UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:

TELEKOM MALAYSIA BERHAD

WISMA TM BUTTERWORTH, JALAN BAGAN LUAR,

SEBERANG PERAI UTARA, BUTTERWORTH, 12000

PULAU PINANG

SPECIAL PROJECT:

VIDEO AND MONTAGE DEVELOPMENT

BY

MOHD KHAIRI ANAS BIN ROSMAN

2015165841

IM245 – BACHELOR OF SCIENCE (HONS)

INFORMATION SYSTEM MANAGEMENT

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBUARY 2018 – 30 JUNE 2018

INDUSTRIAL TRAINING REPORT:
TELEKOM MALAYSIA BERHAD
WISMA TM BUTTERWORTH, JALAN BAGAN LUAR, SEBERANG PERAI UTARA, BUTTERWORTH, 12000 PULAU PINANG

SPECIAL PROJECT:
VIDEO AND MONTAGE DEVELOPMENT

BY

MOHD KHAIRI ANAS BIN ROSMAN

2015165841

FACULTY SUPERVISOR:

PUAN NOR KAMARIAH BINTI CHIK

REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR THE INDUSTRIAL TRAINING

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBUARY 2018 – 30 JUNE 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

Mohd Khairi Anas Bin Rosman
2015165841

Date of submission: 12 July 2018

ABSTRACT

Industrial training an important phase of a student life. This report writing is based on industrial training which had been completed by trainee from 1 February 2018 until 30 June 2018. The trainee has undergoes 5 month of industrial training at Wisma Telekom Malaysia Pulau Pinang in TM ONE Department. Telekom Malaysia Berhad is a Malaysian telecommunications company. In early establishment, Telekom Malaysia was known as the first fixed line Telco provider. A part from that, it also responsible in providing radio and television broadcasting services and has evolved to be the biggest and largest broadband service provider. The trainee has faced multiple types of challenges and experience during the internship period where the trainee has been given a various kind of task. The trainee was given responsibilities in TM ONE department where the trainee requires doing multimedia task and the need editing skills of various kind of form and format includes image and video while develop a functional application to give an aid to the management of TM ONE Department. The trainee has learn a lot during the internship period, which result in better improvement in lot of aspect such as discipline, skills and knowledge.

Keywords: *Graphic design, Multimedia, system*

Acknowledgement

Praise to Allah, The Almighty for giving His blessings, guidance and permission to complete this industrial training and report in fulfilment of the requirements for System Management degree programme. The time I spent in Telekom Malaysia Pulau Pinang as an intern from 1st February 2018 until 30th June 2018 at TM ONE Department.

First and foremost, I am also thankful to and fortunate enough to get constant encouragement, support and guidance from my industry supervisor, Mr Nazri Razali who helped me to successfully complete my internship.

Then I would like to thank to industrial training coordinator, Madam Nurulannisa Bt Abdullah who is the person in charge for internship for her valuable guidance and advice. She had always time to answer all my questions concerning my internship.

I would like to express my deep and sincere gratitude to my supervisor, Madam Nor Kamariah Binti Chik for giving me the opportunity to do this study and providing invaluable guidance throughout this study. His dynamism, vision, sincerity and motivation have deeply inspired me. It was a great privilege and honour to work and study under his guidance.

Next, I am extremely grateful to my mother, Nor Musalmah Ismail for her love, prayers, caring and sacrifices in educating and preparing me for my future. I am extending my heartfelt thanks to my brothers and sisters for their moral support. May Allah grant His blessing and paradise for us.

Finally, my thanks go to all the people who have supported me to complete the paper work directly or indirectly.

TABLE OF CONTENT

NO	TITLE	PAGE
	Declaration	*i*
	Abstract	*ii*
	Acknowledgement	*iii*
	Table of Content	*iv*
	List of Figures	*v*
	List of Tables	*vi*
	List of Appendices	*vii*
1.0	**INTRODUCTION**	1
	1.1 Background of the Organization	1
	1.2 Organizational Structure	3
2.0	**ORGANIZATION INFORMATION**	5
	2.1 Departmental Structure	6
	2.2 Departmental Function	8
3.0	**INDUSTRIAL TRAINING ACTIVITIES**	11
	3.1 Training Activities	11
	3.1.1 Manual / Paper Filing	12
	3.1.2 Electronic Publishing	14
	3.1.2.1 Photo Editing / Banner For Television On Information Corner	14
	3.1.2.2 Design Berbuka Puasa Ceremony Banner	15
	3.1.2.3 Design Jamuan Raya Invitation Card	16
	3.1.2.4 Design New TM ONE Signboard	16
	3.1.2.5 Create Visit Form For Account Manager	17
	3.1.2.6 Design Wish Card For Aspen Group	18
	3.1.2.7 Video development For AOP Montage	19
	3.1.2.8 Video for TM State Convention	20
	3.1.2.9 Video For Deco Raya	21
	3.1.3 System Development	22

	3.1.3.1 Direct Calculator Android Apps	22
	3.1.4 Other Task	27
	3.2 Special Project	32
	3.2.1 Video Montage for Annual Operating Plan	33
	3.2.2 Video Montage for TM Penang State Convention	35
	3.2.3 Video for Wall Of Fame Television	37
4.0	**INDUSTRIAL TRAINING REFLECTION**	39
	4.1 Application of knowledge, skills, and experience in undertaking the task	39
	4.2 Personal thoughts and opinions	41
	4.3 Lesson Learnt	42
	4.3.1 Teamwork	42
	4.3.2 Communication Skills	42
	4.3.3 Time and Self-Management	42
	4.4 Limitations and Recommendations	43
	4.4.1 Limitations	43
	4.4.2 Recommendation	44
	References	45
	Appendices	46
	Attendance Sheet	47
	Offer Letter And Document From Telekom Malaysia	48
	Filing System Records And Business Flow Chart	49
	Quotation Edit And Create By Trainee	50
	Industrial Log Book	51
	Report Presentation Slide	52

LIST OF FIGURES

FIGURE	PAGE
Figure 1.1: Telekom Malaysia Berhad Logo	1
Figure 1.2: Board of Director Telekom Malaysia Berhad 2018	3
Figure 2.1: TM ONE Logo	5
Figure 2.2: TM ONE Penang organizational structure.	6
Figure 2.3 : Revenue of TM ONE Penang graph (latest by March 2018)	7
Figure 2.4 : Head Managers of TM ONE Penang	8
Figure 2.5: Client Manager organizational structure	9
Figure 2.6 : Admin and Business Support organizational structure	10
Figure 3.1: File arrangement in department.	13
Figure 3.2: New file open by the trainee	13
Figure 3.3 : Image of Chinese New Year celebration wish card	14
Figure 3.4 : Image of Chinese New Year celebration event and welcoming the new State Manager	15
Figure 3.5 : "Berbuka Puasa" ceremony banner design	15
Figure 3.6: "Jamuan Raya TM ONE" invitation card	16
Figure 3.7: New TM ONE signboard design	17
Figure 3.8 : Visit form for Account Managers use	17
Figure 3.9: Aspen Group Company Wish Card	18
Figure 3.10 : Annual Operating Video	19
Figure 3.11 : Video Montage for TM Penang State Convention	20
Figure 3.12: Video of "Deco Raya"	21
Figure 3.13: DIRECT pricing calculator system in Microsoft Excel	22
Figure 3.14: IPVPN pricing calculator system in Microsoft Excel	23

Figure 3.15: METRO E pricing calculator system in Microsoft Excel	23
Figure 3.16: Book that use as a reference	25
Figure 3.17: StackOverflow forum website	25
Figure 3.18: Interface of the DIRECT Calculator application	26
Figure 3.19: Programming language of the DIRECT Calculator application	26
Figure 3.20: Meeting with DELL Network team	27
Figure 3.21: Example of markup quotation	28
Figure 3.22: Raw data that retrieve from the system	29
Figure 3.23: The Annual Operating Plan event's hall	29
Figure 3.24: Presentation by the staff at the Annual Operating Plan 2018	30
Figure 3.25: Customer Project (CP) process flow chart	30
Figure 3.26: Purchase Request (PR) process flow chart	31
Figure 3.27: Petty Cash process flow chart	31
Figure 3.28: Video montage for Annual Operating Plan 2018	33
Figure 3.29: Adobe After Effect software	34
Figure 3.30: Process in developing the montage video	34
Figure 3.31: TM Penang State Convention Video montage	35
Figure 3.32: Adobe Premiere Pro software	36
Figure 3.33: Process of making TM Convention montage	36
Figure 3.34.: Content of the information corner television video	37
Figure 3.35: Incoming event content of the information corner television video	38

LIST OF TABLE

TABLE	PAGE
Table 3.1: Internship training activities timeline	11
Table 3.2: Description of special project video	32
Table 4.1: Table of subject apply in internship programs	39

LIST OF APPENDICES

APPENDIXES	PAGE
Appendices	46
Attendance Sheet	47
Offer Letter And Document From Telekom Malaysia	48
Filing System Records And Business Flow Chart	49
Quotation Edit And Create By Trainee	50
Industrial Log Book	51
Report Presentation Slide	52

Chapter 1 : INTRODUCTION

1.1 : Background of The Organization

Figure 1.1 : Telekom Malaysia Berhad (TM) company logo.

Telekom Malaysia Berhad is a Malaysian telecommunications company. In early establishment, Telekom Malaysia was known as the first fixed line Telco provider. A part from that, it also responsible in providing radio and television broadcasting services and has evolved to be the biggest and largest broadband service provider. The company play a big role in transforming the way Malaysians connect, communicate and collaborate with a strong emphasis on innovation.

Given the rate at which Malaysians are adopting digital technology, TM represents one of the largest government-linked companies in the country, with more than 28,000 employees and a market capitalization of more than RM25 billion.

After Malaysian Independence, Malayan Telecommunication Department was renamed Jabatan Telekom, which their first task was to provide telecommunications facilities throughout the nation as part of Rural Development Plan. On 1963, Jabatan Telekom has play role as the backbone of the existing television services in Malaysia. Jabatan Telekom control and manage the infrastructure and transmission from studio to home, while Radio Televisyen Malaysia (RTM) controlled the content of local TV.

On 1st January 1987, a corporatized Syarikat Telekom Malaysia was born. .The company continued to adopt new technologies as they emerged and offer these to its customer. After that, Syarikat Telekom Malaysia was known as Telekom Malaysia Berhad until now.

In 1995, TM was responsible to become the second Internet Service Provider after MIMOS which its service is Jaring. TM Net was introduce as the wireless and ISP to Malaysians. This is the beginning of TM transformation into an integrated telecommunications service provider. In 2001, TM launched Streamyx, which is the first broadband service for Malaysia and BlueHyppo.com as a home grown portal which until new the 2000's generation may still remember. The next innovation that TM was made, creating the first fiber optic cabling with a very high speed internet. The UniFI was introduced in 24 March 2010, a combination of internet, voice and IPTV that known as HyppTV.

1.2 : Organizational Structure

Figure 1.2 : Board of Director Telekom Malaysia Berhad 2018.

The corporate governance of Telekom Malaysia Berhad was lead by Tan Sri Dato' Seri Dr Sulaiman Mahbob as a Chairman. He was appointed as Chairman of TM on 12 January 2015 at aged 66 years old. Tan Sri Dr Sulaiman have served the Government sector for over 38 years and was Chairman of the Malaysian Investment Development Authority (MIDA) before. He was also a Board member of Petroliam Nasional Berhad (PETRONAS), Federal Land Development Authority (FELDA), Perbadanan Insurans Deposit Malaysia (PIDM) and Malaysia Multimedia and Communication Commissions (MCMC).

The Chief Executive Officer (CEO) of Telekom Malaysia Berhad was Dato' Sri Shazalli Ramly who was also an alumni from Universiti Teknologi MARA (UiTM). He joined TM on 1st May 2017 which before this, he was a CEO of Celcom Axiata Berhad (Celcom). Following the CEO position is Deputy Chief Executive Officer, Datuk Bazlan Osman, which appointed on 1st April 2017.

Dato' Sri Dr Mohmad Isa, aged 59, a Malaysian, was appointed Non-Independent Non-Executive Director of TM on 30 October 2015. He holds a PhD in Finance from Universiti Putra Malaysia. Before this, he was Deputy Under Secretary, Government Investment Companies which under the Ministry Of Finance (MOF) and apart from Director of Telekom Malaysia Berhad, he is also an alternate director of Malaysia Airlines Berhad (MAS).

Tunku Mahmood is a professional company director and has been a Non-Independent Non-Executive Director of TM since 25 April 2008. He was re-designated as Independent Non-Executive Director and Senior Independent Director of TM on 30 April 2017. Tunku Mahmood is currently the Chairman of Deutsche Bank (Malaysia) Berhad and Hong Leong MSIG Takaful Berhad. He is also a board member of Hong Leong Assurance Berhad and Hong Leong Asset Management Berhad

CHAPTER 2 : ORGANIZATION INFORMATION.

Figure 2.1 : TM ONE logo.

TM ONE focused on connectivity and security by offering advance capabilities for enterprise and public sector business with solutions that accelerate their digital journey. Before this, the Enterprise and Public sector are manage separately. By January 2018, TM ONE exist and combining this two sector into one. With their slogan "Consider IT Done", TM ONE has been the only business solutions provider that enables both sector to realize the full potential of their businesses' digital opportunities.

TM ONE provides technology in area of Networking, Collaborations, Security, Wireless and Mobility along side with collaboration with Cisco company. TM ONE was Cisco's Certified Gold Partner and the first partner to sign as the Managed Services Provider for Cisco in Malaysia. The example of TM ONE product is Cloud Storage, Collaborations, Data Centre, Digