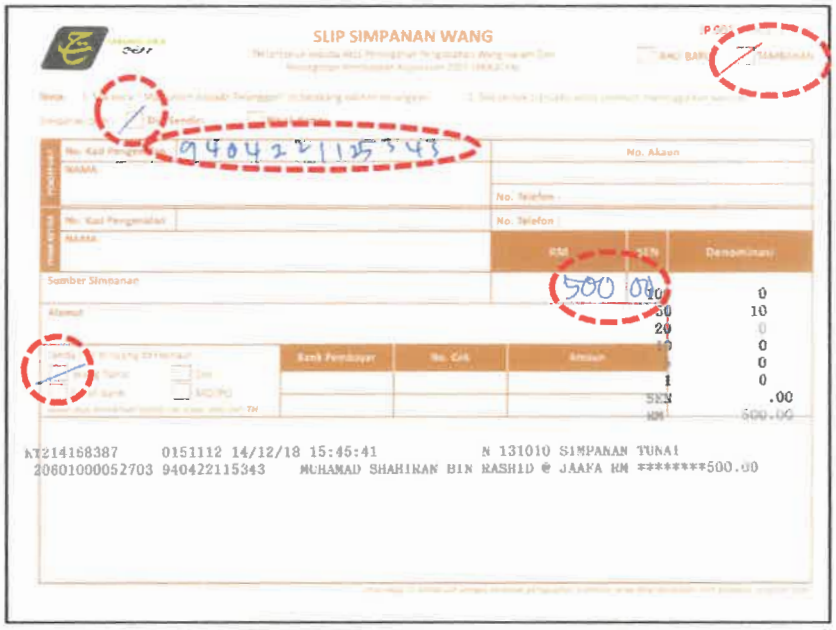
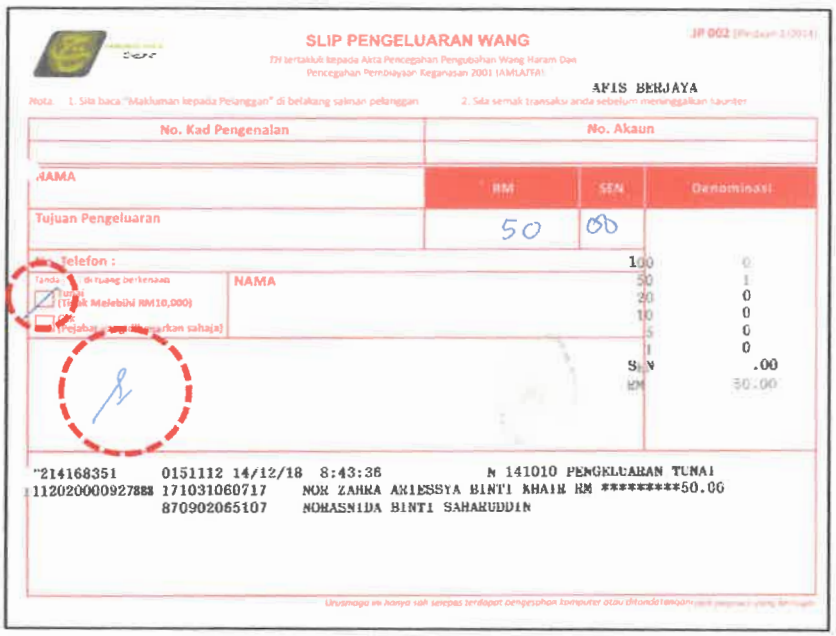


Figure 3.13

Money saving slip (JP001)



SLIP PENGELUARAN WANG

AFIS BERJAYA

No. Kad Pengenalan	No. Akaun

NAMA	RM	SEN	Denominasi
Tujuan Pengeluaran	50	00	

Telefon :

NAMA

"214168351 0151112 14/12/18 8:43:36 N 141010 PENGELUARAN TUNAI
112020000927888 171031060717 NOR ZAHRA AKIESSYA BINTI KHAIR RM *********50.00
870902065107 NORASNIDA BINTI SAHARUDDIN

Figure 3.14

Money withdrawal slips (JP002)

3.1.2.1.3 Presentation Slides Preparation

The trainee also prepares presentation slides for every event. One of it is "*Penarafan Pejabat Peringkat Negeri Pahang*". It has three components and 12 elements.

Figure 3.15

***Penarafan Pejabat Peringkat Negeri Pahang* slide**

The trainee also prepares Office Profile slide. The contents are information of district, information of office, Administration unit information, Building and Maintenance unit information, Financial unit information, Marketing unit information, Hajj unit information as well as activities throughout the year of 2018.

Figure 3.16

Office Profile

The trainee will prepare presentation slides for the teller whenever they have to do presentation about their achievement weekly or monthly and how much balance left for them to achieve their target. Below are the examples of slides presentation preparation made by the trainee. Hibah Amanah slide presentation is about the application of Hibah Amanah form issued by each teller to certain depositors only. Usually, the teller will issue it to depositors who have more than RM1500 in their TH account. The trainee will analyze and calculate the application from early to the end of the month.

Figure 3.17

Hibah Amanah Slide

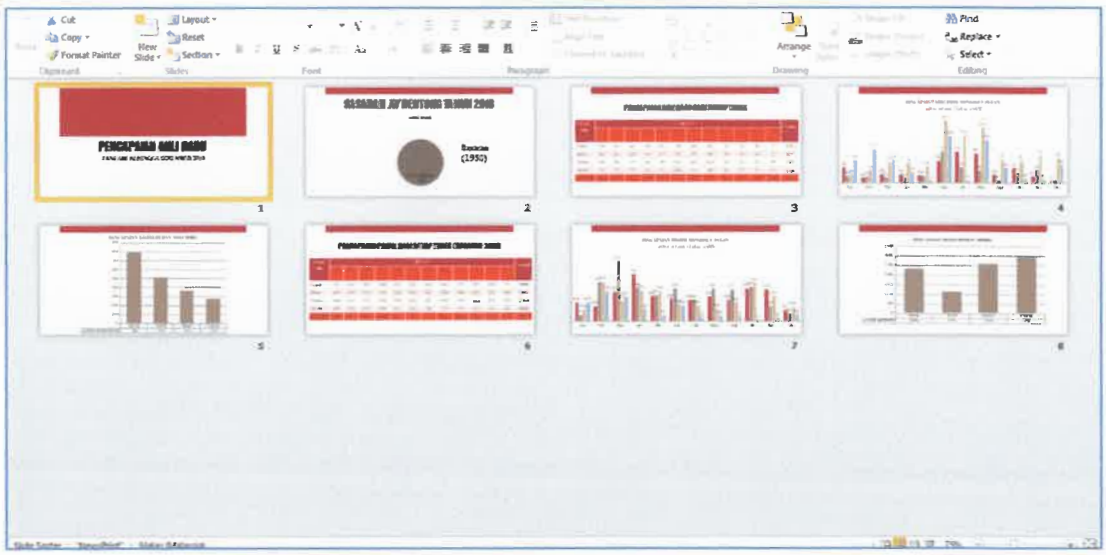


Figure 3.17

New Members Target Achievement

3.1.2.1.4 JP003 Form and New Member Form

JP003 form is regularly used by all tellers at the counter. When the counter is run out of JP003 form, the trainee will compile together empty JP003 and A4 paper as much as possible. The empty A4 paper is used as JP003A. As for the new member form, the trainee will take empty JP003, A4 paper, Appointment of Beneficiary form and JP001 slip and stapled it together. Table below shows the difference between JP003 and New Member Form and its arrangement.

Table 3.5

Difference between JP003 and New Member Form

No.	JP003	New Member Form
1.	JP003	JP003
2.	A4 paper	Appointment of Beneficiary
3.		A4 Paper
4.		Saving Money Slip (JP001)

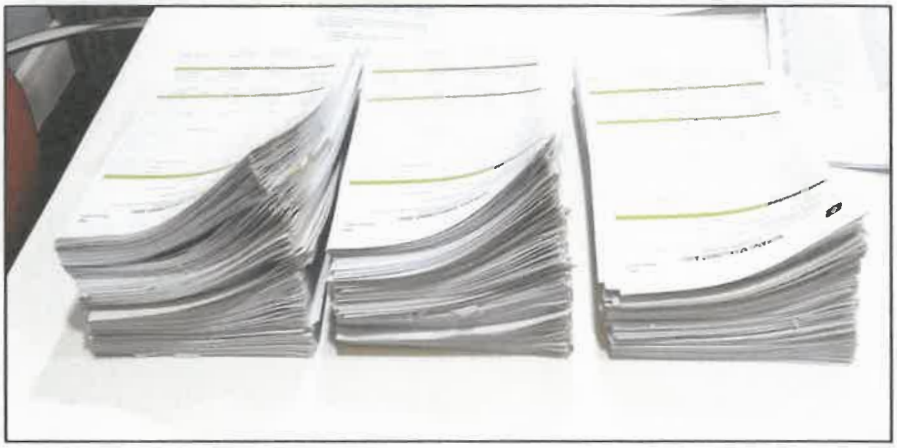


Figure 3.19

New Member Form Preparation

3.1.2.1.5 Photocopying Documents

The trainee also has to photocopy documents. Letters and documents posted to other organizations need to be photocopied and kept as reference. The trainee also photocopies depositors' IC if needed by the teller or other staff.

3.1.2.1.6 Making or Answering Phone Calls

The trainee making several phone calls to depositors and pilgrims. The trainee makes phone calls to Badal Hajj pilgrims to ask them to take their certificate and souvenirs. The trainee also making phone calls to Hibah Amanah depositors who have applied from Hibah Amanah form and ask them whether if they are interested to make Hibah Amanah registration. The trainee answers phone calls in order to assist depositors with their questions. By making or answering phone calls, the trainee can build confidence and throw away fear traits. The trainee also learns how to communicate and handle depositors patiently.

3.1.2.2 Records Management

3.1.2.2.1 Closing and Opening New Files

Figure 3.20

Administrative Files

Firstly, the trainee will check all files and then sort out files that seem a little bit bulky. Then, the bulky files will be measured. If it reached 2cm, the trainee will cross the file with "*DITUTUP PADA*" and write the date of file closed by using red marker pen. The files will be put in boxes. Files from different unit cannot be mixed with other unit files. Once the boxes are full, it will be sent to TH Bentong File Room to be kept there before sending it to Tabung Haji Archives. After settling it, the trainee will open new files. The trainee will print new classification number and change the volume number to be pasted on new files. In the file, minute will be inserted so that whenever documents are files, the trainee has to write document name in the minute.

Figure 3.21

Box preparation

Figure 3.22

Tabung Haji Bentong File Room

3.1.2.3 Electronic Publishing

3.1.2.3.1 Designing, Editing and Labelling

The trainee was given tasks to design few things such as designing an album for "*Penarafan Pejabat Peringkat Negeri*". In the album, it consists of staff activities on 2018. The trainee also designed TH organizational chart. Apart from that, the trainee designed bunting of welcoming the arrival of YB. Young Syefura Othman to TH Bentong, Kursus Asas Haji 1440H (KAH) banner and KAH poster. The trainee also makes labelling for all cabinets. The trainee also has other tasks such as editing 'Selfie' pictures of TH staff and SL1M trainee for 'TH Selfie Competition' in conjunction with the Independence Day as well as designing cover pages like Petty Cash cover, Staff profile cover, morning briefing cover, Du'a book and many more.

Figure 3.23

***"Penarafan Pejabat Peringkat Negeri"* Album**

Figure 3.24

Organizational chart of Tabung Haji Bentong

Figure 3.25

Bunting

Figure 3.26

Kursus Asas Haji Banner

Figure 3.27

Kursus Asas Haji Poster

Figure 3.28

Cabinets labelling

3.1.2.4 Promotion

3.1.2.4.1 TH Campaign

As a trainee of TH Bentong, the trainee has to attend TH campaign in order to assist the staff in terms of promoting TH product to customers. The trainee has attended few campaigns at Karak Mosque, Pahang, SK Janda Baik, Bentong, Pascorp Paper Industries Sdn Bhd,

Bentong, Hotel Sri Malaysia, Genting Highlands and TH Community at Sultan Haji Ahmad Shah Mosque, Bentong. During the campaign, the trainee was assigned to give guidance to the customers to fill up forms, to answer questions that come from the customers as well as check JP003 form if they bring it together with them to mobile counter.

Figure 3.29

Campaign at Karak Mosque, Bentong Pahang

Figure 3.30

Campaign at SK Janda Baik, Bentong Pahang

3.1.2.5 Other works

3.1.2.5.1 English Tutoring

Starting from November, on every Wednesday, the trainee was asked to share any knowledge about English with the staff. So, each day on the first week, the trainee shares about vocabulary. The trainee will give one word for example, explain the meaning of the word and create a sentence by using the word. The following week, the trainee shares about singular and plural noun. The next following week, the trainee shares about past, present and future tense. The trainee also shares about preposition, which are In, On and At.

Figure 3.31

Tutoring English to TH staff

3.1.2.5.2 Committee Member of Kursus Asas Haji (KAH)

During the trainee's turn as committee member of KAH, the trainee was responsible to set up projector at the Mosque. The trainee also distributes the attendance list to the pilgrims to check on their names.

3.1.2.5.3 Participating National Sports Day

On 13th October 2018, TH Branch Manager requested the trainee to participate in National Sports Day as a part of office activity. It is to portray that TH staff is active and productive.

Figure 3.32

Participation in National Sports Day

3.1.2.5.4 Setting Up Projector

During the industrial training, whenever there is any sort of presentation and Zikir recitation the trainee is in charge to set up the projector before the activity starts.

3.2 Special Project

i) E-Lestari

3.2.1 Project Overview

Lestari is a programme that refers to teller's daily achievement at TH. It involves one party only which is the teller. Teller is the first point of contact that is available for depositors at TH. Teller's duties encompass administrative tasks, depositors support and the promotion of the TH's services. Teller is in charge of assisting depositors with any transaction they may require to do, from making deposits and withdrawals, to opening and closing TH accounts. The trainee developed E-Lestari system because one of the staff has requested to do so. E-Lestari become a solution to improve the current process of managing teller's daily achievement. The trainee developed the basic function system for TH Bentong before being upgraded by TH Bentong staff later on.

E-Lestari is developed to help the teller to insert their daily achievement. Basically, the daily achievement involves opening new account, updating personal information, Hajj registration, Linkcard, THiJARI (phone application), THiJARI Portal (office achievement), Hibah Amanah registration (office achievement), and Hibah Amanah form application (individual achievement). They can view their achievements from the first until end of month which the teller updated day by day.

3.2.1.1 Problem Statements

Lestari refers to the teller's daily achievement at TH. It involves one party which is the teller. Every day, either one of four tellers need to update their daily achievement to report it to the State Director. However, manual system can be troublesome because the date and day need to

be change manually. Sometimes, they forget to change it, so, they have to print it again. Other than that, it is not calculated automatically. So, they have to make sure that the calculation is tally. Also, before this, previous teller's achievement are not kept daily in electronic version. For instance, they will enter today's achievement and will print it and keep it in one file. So, the next day, they will delete the previous data and enter with the newest one. If the printed paper is missing, they have to re-enter the information back by opening TH Induk system. It will make the tellers do the same work all over again.

3.2.1.2 Objectives

The objectives of E-Lestari are:

i. To convert from manual to automated system.
ii. To develop an auto-calculate system
iii. To store the teller's daily performance each day.

3.2.1.3 User target

E-Lestari is designed and developed specialized for Tabung Haji Bentong Branch. The development of E-Lestari is for tellers who assist depositors in making any kind of transaction at TH.

Table 3.6

Explanation of E-Lestari User Target

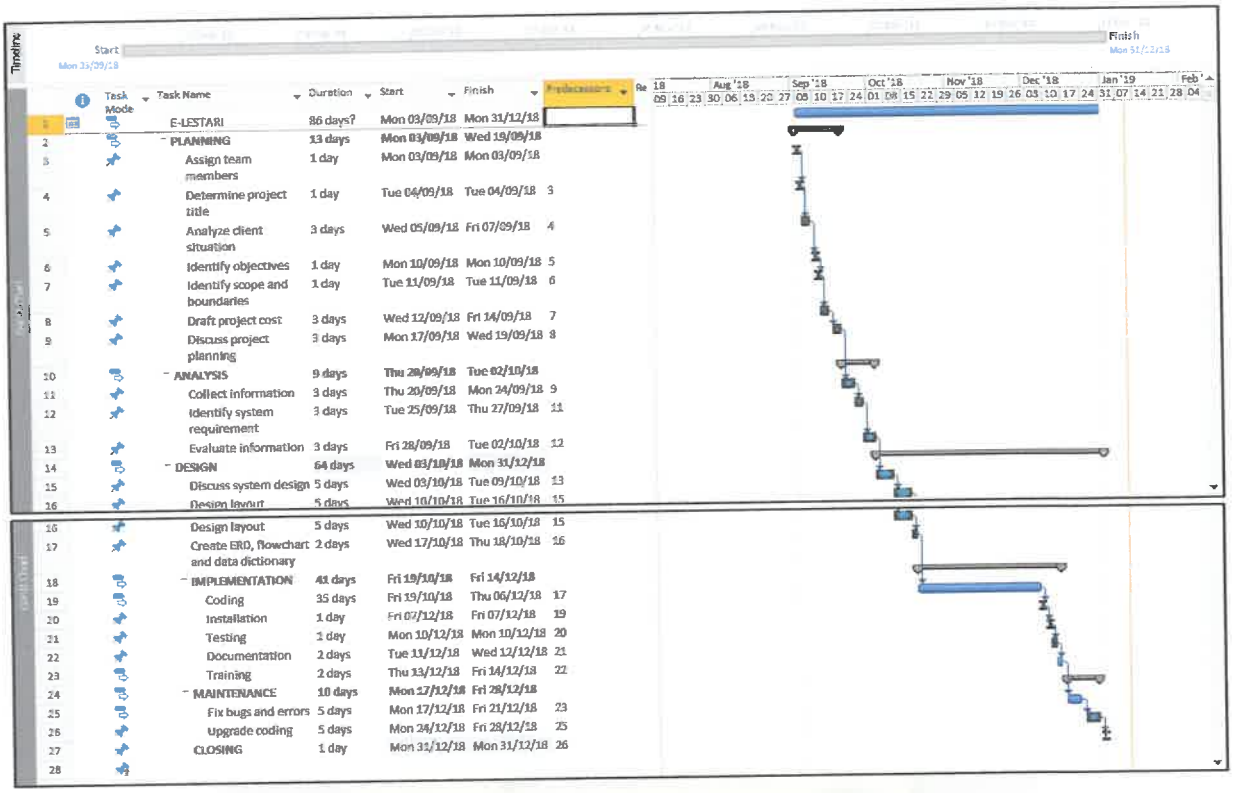
No.	User	Explanation
1.	Teller	Administration officer is the administrator of E-Lestari. Before the tellers can access the system, Administration officer will register all of them into the system. To key in the daily achievements into E-Lestari, either one of the tellers can enter it.

3.2.1.4 Project planning

Assessing schedule feasibility is about time constraint or schedule that has been assigned for the period of time in order to make sure that the project will be completed according to that time. This also can be information to the trainee or notify the trainee the deadlines of the project either the date given is reasonable to perform all tasks that has been assigned. The trainee makes brainstorming session to know the period of time to complete the project. In assign, the dateline based on the availability of people who is involved in this project and also the equipment that need to be used. To make sure the project run in accordance to the date that has been assigned, the trainee developed project timeline or Gantt chart to ensure the task assigned will be performed by following the deadlines.

Project timeframe must be planned properly in order to overcome overdue of the project planning. Profit of the organization is important to ensure the company will always effective and efficient with financial management, so, to ensure that is by making the schedule properly. Project planning is referring to assessing schedule feasibility in which it is related to project duration. Project planning helps in determining all potential time frames and completion date schedules can be met and that meeting these dates will be sufficient for dealing with the needs of the organization. The trainee use Gantt chart in order to estimate the

time frame of E-Lestari development. The trainee also determined the cost and budget involved.



	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		E-LESTARI	86 days?	Mon 03/09/18	Mon 31/12/18	
2		PLANNING	13 days	Mon 03/09/18	Wed 19/09/18	
3		Assign team members	1 day	Mon 03/09/18	Mon 03/09/18	
4		Determine project title	1 day	Tue 04/09/18	Tue 04/09/18	3
5		Analyze client situation	3 days	Wed 05/09/18	Fri 07/09/18	4
6		Identify objectives	1 day	Mon 10/09/18	Mon 10/09/18	5
7		Identify scope and boundaries	1 day	Tue 11/09/18	Tue 11/09/18	6
8		Draft project cost	3 days	Wed 12/09/18	Fri 14/09/18	7
9		Discuss project planning	3 days	Mon 17/09/18	Wed 19/09/18	8
10		ANALYSIS	9 days	Thu 20/09/18	Tue 02/10/18	
11		Collect information	3 days	Thu 20/09/18	Mon 24/09/18	9
12		Identify system requirement	3 days	Tue 25/09/18	Thu 27/09/18	11
13		Evaluate information	3 days	Fri 28/09/18	Tue 02/10/18	12
14		DESIGN	64 days	Wed 03/10/18	Mon 31/12/18	
15		Discuss system design	5 days	Wed 03/10/18	Tue 09/10/18	13
16		Design layout	5 days	Wed 10/10/18	Tue 16/10/18	15
16		Design layout	5 days	Wed 10/10/18	Tue 16/10/18	15
17		Create ERD, flowchart and data dictionary	2 days	Wed 17/10/18	Thu 18/10/18	16
18		IMPLEMENTATION	41 days	Fri 19/10/18	Fri 14/12/18	
19		Coding	35 days	Fri 19/10/18	Thu 06/12/18	17
20		Installation	1 day	Fri 07/12/18	Fri 07/12/18	19
21		Testing	1 day	Mon 10/12/18	Mon 10/12/18	20
22		Documentation	2 days	Tue 11/12/18	Wed 12/12/18	21
23		Training	2 days	Thu 13/12/18	Fri 14/12/18	22
24		MAINTENANCE	10 days	Mon 17/12/18	Fri 28/12/18	
25		Fix bugs and errors	5 days	Mon 17/12/18	Fri 21/12/18	23
26		Upgrade coding	5 days	Mon 24/12/18	Fri 28/12/18	25
27		CLOSING	1 day	Mon 31/12/18	Mon 31/12/18	26
28						

Figure 3.33

Gantt Chart

Table 3.7

Expected cost of E-Lestari

NO.	CATEGORY	TOTAL PRICE (RM)
1	Planning phase Modules: • Team members • Site visiting • Business Function Research • Analyze process and flow of Lestari	RM 13,000.00
2	Analysis phase Modules: • Collect information • Interview Client • Identify system requirement • Evaluate information	RM 10,000.00
3	Design phase Modules: • System design • Design layout • Create ERD, DFD, flowchart	RM 18,000.00
4	Implementation phase Modules: • Registration of tellers • Auto-calculation • Data extraction	RM 200,000.00
5	Maintenance phase Modules: • Coding • Installation • Testing • Documentation • Training (5days) • Software license (annually)	RM 70,000.00
TOTAL COST		**RM 311,000.00**

3.2.2 Literature Review

3.2.2.1 Introduction

Nowadays, computerized management system developments are expanding over the past years and most of these systems are increasingly replacing the manual system. In order to develop good and effective system, developers should understand and know what the users' needs are. So, the developers should act as if they are the user of the system in order to meet users' needs. Developers should try and error in developing system especially in the process of planning, analysis and designing. Errors can be fixed if it is still at early stage. If the errors cannot be detected at early stage, it will drag the system down.

Catanio et al., (2003) said "one of the major concerns in developing an online system is to enhance user's accessibility to relevant information by providing users with useful relationships or navigations." Based on Quintero & Valderrama (2002), navigation represents the action of jumping from one page through another hyperlink. Every systems developed should have navigations and buttons that are functioning to ensure there are no problems encountered by the users. The system interface should be easy to understand and user friendly. Developers should test their system regularly to make sure that there are no errors.

According to Zhang et al., (2002), there are three principles to help ensuring good usability. Firstly, it is consistent. In one system, software should use the same terms, styles, and procedures for achieving the same functionality. Colour and font should also be consistent throughout the system. Avoid using vibrant colours because it is too bright. Secondly, it is controllable. Users usually like to do what they want, when they want, without being constrained by the system. Thirdly, it is predictable. Users can continually build on their experience, and develop more sophisticated and accurate models about how the system works. Users will assume that if a particular set of commands work in one situation they will work in

other similar situations too. The online system usability is creating a system where users can find what they are searching for more quickly and efficiently. For instance, if the tellers want to view their previous achievements, they can search it by using search box for faster result instead of scrolling the page until they find want they want.

3.2.3 Methodology

In developing systems, the first phase is the methodology. The trainee used system development life cycle (SDLC) to develop E-Lestari. SDLC is very important to ensure that during development and the end of the system will produce the actual deliverables or good result. By following the phases step by step, it can give best output from the project. The five phases of SDLC are planning, analysis, design, implementation and maintenance. At this stage, planning, analysis and design phases are focused.

3.2.3.1 Planning

In planning phase, the trainee conducted preliminary study or known as feasibility study to collect information needed for system modules. The trainee identified all resources required and make sure to follow the timeline set to avoid time overdue. Few things to be considered in feasibility study are project feasibility, technical feasibility, economic feasibility and schedule feasibility. Firstly, for project feasibility, the trainee ensures that during the E-Lestari development, no problems are encountered within time to time. Secondly, for technical feasibility, the trainee brainstorming on what hardware and software needed to develop E-Lestari. Thirdly, the trainee identified the financial benefits and costs associated with

development of E-Lestari. Fourthly, the trainee set timelines for each phase to develop the system before meeting the deadlines.

3.2.3.2 Analysis

In analysis phase, the trainee used interview methods to obtain detailed information of Lestari Programme. To have a clear explanation about Lestari Programme, the trainee interviewed TH Pahang Director, Puan Hajjah Musalimah binti Mustaffa when she came for a visit to TH Bentong. Apart from that, the trainee also interviewed Encik Haji Muhamad Hafizullah Bin Mat Rani as he is known for his expertise in system. The trainee and the staff discussed on what features should be included in the system. To develop such complicated system which involving all TH branches requires quite a long time to complete, so, the staff suggested the trainee to develop only the base system and they will continue the development in future.

3.2.3.3 Design

Currently, E-Lestari focuses on one user which is tellers. The trainee made a diagram for a structure of data in order to fully meet users' needs to the system which is entitiy relationship diagram. The data structure design will help the trainee in developing the system easily by following the structure, arrange it systematically and enable the trainee to develop the system smoothly without any problem. The development of E-Lestari is using the popular and familiar computer language which are the combination of Hypertext Mark-up Language (HTML) with hypertext pre-processor or the popular name is PHP language. For database, WAMP software that contains MYSQL as a platform of the database that keeps the data are used. To open MYSQL, it uses phpMyAdmin and stores the data insert by users.

3.2.4 Analysis

3.2.4.1 Introduction

Analysis phase is a phase where system requirements are identified and the trainee gather as much information as possible from the staff. The staff gives explanation about the flow of E-Lestari and who will involved in using the system. The trainee has interviewed the staff quite few times. Once he has told the flow and process of Lestari, the trainee began to analyze the reuqirements. Since the fully system will take quite a long time to develop, so, the staff asked the trainee to develop the basic funtion first.

3.2.4.2 Analyze Existing System

Tabung Haji Bentong still manage their daily achievements manually. They still write their daily achievement in a book, which uses a lot of paper because at the end of every year, they have to print new book. E-Lestari helps them to solve their problems as well as will save more paper. They also can view back their previous daily achievements. Figure below is the comparison between manual system applied by Tabung Haji and computerized system after E-Lestari has been implemented.

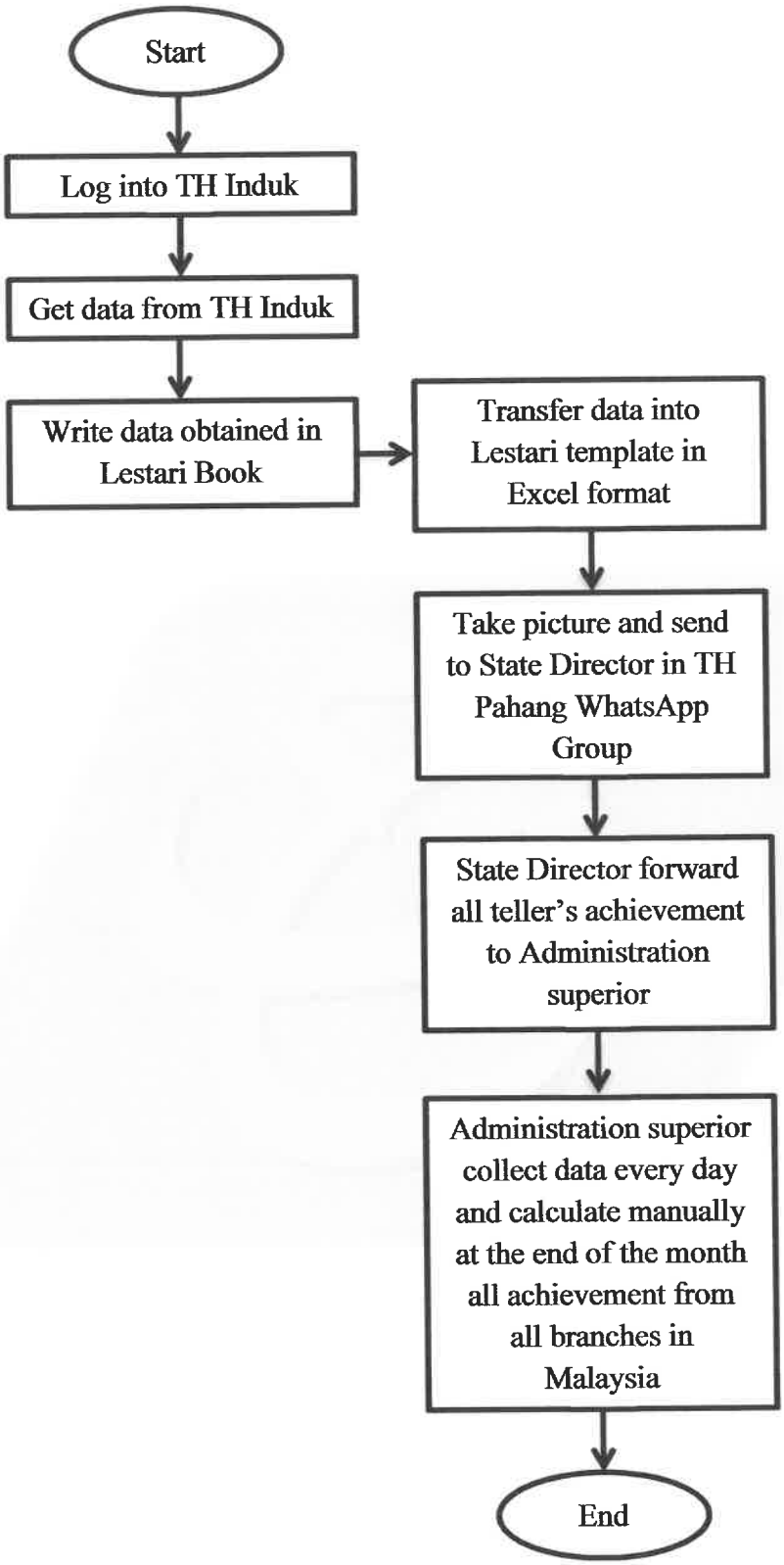


Figure 3.34

Flowchart of Manual System

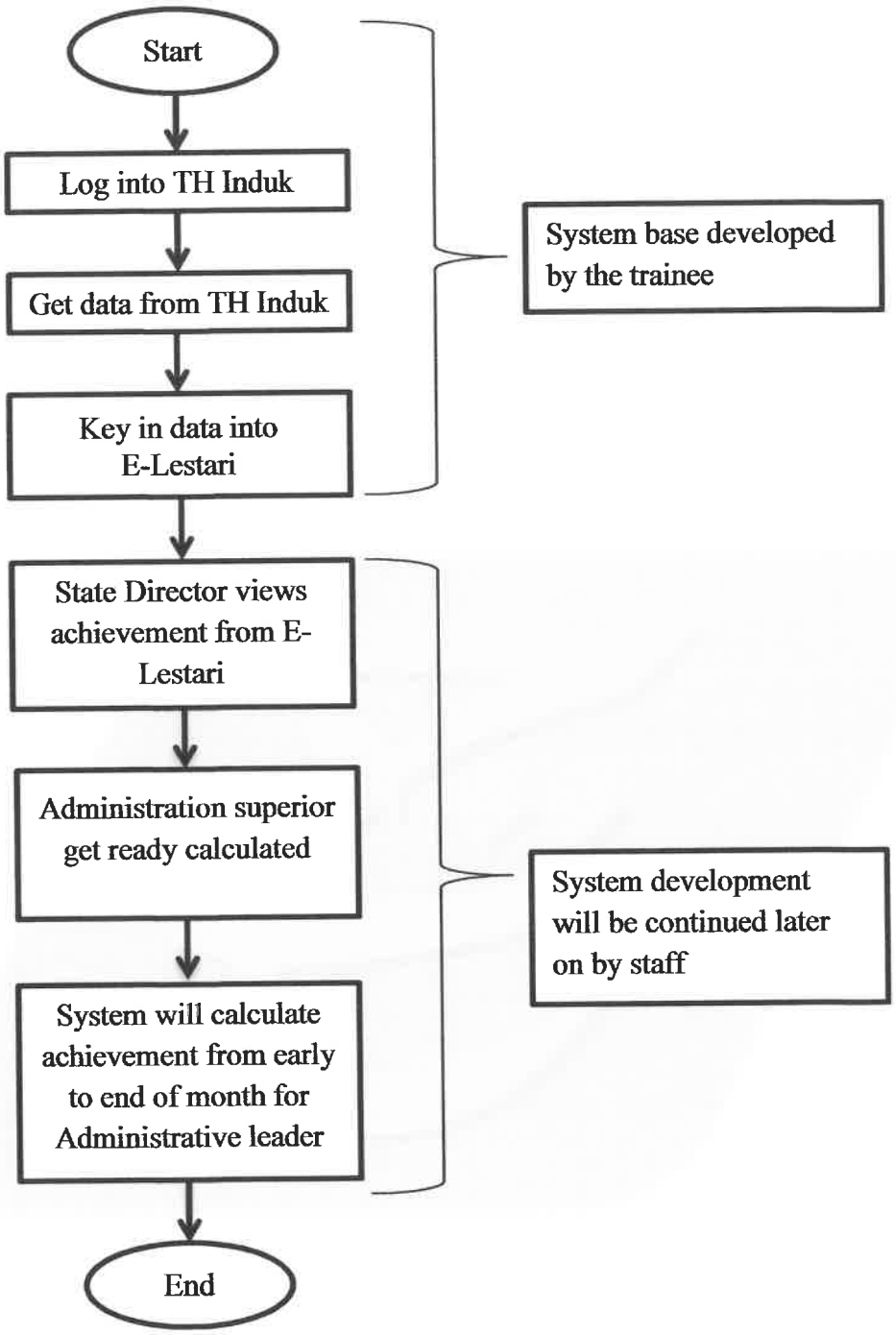


Figure 3.35

Flowchart of Computerized System

3.2.5 Design

3.2.5.1 Entity Relationship Diagram (ERD)

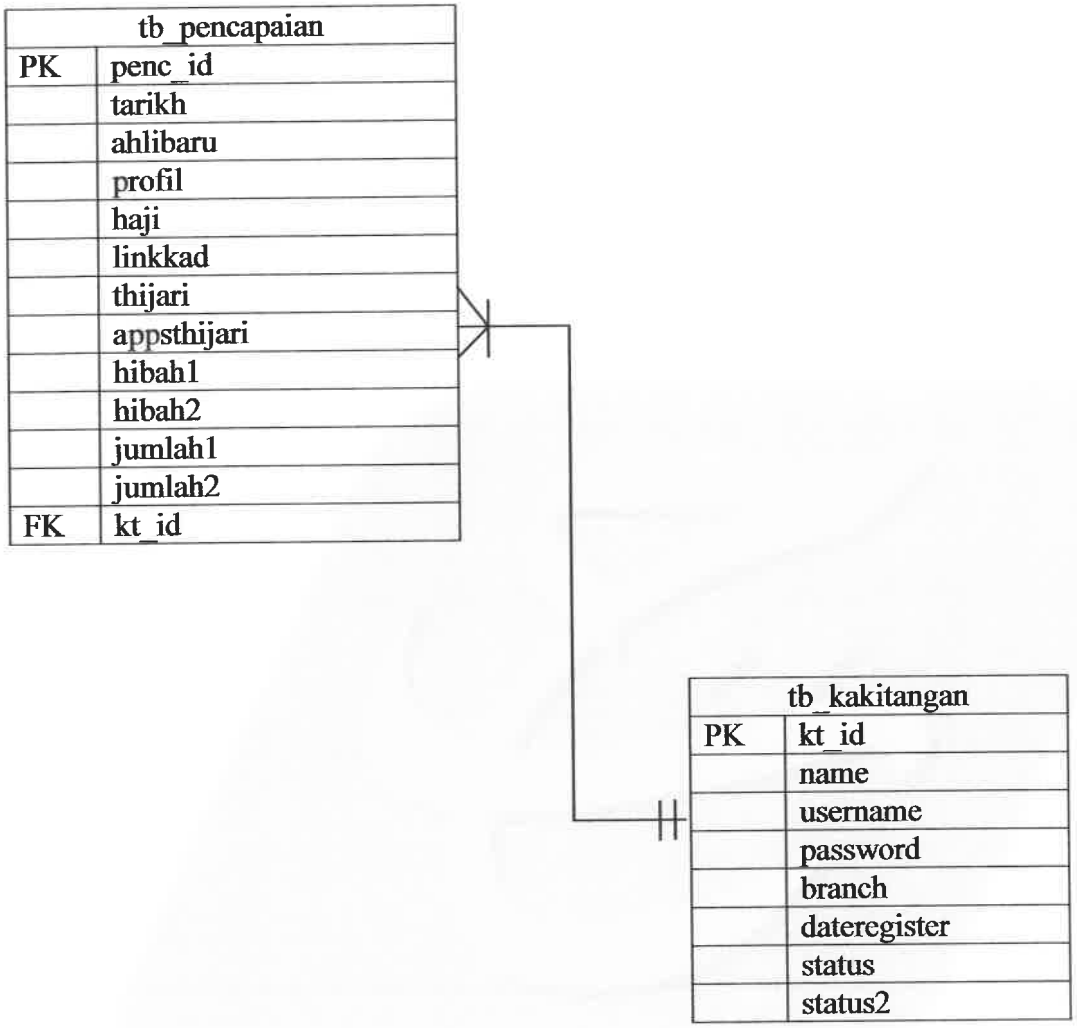


Figure 3.36

Entity Relationship Diagram

3.2.5.2 Data Dictionary

Table 3.8

tb_kakitangan

Table name	Attribute name	Content	PK / FK
Kakitangan	kt_id	Kakitangan unique identity	PK
	name	Teller's name	
	username	Username to log into E-Lestari	
	password	Password to log into E-Lestari	
	branch	TH Branch	
	dateregister	Date register into E-Lestari	
	status	Status of user in E-Lestari	
	status2	Block or delete	

Table 3.9

tb_pencapaian

Table name	Attribute name	Content	PK / FK
Pencapaian	penc_id	Pencapaian unique identity	PK
	tarikh	Date of achievement	
	ahlibaru	New member achievement	
	profil	Profile achievement	
	haji	Hajj achievement	
	linkkad	Linkkad achievement	
	thijari	Thijari achievement	
	pthijari	Apps Thijari achievement	
	hibah1	Hibah Registration achievement	
	hibah2	Hibah Form Application achievement	
	jumlah	Total Transaction	
	jumlah2	Total Achievement	
	kt_id	Kakitangan unique identity	FK

3.2.5.3 Interface Design

i) Administrator view

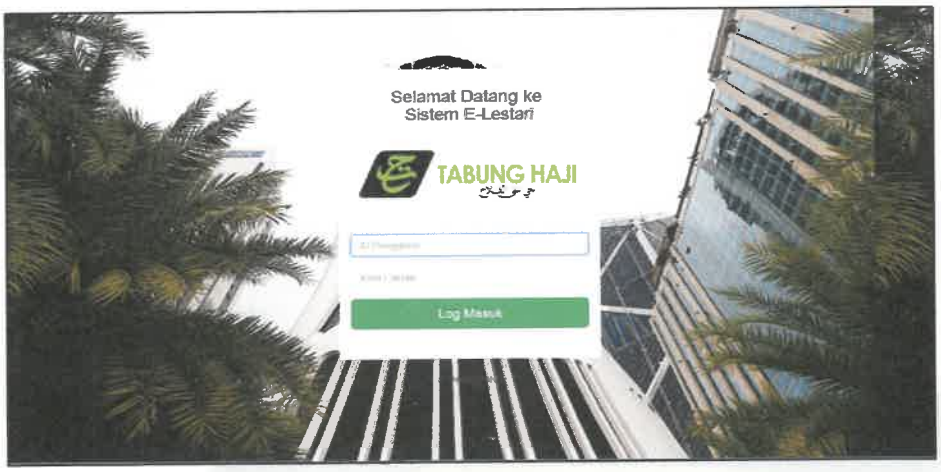


Figure 3.37

E-Lestari login interface

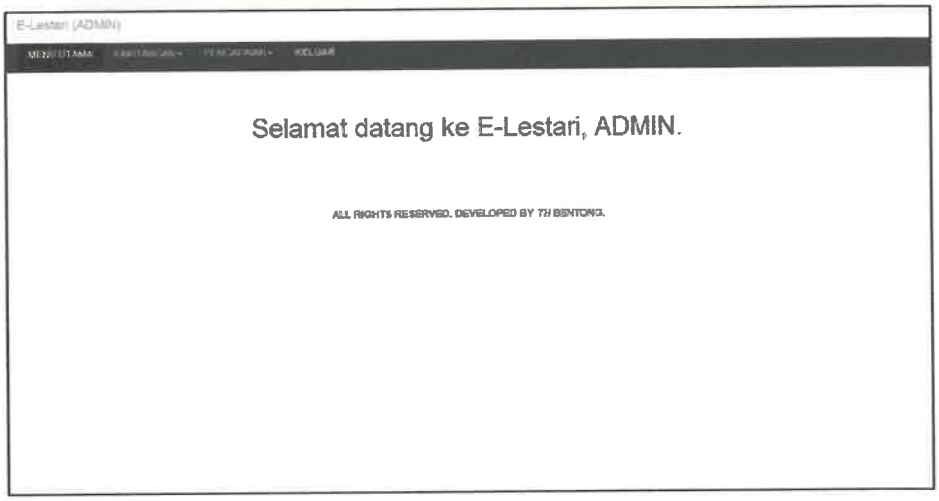


Figure 3.38

Main page interface for Administrator

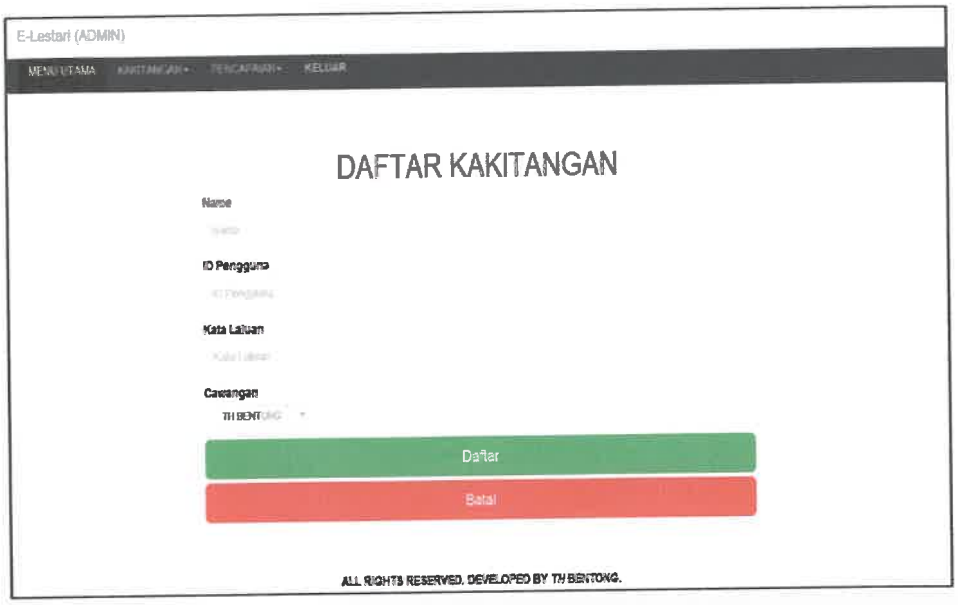


Figure 3.39

Teller registration interface

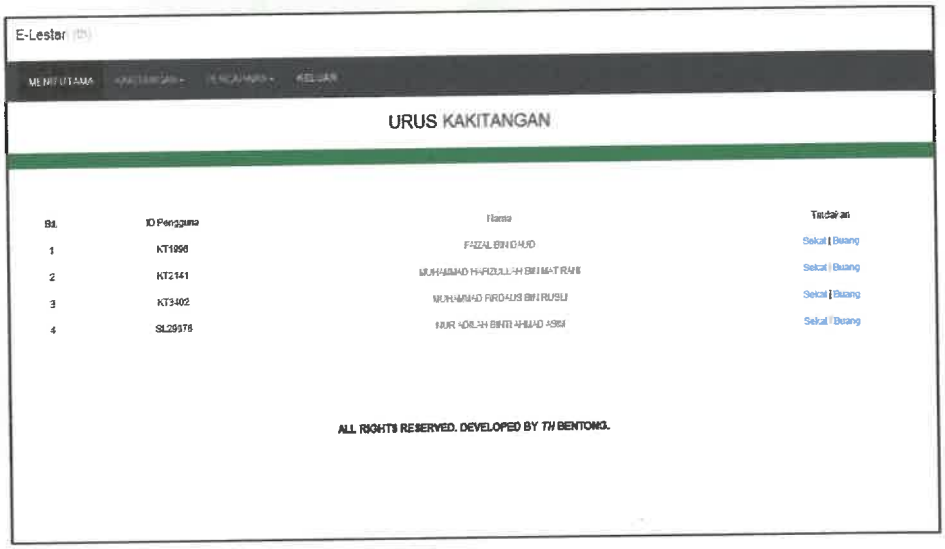


Figure 3.40

Manage teller interface

ii) Staff view

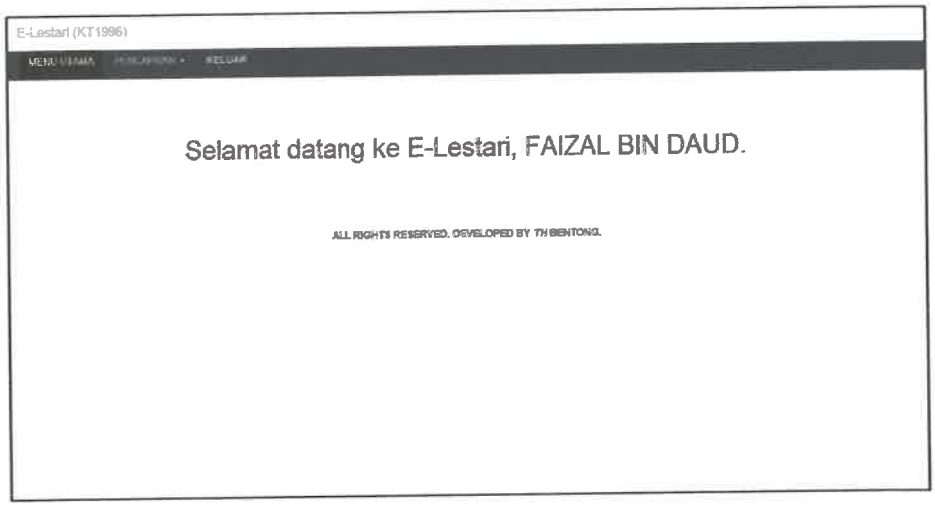


Figure 3.41

Main page interface for staff

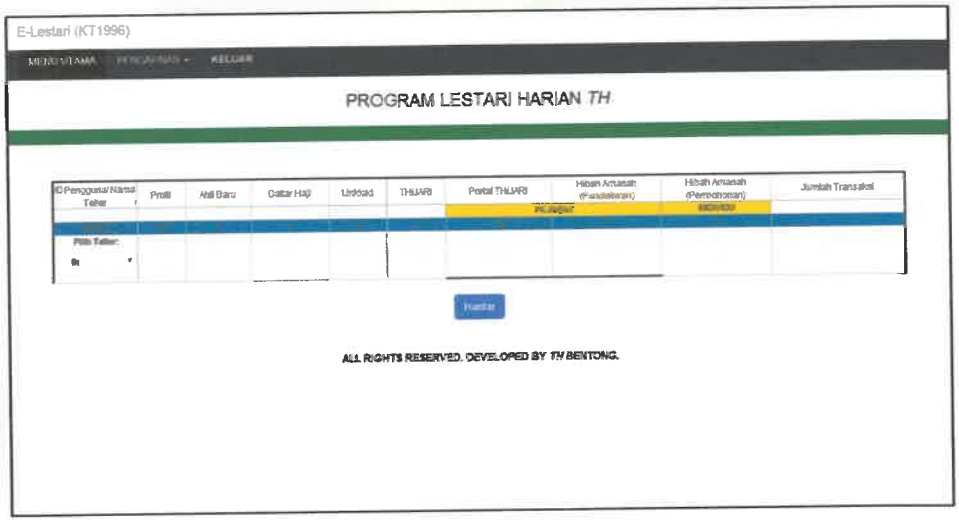


Figure 3.42

Add achievement interface

3.2.6 Implementation and Maintenance

3.2.6.1 Implementation

Implementation phase is a phase where it involved a lot of time and cost, difference from other life cycles. During this phase, the trainee has completed the coding of basic E-Lestari system. After the base system is completed, testing process or user acceptance test is conducted at TH Bentong. For installation, it is the process of replacing the manual system to the new system. Even though they are used to the manual system, after this they have to adapt with the new system. To make them more clear, the trainee also provide them with user manual written by the trainee herself. The user manual will guide them from the beginning until the end.

3.2.6.2 Maintenance

In maintenance phase, TH staff will continue the development of E-Lestari by adding more functions to the system as the trainee only done half of the project. They will make improvements if there is any bug or error detected from implementation phase.

ii) Self-Assistance Guide Forms

The trainee innovated the Self-Assistance Guide Forms by using Microsoft PowerPoint and Microsoft Word. The objectives of innovating this guide are to assist depositors in filling up form and to lessen the waiting time of each teller. It was placed at the Kiosk at the waiting place. The depositors can fill in forms by referring to the guidance. It will ease depositor's business as well as it will cut the office's waiting time. If the waiting time is too long, it will affect the offices' Key Performance Indicator (KPI). By using Microsoft PowerPoint, the trainee created a simple guide for depositors to fill up forms.

In the guide, there are guides on how to fill up forms such as opening adult account (JP003), opening child account (JP003), appointment of beneficiary, updating personal information (JP003), transfer savings from TH to other account (JP004), transfer savings from TH to TH (JP004), wage cut (JP010), TH account statement (JP012) / balance verification application form (JP036), TH book replacement (JP020), Hajj Appeal Forms and others. Since it was near to Hajj season, depositors came to TH to make Hajj Appeal. From there, the idea to innovate Hajj Appeal Form arise. The trainee just alter the current fill up form guidance and insert the Hajj Appeal Form link. For Hajj Appeal Form, the trainee created the template by using Microsoft Word where it links from the fill up form guidance. The template is following the exact TH format.

Before Self-Assistance Guide Forms was innovated, depositors will take their number and sit for awhile and waiting for their turn. Once they go to the counter and want to make the Hajj Appeal, they have to wait for teller to print out the Hajj Appeal Form and they will write the information in that form. So, the kiosk makes it possible for Hajj Appeal Form.

Sometimes, the trainee helps to fill up the forms for depositors instead of the depositors need to take numbers and wait. The teller can attend other people who have to make other

important transactions.. Normally, the depositors are among old people and some of them are technology illiterate. For those who are technology literate, with the template given, they can just enter their information in the correct column. There is also "print" box where they just need to click on it and the paper will be printed. The depositors do not have to find on how to print anymore. For the "print" box, the trainee is using Visual Basic (VB) to paste the coding into it with the help from faculty supervisor.

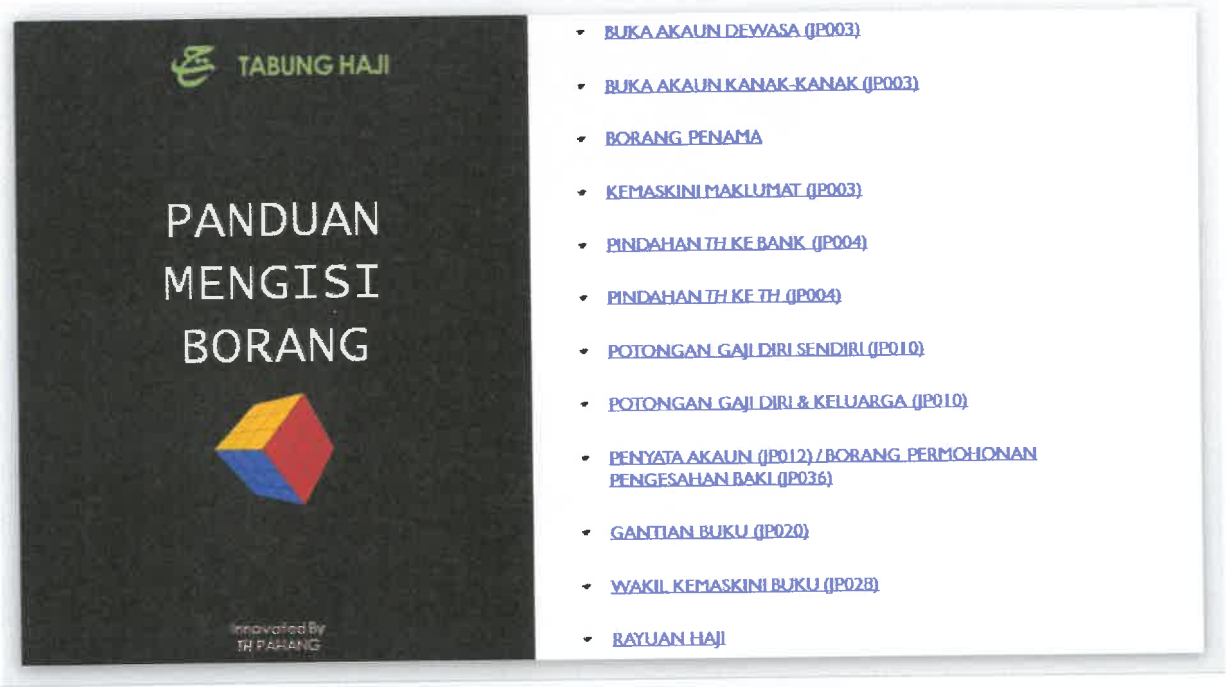


Figure 3.43

Self-Assistance Guide Forms

Figure 3.44

Guide to fill up form for opening adult account

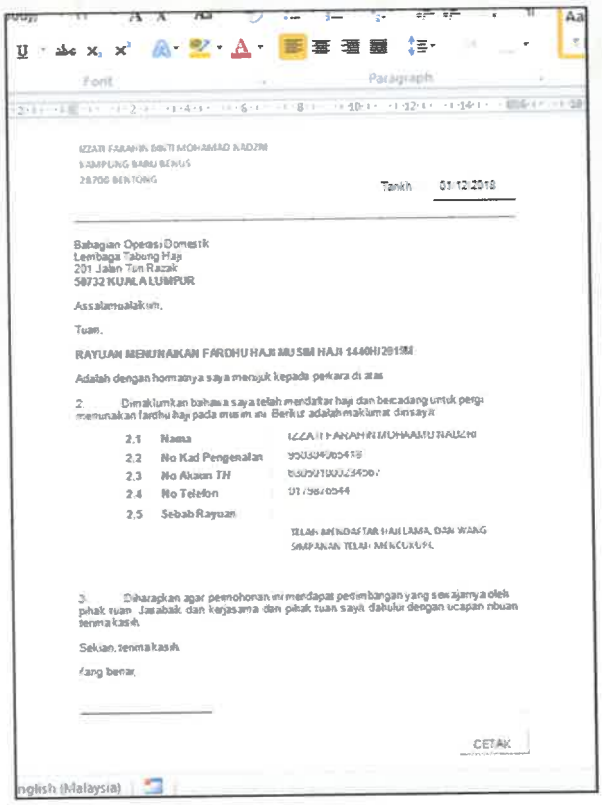


Figure 3.45

Hajj Appeal Form

CHAPTER 4

CONCLUSION

4.1 Description of event/project/activity

Based on the industrial training from 1st August 2018 until 31st December 2018, there are many activities the trainee has done. Some activities done are related with what the trainee has learned during Diploma and Degree days. So, there are not much problems encountered by the trainee at the workplace. Through industrial training, the trainee gets to gain practical skills and knowledge which can be used in the next step.

During five months of industrial training at Tabung Haji under the Department of Depositors Services and Operations, the trainee was assigned to do administrative work such as completing forms, filing of documents, making and answering phone call and many others. The trainee also does marketing work where the trainee has to go to every TH campaign. All works teach the trainee how to be independent, patient, decision maker, confident, communication skills and socializing with co-workers. Even though all works have its own level of difficulties, but the trainee has to self-learned.

The reason why the trainee can go through all five months of industrial training is because TH staff are willing to help and give support to the trainee. A good co-worker and good environment make the trainee enjoys to do all the work given.

4.2 Application of Knowledge, skills and experience in undertaking task (knowledge gained)

During the industrial training, there are quite a lot of knowledge from campus can be applied at the workplace. Even though at the campus, the lesson taught by lecturers are only theory, the trainee manage to apply it in a practical method.

4.2.1 Communication Skills For Information Professionals (IMD121)

The trainee's communication skills improves day by day as one of the trainee's job is to make and answer phone calls. During the earlier months, the trainee finds it a little bit awkward to converse formally with the depositors but sooner, the trainee manages to improve her way of speaking on the phone. The trainee needs to choose the correct terms and use a soft tone voice. All depositors have different problems, if they make phone calls to TH in an angry tone, it is become our responsible to keep them cool. Other than that, the trainee has to go to TH campaign. So, there will be many depositors and of course the trainee will become tired. When there are many depositors, the trainee cannot just sit leisurely. The trainee has to attend the customer. If depositors approach the trainee to ask questions, the trainee will have to speak professionally and brush off the tired away.

4.2.2 Foundation of Records Management (IMD123)

Foundation of Records Managament (IMD123) was taken during Diploma in semester two (2). The trainee has done practical of closing and opening new files at the University. So, the trainee applied the practical lesson at the workplace. This subject is important because it teaches people how to handle record in a good manner. Once the documents in files have reached 2cm, the trainee will closed the file and open a new one.

4.2.3 Electronic Publishing (IMD214)

The trainee also applied Electronic Publishing (IMD214) subject during the industrial training. It is because the trainee has to design banner, bunting, posters, page covers, organizational charts, pamphlets and albums. The trainee uses Adobe Photoshop to design. With that little expertise, the staff give their trust to the trainee in designing.

4.2.4 Technical Support Services And Maintenance For Information Agencies (IMD222)

During the industrial training, the trainee has done some technical work such as setting up projector for any sort of presentation, Zikir recitation and Kursus Asas Haji (KAH). Other than that, the trainee also checking and reconnecting CCTV (Closed-circuit television) line.

4.2.5 English for Oral Presentation (ELC590)

The trainee also has applied English for Oral Presentation (ELC590) and the workplace. The trainee has to lead an English Sharing Session or act as an English Tutor. By presenting herself in front of other staff, the trainee can gain more confidence and can increase the self-esteem as well as give knowledge to those who in need.

4.2.6 Classification and Filing System (IMR504)

Since the trainee is doing administrative work, the trainee needs to file all sorts of documents according to its unit such as adminstration, financial, hajj as well as property file. When opening new files, the trainee has to print out new classification number. The trainee will change the volume of the files by continuing from the closed files's classification number.

4.3 Personal thoughts and opinion

Based on the trainee's experiences during five months of industrial training at Tabung Haji, the trainee can say that TH is a fun place to undergo industrial training because the staff give so much help and guidance. The trainee can adapt well to its surrounding and environment even though it takes about few days to truly adapt. Even though the trainee has no experience in working, industrial training is a good train for the trainee before going to the next step and can understand how real industry works.

The trainee also suggests UiTM students to do practical training at TH since TH is a big and successful organization. The system TH used is sophisticated, so when they do industrial training there, they can explore the system to gain idea for their special project. If the students get promoted to work there, they can create business relationship between the two parties which is UiTM and TH in future. It can make TH aware that UiTM is a good organization and they can both have benefits from each other.

4.4 Lesson learnt

Based on the trainee's experience during the industrial training, there are many lesson learned. Firstly, the trainee learn how to work under pressure. Working and studying are definitely not the same. The environment is different. During working, most staff give task to the trainee and they need it urgently. So, the trainee has to complete all the tasks quickly. Before the trainee even starts to do the task as the trainee was busy with another task, the staff keep on asking whether the trainee has started it yet or not but the trainee tells them to wait patiently. Other than that, sometimes, when answering phone calls, there will be depositors who tend to force the workers to tell about something especially, when TH was facing crisis. Even so, the trainee has to control the emotion and deal with it.

Aside from being able to work under pressure, the trainee learn to multitask. As the trainee was saying just now, some staff gives task to complete at the same time, so, the trainee has to complete it within the time given. For instance, when the trainee has to prepare many letters to be posted on that day, the staff asks to prepare presentation slides for their achievement. To prepare the slide, the trainee has to obtain the information in the system.

The trainee learned to manage the time wisely. For instance, every day in the morning, the trainee will complete forms from yesterday. Even if there are many forms, the trainee will make sure that the forms are completed by 12p.m. If there is a campaign that the trainee has to attend, the trainee will set that after the campaign is done, the trainee will complete the forms after get back to the office. Even if there are many works to do on that day, the trainee will try the best to complete it in a day.

Lastly, the trainee gain confidence as her job requires her to deal with many depositors. By gaining more confidence, the trainee can speak up to many people. Even though sometimes the trainee feels pressure because the trainee has to approach people and the depositors are not interested inwhatever the trainee tells but the staff give support and motivation which make the trainee gain back the confidence.

4.5 Limitations and Recommendations

Every organization has its limitations, no matter how strong and tough the organization is. With the limitations, the trainee comes with recommendations that might give them an idea and might be helping them in future.

The limitation that the trainee has noticed is the trainee does not have the clear understanding or clear view of some TH products on the early week of industrial training. Sometimes, the trainee asked the staff about specific thing, and the staff only gives answers about things the trainee asked. Not more, not less. Even though all of this information can be accessed through the website, the trainee thinks that it is not enough. By reading it, the information is not delivered well but by explanation, the information can be delivered to the trainee. The trainee can ask questions when having a conversation face to face. Also, the trainee only starts to learn about TH products and information when the trainee goes to campaign for the first time. So, the trainee recommends that TH staff to give training and detailed explanation to practical trainee once the trainee starts the practical training. With the training provided, the trainee can explain to depositors about TH product smoothly.

Next, the time given to the trainee is limited. It means that the period of industrial training is only five months and the trainee has no enough time to explore all about TH. With the five months of training, the trainee also has limited time to complete the special project within the time because at the workplace, the trainee also has other works to settle. So, the trainee wants to recommend that the industrial training period is extended so that the trainee can gain more knowledge and experience.

From what the trainee has experienced during the industrial training, TH Bentong has very limited number of staff that specialized in Information Technology (IT) field. So, it is hard for the trainee to seek help to do the special project. Among seven staff at TH, only one person

who really knows about IT because the staff is from Computer Science (CS) background. The trainee recommends TH to increase the number of IT staff so that whatever happens at TH, at least they can help to fix it.

REFERENCES

REFERENCES

Catanio, J., Yoo, J. & Ashish, G. (2003). Relationship analysis: A research plan for enhancing system analysis for web development. Proceedings of the 36th Annual Hawaii International Conference, 10-14.

Hajjah Liyana Binti Zulkeflee, personal communication, August 2018.

Haji Muhamad Hafizullah Bin Mat Rani, personal communication, September 2018.

Hajjah Musalimah Binti Mustaffa, 18 September 2018.

Quintero, A. M. R., Valderrama, J. T. (2002). Separating the navigational aspect, distributed computing systems workshops. Proceedings 22nd International Conference, 419-423.

Tabung Haji. About Us. Retrieved from https://www.tabunghaji.gov.my/en/corporate/corporate-information/about-us.

Zhang, P., et al. (2002). Human computer interaction research in the MIS Discipline. Communications of the AIS, 334-355.

APPENDICES

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : IZZATI FARAHIN BINTI MOHAMAD NADZRI

Student's Id : 2016673986

Unit / Department : DEPARTMENT OF DEPOSITORS SEVICES AND OPERATIONS

Organization : TABUNG HAJI BENTONG

Semester : **September 2018 – January 2019**

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents; 1. Industrial Training Handbook	[redacted]	✓	
	2. IMC690 Assessment		✓	
	3. Definition of Special Project (IM225/245 Only)		✓	
	4. Insurance Letter (UiTM)		✓	
	5. Industrial Training Report Overall Contents		✓	
	6. Cover & Title Page Guideline		✓	
	7. Declaration Guideline		✓	
	8. Abstract Guideline		✓	
2.	Receive, read and understand the rubrics; 1. Rubric – Industrial Evaluation		✓	
	2. Rubric - Individual Presentation		✓	
	3. Rubric - Industrial Training Report (Overall)		✓	
	4. Rubric - Industrial Training Report (Reflection Assessment)		✓	
3.	Receive, read and understand all the forms		✓	
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my **OR** Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")		✓	8/8/2018
5.	Understand that students are **NOT ALLOWED** to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically **FAIL**. Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	**YES (MC / Letter)**	✓	22/10/2018 and 23/10/2018
6.	Understand that **NO** semester break during internship.	[redacted]	✓	

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		✓	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	**YES (Copy of attendance)**	✓	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily **OR** weekly **OR** monthly basis.	**YES (Copy of logbook entries)**	✓	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		✓	
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM **OR** IM related tasks).		✓	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') **OR** make your own custom planner using MS Office / MS Project **OR** use the planner provided by the organization (if any).	**YES**	✓	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least **4 TIMES**, via face-to-face **OR** email **OR** phone calls **OR** any types of communication medium, which necessary.		✓	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		✓	31/12/2018
15.	**PAY** your fees Refer Academic Calendar for the date.		✓	
16.	**REGISTER** for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.		✓	
17.	**VALIDATE** for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.		✓	
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		✓	
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek			

	for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator **OR** Faculty Supervisor within the last week of internship		/	7/1/2019
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		/	7/1/2019
22.	Submit the Industrial Training Report (hard cover bind, dark blue)		/	
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	**YES**	/	
24.	Attach this checklist in **Appendices** section.	**YES**	/	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	**YES**	/	

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

(TO BE WRITTEN IN ENGLISH)

INDUSTRIAL TRAINING PLANNING SCHEDULE

BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION SYSTEM MANAGEMENT

STUDENT'S NAME : IZZATI FARAHIN MOHAMAD NADZRI

ORGANIZATION : TABUNG HAJI BENTONG

INDUSTRIAL SUPERVISOR : PUAN HAJJAH LIYANA ZULKEFLEE

DATE / DAY	UNIT / DEPARTMENT	SUPERVISOR
8 - 12 /2018	Complete all forms and filing of documents.	
8 /2018	TH Campaign at Karak Mosque	
8/2018	Discussion of special Projects. (E-Lestari)	
8/ 2018	TH Campaign at SK Janda Baik, Bentong	
10/2018	Progress of special project	
10/ 2018	Self-Assistance Guide Form (Second special project)	
11/2018	TH Campaign at Hotel Sri Malaysia, Genting Highlands	
12/2018	• Committee member of Kursus Asas Haji (KAH)	
	• Close and Open new files	
	• TH Community	

Note: You can prepare in a Microssoft Project format as another alternative instead of using this table. Or any other software that can be used as your preference.

Laporan Kedatangan Terperinci

Tarikh Dari : 01-08-2018 Hingga: 31-08-2018

ID PENGGUNA : 304065428
NAMA PENGGUNA : IZZATI FARAHIN BINTI MOHAMAD NADZRI
KAWASAN : Pahang

JABATAN : Jabatan Khidmat Pendeposit & Operasi
NEGERI : TH-Pahang
DAERAH : TH-Bentong

T/M	D/L	P/A	D/L & P/A	T/S	C/R	C/U	T/T	S/S	M/A	O/T	J/WK	J/WMA	J/WOT
18	1	2	0	0	0	8	2	0	20	19	176:14:56	04:39:50	04:13:30

T/M : Tepat Masa. *D/L & P/A : Datang Lambat & Pulang Awal.* *C/U : Cuti Umum.* *M/A : Masuk Awal.* *J/WMA : Jumlah Waktu Masuk Awal.*
D/L : Datang Lambat. *T/S : Tiada Shif.* *T/T : Tiada Tanda Datang/Balik.* *O/T : Lebih Masa.* *J/WOT : Jumlah Waktu Lebih Masa.*
P/A : Pulang Awal. *C/R : Cuti Rehat.* *S/S : Scan Sekali.* *J/WK : Jumlah Waktu Kerja.*

Tarikh	Hari	Waktu Masuk	Waktu Keluar	Taraf	Waktu Kerja	Masuk Awal	OT 1	OT 2	Alasan *	Sah
01-08-2018	Rabu	01-08-2018 16:36:08	01-08-2018 17:06:02	Datang Lambat	00:29:54	-	00:06:02	-	lapor diri pelatih praktikal di TH Bentong (Belum Disahkan) Catatan: -	
02-08-2018	Khamis	02-08-2018 07:43:07	02-08-2018 17:06:22	Tepat Masa	09:23:15	00:16:53	00:06:22	-		
03-08-2018	Jumaat	03-08-2018 07:44:29	03-08-2018 17:06:54	Tepat Masa	09:22:25	00:15:31	00:06:54	-		
04-08-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
05-08-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
06-08-2018	Isnin	06-08-2018 07:46:16	06-08-2018 17:13:14	Tepat Masa	09:24:58	00:11:44	00:13:14	-		
07-08-2018	Selasa	07-08-2018 07:46:15	07-08-2018 17:08:55	Tepat Masa	09:22:40	00:13:45	00:08:55	-		
08-08-2018	Rabu	08-08-2018 07:41:51	08-08-2018 17:08:24	Tepat Masa	09:26:33	00:18:09	00:08:24	-		
09-08-2018	Khamis	09-08-2018 07:40:03	09-08-2018 17:06:20	Tepat Masa	09:26:17	00:19:57	00:06:20	-		
10-08-2018	Jumaat	10-08-2018 07:42:50	10-08-2018 17:11:39	Tepat Masa	09:28:49	00:17:10	00:11:39	-		
11-08-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
12-08-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
13-08-2018	Isnin	13-08-2018 07:49:26	13-08-2018 17:20:41	Tepat Masa	09:31:15	00:10:34	00:20:41	-		

Tarikh	Hari	Waktu Masuk	Waktu Keluar	Taraf	Waktu Kerja	Masuk Awal	OT 1	OT 2	Alasan *	Sah
14-08-2018	Selasa	14-08-2018 07:47:53	14-08-2018 17:07:51	Tepat Masa	09:19:58	00:12:07	00:07:51	-		
15-08-2018	Rabu	15-08-2018 07:48:05	15-08-2018 17:05:15	Tepat Masa	09:17:10	00:11:55	00:05:15	-		
16-08-2018	Khamis	16-08-2018 07:45:27	16-08-2018 07:56:40	Pulang Awal	00:11:13	00:14:33	-	-	KEMPEN / AKTIVITI PEMASARAN (Belum Disahkan) Catatan: Kempen di Masjid Bandar Karak	
17-08-2018	Jumaat	17-08-2018 07:50:41	17-08-2018 17:05:31	Tepat Masa	09:14:50	00:09:19	00:05:31	-		
18-08-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
19-08-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
20-08-2018	Isnin	20-08-2018 07:42:56	20-08-2018 17:06:33	Tepat Masa	09:23:37	00:17:04	00:06:33	-		
21-08-2018	Selasa	21-08-2018 07:45:28	21-08-2018 13:01:04	Pulang Awal	05:15:36	00:14:32	-	-	Pelepasan Balik Awal Sempena Hari Raya Haji (Belum Disahkan) Catatan: -	
22-08-2018	Rabu	-	-	Tiada Tanda Datang/Balik	00:00:00	-	-	-	Cuti Hari Raya Korban (Belum Disahkan) Catatan: -	
23-08-2018	Khamis	23-08-2018 07:51:36	23-08-2018 17:11:45	Tepat Masa	09:20:09	00:08:24	00:11:45	-		
24-08-2018	Jumaat	24-08-2018 07:45:20	24-08-2018 17:04:28	Tepat Masa	09:19:08	00:14:40	00:04:28	-		
25-08-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
26-08-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
27-08-2018	Isnin	27-08-2018 07:47:44	27-08-2018 17:03:43	Tepat Masa	09:15:59	00:12:16	00:03:43	-		
28-08-2018	Selasa	28-08-2018 07:44:21	28-08-2018 17:20:00	Tepat Masa	09:35:39	00:15:39	00:20:00	-		
29-08-2018	Rabu	29-08-2018 07:47:02	29-08-2018 18:25:15	Tepat Masa	10:38:13	00:12:58	01:25:15	-		
30-08-2018	Khamis	30-08-2018 07:47:20	30-08-2018 17:14:38	Tepat Masa	09:27:18	00:12:40	00:14:38	-		
31-08-2018	Jumaat	-	-	Tiada Tanda Datang/Balik	00:00:00	-	-	-	Cuti Hari Merdeka (Belum Disahkan) Catatan: -	

Disahkan oleh : _____

Saya telah dimaklumkan mengenai butiran laporan Kehadiran bulan ini

.....

Tarikh: 4/9/18

Saya menyemak dan mengesahkan butiran laporan Kehadiran anggota

.....

Pengurus TH Bentong

Tarikh: 4/9/2018

Tarikh Dari : 01-09-2018 Hingga: 30-09-2018

ID PENGGUNA : 304065428
NAMA PENGGUNA : IZZATI FARAHIN BINTI MOHAMAD NADZRI
KAWASAN : Pahang

JABATAN : Jabatan Khidmat Pendeposit & Operasi
NEGERI : TH-Pahang
DAERAH : TH-Bentong

T/M	D/L	P/A	D/L & P/A	T/S	C/R	C/U	T/T	S/S	M/A	O/T	J/WK	J/WMA	J/WOT
17	0	0	0	0	0	10	3	0	17	17	159:12:48	03:25:05	02:47:43

T/M : Tepat Masa. *D/L & P/A : Datang Lambat & Pulang Awal.* *C/U : Cuti Umum.* *M/A : Masuk Awal.* *J/WMA : Jumlah Waktu Masuk Awal.*
D/L : Datang Lambat. *T/S : Tiada Shif.* *T/T : Tiada Tanda Datang/Balik.* *O/T : Lebih Masa.* *J/WOT : Jumlah Waktu Lebih Masa.*
P/A : Pulang Awal. *C/R : Cuti Rehat.* *S/S : Scan Sekali.* *J/WK : Jumlah Waktu Kerja.*

Tarikh	Hari	Waktu Masuk	Waktu Keluar	Taraf	Waktu Kerja	Masuk Awal	OT 1	OT 2	Alasan *	Sah
01-09-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
02-09-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
03-09-2018	Isnin	03-09-2018 07:42:58	03-09-2018 17:06:31	Tepat Masa	09:23:33	00:17:02	00:06:31	-		
04-09-2018	Selasa	04-09-2018 07:54:04	04-09-2018 17:15:40	Tepat Masa	09:21:36	00:05:56	00:15:40	-		
05-09-2018	Rabu	05-09-2018 07:46:47	05-09-2018 17:05:31	Tepat Masa	09:18:44	00:13:13	00:05:31	-		
06-09-2018	Khamis	06-09-2018 07:42:44	06-09-2018 17:05:56	Tepat Masa	09:23:12	00:17:16	00:05:56	-		
07-09-2018	Jumaat	07-09-2018 07:46:24	07-09-2018 17:03:06	Tepat Masa	09:16:42	00:13:36	00:03:06	-		
08-09-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
09-09-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
10-09-2018	Isnin	-	-	Tiada Tanda Datang/Balik	00:00:00	-	-	-	cuti sempena Hari Keputeraan Yang di-Pertuan Agong (Belum Disahkan) Catatan: -	
11-09-2018	Selasa	-	-	Tiada Tanda Datang/Balik	00:00:00	-	-	-	cuti sempena Awal Muharram (Belum Disahkan) Catatan: -	
12-09-2018	Rabu	12-09-2018 07:43:35	12-09-2018 17:08:40	Tepat Masa	09:25:05	00:16:25	00:08:40	-		
13-09-2018	Khamis	13-09-2018 07:41:42	13-09-2018 17:05:18	Tepat Masa	09:23:36	00:18:18	00:05:18	-		

Laporan Kedatangan Terperinci

Tarikh Dari : 01-10-2018 Hingga: 31-10-2018

ID PENGGUNA : 304065428
NAMA PENGGUNA : IZZATI FARAHIN BINTI MOHAMAD NADZRI
KAWASAN : Pahang

JABATAN : Jabatan Khidmat Pendeposit & Operasi
NEGERI : TH-Pahang
DAERAH : TH-Bentong

T/M	D/L	P/A	D/L & P/A	T/S	C/R	C/U	T/T	S/S	M/A	O/T	J/WK	J/WMA	J/WOT
20	0	0	0	0	0	8	3	0	20	20	186:23:33	02:46:10	03:37:23

T/M : Tepat Masa. D/L : Datang Lambat. P/A : Pulang Awal. D/L & P/A : Datang Lambat & Pulang Awal. T/S : Tiada Shif. C/R : Cuti Rehat. C/U : Cuti Umum. T/T : Tiada Tanda Datang/Balik. S/S : Scan Sekali. M/A : Masuk Awal. O/T : Lebih Masa. J/WK : Jumlah Waktu Kerja. J/WMA : Jumlah Waktu Masuk Awal. J/WOT : Jumlah Waktu Lebih Masa.

Tarikh	Hari	Waktu Masuk	Waktu Keluar	Taraf	Waktu Kerja	Masuk Awal	OT 1	OT 2	Alasan *	Sah
01-10-2018	Isnin	01-10-2018 07:55:07	01-10-2018 17:03:48	Tepat Masa	09:08:41	00:04:53	00:03:48	-		
02-10-2018	Selasa	02-10-2018 07:53:03	02-10-2018 17:03:10	Tepat Masa	09:10:07	00:06:57	00:03:10	-		
03-10-2018	Rabu	03-10-2018 07:53:03	03-10-2018 17:09:10	Tepat Masa	09:16:07	00:06:57	00:09:10	-		
04-10-2018	Khamis	04-10-2018 07:47:08	04-10-2018 17:19:06	Tepat Masa	09:31:58	00:12:52	00:19:06	-		
05-10-2018	Jumaat	05-10-2018 07:53:12	05-10-2018 17:19:30	Tepat Masa	09:26:18	00:06:48	00:19:30	-		
06-10-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
07-10-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
08-10-2018	Isnin	08-10-2018 07:51:55	08-10-2018 17:12:12	Tepat Masa	09:20:17	00:08:05	00:12:12	-		
09-10-2018	Selasa	09-10-2018 07:51:22	09-10-2018 17:11:11	Tepat Masa	09:19:49	00:08:38	00:11:11	-		
10-10-2018	Rabu	10-10-2018 07:57:09	10-10-2018 17:07:55	Tepat Masa	09:10:46	00:02:51	00:07:55	-		
11-10-2018	Khamis	11-10-2018 07:58:14	11-10-2018 17:04:20	Tepat Masa	09:06:06	00:01:46	00:04:20	-		
12-10-2018	Jumaat	12-10-2018 07:40:03	12-10-2018 17:09:17	Tepat Masa	09:29:14	00:19:57	00:09:17	-		
13-10-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
14-10-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		

Tarikh Dari : 01-11-2018 Hingga: 30-11-2018

) PENGGUNA : 304065428
AMA PENGGUNA : IZZATI FARAHIN BINTI MOHAMAD NADZRI
AWASAN : Pahang

JABATAN : Jabatan Khidmat Pendeposit & Operasi
NEGERI : TH-Pahang
DAERAH : TH-Bentong

T/M	D/L	P/A	D/L & P/A	T/S	C/R	C/U	T/T	S/S	M/A	O/T	J/WK	J/WMA	J/WOT
20	0	0	0	0	0	8	2	0	20	20	185:30:35	03:10:57	02:19:38

T/M : Tepat Masa. D/L & P/A : Datang Lambat & Pulang Awal. C/U : Cuti Umum. M/A : Masuk Awal. J/WMA : Jumlah Waktu Masuk Awal.
D/L : Datang Lambat. T/S : Tiada Shif. T/T : Tiada Tanda Datang/Balik. O/T : Lebih Masa. J/WOT : Jumlah Waktu Lebih Masa.
P/A : Pulang Awal. C/R : Cuti Rehat. S/S : Scan Sekali. J/WK : Jumlah Waktu Kerja.

rikh	Hari	Waktu Masuk	Waktu Keluar	Taraf	Waktu Kerja	Masuk Awal	OT 1	OT 2	Alasan *	Sah
-11-2018	Khamis	01-11-2018 07:52:55	01-11-2018 17:13:18	Tepat Masa	09:20:23	00:07:05	00:13:18	-		
-11-2018	Jumaat	02-11-2018 07:53:38	02-11-2018 17:07:11	Tepat Masa	09:13:33	00:06:22	00:07:11	-		
-11-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Isnin	05-11-2018 07:48:16	05-11-2018 17:03:10	Tepat Masa	09:14:54	00:11:44	00:03:10	-		
-11-2018	Selasa	-	-	Tiada Tanda Datang/Balik	00:00:00	-	-	-	Cuti sempena Hari Deepavali (Belum Disahkan) Catatan: -	
-11-2018	Rabu	07-11-2018 07:50:59	07-11-2018 17:07:52	Tepat Masa	09:16:53	00:09:01	00:07:52	-		
-11-2018	Khamis	08-11-2018 07:49:15	08-11-2018 17:10:36	Tepat Masa	09:21:21	00:10:45	00:10:36	-		
-11-2018	Jumaat	09-11-2018 07:55:17	09-11-2018 17:06:44	Tepat Masa	09:11:27	00:04:43	00:06:44	-		
-11-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Isnin	12-11-2018 07:54:49	12-11-2018 17:05:33	Tepat Masa	09:10:44	00:05:11	00:05:33	-		
-11-2018	Selasa	13-11-2018 07:53:24	13-11-2018 17:07:22	Tepat Masa	09:13:58	00:06:36	00:07:22	-		

-11-2018	Rabu	14-11-2018 07:52:52	14-11-2018 17:04:22	Tepat Masa	09:11:30	00:07:08	00:04:22	-		
-11-2018	Khamis	15-11-2018 07:53:23	15-11-2018 17:04:41	Tepat Masa	09:11:18	00:06:37	00:04:41	-		
-11-2018	Jumaat	16-11-2018 07:52:03	16-11-2018 17:04:49	Tepat Masa	09:12:46	00:07:57	00:04:49	-		
-11-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Isnin	19-11-2018 07:40:21	19-11-2018 17:06:55	Tepat Masa	09:26:34	00:19:39	00:06:55	-		
-11-2018	Selasa	-	-	Tiada Tanda Datang/Balik	00:00:00	-	-	-	Cuti sempena Maulidul Rasul (Belum Disahkan) Catatan: -	
-11-2018	Rabu	21-11-2018 07:37:22	21-11-2018 17:09:12	Tepat Masa	09:31:50	00:22:38	00:09:12	-		
-11-2018	Khamis	22-11-2018 07:53:03	22-11-2018 17:15:56	Tepat Masa	09:22:53	00:06:57	00:15:56	-		
-11-2018	Jumaat	23-11-2018 07:48:22	23-11-2018 17:05:00	Tepat Masa	09:16:38	00:11:38	00:05:00	-		
-11-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
-11-2018	Isnin	26-11-2018 07:49:29	26-11-2018 17:05:22	Tepat Masa	09:15:53	00:10:31	00:05:22	-		
-11-2018	Selasa	27-11-2018 07:50:22	27-11-2018 17:02:46	Tepat Masa	09:12:24	00:09:38	00:02:46	-		
-11-2018	Rabu	28-11-2018 07:53:02	28-11-2018 17:07:32	Tepat Masa	09:14:30	00:06:58	00:07:32	-		
-11-2018	Khamis	29-11-2018 07:52:49	29-11-2018 17:05:20	Tepat Masa	09:12:31	00:07:11	00:05:20	-		
-11-2018	Jumaat	30-11-2018 07:47:22	30-11-2018 17:05:57	Tepat Masa	09:18:35	00:12:38	00:05:57	-		

Disahkan oleh : _____

HAJI AZRISHAM BIN MAHMAD
PENGURUS
LEMBAGA TABUNG HAJI
DAERAH BENTONG
PAHANG

Laporan Kedatangan Terperinci

Tarikh Dari : 01-12-2018 Hingga: 31-12-2018

ID PENGGUNA : 304065428
NAMA PENGGUNA : IZZATI FARAHIN BINTI MOHAMAD NADZRI
KAWASAN : Pahang

JABATAN : Jabatan Khidmat Pendeposit & Operasi
NEGERI : TH-Pahang
DAERAH : TH-Bentong

T/M	D/L	P/A	D/L & P/A	T/S	C/R	C/U	T/T	S/S	M/A	O/T	J/WK	J/WMA	J/WOT
20	0	0	0	0	0	9	1	1	20	20	186:17:12	02:53:30	03:23:42

T/M : Tepat Masa. *D/L & P/A : Datang Lambat & Pulang Awal.* *C/U : Cuti Umum.* *M/A : Masuk Awal.* *J/WMA : Jumlah Waktu Masuk Awal.*
D/L : Datang Lambat. *T/S : Tiada Shif.* *T/T : Tiada Tanda Datang/Balik.* *O/T : Lebih Masa.* *J/WOT : Jumlah Waktu Lebih Masa.*
P/A : Pulang Awal. *C/R : Cuti Rehat.* *S/S : Scan Sekali.* *J/WK : Jumlah Waktu Kerja.*

Tarikh	Hari	Waktu Masuk	Waktu Keluar	Taraf	Waktu Kerja	Masuk Awal	OT 1	OT 2	Alasan *	Sah
01-12-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
02-12-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
03-12-2018	Isnin	03-12-2018 07:56:55	03-12-2018 17:08:08	Tepat Masa	09:11:13	00:03:05	00:08:08	-		
04-12-2018	Selasa	04-12-2018 07:50:38	04-12-2018 17:07:37	Tepat Masa	09:16:59	00:09:22	00:07:37	-		
05-12-2018	Rabu	05-12-2018 07:53:49	05-12-2018 17:01:15	Tepat Masa	09:07:26	00:06:11	00:01:15	-		
06-12-2018	Khamis	06-12-2018 07:54:22	06-12-2018 17:07:30	Tepat Masa	09:13:08	00:05:38	00:07:30	-		
07-12-2018	Jumaat	07-12-2018 07:50:39	07-12-2018 17:09:36	Tepat Masa	09:18:57	00:09:21	00:09:36	-		
08-12-2018	Sabtu	-	-	Cuti Umum	00:00:00	-	-	-		
09-12-2018	Ahad	-	-	Cuti Umum	00:00:00	-	-	-		
10-12-2018	Isnin	10-12-2018 07:42:21	10-12-2018 17:09:46	Tepat Masa	09:27:25	00:17:39	00:09:46	-		
11-12-2018	Selasa	11-12-2018 07:50:31	11-12-2018 17:09:49	Tepat Masa	09:19:18	00:09:29	00:09:49	-		
12-12-2018	Rabu	12-12-2018 07:52:04	12-12-2018 17:15:20	Tepat Masa	09:23:16	00:07:56	00:15:20	-		
13-12-2018	Khamis	13-12-2018 07:50:00	13-12-2018 17:08:08	Tepat Masa	09:18:08	00:10:00	00:08:08	-		
14-12-2018	Jumaat	14-12-2018 07:51:58	14-12-2018 17:04:01	Tepat Masa	09:12:03	00:08:02	00:04:01	-		

LEMBAGA TABUNG HAJI

BORANG PERMOHONAN CUTI

NAMA : IZZATI FARAHIN BINTI MOHAMAD NADZRI

JAWATAN : PELAJAR PRAKTIKAL NO.KT : -

JABATAN : KHIDMAT PENDEPOSIT NO.TELEFON : 017-9064750

BAHAGIAN : TABUNG HAJI DAERAH BENTONG TARIKH MULA BERKHIDMAT : 1/8/2018

Saya ingin memohon cuti pada tarikh-tarikh berikut :-

Pada/Dari	Hingga	Jumlah Hari	Jenis Cuti	No. Telefon/Alamat yang boleh dihubungi semasa bercuti
22/10/2018	23/10/2018	2	CR	017-9064750
				B1, KAMPUNG BARU BENUS,
				28700 BENTONG

Nota * *Sila nyatakan jenis cuti yang dipohon, cth :- cuti Rehat/Cuti Sakit/Cuti Tanpa Rekod/ Cuti Menduduki Peperiksaan/Cuti Menunaikan Haji*

Sila sertakan dokumen-dokumen lain yang berkaitan dalam permohonan ini

KELAYAKAN CUTI	
Kelayakan Cuti Rehat	: ____
Baki Cuti Tahun Lepas	: ____
Cuti yang telah diambil	: ____
Baki cuti permohonan ini	: ____

Tandatangan Pemohon & Tarikh	: 3/10/2018
Diluluskan/~~tidak Diluluskan~~	: 21/10/18

(Tandatangan Ketua & Tarikh)

HAJI AZRISHAM BIN WAHABAD
PENGURUS
LEMBAGA TABUNG HAJI
DAERAH BENTONG
PAHANG

.....potong di sini.....

UNTUK DIKEMBALIKAN KEPADA PEMOHON

NAMA : _____ BAHAGIAN : _____

Permohonan tuan/puan untuk mengambil cuti pada / daripada _____ hingga / dan _____ telah direkodkan.

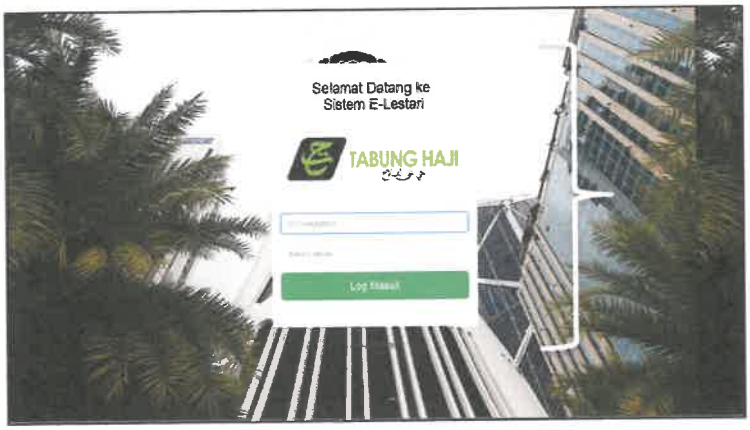
KELAYAKAN CUTI	
Kelayakan Cuti Rehat	: ____
Baki Cuti Tahun Lepas	: ____
Cuti yang telah diambil	: ____
Baki cuti permohonan ini	: ____

_____

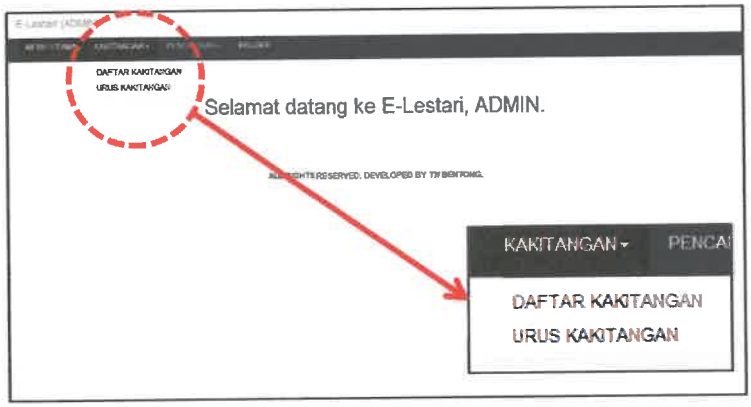
BAHAGIAN SARAAN & KEMUDAHAN

E-LESTARI USER MANUAL

i) Administrator view

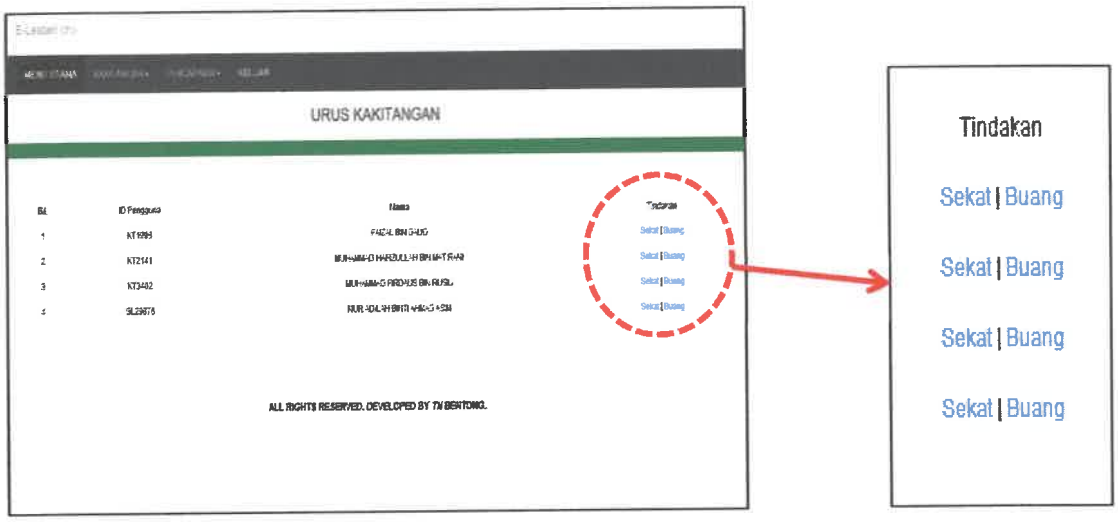


Enter USERNAME and PASSWORD as registered.
e.g: Username: KT2141
Password: 666abc

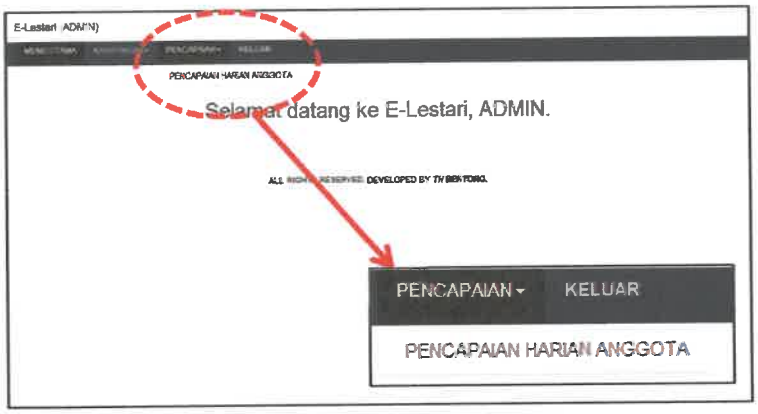


Click "DAFTAR KAKITANGAN" to register teller into the system.
Click "URUS KAKITANGAN" to manage the user of the system.

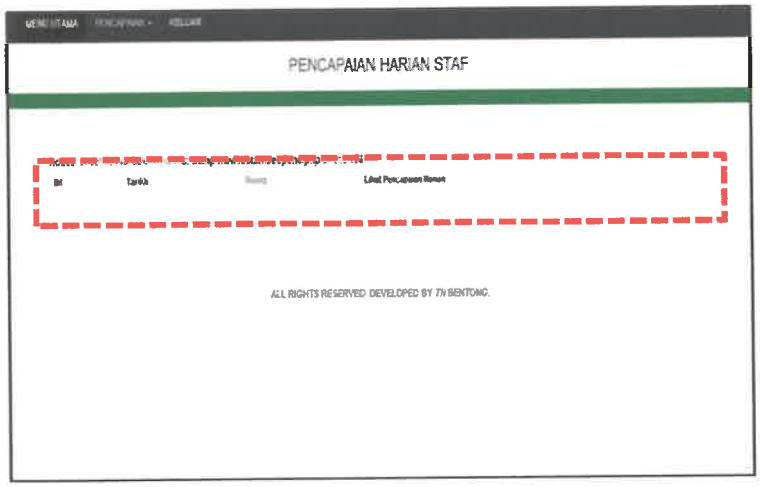
To register teller, the administrator of the system has to enter teller's name, username, password and TH branch. Click "DAFTAR" to register and "BATAL" to cancel the registration.



Administrator can choose "SEKAT" to block user from accessing the system and "BUANG" to delete user from the system.

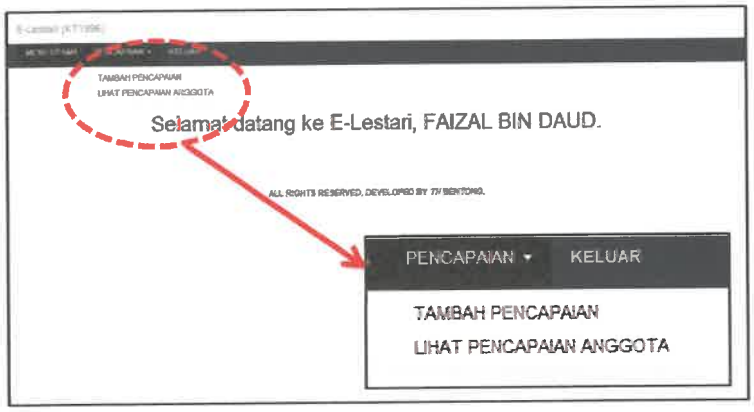


Click on "PENCAPAIAN HARIAN ANGGOTA" tab to see teller's daily achievements.

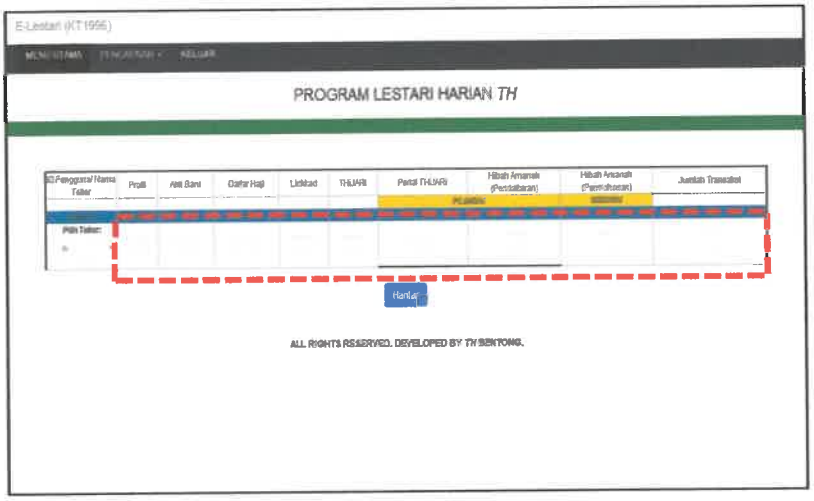


Teller's achievement will appear in the red box.

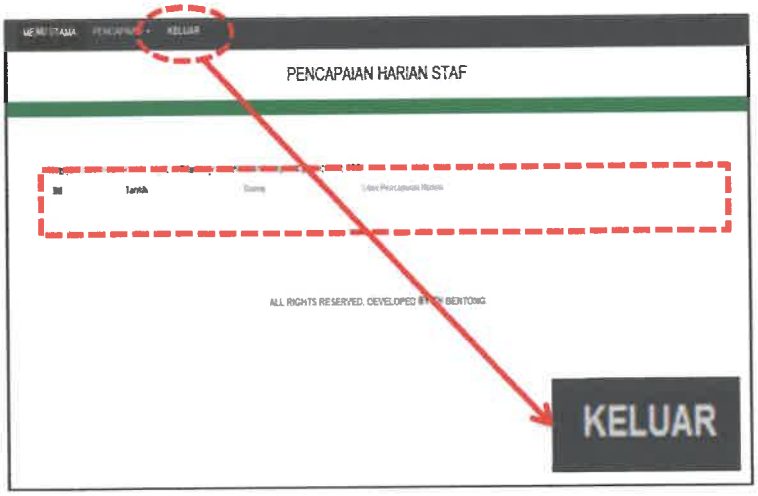
ii) Staff view



Click "TAMBAH PENCAPAIAN" to add teller's achievement. Click "LIHAT PENCAPAIAN ANGGOTA" to see teller's achievement.



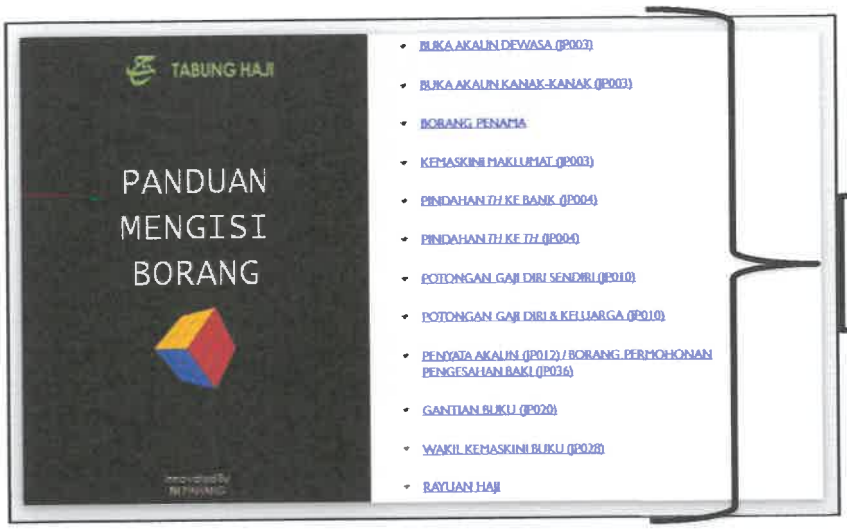
Firstly, choose teller's username. Next, enter teller's daily achievement in the box provided. Lastly, click "HANTAR" to submit the tellers' achievements.



Teller's achievement will appear in the red box.

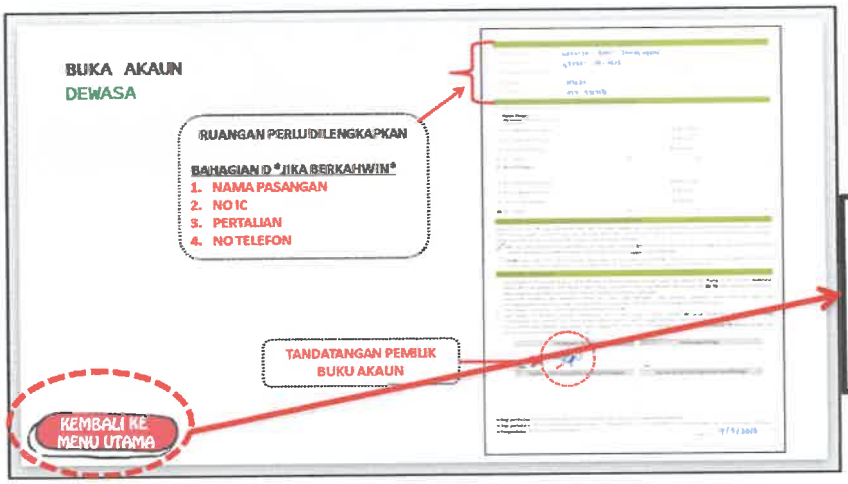
Click "KELUAR" to log out from the system.

SELF-ASSISTANCE GUIDE FORM USER MANUAL



Click on the link given to go to the page you want.

Click "SETERUSNYA" button to go to the next page.



Click "KEMBALI KE MENU UTAMA" button to go to the main page or choose other links.

IZZATI FARAHIN BINTI MOHAMAD NADZRI
KAMPUNG BARU BERUS
28700 BENTONG

Tarikh : 01/12/2018

Bahagian Operasi Domestik
Lembaga Tabung Haji
201 Jalan Tun Razak
50732 KUALA LUMPUR

Assalamualaikum,

Tuan,

RAYUAN MENUNAIKAN FARDHU HAJI MUSIM HAJI 1440H/2019M

Adalah dengan hormatnya saya merujuk kepada perkara di atas.

2 Dimaklumkan bahawa saya telah mendaftar haji dan bercadang untuk pergi menunaikan fardhu haji pada musim ini. Berikut adalah maklumat diri saya:

2.1	**Nama**	IZZATI FARAHIN MUHAMAD NADZRI
2.2	**No Kad Pengenalan**	950304065418
2.3	**No Akaun TH**	0300100023406X
2.4	**No Telefon**	01798780544
2.5	**Sebab Rayuan**	TELAH MENDAFTAR HAJI LAMA, DAN WANG SIMPANAN TELAH MENCUKUPI.

3 Diharapkan agar permohonan ini mendapat pertimbangan yang sewajarnya oleh pihak tuan. Jasabaik dan kerjasama dari pihak tuan saya dahului dengan ucapan ribuan terimakasih.

Sekian, terimakasih.

Yang benar,

CETAK

- Name of depositors who make Hajj appeal or their representative and current address
- Enter current date

Information of the depositors who want to make Hajj Appeal.

Signature of depositors who make Hajj Appeal or their representative.

Click "PRINT" button to print form.

JP003
(Pindaan 5/2015)

BORANG MAKLUMAT AHLI

***AKTA TABUNG HAJI 1995* (AKTA 535)**

TH tertakluk kepada Akta Pencegahan Pengubahan Wang Haram Dan Pencegahan Pembiayaan Keganasan 2001 (AMLATFA)

Nota:
1. Sila baca terma dan syarat serta perakuan
2. Sila tandakan (√) dalam petak yang berkenaan dan diisi dengan menggunakan HURUF BESAR
3. *Sila lengkapkan semua ruangan yang berkenaan*

[/] Pembukaan Akaun Baru Kemaskini Maklumat Peribadi Pertukaran Jenis Akaun

[ ] Dewasa
[/] Kanak – kanak

No. Akaun *TH* ********

BAHAGIAN A : MAKLUMAT PERIBADI

1. No. Pengenalan Diri (Mykad/Mykid) ********** 2. No. Tentera
3. No. Pengenalan Diri Lama 4. No. Polis
5. No. Surat Beranak CD12345 6. Tarikh Lahir (hari/bulan/tahun) 31/12/2017
7. Nama (Seperti Dokumen Pengenalan Diri) SITI BINTI AKMAL
8. Nama Lain/Terdahulu
9. Gelaran (Jika Berkenaan)
10. Nama Ibu AMINA BINTI ABDULLAH
11. Alamat Emel
12. Alamat Tetap:
NO 839, TAMAN MELATI BARU,
28700 BENTONG
Poskod: 28700 Negeri: PAHANG
13. Alamat Surat-Menyurat:
NO 839, TAMAN MELATI BARU,
28700 BENTONG
Poskod: 28700 Negeri: PAHANG
14. No. Telefon 013-1212144 (B) (R) (P)
15. Jantina [ ] Lelaki [/] Perempuan
16. Status Perkahwinan [ ] Bujang [ ] Kahwin [ ] Lain-lain :
17. Bangsa [/] Melayu [ ] Cina [ ] India [ ] Lain-lain :

BAHAGIAN B : MAKLUMAT PEKERJAAN (Diisi bagi akaun dewasa sahaja)

18. Sektor Pekerjaan [ ] Kerajaan [ ] Badan Berkanun [ ] GLC/GLIC [ ] Swasta [ ] Tidak Bekerja
19. Kod Pekerjaan [ ] (Rujuk Lampiran) 20. Kod Industri [ ] (Rujuk Lampiran)
21. Nama Majikan
22. Tempoh Perkhidmatan (Semasa) [ ] <1 Tahun [ ] 1 - 3 Tahun [ ] 4 - 10 Tahun [ ] 11 - 20 Tahun [ ] >20 Tahun
23. Pendapatan Kasar Bulanan [ ] RM1,500 dan ke bawah [ ] RM1,501 - RM5,000 [ ] RM5,001 - RM10,000
[ ] *RM10,001 - RM20,000* [ ] *RM20,001 - RM50,000* [ ] *RM50,001 dan ke atas*

BAHAGIAN C : MAKLUMAT PERNIAGAAN/SYARIKAT (Diisi oleh ahli perniagaan sahaja)

24. Nama Syarikat
25. No. Pendaftaran Syarikat
26. Pendapatan Kasar Tahunan [ ] RM20,000 dan ke bawah [ ] RM20,001 - RM100,000 [ ] RM100,001 - RM500,000
[ ] RM500,001 - RM1,000,000 [ ] RM1,000,001 dan ke atas

BAHAGIAN D : MAKLUMAT PASANGAN (Diisi bagi akaun dewasa sahaja)

27. Nama Pasangan

28. No. Pengenalan Diri (Mykad)

29. No. Tentera

30. No. Pengenalan Diri Lama

31. No. Polis

32. Pertalian

33. No. Telefon (B) (R) (P)

BAHAGIAN E : MAKLUMAT PENJAGA (Diisi bagi akaun kanak-kanak)

Sila isikan kedua-dua ruangan yang bersesuaian. (Rujuk Terma & Syarat. Perkara No. 4)

34. **Nama Penjaga 1** (Merupakan penjaga kepada akaun kanak-kanak ini) AMINA BINTI ABDULLAH

35. No. Pengenalan Diri (Mykad) ********

36. No. Tentera

37. No. Pengenalan Diri Lama

38. No. Polis

39. Gelaran (Jika Berkenaan)

40. Pertalian IBU

41. No. Telefon 013-1212144 (B) (R) (P)

42. **Nama Penjaga 2**

43. No. Pengenalan Diri (Mykad)

44. No. Tentera

45. No. Pengenalan Diri Lama

46. No. Polis

47. Gelaran (Jika Berkenaan)

48. Pertalian

49. No. Telefon (B) (R) (P)

BAHAGIAN F : HEBAHAN BAHAN-BAHAN PROMOSI DAN PEMASARAN

Pada masa tertentu, ***TH***, anak syarikat dan/atau rakan strategik mungkin akan menghantar bahan-bahan promosi dan pemasaran pada masa-masa tertentu yang mungkin menarik minat anda. Jika anda mahu/tidak mahu menerima bahan pemasaran dan komunikasi daripada kami, anda boleh berbuat demikian dengan menanda pada ruangan yang bersesuaian di bawah:

☑ **YA.** Saya mahu menerima bahan pemasaran dan komunikasi daripada ***TH***, anak syarikat dan/atau rakan strategik dan saya secara nyata *(explicit consent)* bersetuju untuk ***TH*** memproses data peribadi saya untuk tujuan-tujuan berkenaan.

☐ **TIDAK.** Saya tidak mahu menerima bahan pemasaran dan komunikasi daripada ***TH***, anak syarikat dan/atau rakan strategik dan saya secara nyata *(explicit consent)* tidak bersetuju untuk ***TH*** memproses data peribadi saya untuk tujuan-tujuan berkenaan.

BAHAGIAN G : PERAKUAN

1. Saya dengan ini menyimpan wang ke akaun ***TH*** saya berdasarkan kepada kontrak Syariah iaitu Wadiah Yad Dhamanah dan memberi kebenaran kepada ***TH*** untuk mengguna pakai wang di dalam akaun saya seperti mana yang difikirkan bersesuaian oleh ***TH***. ***TH*** akan menjamin pembayaran wang simpanan saya pada bila-bila masa sekiranya terdapat permintaan oleh saya.
2. Saya telah membaca dan memahami terma dan syarat yang ditetapkan. Saya bersetuju mematuhi semua terma dan syarat dan bertanggungjawab sepenuhnya bagi sebarang maklumat yang tidak tepat, palsu atau tidak lengkap di dalam borang ini.
3. Saya dengan ini bersetuju untuk tertakluk kepada Notis Privasi ***TH***.
4. Saya dengan ini bersetuju memberi persetujuan secara nyata *(explicit consent)* kepada ***TH*** untuk mengumpul, memproses dan/atau mendedahkan data peribadi saya (termasuk data peribadi sensitif) seperti yang dinyatakan dalam Notis Privasi ***TH***.
5. Data peribadi yang diberikan saya adalah tepat, lengkap dan terkini. Saya bertanggungjawab memaklumkan kepada ***TH*** secepat mungkin jika berlaku perubahan terhadap data peribadi saya.

Tandatangan Pendeposit	Tandatangan Penjaga
Dan	Dan
Cap Ibu Jari Kiri Atau Cap Ibu Jari Kanan Pendeposit	**Cap Ibu Jari Kiri Atau Cap Ibu Jari Kanan Penjaga**

- Bagi pembukaan akaun kanak-kanak, hanya tandatangan dan cap ibu jari penjaga sahaja diperlukan.
- Bagi pertukaran akaun kanak-kanak ke akaun dewasa, tandatangan dan cap ibu jari pendeposit serta tandatangan dan cap jari penjaga diperlukan.
- Pengambilan cap ibu jari adalah mandatori.

Tarikh : 19/10/2018

Baru

PERATURAN-PERATURAN LEMBAGA TABUNG HAJI (DEPOSIT DAN PENGELUARAN) 2002
JADUAL
(Peraturan 4 dan 7)

LEMBAGA TABUNG HAJI

BORANG PENAMAAN

BUTIR-BUTIR PERIBADI PENDEPOSIT	
NAMA DAN ALAMAT PENDEPOSIT (DALAM HURUF BESAR)	NO. AKAUN
NAMA : RARA BINTI SAMSUL	NO. KAD PENGENALAN (LAMA)
ALAMAT : B2, KAMPUNG BARU BENUS, 28400 BENTONG PAHANG	NO. KAD PENGENALAN (BARU)
	TARIKH LAHIR: 15 09 1983
POSKOD : 28700	NO. TELEFON
	PEKERJAAN :

BUTIR-BUTIR PENERIMA NAMAAN	
PENERIMA NAMAAN PERTAMA	**PENERIMA NAMAAN KEDUA**
NAMA : FAZRI BIN HAMDAN	NAMA :
NO. KP : [redacted]	NO. KP : TIADA
PERHUBUNGAN : SUAMI	PERHUBUNGAN :

Nota: Penerima Namaan mestilah waris yang berhak menurut Hukum Syarak (Faraid).

PENGAKUAN

Saya bersetuju dengan akad dan syarat-syarat dalam Borang ini serta mengaku bahawa semua maklumat di atas adalah benar.

Cap ibu jari kiri dan tandatangan pendeposit	Untuk kegunaan Pejabat
..... Cap jari kiri	Tarikh terima 19/10/2018 Tarikh daftar .....
..... Tandatangan	( ) Pegawai pengesah dan Cap Pejabat

.....***Potong di sini***.....

LEMBAGA TABUNG HAJI

AKUAN TERIMA BORANG PENAMAAN

NAMA DAN ALAMAT PENDEPOSIT
(Diisi oleh pendeposit)

NO. AKAUN TABUNG HAJI

Disahkan bahawa Borang Penamaan tuan/puan telah diterima.

(Sila simpan keratan ini untuk rujukan)

.....
( )
Pegawai pengesah dan Cop Pejabat

Tarikh :

JP003
(Pindaan 5/2015)

BORANG MAKLUMAT AHLI

***AKTA TABUNG HAJI 1995* (AKTA 535)**

TH tertakluk kepada Akta Pencegahan Pengubahan Wang Haram Dan Pencegahan Pembiayaan Keganasan 2001 (AMLATFA)

Nota:
1. Sila baca terma dan syarat serta perakuan
2. Sila tandakan (√) dalam petak yang berkenaan dan diisi dengan menggunakan HURUF BESAR
3. *Sila lengkapkan semua ruangan yang berkenaan*

☐ Pembukaan Akaun Baru ☐ Kemaskini Maklumat Peribadi ☑ Pertukaran Jenis Akaun

☐ Dewasa
☐ Kanak – kanak

No. Akaun *TH* ********

BAHAGIAN A : MAKLUMAT PERIBADI

1. No. Pengenalan Diri (Mykad/Mykid) ********
2. No. Tentera
3. No. Pengenalan Diri Lama
4. No. Polis
5. No. Surat Beranak K19970
6. Tarikh Lahir (hari/bulan/tahun) 13 / 8 / 2000
7. Nama (Seperti Dokumen Pengenalan Diri) IRFAN FAWWAZ BIN ABU BAKAR
8. Nama Lain/Terdahulu
9. Gelaran (Jika Berkenaan)
10. Nama Ibu MAIMUNAH BINTI RASHID
11. Alamat Emel
12. Alamat Tetap:
    NO 8, JALAN 1,
    TAMAN HARMONI,
    28700 BENTONG
    Poskod: 28700 Negeri: PAHANG
13. Alamat Surat-Menyurat:
    NO 8, JALAN 1,
    TAMAN HARMONI
    28900 BENTONG
    Poskod: 28700 Negeri: PAHANG
14. No. Telefon 019-9188888 (B) (R) (P)
15. Jantina ☑ Lelaki ☐ Perempuan
16. Status Perkahwinan ☑ Bujang ☐ Kahwin ☐ Lain-lain :
17. Bangsa ☑ Melayu ☐ Cina ☐ India ☐ Lain-lain :

BAHAGIAN B : MAKLUMAT PEKERJAAN (Diisi bagi akaun dewasa sahaja)

18. Sektor Pekerjaan ☐ Kerajaan ☐ Badan Berkanun ☐ GLC/GLIC ☐ Swasta ☑ Tidak Bekerja
19. Kod Pekerjaan 005 (Rujuk Lampiran)
20. Kod Industri (Rujuk Lampiran)
21. Nama Majikan
22. Tempoh Perkhidmatan (Semasa) ☐ <1 Tahun ☐ 1 - 3 Tahun ☐ 4 - 10 Tahun ☐ 11 - 20 Tahun ☐ >20 Tahun
23. Pendapatan Kasar Bulanan ☐ RM1,500 dan ke bawah ☐ RM1,501 - RM5,000 ☐ RM5,001 - RM10,000 ☐ *RM10,001 - RM20,000* ☐ *RM20,001 - RM50,000* ☐ *RM50,001 dan ke atas*

BAHAGIAN C : MAKLUMAT PERNIAGAAN/SYARIKAT (Diisi oleh ahli perniagaan sahaja)

24. Nama Syarikat
25. No. Pendaftaran Syarikat
26. Pendapatan Kasar Tahunan ☐ RM20,000 dan ke bawah ☐ RM20,001 - RM100,000 ☐ RM100,001 - RM500,000 ☐ RM500,001 - RM1,000,000 ☐ RM1,000,001 dan ke atas

BAHAGIAN D : MAKLUMAT PASANGAN (Diisi bagi akaun dewasa sahaja)

27. Nama Pasangan

28. No. Pengenalan Diri (Mykad) 29. No. Tentera

30. No. Pengenalan Diri Lama 31. No. Polis

32. Pertalian

33. No. Telefon (B) (R) (P)

BAHAGIAN E : MAKLUMAT PENJAGA (Diisi bagi akaun kanak-kanak)

Sila isikan kedua-dua ruangan yang bersesuaian. (Rujuk Terma & Syarat. Perkara No. 4)

34. **Nama Penjaga 1**
(Merupakan penjaga kepada akaun kanak-kanak ini)

35. No. Pengenalan Diri (Mykad) 36. No. Tentera

37. No. Pengenalan Diri Lama 38. No. Polis

39. Gelaran (Jika Berkenaan) 40. Pertalian

41. No. Telefon (B) (R) (P)

42. **Nama Penjaga 2**

43. No. Pengenalan Diri (Mykad) 44. No. Tentera

45. No. Pengenalan Diri Lama 46. No. Polis

47. Gelaran (Jika Berkenaan) 48. Pertalian

49. No. Telefon (B) (R) (P)

BAHAGIAN F : HEBAHAN BAHAN-BAHAN PROMOSI DAN PEMASARAN

Pada masa tertentu, ***TH***, anak syarikat dan/atau rakan strategik mungkin akan menghantar bahan-bahan promosi dan pemasaran pada masa-masa tertentu yang mungkin menarik minat anda. Jika anda mahu/tidak mahu menerima bahan pemasaran dan komunikasi daripada kami, anda boleh berbuat demikian dengan menanda pada ruangan yang bersesuaian di bawah:

☑ **YA.** Saya mahu menerima bahan pemasaran dan komunikasi daripada ***TH***, anak syarikat dan/atau rakan strategik dan saya secara nyata *(explicit consent)* bersetuju untuk ***TH*** memproses data peribadi saya untuk tujuan-tujuan berkenaan.

☐ **TIDAK.** Saya tidak mahu menerima bahan pemasaran dan komunikasi daripada ***TH***, anak syarikat dan/atau rakan strategik dan saya secara nyata *(explicit consent)* tidak bersetuju untuk ***TH*** memproses data peribadi saya untuk tujuan-tujuan berkenaan.

BAHAGIAN G : PERAKUAN

1. Saya dengan ini menyimpan wang ke akaun ***TH*** saya berdasarkan kepada kontrak Syariah iaitu Wadiah Yad Dhamanah dan memberi kebenaran kepada ***TH*** untuk mengguna pakai wang di dalam akaun saya seperti mana yang difikirkan bersesuaian oleh ***TH***. ***TH*** akan menjamin pembayaran wang simpanan saya pada bila-bila masa sekiranya terdapat permintaan oleh saya.
2. Saya telah membaca dan memahami terma dan syarat yang ditetapkan. Saya bersetuju mematuhi semua terma dan syarat dan bertanggungjawab sepenuhnya bagi sebarang maklumat yang tidak tepat, palsu atau tidak lengkap di dalam borang ini.
3. Saya dengan ini bersetuju untuk tertakluk kepada Notis Privasi ***TH***.
4. Saya dengan ini bersetuju memberi persetujuan secara nyata *(explicit consent)* kepada ***TH*** untuk mengumpul, memproses dan/atau mendedahkan data peribadi saya (termasuk data peribadi sensitif) seperti yang dinyatakan dalam Notis Privasi ***TH***.
5. Data peribadi yang diberikan saya adalah tepat, lengkap dan terkini. Saya bertanggungjawab memaklumkan kepada ***TH*** secepat mungkin jika berlaku perubahan terhadap data peribadi saya.

Tandatangan Pendeposit	Tandatangan Penjaga
Dan	Dan
Cap Ibu Jari Kiri Atau Cap Ibu Jari Kanan Pendeposit	Cap Ibu Jari Kiri Atau Cap Ibu Jari Kanan Penjaga

- Bagi pembukaan akaun kanak-kanak, hanya tandatangan dan cap ibu jari penjaga sahaja diperlukan.
- Bagi pertukaran akaun kanak-kanak ke akaun dewasa, tandatangan dan cap ibu jari pendeposit serta tandatangan dan cap jari penjaga diperlukan.
- Pengambilan cap ibu jari adalah mandatori.

Tarikh : 19/10/2018

LOG BOOK

DATE : 1/8/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:15 am - Bergerak dari rumah	
7:35 am - sampai di Pejabat Tabung Haji Bentong.	
Masuk ke dalam pejabat dan memaklumkan ke	
Polis Bantuan tentang hari pertama praktikal. Polis	
Bantuan meminta maklumat seperti nama dan	
nombor telefon. Polis bantuan meminta supaya	
duduk sementara menunggu staf yang lain datang.	
7:45 am - salah seorang staf memanggil untuk masuk	
ke bilik mesyuarat dan menyuruh menunggu.	
7:55 am - mesyuarat bermula. Bacaan doa oleh Haji	
Hafiz. Saya memperkenalkan diri kepada staf. Puan Liyana memperkenalkan staf - staf lain	
iaitu Haji Faizal, Haji Hafiz, Haji Khairul, Firdaus,	
~~dan~~ Adilah dan Haji Rosdi (Polis Bantuan). Puan	
Liyana memaklumkan tentang Penarafan Peringkat	
Negeri yang bakal berlangsung dalam masa 13 hari.	
Puan Liyana memberi tugas untuk buat slide	
Penarafan Pejabat Terbaik/Peringkat Negeri untuk mencapai 5 bintang.	
8:20 am - Mesyuarat tamat. ~~Puan Liyana beri kertas~~	
~~yang mengandungi maklumat yang perlu dimasukkan~~	
~~di dalam slide Puan Liyana menyatakan perlu~~	
~~masukkan gambar di dalam slide Puan Liyana~~	
Adilah menunjukkan lokasi tandas, pantry dan	
surau dan tempat meletakkan barang dan beg.	
8:40 am - kembali ke bilik mesyuarat untuk menunggu	
arahan seterusnya dari Puan Liyana selaku	
supervisor. Puan Liyana kembali ke bilik	
mesyuarat dan menerangkan maklumat -	
maklumat yang perlu ada di dalam slide.	

DATE : 1/8/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Perkara yang perlu dimasukkan di dalam Slide ialah:	
Komponen A - pelaksanaan perkhidmatan kepada pelanggan.	
Komponen A mempunyai 7 elemen.	
Komponen B - pengurusan sumber manusia.	
Komponen B mempunyai 3 elemen.	
Komponen C - Inisiatif.	
Komponen C mempunyai 2 elemen.	
Puan Liyana menjelaskan bahawa setiap elemen	
mesti mempunyai gambar. ~~Puan Liyana~~ Firdaus	
memberi laptop pemasaran untuk digunakan atas	
tujuan kerja. Selepas mendapat laptop, ~~slide untuk~~	
~~penarafan dibuat~~ maklumat dalam kertas yang diberi	
dan diteliti. Slide untuk penarafan dibuat. Puan	
Liyana datang memantau kerja yang sedang dibuat	
dan saya meminta ~~pendapa~~ pendapat sama ada	
ianya bagus atau tidak.	
Puan Liyana menyuruh membawa gambar pasport untuk	
membuat kad kuasa. Saya menyerahkan borang	
"Report Duty" untuk disi oleh Supervisor.	
12.30 pm - Keluar untuk membeli makanan dan	
balik semula ke pejabat dan makan di Pantry bersama	
Staf lain.	
1.40 pm - ~~mem~~ menunaikan solat Zohor di Surau TH.	
2.00 pm - mula mengambil gambar kawasan pejabat	
untuk diletakkan di dalam Slide. Meminta	
Puan Liyana cara untuk ambil gambar pejabat	
dengan betul dan kemas dan letak dalam Slide.	
4.30 pm - staf HQ call untuk buat thumbprint scan.	
5.05 pm - balik.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG.

DATE : 2/8/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Bergerak dari rumah pada pukul 7.15am dan sampai	
ke TH Bentong jam 7.30am. Masuk ke pejabat pada	
7.45am. Meletakkan barang di locker yang disediakan	
dan pergi ke ~~baka~~ ruang hadapan untuk ambil	
gambar kaunter, perhiasan pejabat untuk	
diletakkan di ~~pe~~ dalam slide sebelum ~~bertang~~ taklimat pagi	
bermula.	
8.00 am - taklimat pagi ~~bermula~~ dimulakan dengan	
bacaan doa oleh Haji Hafiz. ~~Staf~~ Selepas tamat bacaan	
doa, staf cadangkan untuk letakkan ke arah	
kiblat dalam surau. Puan Liyana bertanya tentang	
"progress" slide. ~~set~~ ~~Sekarat~~ penarafan. Staf juga	
berbincang tentang maklumat yang perlu diletakkan	
di sudut info seperti info sihat, info lestari, cuti	
bulanan, kalendar dan lain - lain. Puan Liyana	
memberi tugasan untuk membuat profil pejabat dan album untuk	
penarafan yang mempunyai gambar - gambar	
anggota TH Bentong. Taklimat pagi tamat pada	
pukul 8.17am. ~~Sa~~ Sambung untuk siapkan slide	
penarafan. Puan Liyana memberi pendrive yang	
mempunyai gambar ~~gambar~~ aktiviti yang perlu	
dimasukkan dalam slide. Saya juga telah menyusun kertas	
A4 di dalam alman.	
12.30pm - 1.00pm - keluar ~~ke~~ rehat dan makan	
di luar. Pada 1.05pm, mengambil gambar kawasan luar	
pejabat, bahagian dalam kaunter dan letakkan	
dalam slide. Slide kemudian dibentangkan di	
hadapan staf lain menggunakan projektor. Komen-	
komen ~~ya~~ diberikan dan slide perlu di baiki semula.	

DATE : 2/8/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Selepas slide siap dibentangkan, bilik mesyuarat dikemas dan bersedia untuk balik. Pada jam 5:05 petang, staf balik ke rumah masing-masing.	

LIYANA BT ZULKEFLEE
KT3138
Bendahari Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 3/8/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Pada jam 7.20 am, kami bergerak dari rumah dan telah sampai ke pejabat pada jam 7.45 am. Sementara menunggu kedatangan staf yang lain, saya menunggu di bilik mesyuarat. Pada jam 8am, taklimat pagi dimulakan dengan bacaan Yassin oleh semua staf. Setelah selesai bacaan Yassin, staf membincangkan untuk membuka Tabung Derma untuk salah seorang staf TH dari cawangan lain. Taklimat pagi tamat pada 8.20 am. Setelah tamat taklimat pagi, slide yang telah dikomen dibaiki seperti gambar perlu ditukar, struktur ayat perlu ditukar. Puan datang untuk melihat slide tersebut dan berikan komen-komen. Jam 12.30 – balik ke rumah untuk rehat. Pada jam 2.25 a.m, sampai ke perkarangan pejabat dan masuk ke pejabat pada 2.30pm. Setelah sampai, saya menambahbaik slide yang telah dikomen oleh Puan Yana dan telah menambah lebih banyak gambar untuk bahagian aktiviti di dalam slide. Setelah siap, saya mula membuat profil pejabat yang diarahkan oleh Puan Liyana. Maklumat-maklumat yang perlu ada di dalam profil pejabat adalah seperti maklumat daerah, maklumat pejabat, maklumat unit pentadbiran, maklumat unit bangunan, maklumat kewangan, maklumat unit pemasaran, maklumat unit haji dan aktiviti yang diadakan	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 3/8/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
sepanjang tahun 2018 dari bulan Januari sehingga Ogos. Mula ~~baa~~ membuat profil pejabat dengan mencari maklumat tentang Parlimen /Dun Bentong tahun 2018 untuk diletakkan dalam maklumat daerah. Puan Liyana juga telah memberi contoh Profil Pejabat tahun-tahun sebelum ini. Maklumat telah sedia ada tetapi ~~a~~ banyak maklumat perlu dikemaskini seperti gambar bangunan, gambar ~~dalam~~ kawasan pejabat kerana telah bertukar. Menyuk Puan Yana dan bertanya maklumat-maklumat yang perlu ditukar dan telah menunjuk slide penerangan yang telah 90% siap. Pada jam 5.05, pulang ke rumah. LIYANA BT ZULKEFLEE KT3138 Eksekutif Kewangan TH BENTONG	

DATE : 6/8/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 am - sampai ke pejabat. 8.00 am - taklimat pagi dimulai dengan bacaan doa. Puan Liyana memberi peringatan tentang Hong Leong Bank scam. Puan ~~Liyang~~ Liyana juga memperkenalkan PB Kamil yang menggantikan tempat PB Rosdi sementara ~~di~~ PB Rosdi bercuti. Taklimat pagi tamat pada 8.10 am. Selepas tamat taklimat pagi, saya telah menyambung buat profil pejabat. Saya juga telah diberi tugas untuk ~~membuat label~~ membuat label kabinet baru untuk menggantikan label kabinet yang lama. Pada jam 1.05 pm, saya keluar untuk makan tengah hari dan solat Zohor di surau TH. Selepas selesai, mencari maklumat kutipan zakat 2017 di website zakat Pahang. ~~5.05~~ 5.05 pm - Pulang ke rumah. LIYANA BT ZULKEFLEE Eksekutif Kewangan TH BENTONG	

DATE : 7.8.2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:45am - sampai ke pejabat	
7:55am - taklimat pagi bermula. Selepas taklimat pagi tamat, ~~bersumpat Puan~~ makan pagi bersama staf. Seterusnya, pergi berjumpa Puan Liyana untuk minta bajet ~~2018~~ TH 2018 ~~ut~~ untuk diletakkan dalam profil pejabat 2018 dan telah bertanya tentang "special project" yang perlu dibuat. Saya menerangkan tentang "special project" kepada Puan Liyana dan ~~telah~~ ~~telah~~ menyatakan hasrat untuk menghasilkan satu video korporat untuk TH Bentong dan Puan Liyana bersetuju dan mencadangkan video korporat tersebut ditayangkan di hadapan ~~pejabat~~ kawasan pelanggan menunggu. Saya juga memberitahu Puan Liyana untuk mengambil gambar stor di tingkat 2 untuk diletakkan dalam slide Penarafan.	
• ~~Mengenarai~~ Haji Faizal memberi tugasan untuk mengenarai peralatan mesin yang diselenggara seperti CCTV, CPU, mesin kirawang syiling, mesin kira wang kertas, mesin franking, mesin shredder, printer, router, TV interaktif (signage), ~~alarm~~ penghawa dingin, fire alarm, alarm system dan pemadam api. Maklumat yang diperlukan ialah jenis peralatan, no siri mesin, model mesin dan tempat ia diletakkan.	
• ~~mengelesaikan~~	

DATE : 7/8/2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
• 1.00pm - rehat dan solat zohor.	
• menukar bajet 2017 di dalam profil pejabat dengan bajet ~~2018~~ Jun 2018 yang telah diberikan oleh Puan Liyana sebentar tadi.	
• Seterusnya, melaksanakan tugas yang diberikan oleh Haji Faizal untuk mengambil nombor siri, dan sebagainya.	
• ~~Telah~~ Mengalih maklumat yang disalin ke dalam Microsoft Word.	
• 5.06pm - Pulang ke rumah.	

LIYANA BT ZULKEFLI
KT5136
Executive Housekeeping
TH BENTONG

DATE : 8/8/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - sampai ke pejabat. Pergi ke bilik mesyuarat untuk kemas sebelum taklimat pagi bermula.	
8.00 am - taklimat pagi dimulakan dengan bacaan doa oleh Firdaus. Memaklumkan bahawa hari ini merupakan ~~ha~~ hari terakhir untuk menderma kepada anak Haji Ainuddin.	
8.08 am - tamat taklimat pagi.	
• Seterusnya, mengambil gambar untuk pemakaian kad kuasa oleh anggota dan mengambil gambar kaunter ~~to~~ yang baru kerana gambar didapati tidak menepati ciri-ciri penaraf an. Puan telah memberikan Bajet Julai 2018 yang terbaru untuk dimasukkan di dalam profil pejabat kerana TH Kuantan baru sahaja menghantar Bajet itu pagi ini.	
• Menukar maklumat ~~peralat syarikat~~ ~~mas~~ penyelenggara barang di dalam profil pejabat, meminta dari Adilah maklumat tentang sasaran teller tetap 2018 dan sasaran teller bukan tetap 2018, meminta jadual kursus Asas Haji 2018, Jadual kursus intensif Haji 2018 dan Jadual Pemeriksaan Kesihatan bakal Jemaah Haji dari Haji Hafiz.	
1 - 1.45 pm - Rehat dan Solat Zohor.	
• Puan meminta untuk membuat carta organisasi untuk ditampal di dinding. ~~menggunakan~~	

DATE : 8/8/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
• membuat carta organisasi menggunakan Adobe Photoshop.	
• ~~B~~ ~~A~~ Membuat Album untuk Penaraf an Pegawai Terbaik TH Negeri / Cawangan 2018 untuk ~~dipamerkan~~ dipamerkan pada Hari kejadian. Di dalam album tersebut mempunyai aktiviti-aktiviti yang dilakukan oleh anggota sepanjang Tahun 2018.	
• Telah memberi carta organisasi yang disiapkan kepada Puan Liyana. Haji Hafiz meminta menukar gambar Haji Rosdi supaya selaras dengan gambar Staf yang lain	
• Asingkan borang pendaftaran ~~Haji~~ ahli (Borang JP). Borang JP diikuti dengan kertas A4 kosong dan halaman belakang diasingkan untuk di ~~shred~~ ~~di~~ lupuskan.	
• Shredding ~~borang JP~~ halaman belakang borang JP yang ~~ta~~ tidak digunakan.	
• 5.05 pm - pulang ke rumah.	

LIYANA BT ZAIL PERELIS
KT3330
TH BENTONG

DATE : 9/8/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - Sampai di pejabat. Setelah sampai, kemas meja bilik mesyuarat.	
8.00 am - taklimat pagi bermula dengan bacaan doa. Puan Liyana meminta membentangkan slide penarafan dan profil pejabat yang telah disiapkan. Puan ~~suruh~~ meminta mengambil gambar Anugerah Khidmat Cemerlang Pengurus TH Bentong untuk masukkan dalam ~~sti~~ slide penarafan. Haji Hafiz meminta untuk menambah slide ~~baj~~ dan meletakkan ayat Terima kasih dan sesi soal jawab.	
• mengambil gambar formal pelajar praktikal untuk diletakkan di dalam profil pejabat. ~~Arate~~. Meminta maklumat Adilah dan Haji # Faizal untuk dimasukkan di dalam profil pejabat.	
1 - ~~1.45~~ 1.45 pm - Rehat, makan dan solat Zohor.	
• ~~buat~~ menyambung kerja menghias album aktiviti ~~penarafan~~ untuk penarafan.	
• ~~mengkat~~ mengangkat kotak-kotak yang tidak digunakan ke stor tingkat 3.	
5.05 pm - balik ke rumah.	

Liyana

LIYANA BT ZUL KEFLEE
Eksekutif Kewangan
TH BENTONG

DATE : 10/8/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - sampai di pejabat. ~~Me~~	
- menunggu di bilik mesyuarat.	
7.58 am - ~~bas~~ taklimat pagi dimulakan dengan bacaan doa. Perbincangan ~~tentan~~ tentang untuk menurunkan semua logo 1Malaysia di TH Bentong. ~~Pad~~ Taklimat pagi tamat pada 8.16 am.	
• menunjuk album aktiviti untuk penarafan yang telah disiapkan kepada Puan Liyana.	
• ditugaskan untuk membuat Coverpage documentation penarafan (Buku).	
• menyenaraikan nama-nama ~~kab~~ label kabinet untuk buat labelling seperti: 1. Ink 2. Barang-barang, 3. Fail pentadbiran 4. Fail kewangan 5. Fail ~~Hay~~ Haji 6. Fail Hartanah 7. Alat Tulis 8. Fail kosong 9. Pemasaran 10. Almari serbaguna 11. Buku pelawat 12. Letterhead & Envelop dan lain-lain.	
12.30 - 2.30 - rehat, makan dan solat Zohor.	
• ~~prin~~ meminta Puan Liyana untuk ~~to~~ menolong print label yang telah disiapkan.	
• memotong label-label ~~yang~~ yang siap di print.	
• menampal ~~la~~ label-label tersebut di kabinet	
• memberi softcopy slide penarafan, profil pejabat dan album penarafan yang telah siap.	
• ~~m~~ Puan meminta membuatkan Coverpage profil	

DATE : 10/8/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
anggota.	
• Kemas bilik mesyuarat sebelum pulang.	
5.11 pm - pulang ke rumah.	
LIYANA BT ZULKEFLEE Eksekutif Kewangan TH BENTONG	

DATE : 13/8/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.15am - gerak dari rumah.	
7.30am - makan pagi	
7.49am - masuk ke pejabat dan menunggu di bilik mesyuarat	
7.53 am - taklimat pagi dimulakan dengan bacaan doa oleh Firdaus. Perbincangan tentang kempen	
- JKK di Masjid Bandar karak pada 15/8/2018.	
- membincangkan tentang Penerafan pada hari esok di mana panel akan datang pada jam 9.00am.	
- Hari ini akan mengemas pejabat dan cabut kunci di locker teller. Pada jam 8.18am, taklimat pagi tamat dan diakhiri dengan tasbih kifarah dan surah Al-Asr.	
• mengemas bilik mesyuarat untuk persediaan Penerafan pada hari esok.	
• membuat label untuk almari alat tulis dan mencabut label yang lama dan menggantikan dengan yang baru.	
• 1.25 pm - 2.15 - rehat, makan dan solat.	
• mengangkat kotak dari bilik server untuk diletakkan di dalam almari. Menolong Adilah menyusun buku akaun TH ke dalam almari.	
• mengemas almari alat tulis supaya lebih senang untuk dicari.	
• mengalih maklumat mesin yang diselenggara ke dalam kad penyelenggaraan dan pembaikan mesin.	
• menampal kad-kad yang disiapkan tersebut di mesin-mesin	

DATE : 13/8/2018 (isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
berkemaan.	
5.20pm - pulang ke rumah.	

LIYANA BT ZULKIFLEE
KK3
Bachelor of Accounting
TH BENTONG

DATE : 14.8.2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - sampai ke pejabat TH.	
8.00 am - Taklimat pagi bermula dan doa di baca oleh Haji Faizal. Puan Liyana ~~menyuruh ag~~ mengingatkan bahawa Haji Penarafan Pejabat telah tiba dan menyuruh semua staf ~~membuat~~ bersedia.	
• Saya diberi tugasan untuk menjawab panggilan telefon dan Haji Faizal memberi tugasan pentadbiran kepada saya. Taklimat pagi tamat pada 8.10 am.	
~~memasukkan data ke dalam~~	
Tugasan pertama ialah memasukkan data pencapaian anggota TH Negeri Pahang Bulan Ogos 2018.	
Tugasan kedua ialah memasukkan data transaksi yang dibuat oleh ~~teller~~ setiap teller untuk bulan Ogos 2018 (Lestari ~~2018~~ Teller 2018)	
Tugasan ketiga ialah memasukkan maklumat jumlah tiket dan maklumat Customer Feedback (C/F) dari buku pencapaian Harian Transaksi Teller 2018 ke dalam Microsoft Excel untuk ~~Transaksi~~ Lestari Teller. 2018.	
• Mengemas bilik mesyuarat setelah tamat pembentangan.	
• membuat cover untuk laptop (kaunter tabung haji)	
• 12.20 - 1.00pm - Rehat, makan. ~~dan selat Zohor~~	
• 2.00pm - selat Zohor.	
• mempelajari cara-cara menggajar pelanggan mengisi borang mendaftar akaun (Borang Jp).	
• 5.05 minit - Pulang ke rumah.	

DATE : 15/8/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.48 am - sampai ke pejabat TH.	
7.56 am - taklimat dari Al-Ameen wakaf Management.	
wakaf tanah - RM100	
wakaf Al-Quran - RM20.	
8.12am - tamat taklimat.	
• mengepil borang ~~daftar akaun~~ maklumat ahli, borang pengamgan, bersama kertas A4 kosong dan slip simpanan wang untuk dihantar ke SK Jandaz Baik sebanyak hampir 500 keping.	
1.24 pm - 2.05 pm - rehat, makan	
2.30 pm - solat zohor.	
• memasukkan borang yang telah siap dikepil ke dalam sampul surat.	
• Fotostat senarai nama ~~pela~~ murid SK Janda Baik untuk ditampal ~~ke~~ di sampul surat.	
• Mengasingkan sampul surat berisi kertas dan mengikat sampul surat tersebut mengikut Tahun.	
5.05 pm - balik.	

Liyana
LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 16/8/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - sampai ke pejabat TH.	
8.05 am - bergerak ke SK Janda Baik, ~~beg~~ bahang untuk menghantar barang pembukaan akaun bagi murid-murid yang masih belum mempunyai akaun TH.	
8.35 am - Menghantar barang tersebut ke Guru besar ~~Jan~~ SK Janda Baik.	
9.25 am - Bergerak ke ~~Karak~~ Masjid Bandar karak untuk kempen Pemasaran.	
- semasa kempen Pemasaran, saya bertugas membantu ~~a~~ staf ~~Haji~~ Tabung Haji untuk melayan ~~para~~ pelanggan yang hadir ke booth.	
2.30 pm - pulang ke rumah atas sebab-sebab yang tidak dapat dielakkan (Emergency leave).	

Liyana
LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 17/8/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 am - sampai ke Tabung Haji	
8.20 am - mempelajari cara-cara untuk melengkapkan borang-borang JP (Borang maklumat ahli) 14/15/16 ~~17~~ ogos.	
- mengasingkan borang penamaan, borang ahli baru, borang kemaskini maklumat kali pertama, borang kemaskini maklumat untuk kali kedua dan seterusnya dan borang tukar jenis akaun (kanak-kanak ke dewasa).	
- melengkapkan borang-borang yang ~~belum~~ tidak diisi dan yang belum dicop.	
12.30pm - 1.15 - rehat dan makan tengah hari.	
- mempelajari cara-cara mengepos borang JP borang (penamaan, ahli baru, kemaskini maklumat kali pertama, tukar akaun) ke HQ. Borang kemaskini maklumat kali kedua dan salinan kedua borang penamaan, ahli baru, kemaskini maklumat kali pertama, tukar akaun akan di simpan dalam fail milik TH Bentong.	
- laminate jadual hari bekerja untuk hari jelas (Hari bekerja - 8.00 - ~~12~~ 1.00pm).	
- mengemaskini maklumat di dalam profil pejabat atas permintaan dari pihak HQ. serta ~~men~~ HQ telah memberi salinan maklumat yang perlu ada di dalam profil pejabat (Excel)	
5.05pm - balik ke rumah.	

Liyana
LIYANA BT ZULKEFLEE
TH BENTONG

DATE : 20/8/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~7.50am~~ - 7.43am - sampai ke pejabat.	
7.56 am - ~~sebelum~~ taklimat pagi bermula dengan bacaan doa oleh Haji Hafiz.	
8.06 am - taklimat pagi tamat.	
8.26 am - 8.48 am - makan bersama staf lain.	
8.50am - mengemaskini maklumat di dalam profil pejabat dengan maklumat yang diberikan oleh puan Liyana seperti maklumat etnik, jumlah agama dianut di Bentong, maklumat kawasan.	
10.50 - 11.05 = Memasukkan maklumat ke dalam Excel. ~~sebelum~~	
Setelah siap memasukkan maklumat, melengkapkan borang-borang JP untuk ~~hari sebelum~~ borang bertarikh 17/8/2018.	
1.17am - 2.10 pm - rehat dan makan.	
- ~~Mem ra Adilah~~ Mempelajari cara-cara ~~filin~~ membuat filing borang (Borang hilang buku akaun simpanan, borang batal haji, penyata akaun, pindahan simpanan).	
- membuat filing dokumen dan masukkan dokumen-dokumen tersebut di dalam fail yang betul.	
- mempelajari cara print report harian, sasaran harian, customer feedback, ~~dan lain-lain~~ ticket issued, waiting time, serve time dan total ticket	
5.06pm - balik.	

Liyana
LIYANA BT ZULKEFLEE
TH BENTONG

PRACTICAL TRAINING LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE : 21/8/2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - masuk ke pejabat.	
8.10 am - 8.15 am - taklimat pagi.	
8.25 am - 8.31 - membantu Adilah menanda nama nama teller (cashier yang bekerja di kaunter) yang bekerja pada tarikh yang tertera di slip penyata. Setelah selesai, memberi slip penyata yang telah dikepil mengikut tarikh ke Puan Yana untuk ~~disahkan~~ disemak dan disahkan.	
- mengecop tarikh di borang potongan gaji bagi borang yang belum dicop.	
- ~~ke~~ Puan Yana memberikan maklumat yang perlu dimasukkan di dalam profil pejabat (maklumat Haji, maklumat pemasaran).	
- Memasukkan maklumat di dalam Excel ~~untuk~~ dan berikan kepada Puan Liyana untuk dibantu emelkan ke HQ. Liyana	
- melengkap borang-borang JP bertarikh 20/8/2018.	
- ~~sekemasan~~	
12.30 pm - ~~melihat~~ mendapatkan sasaran teller untuk ~~hari~~ tarikh hari ini dan menulis maklumat tersebut di dalam buku sasaran, mendapatkan jumlah "customer feedback" dan ~~menulis~~ tulis maklumat itu di dalam buku sasaran.	
- print report harian.	
• Pulang pada jam 1.00 pm. (Kerja separuh hari)	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 23/8/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.51 am - masuk ke pejabat.	
9.00 am - makan pagi	
10.30 am - mengepil borang maklumat ahli,	
1.05 pm - borang penamaan dan slip simpanan wang bersama kertas A4 untuk kampen ~~(sebagai~~ di/SK Janda baik (sebagai borang backup jika ~~tak~~ tidak mencukupi.	
1.28 am - 2.09 pm - rehat dan makan.	
2.15 pm - 2.59 pm - ~~kepil borang~~ sambung mengepil borang maklumat ahli, borang penamaan, slip simpanan wang dan kertas A4.	
3.05 pm - balik.	
22/8/2018 - Cuti sempena hari raya Korban. Liya	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 24/8/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - sampai ke pejabat.	
8.00 am - 8.11 am - taklimat pagi.	
8.30 am - sarapan pagi.	
8.45 am - melengkapkan borang bertarikh 21/8/2018 dan 23/8/2018.	
12.00 pm - 2.30 pm - rehat, makan, solat	
2.35 pm - shredder kertas yang tidak digunakan.	
3.15 pm - makan petang.	
5.04 pm - pulang ke rumah.	

Liyana
LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TE BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 27/8/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - sampai ke pejabat	
8.00 am - taklimat pagi - 8.10 tamat taklimat pagi	
8.30 am - melengkapkan borang maklumat ahli (JP) bertarikh 24/8/2018.	
12.00 pm - membincangkan tentang special project. Puan Liyana mencadangkan untuk membuat e-leitari (pencapaian staf) iaitu target setiap individu.	
1.00 - 2.30 - solat, rehat, makan, solat.	
3.00 - belajar cara mengambil cap jari dengan betul sebagai persediaan untuk kempen hari esok - melengkapkan borang JP bertarikh 27/8/2018.	
5.03 pm - pulang ke rumah.	

Liyana
LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TE BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 28/8/2018 (Selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.44am - Sampai di pejabat	
8.00am - Bersiap sedia untuk bergerak ke SK Janda Baik untuk kempen pembukaan akaun tajaan bagi sesiapa yang masih belum mempunyai akaun tabung haji. Sampai di SK Janda Baik pada jam 8.35 am.	
8.40 am - menyediakan barang-barang sebelum pendaftaran bermula.	
Tugasan semasa kampen:	
i) membantu ibu bapa mengisi borang	
ii) menjawab pertanyaan dari ibu bapa	
iii) menunjuk cara mengisi borang dengan betul.	
4.30pm - ~~pulang ke TH~~ bergerak pulang ke TH Bentong.	
5.05 pm - sampai ke TH Bentong	
5.20 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
Mkshuif Kewangan
TH BENTONG

DATE : 29/8/2018 (rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47am - sampai ke pejabat	
8.05 am - bergerak ke SK Janda Baik untuk kempen pembukaan akaun tajaan.	
8.30 am - sampai di SKJB.	
- menyediakan peralatan yang diperlukan seperti cap cari, tisu, printe, laptop, pen, borang dll.	
Tugasan - i) ~~membantu~~ memberi bantuan kepada ibu bapa ~~cara~~ mengisi borang	
ii) menjawab persoalan dari ibu bapa.	
iii) memberi penerangan tentang cara mengisi borang	
~~5.30pm~~	
5.15 pm - mengemas barang-barang dan bersedia untuk balik.	
5.30 pm - pulang ke TH bentong	
6.25 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
Mkshuif Kewangan
TH BENTONG

DATE : 30/8/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~7.47~~ 7.47am - sampai ke pejabat.	
~~8~~ 7.55am - taklimat pagi.	
8.30am - melengkapkan borang maklumat ahli 28/8/2018 dan 29/8/2018.	
1.00pm - 2.30pm - rehat, makan, solat.	
2.45pm - sambung melengkapkan borang maklumat ahli.	
5.14pm - pulang ke rumah.	
Nya.	
31/8/2018 (JUMAAT) - CUTI SEMPENA HARI KEMERDEKAAN	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 3/9/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.42am - sampai ke pejabat	
8.00am - taklimat pagi. 8.15 taklimat pagi tamat	
8.45 - menyambung melengkapkan borang yang belum dilengkapkan dan melengkapkan borang bertarikh 30/8/2018.	
- meminta Puan Yana dan Haji Faizal untuk menandatangan ~~borang-borang~~ supaya memastikan jumlah borang ~~sa~~ mencukupi.	
1.00 - 2.00 - makan, rehat, solat.	
2.30 - ~~failing~~ 'filing' borang pembatalan Haji	
5.06 - pulang ke rumah.	
Nya	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 4/9/2018 (Selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.54 am - sampai ke pejabat.	
8.00 am - taklimat pagi	
8.30 am - melengkapkan borang bertarikh 3/9/2018	
- meminta cop dari Puan Yana dan Haji Faizal	
12.00 pm - rehat & makan.	
2.30 pm - solat.	
3.00 pm - filing borang hilang buku akaun simpanan, penutupan akaun, pindah simpanan.	
5.15 pm - balik ke rumah.	

Liyana
LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 5/9/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.30 am - sampai ke pejabat	
8.00 am - bergerak ke SK Janda Baik untuk kempen tajaan pembukaan akaun.	
8.30 am - sampai ke SKJB.	
Tugasan - melengkap borang yang telah diisi dimasukkan dalam sistem.	
1.30 - 2.15 - rehat, makan, solat di surau berhampiran SKJB.	
3.30 pm - bergerak pulang ke TH Bentong.	
5.05 pm - pulang ke rumah	

Liyana
LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 6/9/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.42am - sampai ke pejabat	
8:00 - taklimat pagi sehingga 8:15am.	
8:20 ~~pm~~ am - makan pagi.	
8:45 am - menyiapkan borang-borang berkenaan 4-9 dan 5-9-2018.	
mengemaskini maklumat di dalam profil pejabat sebagai persediaan audit.	
1:09 pm - 2:15 pm - rehat, makan, solat.	
2.30 pm - mengasingkan transaksi yang dibuat oleh pelanggan mengikut terlih (borang semak silang	
4:30 - print report harian dan key in transaksi teller.	
5:05 - ~~bat~~ pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK

DATE : 7/9/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.46am - sampai ke pejabat	
7.55 am - taklimat pagi	
8:30 am - melengkapkan borang maklumat ahli kemaskini kali pertama, kali kedua, borang penama.	
- tutup fail yang telah penuh dan buka fail yang baru.	
- ~~memfail~~ membuat ~~failing~~ 'filing' bagi borang maklumat ahli, borang penama, AMLA (transaksi lebih RM10,000), pembersihan, bal air.	
1:00 - 2:30 pm - rehat, makan, solat.	
3:00 - menyemak transaksi teller (kerani kaunter) jika terdapat kesalahan untuk diasingkan untuk audit akan datang	
5:02 - pulang ke rumah.	
10/9 - Cuti (Hari Keputeraan YDPA)	
11/9 - Cuti (Awal Muharram)	

PRACTICAL TRAINING
LOG BOOK

DATE : 12/9/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.43 am - sampai ke pejabat.	
7.55 am - taklimat pagi. Peringatan tentang audit pada 19/9/2018.	
8.30 am - melengkapkan borang JP bertarikh 7-37.9.2018	
10.30 am - ~~membuat borang JP003 dan JP003A~~ mengepilkan borang maklumat ahli JP003 dan kertas A4 untuk digunakan di kaunter	
12.45 pm - 2.30 pm - makan, rehat dan solat.	
- menyediakan borang-borang yang perlu di ~~hantar~~ POS ke KL (Ma Tabung Haji)	
- mengfailkan borang maklumat ahli dan borang perama bertarikh 3-7/8 2018, ledger reconciliation & payer wang runcit	
4.35 pm - mengambil borang JP003 ~~di kau~~ dan JP003A (kertas A4 yang telah diprint dengan maklumat pelanggan) ~~untuk disimpan.~~ di kaunter yang bertarikh 12/9/2018 untuk disimpan.	
5.08 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TM BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 13/9/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.41 - sampai ke pejabat	
8.10 - melengkapkan borang bertarikh 12/9/2018	
9.48 am - 'Filing' borang permohonan penutupan akaun, borang kebenaran wakil kemaskini buku akaun simpanan dan borang pembatalan pendaftaran Haji.	
12.00 pm - makan tengah hari	
~~2-4~~ 3-45 pm - melengkapkan borang-borang bertarikh 13/9/2018.	
5.05 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TM BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/9/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - masuk ke pejabat.	
8.00 am - bacaan doa oleh Haji Hor Fauzal.	
- Pemberian tugas oleh Puan Yana untuk design gambar untuk Pertandingan Swafoto antara Tabung Haji Seluruh Malaysia.	
~~8.15 am - mesyuarat pagi mengambil ~~	
~~8.25 am - Bersama ~~	
8.30 am - makan pagi	
8.45 am - ~~sm~~ Design gambar untuk pertandingan swafoto.	
12.15 pm - 2.30 pm - rehat, makan, Solat.	
2.45 pm - sambung design gambar	
5.22 pm - pulang ke rumah.	
17/9/2018 - Cuti (Hari Malaysia)	

hyan.

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 18/9/2018 (Hari Selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - ~~Sam~~ tiba di pejabat	
8.00 am - 8.09 ~~p~~ am - taklimat pagi Peringatan tentang audit pada hari esok. dan kedatangan Puan pengarah. Tamat taklimat pagi.	
8.30 am - 10.00 am - melengkapkan barang-barang 14/9/2018 dan menyusun barang bertarikh 13/9/2018 untuk dipos ke HQ.	
- Filing barang ~~tabul~~ kehilangan buku akaun simpanan, barang pembatalan pendaftaran haji, barang hal ehwal penyimpanan.	
~~11pm~~ 11am - laminate ringkasan laporan audit 2018 untuk diletakkan di bilik pengurus, bilik eksekutif kewangan dan pipin kewangan.	
1.00 pm - 2.30 - rehat, makan, solat.	
3.00 pm - perbincangan tentang e-lestari dengan Puan Pengarah dari Kuantan, Pahang. Tugasan membuat ~~5.49pm - balik ke rumah~~. bapadukan mengisi barang digital oleh Puan Pengarah.	
5.49 pm - balik ke rumah.	

hyan.

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/9/18 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.43am - masuk ke pejabat.	
7.55 am - taklimat pagi.	
~~8.30~~ 8.15 am - tamat taklimat pagi.	
8.45am - persediaan untuk audit.	
Tugasan - memberi laporan harian bulan Mei, Jun, Julai ~~dan~~, Ogos dan September kepada ~~t~~ Tuan auditor.	
- ~~Mate~~ filing ~~barang~~ ~~mat~~ dokumen penyewaan Alam Flora.	
10.30 am - membuat panduan mengisi borang digital ~~ke~~ menggunakan powerpoint untuk ~~diberi~~ diletakkan di kiosk di tempat ~~mer~~ pelanggan menunggu.	
- Tujuan panduan mengisi borang digital adalah untuk mengelakkan cawa sehua cawangan tabung haji menampal kertas panduan di ~~did~~ dinding TH. Selain itu, ia memudahkan pelanggan untuk mengisi borang tanpa bantuan teller. tetapi dengan bantuan digital.	
~~- meng~~ - mengisi borang maklumat ahli kosong dan borang penama untuk discan dan dimasukkan di dalam slide powerpoint.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : ~~19~~/9/18 ~~(Isnin)~~ (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
12.30 pm - 1.30pm - rehat, makan.	
1.35pm - memasukkan ~~semak sth~~ borang semak siang (borang transaksi oleh pelanggan) ke dalam kotak untuk disimpan di dalam stor setelah audit selesai.	
1.45 pm - mengambil kotak kosong di tepi meja khidmat pelanggan untuk diletakkan borang JP003A (maklumat ahli) untuk simpanan TH Bentong). ~~dan borang~~	
- Memasukkan borang ke dalam kotak kosong tersebut.	
2.15 pm - print ~~cover~~ coverpage ~~ke~~ baru untuk syarikat penyelenggaraan untuk ~~di~~ TH Bentong bagi menggantikan Coverpage lama kerana ~~tulisan telah tu~~ tak kuat pada kertas telah lusuh.	
3.30 pm - melengkapkan borang bertarikh 18.9	
5.15 pm - tampal sticker ~~di~~ pada kotak yang perlu disimpan dalam stor.	
5.05 pm - pulang ke rumah.	

LIYANA MT ZULKEFLI
KT3138
Pembantu Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/9/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:50 am - masuk ke pejabat	
7:55 am - taklimat pagi.	
- tugasan untuk membuat slide penarafan peringkat ibu pejabat (kebangsaan).	
8:15 am - mula membuat slide.	
- ~~mencari~~ mencari maklumat - maklumat yang perlu dimasukkan di dalam slide.	
- maklumat - maklumat yang perlu ada :	
1) pencapaian key performance indicator (indeks lestari, indeks CS100)	
2) pengurusan kewangan (pengurangan kos per transaksi, analisa untung & rugi, keberkesanan perbelanjaan)	
3) pematuhan SOP, polisi kewangan (audit dalam, negara, ISO, risiko, pematuhan JKPO)	
4) pengurusan sumber dan penghargaan (waktu kehadiran, anugerah, kes tindakan tertertib).	
- Mencari maklumat - maklumat audit di dalam fail Audit.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/9/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
10.30 am - melengkapkan borang bertarikh 19/8/2018	
12 - 1 pm - rehat dan makan.	
2.30 pm - solat zohor	
~~[illegible]~~ 3.00 pm - mengambil softcopy waktu kehadiran anggota dalam bentuk excel untuk diletakkan di dalam slide penarafan.	
- mengambil softcopy anugerah panduan mengisi borang digital.	
5.05 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3133
Eksekutif Kewangan
Pa SENTRAL

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 21/9/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.43 am - masuk ke pejabat.	
7.55 am - taklimat pagi.	
8.39 am - melengkapkan borang bertarikh 20/9/2018.	
10.30 am - testing panduan mengisi borang digital di kiosk.	
- perlu edit ~~latar belakang~~ background slide dan tambah ayat "innovated by TH Bentong".	
~~1-3~~ 12.30 - 2.30 - rehat, makan, solat.	
3.15 pm - Puan Yana meminta untuk menambah borang permohonan pengesahan baik	
- mengisi borang tersebut.	
- scan borang dan masukkan ke dalam slide.	
- slide telahpun siap.	
- tayangan ~~slide~~ panduan mengisi borang digital.	
5.05 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
KT3130
Eksekutif Kewangan
TH BENTONG

DATE : 24/9/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.54 am - masuk ke pejabat.	
8.34 am - melengkapkan borang bertarikh 21/9/2018. 9.52 siap melengkapkan borang.	
~~mendapat maklumat indeks CS100 dan test indeks lestari dan masukkan di dalam slide penayangan.~~	
10.00 am - buat projek e-lestari	
12.00 - 2.30 - makan, rehat, solat.	
2.45 pm - sambung ~~ke~~ buat projek (coding)	
4.00pm - mendapat maklumat indeks ~~CS5~~ CS100 dan masukkan ke dalam slide penayangan peringkat kebangsaan.	
5.08 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
KT3130
Eksekutif Kewangan
TH BENTONG

DATE : 24/9/2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:49am - ~~sampai~~ masuk ke pejabat.	
~~8:20am~~ 8:00am - taklimat pagi.	
8:20am - makan pagi	
8:50am - melengkapkan borang bertarikh 24/9/2018	
10:00am - laminate dan ~~t~~ menebuk lubang kertas-kertas audit ISO yang mengandungi 7 klausa (klausa 4, 5, 6, 7, 8, 9, 10).	
- ~~buat k borang~~ mengasingkan borang maklumat ahli ~~dan~~ beserta kertas A4 kosong untuk digunakan di kaunter.	
12:30 pm - 2:30 pm - makan, rehat dan solat.	
~~2:45pm - 3:30 pm - membantu adilah menampal stiker di kotak Pegasus~~	
2:45pm - 3:30pm - ~~menyemak isi~~ pergi ke ~~pejabat~~ stor tingi di tingkat 3.	
- Menyemak isi kandungan kotak yang mengandungi transaksi pelanggan (Jan - Dis 2014 - 2016)	
- Menampal sticker barcode di kotak mengikut bulan dan tahun dan meletak barang salinan fotostat regalia di dalam kotak tersebut.	
4:00 pm - buat coverpage ~~borang~~ buku tarikh lahir anggota dan.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 25/9/2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
5:08 pm - pulang ke rumah.	

LIYANA BT ZULKEFLI
KT0103
Eksekutif Kewangan
PTD MINTAKAT

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/9/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.48 am - sampai ke office.	
8.07 am - mengambil barang-barang bertarikh 25/9/2018 di kaunter.	
9.30 am - ~~barang~~ siap melengkapkan barang.	
9.45 am - buat laporan ~~do~~ dokumentasi praktikal.	
12 - 2.30 pm - makan, rehat, dan solat.	
~~8~~ 2.45 pm - buat laporan dokumentasi praktikal.	
4.30 pm - print report harian. ~~untuk dihantar~~	
5.05 minit - pulang ke rumah.	

Nyan

NYANA BT ZULKEFLEE
KT2138
Pusat Khidmat Kewangan
TM BENTONG

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 27/9/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.55 - masuk ke pejabat.	
8.00 am - taklimat pagi	
8.30 am - makan pagi	
9.13 am - melengkapkan barang bertarikh 26/9/2018.	
- Memfailkan barang pembatalan pendaftaran haji, wakil kemaskini buku, permohonan penutupan akaun.	
10.30 am - Mengangkat kotak-kotak mengandungi barang maklumat ahli dan semak silang ~~untuk~~ ke Stor di ~~ti~~ tingkat 3.	
11.30 am - buat projek e-lestari.	
12.40 pm - 2.30 pm - makan, rehat dan solat.	
2.30 pm - Arahan Puan Pengarah untuk edit semula Panduan Mengisi Borang Digital.	
- Edit Panduan Mengisi Borang Digital sebelum dihantar semula kepada Puan Pengarah untuk disemak.	
- Jam ~~3.00~~ 3.45 pm - siap edit slide dan membuat manual ~~penggunaan~~ Rand Panduan tersebut.	
5.02 pm - pulang ke rumah.	

Nyan.

NYANA BT ZULKEFLEE
KT2138
Pusat Khidmat Kewangan
TM BENTONG

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 28/9/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.46 am - Sampai ke pejabat.	
8.00 am - taklimat pagi	
8.15 am - taklimat pagi tamat	
8.17 am - mengambil barang bertarikh 27/9/2018 untuk dilengkapkan.	
8.30 am - melengkapkan barang - barang maklumat ahli dan barang penama bertarikh 27/9/2018.	
- barang siap dilengkapkan pada Jam 9.10 am.	
9.10 am - Sarapan pagi.	
10.05 am - kepilkan / semak barang silang (slip simpanan & slip pengeluaran) mengikut tarikh.	
10.22 am - Ambil fail di tempat fail untuk failing.	
- masukkan dokumen - dokumen ke dalam fail.	
Dokumen - dokumen yang perlu difail:	
1) barang kebajikan	
2) barang minta derma	
3) Kelab Taha	
4) Barang Surat Jemputan	
5) Surat peneliling	
6) Surat undangan	
7) Penyelenggaraan bangunan	
8) Rekupan SRT - Neon	
9) Audit Dalam	
10) Hal ehwal penyimpan	

liyana

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 28/9/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
11) Maklumat operasi	
10.56 am - Simpan semula fail di tempat yang betul.	
12.15 pm - 2.30 pm - rehat, makan, solat	
4.30 pm - mengambil barang - barang Hari ini di kaunter.	
5.02 minit - pulang ke rumah.	

liyana

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 1/10/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.55 am - masuk ke pejabat.	
8.00 am - taklimat pagi.	
8.15 am - tamat taklimat pagi.	
8.35 am - Fotostat IC staf.	
8.40 am - melengkapkan borang bertarikh 28/9/2018	
- Filing borang pembatalan pendaftaran Haji dan borang permohonan/penutupan akaun	
- Filing borang ~~pembay~~ Cek Alam Flora.	
9.45 am - sarapan pagi.	
~~Hang~~	
10.30 am - Filing borang pengeluaran pusaka dan laporan taklimat pagi.	
10.58 am - buat borang JP	
• Borang maklumat	dikepilkan bersama.
• Borang penama.	
• kertas A4 kosong.	
• Slip simpan wang	
11.30 am - buat cover page untuk taklimat pagi.	
12.30 pm - 1.40pm - Makan, rehat.	
2.30 pm - buat coding e-lestari	
3.40 pm - Filing salinan borang maklumat ahli dan borang penama	

DATE : 1/10/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
3.55pm - masukkan surat ~~sistem~~ alarm sistem ke dalam sampul untuk dhantar ke kuantan.	
- sebelum itu, buat salinan surat alarm system untuk filing.	
- filing surat alarm system.	
4.15 pm - buat label pintu tarik/tolak dan pintu rosak.	
5.02 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 2/10/2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.53am - masuk ke pejabat.	
8.00am - taklimat pagi.	
8.15 am - tamat taklimat pagi.	
8.30 am - lengkapkan borang ~~p~~ maklumat ahli dan borang penama bertarikh 1/8/2018.	
9.45 am - Gunting dan laminate label 'tolak' dan 'tarik' untuk ditampal di pintu ATM machine diletakkan.	
10.30 am - Menyelesaikan borang epaun untuk dihantar ke ~~ke~~ TH kl.	
- Filing borang pembatalan pendaftaran haji, borang kehilangan buku akaun simpanan dan maklumat kemaskini buku.	
11.24am - buat projek coding untuk projek e-lestari.	
12.35 pm - 1.10pm - makan tengah hari	
1.30pm - 3.30 pm - buat projek e-lestari	
- ~~&~~ mencari contoh coding di internet	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 2/10/2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4.15pm - ~~teb~~ ~~laminate~~ tebuk lubang ~~to~~ cover buku doa, ~~dan~~ tarikh lahir anggota, doa ulang tahun kelahiran, dan cover taklimat pagi 2018.	
4.30 pm - kemas balik mesyuarat	
5.02pm - ~~to~~ pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
~~Eksekutif Kewangan~~
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 3/10/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.53am – masuk ke pejabat.	
7.55 am – taklimat pagi	
– 8.23 am	
8.35 am – 8.45 am – sarapan pagi	
8.45 am – melengkapkan borang – borang	
– 10.15 am maklumat ahli / penama,	
borang permohonan tutup akaun,	
borang permohonan pindah	
simpanan. (2/8/2018)	
– Filing borang :-	
i) pembatalan pendaftaran haji	
ii) wakil kemaskini buku akaun	
iii) permohonan tutup akaun	
iv) permohonan pindah simpanan	
ke TH dan bank lain.	
v) elaun SA SKTM & praktikal.	
vi) Hal ehwal penyimpan	
vii) Pusaka.	
viii) Slip gerakan buku simpanan	
12.30pm – 1.30am – Rehat, makan.	
1.30 pm – 2.30 am – laminate dan binding	
kertas panjar wang	
runcit (sukuan pertama	
– sukuan keempat)	
– Cover buat coverpage	
wang panjar runcit	
sukuan pertama –	
keempat.	

DATE : 3/10/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
3.30 pm – Filing laporan harian 1/10/2018	
dan 2/8/2018 & Filing	
borang caruman diri/kelurga.	
4.30 pm – mengambil borang – borang	
JP bertarikh 3/8/2018	
5.08 pm – pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 4/10/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.46 am - sampai ke pejabat.	
7.55 am - 8.15 am - taklimat pagi	
8.30 am - lengkapkan borang penama dan borang maklumat ahli bertarikh 3/10/2018.	
- Filing borang pindahan simpanan dan borang wakil / kemaskini buku.	
9.30 am - buat coding e-lesteri	
10.05 am - filing - tuntutan elaun perjalanan	
- bil air.	
- laporan kehadiran ahli.	
10.15 am - ambil surat TH tidak bertingkat di pejabat tingkat 3.	
- ~~asingkan~~ asingkan 100 keping surat untuk dipos.	
12.30 pm - 1.30 pm - Makan dan rehat.	
1.45 pm - buat ~~rep~~ laporan dokumentasi praktikal.	
3.30 pm - ~~peng~~ beli cendera hati untuk Hibah Amanah.	
4.00 pm - masukkan surat program himpunan Persaudaraan HUJJAJ (HISHAJ) musim Haji 1439 Hijrah (2018M) dalam sampul untuk dipos.	
- Panjat setem menggunakan mesin franking	
- pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 5/10/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.9am - sampai ke pejabat	
7.55 - 8.15am - taklimat pagi	
8.30 am - melengkapkan borang-borang maklumat ahli dan penama bertarikh 4/10/2018.	
11.30 am - ~~buat~~ ~~sticker~~ buat sticker Hibah Amanah.	
12.15 pm - 2.30pm - Rehat	
~~3.50pm - pergi ke kedai printing untuk menempah sticker~~	
~~5.19pm - pulang ke rumah.~~	
2.30pm - design banner dan ~~ba~~ bunting untuk menyambut kedatangan ADUN Ketari ke TH Bentong, YB Young Syefura Othman.	
3.50pm - pergi ke kedai printing untuk menempah sticker.	
5.19pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 8/10/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:51am - sampai ke pejabat.	
7:55am - 8:15am - taklimat pagi	
8:30am - melengkapkan borang maklumat ahli & penama bertarikh 5/10/18	
- Filing	
10:30am - ke kedai printing untuk menempah bunting	
10:43am - ke Bilut atas urusan mengambil tandatangan pendeposit untuk Hibah Amanah	
2:30pm - Sambung melengkap borang yang telah sempat dilengkapkan	
- Filing - permohonan tutup akaun	
- batal haji	
- panjar wang runcit	
- Hilang buku akaun simpan	
- Hal ehwal penyimpan.	
- pindah simpanan TH ke bank lain.	
3:15am - ke kedai buku untuk membeli kertas war A4 berwarna.	
4.30pm - kutip borang bertarikh 8/10/2018 di kaunter.	
5:11pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

DATE : 9.10.2018 (selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.51am - masuk ke pejabat.	
7.55am - 8.15am - taklimat pagi	
8.22am - melengkapkan borang-borang bertarikh 8.10.2018 (selasa)	
- Filing - borang batal haji	
- borang pindah simpanan TH ke TH.	
10.28am - melengkapkan borang-borang permohonan penutupan akaun di dalam fail.	
11.00am - ke kedai printing untuk mengambil 105 keping sticker yang ~~siap di~~ telah siap ditempah.	
11.30am - potong sticker hibah Amanah dan tampal ke di cenderahati yang telah dibeli untuk diberikan kepada pendeposit yang membuat Hibah Amanah.	
2.00pm - Rehat.	
2.45pm - sambung memotong sticker	

DATE : 9.10.2018 (Selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
3.45pm - Filing	
• ~~borang~~ surat borang penama	
• surat maklumat ahli	
• surat pertukaran maklumat ahli	
• Surat pusaka.	
4.30pm - ~~3~~ buat ~~[illegible]~~ laporan harian lestari (pencapaian harian anggota) untuk dihantar ke ~~[illegible]~~ pengarah.	
5.11pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 10/10/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.57am - masuk ke pejabat.	
8.00 am - 8.14 am - taklimat pagi	
8.30 am - melengkapkan borang maklumat ahli dan penama. bertarikh ~~tarikh~~ 9/10/2018.	
- Filing	
• wakil kemaskini buku	
• borang pembatalan pendaftaran haji	
9.45 am - buat borang JP003 (maklumat ahli) dan kertas A4 kosong (untuk print maklumat dalam sistem) untuk kegunaan teller di kaunter	
10.35~~g~~ am - filing laporan harian bertarikh 5/10/2018	
11.45am : Susun dan semak borang Hibah Amanah pendeposit untuk dipos harini	
- menyediakan ~~pa~~ sampul surat untuk dipos dan menulis ~~surat~~ dan mengecap surat.	
1.00 - 1.45 am - Rehat, solat	
2.30 - Filing ~~sur~~ ~~borang~~ salinan borang hibah amanah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 10/10/2018 (Rabu)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4.30 pm - ~~buat print~~ buat dan print laporan harian dan lestari.	
5.08 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 11/10/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.58 am - sampai ke pejabat.	
8.00 am - 8.15 am - taklimat pagi	
8.30 am - melengkapkan barang-barang maklumat ahli (ahli baru, kemaskini kali pertama, kemaskini kali kedua dan seterusnya). dan barang penamaan.	
- Filing : barang pembatalan pendaftaran Haji	
9.45 am - Sarapan pagi	
10 am - buat laporan / dokumentasi lahan industri	
12 pm - membuat panggilan ke Jemaah-Jemaah yang baru pulang Haji untuk mengetahui sama ada mereka berminat atau tidak menghadiri perhimpunan persandaraan ~~Haja~~ Hujjaj.	
1.00 - 1.35 pm - Rehat makan.	
1.40 pm - sambung semula membuat laporan.	
2.00 pm - Fotostat surat pusaka dan ~~che~~ cek bayaran bil Armour Security Force untuk simpanan / Filing TH Bentong.	
4.30 pm - Print laporan harian transaksi, laporan lestari, dan ~~buat~~ tulis ticket issued, ~~semula~~ total transaction, waiting & service time, customer Feedback	
5.03 pm - pulang ke rumah.	

Liyana

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 12/10/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.40 am - Sampai ke pejabat.	
8.00 am - 8.19 am - taklimat pagi	
8.30 am - 9.03 am - melengkapkan barang JP & penamaan bertarikh 11/10/2018 (Jumaat) dan mengasing mengikut aktiviti (ahli baru, kemaskini maklumat kali pertama, kemaskini maklumat kali kedua dan seterusnya).	
10.00 am - membuat laporan dokumentasi latihan Industri	
12.15 pm - 2.30 pm - Rehat	
2.30 pm - keluar dari pejabat untuk mengambil barang pembeli atas izin dari pengurus	
3.00 pm - Design sign toilet untuk diletak di tandas.	
~~5.02 pm - pulang ke rumah.~~	
4.15 pm - ~~print laporan lestari~~ membuat laporan lestari, ~~tiket~~ dan print, membuat ticket issued (T/I) ~~ticket~~ total transaction (T/T), waiting time, serving time, ~~user~~ & customer feedback (CF)	
5.02 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 15/10/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.51 am - masuk ke pejabat	
8.00 am - taklimat pagi	
8.30 am - membuat panggilan ke jemaah yang membuat kadal haji untuk pemberitahuan sijil & barang bagal haji telah sampai dan mereka boleh datang ke kaunter untuk mengambil barangan tersebut.	
10.30 am - lengkapkan barang JP & penama bertarikh 12/10/2018	
1.00 pm - ke kedai untuk membeli riben dan kertas mahjung.	
1.15 pm - mengikat riben ke di ketak tabung TH untuk diberi kepada pendeposit yang datang pada 17/10/2018	
1.45 pm - rehat, makan dan solat	
3.00 pm - buat slide untuk menyambut kedatangan TB Young Syefira & Puan Pengarah Kewangan.	
5.11 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 16/10/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.51am - Sampai ke pejabat.	
7.55 am - 8.20am - Taklimat pagi	
8.30 am - edit slide untuk menyambut kedatangan YB Young Syefura dan Puan Pengarah Negeri Pahang.	
10:00am - Fotostat surat pusaka, JP003 (maklumat ahli), surat penama.	
- Filing salinan surat yang telah di fotostat di fail berkenaan.	
10.35 am - ~~Buat~~ Melengkapkan borang JP dan penama bertarikh 15/10/2018.	
- Filing surat pembatalan pendaftaran Haji	
1:00pm - Rehat	
1.30 pm - buat borang ahli baru	
• maklumat ahli (JP003)	
• kertas A4 (JP003A)	
• Penama.	
• Slip simpanan wang.	
2.00 pm - Menyiapkan barang-barang untuk dipos. hari ini.	
4:00pm - Memengkat reben pada kotak tabung untuk diberikan kepada pendeposit.	
4:30pm - print laporan harian & lestari	
5:07 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 17/10/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.53 am - sampai ke pejabat.	
7.59 am - 8.20am - taklimat pagi	
8.30 am - mengutip barang JP003 di kaunter.	
8.45am - Print "RESERVED" dan laminate untuk diletakkan di kotak parking	
8.50 am - melengkapkan barang JP003 dan penamaan bertarikh 16/10/2018.	
10.30am - edit slide semalam atas teguran Puan Pengarah (~~ke~~ meletak Gambar Tengku Mahkota Pahang, letak gambar pada slide produk Tabung Haji, kecilkan gambar Puan Pengarah Supaya YB Young Syefura lebih dominan)	
12.30 pm - Puan pengarah mengarahkan membuka kotak yang siap diikat reben dan ikat reben baru ~~di~~ pada tabung sahaja.	
- ~~meng~~ pergi ke kedai hadiah berhampiran Tabung Haji untuk membeli reben baru.	
~~1.00~~ 12.45pm - mengikat reben pada tabung Tabung Haji	
2.30 pm - mengemas bilik ~~tata~~ mesyuarat dan bilik CT.	
3.00 pm - ~~b~~ persediaan menunggu YB Young Syefura Othman.	
3.30 pm - menyediakan makanan dan minuman untuk tetamu yang hadir.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 17/10/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4.30 pm - sesi bergambar bersama YB.	
4.45 pm - print laporan lestari dan list senarai transaksi yang berlaku pada hari ini (ahli baru, kemaskini maklumat kali pertama dan kedua, penama)	
~~5.40 pm - ke pulang ke rumah~~	
5.00 pm - sesi ~~bersama~~ perbincangan tentang isu tabung haji (~~positif dan~~ pandar sudut positif)	
5.40 pm - kemas bilik mesyuarat, mengangkat pinggan mangkuk cawan	
5.45 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 18/10/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.54 pm - sampai ke pejabat	
7.58 am - 8.20 am - taklimat pagi	
8.21 am - mengutip barang di kaunter.	
~~7.30 am~~ - 8.45 am - Sarapan pagi	
9.30 am - melengkapkan barang JP003 dan penama bertarikh 17/10/18.	
11.15 am - Fotostat Syil Program IHYA' RAMADAN TAHAQUD.	
1.00 pm - Rehat.	
3.00 pm - Menampal Sticker di Balang untuk ~~renderan~~ Cendarahati Perdeposit Hibah Amanah.	
4.30 pm - ~~print laporan~~ buat dan print laporan pencapaian lestari hari ini.	
5.03 pm - pulang ke rumah.	

LIYANA BT ZULKEFLEE
KT3138
Eksekutif Kewangan
TH BENTONG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/10/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.53 am - Sampai ke pejabat.	
7.58 am - bacaan Yassin dan	
8.20 am taklimat pagi	
8.30 am - melengkapkan borang JP	
10.10 am dan penama bertarikh	
18/10/2018	
- Filing borang pembatalan	
pemendaftaran Haji	
10.30 am - print laporan kehadiran	
[redacted]	
12.15pm - 2.30pm - Rehat, makan, solat.	
2.45pm - mengumpul ~~stip~~ borang	
semak silang (JP001 &	
JP002) mengikut tarikh	
dan teller.	
3.00pm - menghantar borang semak	
silang ke bilik Puan Liyana	
untuk disemak	
4.00pm - diberi tugasan untuk	
membuat borang rayuan	
haji yang memerlukan	
pendeposit mengisi	
maklumat menggunakan	
komputer sahaja	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/10/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4.15pm - mencari cara-cara untuk	
membuat/templat borang tersebut	
di internet.	
- memulai membuat templat	
borang tersebut	
4.45	
5.05pm - pulang ke rumah	

HAJI AZRAHAM BIN MAHMAD
PENGURUS
LEMBAGA TABUNG HAJI
DAERAH BENTONG
PAHANG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 22/10/2018 - 24/10/2018 . (ISNIN - RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
22/10/2018 - Cuti rehat	
23/10/2018 - Cuti Rehat.	
24/10/2018 - Cuti Sempena Hari Kelahiran Sultan Pahang	

PENGARAH
LEMBAGA TABUNG HAJI
BALAI PERTAMA
PAHANG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 25/10/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.44 am - Sampai ke pejabat	
7.55 - 8.20am taklimat pagi	
~~7.55~~	
8.35am - melengkapkan borang bertarikh 22/10/2018 dan 23/10/2018 dan borang penama.	
- Filing borang penutupan akaun dan borang batal pendaftaran Haji.	
10.35am - menukar dan membuat kalendar di papan kenyataan maklumat di pantry yang lama. menggantikan kalendar bulan 8 dan 9 dengan kalendar bulan 11 dan 12. kalendar tersebut menunjukkan cuti ~~[illegible]~~ dan aktiviti-aktiviti Tabung Haji Bentong yang bakal dijalankan bulan 11/12.	
1.30 - ~~Sam~~ Rehat dan Sambutan Hari lahir pelatih SLTM.	
3.00 pm - mencari maklumat ~~[illegible]~~ pertukaran matawang asing.	
- laminate kalendar bulan 11 dan 12, maklumat pertukaran matawang asing, cuti-cuti umum sepanjang ~~[illegible]~~ Tahun 2019.	
~~5.0~~ 4.30pm - print laporan harian	
5.00 pm - mengambil borang hari ini di kaunter.	
5.12pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/10/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50am - masuk ke pejabat.	
7.55 am - tahlimat pagi dimulakan dengan bacaan Yasin.	
8.20 am - tamat tahlimat pagi.	
8.30 am - melengkapkan borang bertarikh	
- 9.15 am 25/10/2018 dan borang penama.	
- Filing borang ke wakil kemaskini buku akaun, penutupan akaun, borang potongan gaji.	
- menghantar laporan harian kepada bos untuk disahkan.	
8.50am - buat dan print ke pencapaian lestari bertarikh 25/10/2018 kerana sistem tidak boleh diakses pada hari semalam.	
- print senarai aktiviti untuk semalam. (ahli baru, tukar akaun, kemaskini profil, penama).	
9.30am - Sarapan pagi.	
10 am - Filing surat penama, pusaka, maklumat ahli	
10.30 am - laminate Dasar Kualiti	
- tampal di papan kenyataan.	
10.45 am - Filing	
• laporan harian	
• laporan kehilangan buku akaun simpanan.	
• Pindah simpanan.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/10/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
10.53am - buat senarai operasi pejabat dan urusan kaunter (38 buah pejabat).	
12.20 pm - 2.30pm - Rehat	
3.00 - print baru sticker "sila tutup suis" (tukar saiz sticker)	
3.15pm - laminate sticker	
5.03 - pulang ke rumah	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 29/10/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.52 am - masuk ke pejabat.	
7.58 am - 8.05 am - taklimat pagi	
8.30 am - melengkapkan borang - maklumat ahli dan penama bertarikh 26/10/2018	
9.30 am - print list nama borang JP8 penama.	
- scan borang pindah simpanan pendeposit	
~~9.50 am~~ - Print borang pertukaran maklumat ahli (tukar hak penjaga)	
9.50 am - Filing	
• borang batal pendaftaran haji	
• wakil kemaskini buku	
• Hal ehwal penyimpan	
• potong gaji diri skeluarga.	
• pindah bajet	
• kuasa mengurus (sign-on)	
10.30 am - Gunting dan tampal sticker "tutup suis" di suis toilet dan suis tempat fail.	
11.30 am - buat laporan dokumentasi latihan industri	
12.15 pm - buat surat untuk hantar & cek bil ~~to~~ bayaran bil api ke TH kuantan.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 29/10/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1pm - 2pm - Rehat, makan dan Solat zohor	
~~2.30 pm - [illegible]~~	
3.00pm - buat laporan dokumentasi latihan industri	
4.30pm - buat dan print lestari dan ~~latt~~ laporan harian (LP) T/I %, T/T, wait time, serve time, customer feedback (C/F)	
5.08 - pulang ke rumah.	

HALIZAH BINTI M[illegible]
PEN[illegible]
[illegible]

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 30/10/18 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - masuk ke pejabat.	
7.55 am - 8.20 am - taklimat pagi	
8.30 am - ~~buat~~ melenghaphan borang JP bertarikh 29/10/2018	
9.30 am - menyemak Slip ~~keluar masuk~~ Simpanan dan pengeluaran wang (JP001 & JP002)	
10.00 am - Fotostat IC yang telah disahkan untuk di simpan dalam fail (borang pertukaran maklumat ahli)	
11.30 am - buat surat ~~untuk~~ untuk dhantar ke HQ KL (JP003, JP008, penama).	
1.15 pm - menempah selempang duta hibah di kedai printing.	
1.30 pm - 2.00 pm - Rehat dan makan, solat.	
2.30 pm - Fotostat Surat yang telah disahkan untuk filing. - Filing surat penama, JP003 & JP008.	
3.30 pm - ~~mengemaskan~~ compile ~~surat~~ borang keluar masuk wang (semak silang) bulan Oktober.	
4.28 pm - menyediakan cenderahati hibah.	
4.35 pm - buat dan print resatari, LP	
5.07 pm - pulang ke rumah	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 31/10/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - masuk ke pejabat.	
7.55 am - 8.03 - bacaan doa	
8.30 am - lenghaphan borang JP bertarikh 30/10/2018.	
9.15 am - compile semak silang untuk 3 teller mengikut tarikh	
9.45 am - Edit gambar duta ~~tadah~~ hibah dan buat slide duta hibah.	
~~[illegible]~~ 1.15 am - beli hadiah untuk duta hibah di Jong Fatt	
1.30 pm - Rehat	
~~[illegible]~~ 2.30 pm - buat icon print rayuan Haji dalam Microsoft word	
~~[illegible]~~ 3.30 pm - ~~test~~ / ~~bor~~ menembak mangsi borang rayuan haji di kios.	
3.45 pm - memotong / cover hantes semak silang - buat cover tulang fail Rayuan Haji	
3.55 pm - Filing borang hal ehwal penyimpan (penyata) & borang potong gaji dri keluarga	
4.15 pm - menghantar ke laporan harian untuk disahkan oleh Pengurus.	
5.04 pm - pulang ke rumah	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 1/11/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.51 am - masuk ke pejabat.	
8.00 - 8.20 - taklimat pagi	
8.30 am - menyelesaikan laporan kedatangan untuk bulan oktober.	
8.40 am - 9.00 - Sarapan pagi	
9.15 am - melengkapkan borang bertarikh 31/10/2018 dan borang penama.	
10.15 am - menyemak ~~ser~~ borang semak silang	
11.00 am - menyediakan kertas sampul untuk dipos - surat laporan kedatangan	
1.00 - 2.00 - Rehat.	
2.15 pm - masukkan dokumen tersebut ke dalam Sampul untuk dipos - Fotostat dokumen untuk di filing	
2.45 pm - menghantar surat untuk di pos ke kaunter pos bantuan.	
3.00 pm - Filing • Hibah amanah. • Nota kredit • laporan minit pagi • laporan kedatangan • Elaun perjalanan • Elaun praktikal	• semua - semua slip cuti pejabat
5.05 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 2/11/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.55 am - masuk ke pejabat.	
7.55 am - 8.18 - bacaan zikir munajat dan taklimat pagi	
8.30 am - melengkapkan JP dan penama bertarikh 1/11/2018	
9.40 am - Membuat JP untuk digunakan di kaunter (ke borang maklumat ahli (JP003) dan kertas A4)	
10.30 am - Filing • borang rayuan haji • borang tutup akaun • pindah simpanan • wakil kemaskini buku • batal pendaftaran haji	
10.45 am - buat coverpage peyanjian perakitan pejabat - laminate - tebuk tepi - comb binding.	
12.45 pm - 2.30 pm - Rehat.	
3.00 pm - semak borang semak silang tarikh 30 & 31/10/2018	
3.30 pm - menghantar dokumen yang perlu disahkan oleh pengurus ke bilik pengurus.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 2/11/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4.30 pm - buat dan print LP & lestari	
5.03 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 5/11/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.48 am - sampai ke pejabat.	
7.55 am - 8.05 am - taklimat pagi	
8.30 am - 9.15 am - melengkapkan JP dan penama bertarikh 2/11/2018.	
9.20 am - Filing	
• wakil kemaskini buku	
• batal daftar haji	
• ~~ta~~ pindah simpanan ke TH	
• slip buku penuh.	
9.45 am - Sarapan pagi	
10.15 am - ~~buat~~ menyediakan surat pusaka, JP.003 & penama untuk dipos.	
11.15 am - menyediakan surat bil air	
11.37 am - ~~buat~~ menyediakan maklumat pertukaran matawang asing November 2018 untuk di papan maklumat.	ditampal
12.30 pm - 1.15 pm - Rehat	
1.30 pm - buat laporan dokumentasi latihan praktikal.	
4.30 pm - ~~pr~~ buat & print LP dan lestari	
5.05 pm - pulang ke rumah.	
6/11/2018 (SELASA)	
• CUTI DEEPAVALI	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 7/11/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.48am - masuk ke pejabat.	
7.55 am - 8.20am : taklimat pagi	
8.30 am - 10.15 am - melengkapkan borang JP & penama bertarikh 5/11/2018	
10.30am - hantar surat yang perlu dipos (surat JP, penama, pusaka, elaun, & rawatan)	
10.45 am - Filing borang batal pendaftaran haji, tutup akaun, hilang buku, slip buku penuh/rosak, pindah simpanan, AMLA, laporan.	
11.15 am - Fotostat ~~JP~~ surat JP, penama, elaun penyelenggaran, pusaka, perkhidmatan pembatan (rawatan)	
11.45 am - menyediakan surat-surat untuk dihantar (JP, penama, elaun, pusaka, perubatan)	
12.10 pm - semak silang.	
1.00 pm - 2.00pm Rehat.	
2.30 pm - sediakan borang ahli baru untuk pend diletakkan di kaunter khidmat pelanggan.	
4.30pm - buat & print CP & lestari	
5.05 pm - pulang ke rumah	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 8/11/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.~~49~~ am - masuk ke pejabat.	
7.58 am - 8.20 am - taklimat pagi	
8.30 am - melengkapkan borang JP & penama bertarikh 7/11/2018	
9.50 am - Filing • batal haji • wakil kemaskini buku • pindah simpanan	
10.15 am - semak fail batal pendaftaran haji ~~[illegible]~~ • bagi yang tiada sijil kematian, keluarkan dan pulangkan kepada teller untuk lengkapkan. - semak fail ~~[illegible]~~ borang laporan hilang buku akaun simpanan • bagi yang tiada cop pejabat, no akaun, no telefon.	
12.30 - 1.15 - Rehat.	
2.00 pm - e-lestari. 4.30 - buat & print UPdan lestari ~~5.05~~ 5.10 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE: 9/11/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.55 am - masuk ke pejabat.	
8.00 am - 8.20 am - taklimat pagi	
8.30 am - melengkapkan borang JPA penama bertarikh 8/11/2018	
10.15 am - hantar dokumen perlu disahkan oleh pengurus.	
• Sijil mati pendeposit.	
• IC pendeposit.	
• laporan harian	
10.45 am - mengisi borang rayuan haji di kios untuk pendeposit.	
11.10 am - Filing borang	
• batal haji daftar haji	
• tutup akaun.	
• rayuan haji	
• laporan harian.	
• pindah simpan	
• potong gaji diri dan keluarga	
11.30 am - menyemak dan mengecop borang potong gaji yang masih belum diop.	
11.45 am - ah semak silang	
• Hantar ~~seor~~ slip yang dah cukup semua teller ke puan Yana untuk disemak.	
12.15 pm - 2.30 - Rehat	
~~2.15 pm - edit banner Kursus asas haji (KAH)~~	

DATE: 9/11/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
2.35 pm - menyediakan surat untuk dipos	
2.45 pm - Fotostat dokumen elaun pegalangan untuk filing	
3.00 pm - letak surat di meja polis bantuan.	
3.10 pm - edit banner ~~Kursus~~ Kursus Asas Haji (KAH) ~~1440M~~ 1440H / 2019M.	
4.30 pm - buat CP 5 testari dan print list nama pendeposit untuk hari ini	
5.05 pm - pulang ke rumah.	

DATE : ISNIN (12 NOV 2018)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.49 am - masuk pejabat	
7.55 am - taklimat pagi	
8.25 am - Fotostat borang hilang buku akaun simpanan	
8.50 am - 10.30 am - lengkapkan borang JP dan penama bertarikh 9/11/2018	
10.45 am - 11.05 am - menyemak slip semak silang	
11.30am - 11.51am - mengikat semak silang (bulan oktober)	
11.52 am - Filing dokumen	
• borang penyata akaun (HEP)	
• Tutup akaun	
• slip salinan serahan buku akaun	
• batal daftar haji	
12.30 - 1.30 - Rehat	
2.30 pm - [redacted]	
e. lestari (coding)	
4.30 - buat & print report lestari & LP	
5.05 pm - balik	

DATE : 13 NOV 18 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.53 am - masuk pejabat.	
7.55 am - 8.20 am - taklimat pagi	
8.30 am - 10.00 am - melengkapkan borang JP dan penama bertarikh 12/11/2018	
10.10 - Filing	
• wakil kemaskini buku	
- Hantar LP untuk disemak dan borang batal haji untuk ditandatangan oleh pengurus.	
10.24 - Sediakan surat JP dan penama ~~- fotostat surat JP dan penama yang telah ditandatangan untuk filing~~	
10.35 - makan pagi	
11.30 - Hantar surat JP, surat penama, Surat pusaka dan borang pusaka ke bilik pengurus untuk ditandatangan.	
[redacted]	
12.00 - Fotostat surat JP, surat penama, surat pusaka	
- Filing	
• borg JP, penama, pusaka, batal haji, hilang buku	
1.45 - masukkan surat untuk dipos	

DATE : 13/11/2018 (Selasa)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
2.30 pm - 4.30 pm → Menghadiri mesyuarat Kursus Asas Haji 1440H	
4.30 pm - buat report ~~dan print~~ lestari dan LP, print list nama pendeposit hari ini.	
5.05 pm - balik.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/11/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 am - masuk ke pejabat.	
7.55 am - 8.20am - taklimat pagi	
8.30 am - Sarapan pagi	
9.00 am - 2.30 - Kempen di Pascorp Paper, Bentong.	
3.00 pm - melengkapkan JP dan penama 13/11/2018 & 14/11/2018.	
4.30 pm - buat report lestari dan LP, print list nama pendeposit hari ini.	
5.05 pm - balik.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 15/11/2018 (Khamis)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 am - masuk ke pejabat.	
7.55 am - taklimat pagi	
8.30 am - melengkapkan JP dan penama bertarikh 14/11/2018	
12.00 am - 1.00 - buat poster kursus Asas Haji (KAH 144011)	
1.15 pm - 2.00 pm - Rehat.	
2.15 pm - Report 4	
4.30 pm - print LP & lestari	
5.05 pm - pulang ke rumah	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 16/11/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50am - Sampai di pejabat.	
7.55 am - taklimat pagi dan bacaan Yassin.	
8.30am - melengkapkan JP, penama bertarikh 15/11/2018	
10.00am - Menukar dasar tak terima hadiah dari portrait ke landscape format.	
10.45am - Print poster KAH sebanyak 38 salinan untuk dipos ke masjid - masjid tertentu.	
11.00 am - Filing • pindah simpanan • Batal pendaftaran haji • Hilang buku Akaun Simpanan (BHS) • Pem Permohonan "Sgn Dh" • Leger Reconciliation • Wakil kemaskini buku • Pusaka. • Surat Armour • Hal ehwal penyimpan (pengata)	
12.15am - 2.30pm - Rehat.	
3.00pm - Memasukkan Poster ke dalam Sampul untuk dipos - menulis jumlah surat dipos, baki mesin franking di dapat buku Bayar setem.	
4.00 pm - ke pejabat pos untuk mengepos Surat (Poster)	
4.30pm - buat print report lestari dan LP	
5.05 pm - pulang ke rumah.	

DISAHKAN OLEH

HAJI AZRIS BIN MAHMAD

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/ 11/ 2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.40 am - masuk ke pejabat.	
7.55 am - taklimat pagi	
8.30 am - Sarapan pagi	
9.15 am - lengkapkan JP & penama bertarikh 16/11/2018	
10.30 am - Filing - batal daftar haji	
- wakil kemaskini buku	
- potong gaji	
- Slip buku penuh	
- permohonan "sign on"	
11.00 am - Buat surat untuk penama & JP	
- Hantar surat ke bilik pengurus untuk ditandatangan.	
1 - 1.45 pm - Rehat.	
2.00 pm - Fotostat surat JP & penama yang telah ditandatangan.	
2.15 pm - Sediakan surat	
• cop alamat	
• masuk surat ke dalam sampul	
• Hantar ke hadapan untuk diambil oleh posmen.	
2.45 pm - buat surat pusaka	
- Hantar ke bilik pengurus.	
3.10 pm - semak silang slip masuk & keluar wang	
3.45 pm - Filing berang BAS, surat JP dan penama	
3.55 pm - fotostat surat pusaka.	
- Filing surat pusaka.	

DATE : 19/11/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
4.30 pm - buat & print laporan lestari dan LP	
4.50 pm - kemas bilik & bersiap.	
5.05 pm - pulang ke rumah.	
20 NOVEMBER 2018 - CUTI MAULID RASUL	
DISAHKAN OLEH	
HAFIZAZRIHAM BIN MOHAMAD	
PENGURUS	
LEMBAGA PEMBANGUNAN DAERAH BENTONG PAHANG	

DATE : 21/11/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.40 am - masuk ke pejabat	
7.55 am - Taklimat pagi	
8.30 am - lengkapkan JP dan penama bertarikh 19/11/2018	
9.40 am - Sarapan pagi	
10.15 am - Filing - penyata akaun	
- tutup akaun	
- Wakil kemaskini buku	
- Rayuan haji	
11.00 am - Kemas barang-barang yang baru dibeli di pantry	
12.30pm - Membantu pendeposit mengisi borang rayuan haji di kios hadapan.	
12.53 pm - Menulis surat yang baru diterima di dalam buku daftar mel masuk (ledger reconciliation)	
1.15 pm - 2.00 pm - Rehat	
2.30pm - Report 11	
4.35pm - Buat & print LP & report lestari.	
5.08pm - pulang	

EMARKETING SDN BHD

HAJI AZRIHAM BIN MAHMUD
Pengurus
LEMBAGA TABUNG HAJI
D. PEAK PENANG
PENANG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 22/11/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - masuk ke pejabat.	
7.55 am - taklimat pagi	
8.30 am - Bergerak ke Hotel Sri Malaysia, Genting untuk kempen.	
5.30 pm - Pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 23/11/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:50 am - masuk ke pejabat	
7:55 am - taklimat pagi	
8:30 am - buat JP untuk kaunter	
° Borang maklumat ahli dan	
kertas A4 kosong.	
11:00 am - Buat label untuk almari bagi	
menggantikan label almari yang	
lama.	
11:20 am - ~~gunting~~ print label	
11:34 am - Laminate dan Gunting label.	
12:15 pm - 2:30 pm - Rehat.	
2.45 pm - lengkapkan JP dan penama	
bertarikh 22/11/2018	
3:30 pm - Filing - Batal Haji	
- Hilang Bas.	
- Pindah Simpan.	
4:15 pm - Buat & print report lestari & LP	
4:38 pm - Kutip JP di kaunter teller	
5:05 pm - pulang ke rumah	

DATE : 26/11/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:49 am - masuk ke pejabat	
7:55 am - taklimat pagi	
8:35 am - lengkapkan JP & penama ~~21/7/20~~	
21/11/2018 & 23/11/2018	
10:15 am - membantu pendeposit mengisi	
borang rayuan haji di kios	
10:20 am - Samp Sambung melengkapkan JP	
10:34 am - Filing - Rayuan haji	
- Wakil kemaskini buku	
- Sign On	
10:41 am - Semak silang Slip	
12:15 - Tebuk dan combinding cover page	
kod akaun	
1 - 1:30 - Rehat.	
2:45 - Solat zohor.	
3:05 - buat dokumentasi on ~~lapor~~	
latihan Industri	
4:30 - buat dan print report	
lestari & LP	
5:05 - pulang ke rumah	

DATE : 27/11/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.30 am - masuk ke pejabat.	
7.55 am - taklimat pagi	
8.30 am - sediakan surat JP & penama untuk dipos	
8.45 am - lengkapkan JP & penama bertarikh 26/11/2018	
9.30 am - Filing - wakil kemaskini ~~watak~~ buku	
- batal daftar haji	
- Panjar wang runcit	
- ledger reconciliation	
- potong gaji	
- Slip servis alat² pejabat.	
- Sumbang rawatan	
- Pemakluman pertukaran pegawai daerah bentong	
- Sambutan maulidul rasul	
- Cuti Anggota	
- Tulis surat yang diterima dalam buku daftar mel	
12.45 pm - Fotostat surat JP & penama	
1.00 - 2.00 pm - Rehat.	
2.30 pm - Report 4	
4.30 - buat ~~&~~ dan print report lestari & 4	
5.10 pm - pulang	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 28/11/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.45 am - masuk ke pejabat	
7.55 am - taklimat pagi (English Class)	
8.30 am - Makan pagi	
9.00 am - lengkapkan JP & penama bertarikh 27/11/2018	
10.15 am - Filing - Batal daftar haji	
- wakil kemaskini buku	
- potong gaji	
- Rayuan haji	
- Slip serah buku akaun	
- pindah simpanan.	
11.46 am - semak silang.	
12.30 - 1.15 pm - Rehat.	
1.30 - Buat report 4	
4.30 - report lestari & LP (buat & print)	
5.00 pm - pulang	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 29 /11/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.32 am - sampai ke pejabat.	
7.55 am - taklimat pagi	
9.10 am - lengkapkan JP & penama bertarikh 28/11/2018	
10.00 am - Filing - batal daftar haji	
- wakil kemaskini buku	
- Pindah Simpanan	
12.30 pm - 1.15pm - Rehat	
2.30pm - Buat slide BMI Anggota	
3.15 pm - Edit borang rayuan Haji	
(tukar alamat Tabung Haji	
Bentong ke Tabung Haji	
Kuala Lumpur)	
4.30 pm - buat & print laporan lestari	
dan laporan Harian.	
5.05 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 30/11/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.49 am - sampai ke pejabat.	
8.00 am - 10.30 am - Ceramah Maulidul	
Rasul di Majlis	
Perbandaran Bentong (MPB)	
11.30 am - ~~masu~~ serahkan surat rayuan haji	
~~ke~~ di borang rayuan haji	
pendeposit.	
12.15 pm - 2.30pm - Rehat.	
2.45 pm - Masukkan surat² rayuan Haji	
ke dalam sampul untuk dipos	
4.15 pm - Filing surat rayuan haji yg tlah difotostat.	
4.30 pm - buat dan print laporan lestari	
dan laporan Harian.	
5.05 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 3/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.56 am - sampai ke pejabat.	
8.30 am - lengkapkan JP & penama	
- 10.00 am bertarikh 29/11/2018 dan	
30/11/2018	
10.10 am - filing	
• Tutup akaun (tulis ic, nama, no akaun, amaun dan sebab pendeposit)	
• Kemaskini wakil buku	
• batal daftar haji	
• pindah simpanan	
10.55 am - buat surat penama & JP003	
11.20 am - tugasan menukar label di	
tempat mengisi borang.	
- buat label, print label, laminate	
label dan gunting label.	
12.30 - 1.30 pm - Rehat.	
1.47 pm - ~~Mengisi~~ Mengisi kedatangan	
online untuk di ~~print tandatangan~~	
oleh bos ~~menghantar~~ untuk	
tuntutan elaun praktikal.	
2.15 pm - Buat laporan latihan industri	
3.13 pm. - Betulkan borang rayuan haji	
di kios (Buang garisan dan	
tukar kan kepada kotak	
supaya lebih mudah diisi dan	
format ~~surat~~ borang tidak	
berubah.	
4.30 pm - buat dan print laporan lestari	

DATE : 3/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
dan laporan latihan	
5.05 pm - pulang ke rumah.	

DATE : 4/12/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - masuk ke pejabat.	
7:55 am - taklimat pagi	
8:30 am - Buat JP & penama bertarikh	
- 9.15 am 3/12/2018	
10:15 am - Mengis borang elaun	
- meminta ~~k~~ pengurus untuk	
mengesahkan kehadiran dan	
tandatangan borang elaun	
10.30 am - Fotostat ~~surat~~ kehadiran dan	
borang elaun untuk difailkan	
12:00 pm - masukkan semua surat yang	
perhendak dipos hari ini ke	
dalam sampul. ~~dan sediakan~~	
12:30 - 1.30 - Rehat	
1.45 pm - Filing - Batal daftar haji	
a - Surat dan list penama	
- Surat JP003	
- Laporan Harian (LP) 19,	
21,22,23,26 /11/2018	
- Permohonan "Sign On"	
- Borang Permohonan penyata	
akaun Simpanan	
- Potong gaji	
- kedatangan dan elaun	
praktikal	
- Inbois kerja² perkhidmatan	
dan penyelenggaraan berjadual	
di Tabung Haji Bentong.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 4/12/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- penurunan kuasa melaksana	
kerja² TH Komuniti	
- laporan kehadiran Anggota	
- Pengeluaran Pusaka (Fotostat)	
- ~~tuntu~~ tuntutan ujian alarm system	
(Fotostat)	
- Elaun perjalanan	
- Laporan minit taklimat pagi	
- Bil air bulan disember	
3.05 pm - masukkan surat rayuan haji	
untuk dipos dan menulis amaun dan jumlah keseluruhan	
~~4.30~~ 4.30 pm - buat & print & pos surat didim buku panjar setem. report dan lestari dan	
LP.	
5.05 pm - pulang ke rumah.	

DISAHKAN OLEH

HAJI AZRAHAM BIN MOHAMAD
PENGURUS
LEMBAGA TABUNG HAJI
DAERAH BERTANG
PAHANG

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 5/12/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Masuk ke pejabat	
7:55 am - Taklimat pagi.	
8:30 am - Melengkapkan JP dan penama & bertarikh 6/12/2018	
9:30 am - 10:45 - Pergi ke CIMB Bank untuk membayar deposit ~~mesin~~ reload mesin banking, pergi ke pejabat pos untuk pos surat rayuan haji, pergi ke posiaju untuk membayar bil posiaju.	
11:00 am - menghantar surat ~~ke~~ peyanjian Virmida ke stat di pejabat tingkat 3 ~~ke sta~~	
11:30 am - Fotostat slip deposit CIMB (~~in~~ reload mesin franking) untuk Simpanan TH Bentong	
11:45 am - menyenaraikan barang-barang alat tulis yang perlu dibeli	
11:55 am - Tolong bantu pendeposit mengisi borang rayuan haji di kios	
~~12~~ 12:00 pm - ~~ba~~ filing borang batal daftar haji.	
12:19 pm - semak silang	
12:30 pm - 4:30 pm - Mengira jumlah tandatangan pendeposit yang mendapat Yayasan dari tabung Haji	
- fotostat list nama tersebut sebanyak ~~dua~~ satu salinan.	

DATE : 5/12/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- mengasingkan salinan original, salinan kedua ~~dan salinan~~ ~~ketiga~~.	
- Salinan kedua & original perlu dipos, ~~salinan ketiga untuk simpanan TH Bentong~~	
4:45 pm - ~~print~~ buat dan print report lestari dan LP.	
5:05 pm - pulang ke rumah.	

DATE : 6/12/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.54 am - masuk ke pejabat	
7.57 am - taklimat pagi	
8.15 am - 9.37 - lengkapkan JP & penama bertarikh 5/12/2018	
9.45am - buat surat pusaka	
• hantar surat pusaka dan borang BAS (Buku Akaun Simpan) hilang ~~un~~ ke balik pengurus untuk disahkan dan ditandatangan	
10.30am - semak silang (slip masuk dan keluar wang)	
11.15 am - fotostat list nama yayasan untuk disimpan oleh TH Bentong	
12.30 pm - 1.35pm - Rehat	
1.25 pm - Fotostat surat keluar pusaka yang telah ditandatangani oleh pengurus untuk difailkan, surat inbois kerja² perkhidmatan dan selenggara berjadual TH Bentong, borang akuan waris pengeluaran pusaka.	
1.44 pm - Filing tutup akaun, wakil kemaskini buku, inbois kerja² perkhidmatan dan selenggaraan berjadual TH Bentong, ~~bakan~~ potong gaji	

DATE : 6/12/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1.57pm - Buat matawang asing bulan disember.	
4.30pm - buat & print dan LP & letak	
5.05 pm - pulang	

DATE : 7/12/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 am – sampai ke pejabat.	
8.30 am – – lengkapkan borang JP dan	
9.00 am penama bertarikh 6/12/2018	
9.05 am – filing – batal daftar haji	
9.15 am – laminate matawang asing	
untuk ditampal di papan	
kenyataan.	
9.45 – 10.45 – pergi ke kedai buku untuk	
membeli peralatan ~~a~~ tulis,	
kertas warna, & dan peralatan	
lain.	
11.00 am – ~~Tuk~~ Menukar file fastener	
yang lama kepada file	
fastener yang baru	
11.50 am – persediaan untuk kursus Asas	
Haji (memasang LCD)	
12.15 am – 12.30 – Rehat	
2.45 pm – menukar file fastener fail	
3.15 pm – buat ~~cover~~ pelapik tabung dan laminate & tampal.	
3.45 pm – ~~kan~~ Menyusun dan meletakkan	
stationery di ~~tempat~~ dalam almari alat tulis	
4.30 pm – buat dan print ~~report~~ report	
lestari dan LP.	
4.45 pm – buat report lestari (pejabat	
dan setiap teller & hibah)	
untuk pembentangan hari isnin.	
5.05 pm – pulang	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 9/12/2018 (AHAD)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8.00 am – 11.00 am	
– BERTUGAS SEBAGAI AHLI JAWATANKUASA	
KURSUS ~~Ke~~ ASAS HAJI TABUNG	
HAJI BENTONG.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 10/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.50 am - masuk ke pejabat	
7.55 am - taklimat pagi	
8.30 am - lengkapkan JP & penama bertarikh 7/12/2018	
9.45 am - tukar file fastener fail	
10.45 am	
11.00 am - Semak fail dan melengkapkan minit fail yang tidak lengkap	
12.30 - 1.30 pm - Rehat.	
1.45 pm - 4.15 pm - semak fail dan melengkapkan minit fail yang tidak lengkap (Fail pentadbiran, Fail kewangan, Fail Haji, Fail Harta)	
4.30 pm - buat & print report lesten & LP	
5.05 pm - pulang ke rumah.	

DISAHKAN OLEH

HAJI AZMISHAM BIN MUHAMMAD

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 11/12/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - masuk ke pejabat	
7.55 am - 8.20 am - taklimat pagi	
9.00 am - Sediakan kotak untuk letak ~~fail yang perlu~~ dan dokumen yang perlu ditutup dan disimpan.	
9.30 am - menyimpan JP003A bulan Julai sehingga November 2018, semakan harian penyelia bulan Jan - Sept 18, semak silang Jan - Sept 18.	
1.00 - 2.00 - Rehat.	
2.30 pm - to sediakan surat JP003, penama, pusaka. (print sekali) - Hantar surat ke unit PB.	
4.30 pm - buat & print LP & report lesten.	
5.08 pm - pulang ke rumah	

HAJI AZMISHAM BIN MUHAMMAD

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 12/12/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:45 am - masuk ke pejabat	
7:55 am - taklimat pagi	
8:30 am - asingkan fail yang perlu ditutup ~~[illegible]~~	
- tutup fail - silang dan tulis "ditutup pada "tarikhnya"	
DITUTUP PADA 10/10/2018	
11:45 am - bantu pendeposit ~~[illegible]~~ buat borang ~~[illegible]~~ rayuan haji	
12.30 - 1.15 pm - Rehat.	
1.30 pm - punch ~~[illegible]~~ booklets Haji	
- Sort out Rayuan Jemaah Haji dan tinggalkan Rayuan Jemaah yang lahir pada tahun 40an ke bawah di dalam fail.	
- masukkan rayuan haji di dalam fail Haji yang baru.	
- print label fail dan tampal • RAYUAN JEMAAH HAJI, FAIL NOMBOR 21.	
4:30 pm - print up & lestari	
5:05 pm - pulang	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

IMAM AZRISHAM BIN MAHMAD
Pentadbir

DATE : 13/2/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.53 am - masuk ke pejabat.	
7.55 am - taklimat pagi	
8.30 am - Buat surat Pusaka ~	
8.45 am - Filing selenggara bangunan, cuti anggota	
9.00 am - Semak silang - ~~[illegible]~~	
10.15 am - Buka fail baru	
11.15 am - filing surat JP003, penama, pusaka	
12.50 pm - bantu pendeposit mengisi borang rayuan haji	
12.30 - 1.15 pm - Rehat	
1.30 pm - letak fail - fail yang ditutup di dalam fail.	
2.15 pm - buat nombor klasifikasi untuk fail baru - Print & tampal ~~[illegible]~~ no klasifikasi	
3.30 pm - buat label kotak untuk kotak dah penuh. print.	
4.30 pm - buat & print lestari & up	
5.10 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/12/2018 (Jumaat)

EXTRACT NATURE OF WORK DONE		SUPERVISOR REMARKS
7.33 am	- masuk ke pejabat.	
7.55 am	- taklimat pagi	
8.30 am	- tampal label ke di kotak.	
8.50 am	- Filing - khidmat operasi	
9.15 am	- buat coverpage untuk SOP pengurusan plan kontigensi TH & laminate	
12.15 - 2.30	- Rehat.	
3.00 pm	- Buat label sementara untuk kotak yang masih belum penuh.	
3.15 pm	- Filing - pemohonan sign on & potong gaji	
3.48 pm	- masuk data ~~dalam~~ lestari bulanan dalam template excel lestari	
4.15 pm	- ~~pe~~ buat & print LP & lestari	
5.05 pm	- pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 17/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE		SUPERVISOR REMARKS
7.51 am	- masuk ke pejabat	
7.58 - 8.05	- taklimat pagi	
8.23 am	- melengkapkan borang penama 14/12/2018 dan lengkapkan borang tutup akaun sebelum difailkan	
8.30 am	- Filing borang tutup akaun	
8.33 am	- semak nombor rujukan fail elaun perjalanan untuk ~~buat nom~~ memastikan jumlah surat dikeluarkan sama.	
8.35 am	- Buat surat elaun perjalanan	
8.51	- Hantar ke pengurus untuk ditandatangan	
8.51 am	- Filing kebenaran membuat elaun perjalanan dan menulis minit di dalam fail minit	
9.00 am	- filing - borang penyerahan tugas	
9.10 am	- Kemaskini fail kira-kira bank dan panjar wang runcit (kesalahan meletak dokumen di dalam fail)	
9.15 am	- menulis minit fail panjar wang runcit	
9.27 am	- cop tarikh terima pada surat latihan industri sebelum difailkan (senarai nama pelajar menjalani latihan praktikal)	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 17/12/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Filing surat LI tersebut.	
- Tulis minit kira² bank semua.	
9.32 am - Simpan semua fail ditempat asal.	
9.40 am - ~~Buro~~ Buat surat JP003 & pengma untuk dipos esok	
9.45 am - 10.15 am - Sarapan pagi	
10.30 am - Hantar Surat ~~JP & pengma~~ elaun perjalanan ke bilik pengurus untuk ditandatangan	
10.45 am - ~~b~~ key in data lestari setiap teller ke dalam excel (harian)	
11.47 am - Fotostat surat ~~ha~~ rayuan haji	
12.37 pm - Email Surat kebenaran buat elaun perjalanan dan ~~kebenar~~ mendapat elaun km atau elaun makan. ~~kerja² perkhidmatan sistem pencegah kebocoran~~	
12.40 pm - Fotostat surat tuntutan elaun perjalanan dan inbois kerja² perkhidmatan sistem pencegah kebenaran di TH Bentong	
12.45 pm - Filing inbois kerja² perkhidmatan	
12.47 - 1.03 - check line CCTV	
1.~~3~~6 pm - 2.00 pm - Rehat	
3.00 pm - beli kertas hijau untuk panjar wang runcit.	
3.34 pm - buat JP untuk kaunter	
4.00 pm - fotostat IC pendeposit.	
4.11 pm - Filing tuntutan elaun perjalanan	

DATE : 17/12/2018 (Isnin)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Filing kebenaran membuat perjalanan dan mendapat elaun kilometer atau elaun makan.	
5.06 pm - pulang ke rumah.	

DATE : 18/12/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.54 am - masuk ke pejabat.	
7.57 am - 8.21 am - taklimat pagi	
8.26 am - Filing - penyata akaun	
- Hilang buku simpanan	
8.35 am - membuat panggilan telefon	
ke atas pendeposit Hibah Amanah	
untuk mendapat maklumbalas.	
9 - 10 am - sarapan pagi	
10 am - edit flyers Tabung Haji Komuniti	
10.25 am - semak silang (JP002 & JP002)	
10.56 am - sediakan surat JP008 (tukar	
maklumat ahli)	
11.10 am - ~~&~~ sediakan surat pusaka (JP005/	
JP006)	
11.15 am - fotostat surat JP003, ~~00~~ JP008,	
Penama, pusaka.	
11.38 am - Filing - JP008	
- ~~00~~ JP003	
- ~~PA~~ nama	
- pusaka	
11.47 am - scan surat mc staf.	
11.55 am - filing ~~surat~~ - potong gaji	
12.30 pm - 1.00 pm - Rehat	
1.09 pm - print surat2 THK	
3.52 pm - Filing / stulis minit cuti anggota.	
4.30 pm - buat dan print lestari & LP.	
EOS - balik.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/12/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am - masuk ke pejabat.	
7.55 am - Taklimat pagi (English Sharing	
Session) - berkongsi apa-apa	
tentang ~~Bah~~ & Bahasa Inggeris	
~~de~~ kepada staf	
- Sarapan pagi	
9.10 am - Menyediakan barang pusaka	
untuk disahkan.	
9.40 am - buat label kampen penyimatan	
tengga	
9.50 am - Semak silang	
10.15 am - Edit flyers THK (tukar tulisan,	
nama masjid.	
10.53 am - print flyers.	
- gunting flyers	
1.44 pm - 2.33 pm - Rehat	
3.00 pm - Susun A4 didalam almari	
3.18 pm - filing potong gaji	
~~3.21~~ 3.24 pm - Semak silang	
3.35 pm - - Report 4	
4.50 pm	
5.06 pm - pulang	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/12/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.56 am - masuk ke pejabat.	
8.00 am - taklimat pagi	
8.20 am - 10.30am - Report 4	
12.30 pm - pergi beli hadiah hamper untuk pencapaian 100 staf ~~staf~~ anggota TH Bentong	
1.30pm - sediakan Surat pusaka	
1.40pm - Rehat.	
2.30 pm - pergi beli makanan untuk jamuan.	
3.15pm - Filing batal daftar haji 3 LA (17/12/2018)	
4.00pm - fotostat surat terlek	
4.30 pm - Pergi ke poslaju untuk pos surat	
4.45 pm - Jamuan Pencapaian 100 staf.	
5.30pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 21/12/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~7.54 am - masuk ke pejabat~~	
~~7.56 am - 8.20 am - taklimat pagi (bacaan ~~[illegible]~~ zikir munajat)~~	
~~8.00 am - [illegible]~~	
~~12.15 pm - 2.30 pm Rehat.~~	
7.54 am - masuk ke pejabat	
7.56 am - 8.20 am - taklimat pagi (bacaan ~~[illegible]~~ zikir munajat)	
8.25 am - print LP	
8.30 am - makan	
9.20 am - tulis nama jemaah kursus KAH pada minggu 1,2,3,4,5 di dalam excel.	
11.30 am - buat label untuk tupperware kat pantry	
12.15 am - 2.30am - Rehat.	
2.30 - 3.30 pm - sambung masukkan nama jemaah dalam excel - print list nama jemaah - masukkan list dalam fail KAH	
3.52 pm - bantu pendeposit untuk mengisi barang rayaan Haji	
5.05 pm - ~~pulang~~ buat dan print laporan lestari dan LP.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 24/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7:56 am - masuk ke pejabat	
8:00 am - 8:20 am - taklimat pagi	
9:00 am - Filing - penyesuaian leger bersepadu	
- Surat penurunan kuasa bagi melaksanakan tugas² berkaitan transaksi kaunter untuk TH Komuniti di Pejabat TH Bentong	
- Surat edaran kalendar meja dan kalendar dinding THTS tahun 2019 M/1440H	
9.20 am - filing LP	
9.26 am - semak siring	
10 am - edit label kempen jimat tenaga (~~rapatkan~~ buang spacing ~~betw~~ antara tulisan)	
10:37 am - sediakan surat pusaka, JP003 & penama.	
10:43 pm - print label kempen jimat tenaga	
- tampal label di tandas, surau, pantry, microwave, & stor, bilik pengurus, bilik CIT, bilik mesyuarat.	
12:15 pm - tulis jumlah duit setiap teller terima ~~pada tarikh 23/12~~, panjar wang runat, peti besi di dalam buku daftar pemeriksaan mengejut dan tulis lawatan	

DATE : 24/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
pengarah di dalam buku lawatan rasmi	
12:30 - 1:30 - Rehat.	
1:55 - Fotostat surat penama & JP003	
2.03 pm - sediakan surat-surat untuk dipos (hantar ke meja PB)	
2.25 pm - filing - pusaka - JP003 - Penama.	
3:55 pm - buat slide pencapaian ahli baru.	
4:15 pm - tukar coverpage taklimat pagi	
5:06 pm - pulang ke rumah	

DATE : 25/12/2018 (SELASA)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Cuti Sempena Hari Natal.	

DATE : 26/12/2018 (RABU)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.54am - masuk ke pejabat	
7.57 am - 8.22 - taklimat pagi (English Sharing Session) - prepositions (on, at, in, of, to, for, with, over, by)	
8.45 am - 9.08 am - sarapan	
9.11 am - semak silang (JP001 & JP002) - 21/11/2018	
9.30 am - Buat buku pencapaian harian transaksi teller 2019, buat buku taklimat pagi • print m/s & cover	
1.15pm - mat Rehat.	
2.30pm - Buat side pencapaian teller (profil & ahli baru) untuk setiap bulan tahun 2018, pencapaian keseluruhan, ranking tertinggi → terendah.	
5.06 - pulang ke rumah / punch out.	

DATE : 27/12/2018 (KHAMIS)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.51 am - masuk ke pejabat.	
7.55 am - 8.20 - Taklimat pagi (perkongsian cerita / Public speaking)	
8.46 am - Buat Surat pengeluaran pusaka	
11.00 - Fotostat Surat pusaka yang telah disahkan oleh Pengurus	
12.00 - Buat slide rekod penggunaan 6 bulan bil elektrik.	
2.30 - 2.50 - Rehat	
~~4.30 - 4.00~~ - Perbincangan tentang cara menarik pendeposit untuk membuat Hibah, Pamphlets Hibah (tugas)	
4.30 pm - buat pamplets Hibah Amanah	
5.07 pm - ~~balik~~ pulang ke ~~pejat~~ rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 28/12/2018 (JUMAAT)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.52 am - masuk ke pejabat	
7.55 am - 8.20 am - taklimat pagi dan bacaan Yassin	
8.38 am - edit pamplet Hibah (sizing)	
9.18 am - semak silang	
9.55 am - print pamplet Hibah Amanah	
- 10.12 am (50 salinan)	
10.15 am - - potong pamphlet	
11.20 am	
12.15 pm - 2.30 pm - Rehat.	
5.05 pm - pulang ke rumah.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 30/12/2018 (AHAD)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8.00 – 11.30 am – Bertugas di ~~Tabung Haji~~ Masjid Sultan Ahmad ~~Syah~~ Shah, Bentong untuk Tabung Haji Komuniti • membantu Staf mengendali pendeposit. • menjawab soalan dari pendeposit.	

DATE : 31/12/2018 (ISNIN)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
7.47 am – sampai di pejabat.	
9.08 am – filing batal daftar haji	
9.12 am – Semak silang (JP001 & 002 (26/12/2018))	
9.19 am – filing – permohonan sign-on.	
9.28 am – Filing – Salinan penyata akaun Simpanan.	
9.37 am – Menukar tanah dan print laporan ujian alarm system (setiap hari) di pejabat TH seluruh Negeri Pahang.	
10.00 am – Menulis surat tuntutan bayaran perkhidmatan kawalan serangga perosak di TH Bentong, bulan Disember 2018 di dalam buku daftar mel biasa.	
11.05 am – print baki masih franking.	
12.25 pm – Scan & fotostat surat penghantaran van TH Komuniti ke Ibu pejabat TH.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
2.30 – 5.30pm Menghantar van THK	
ke Headquarters TH.	
5.40pm – Pulang ke rumah	

DISAHKAN OLEH

HAJI AZRISYAM BIN MAHMUD

PENGURUS

UMB. JAJUNG TH

PULAU PINANG

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA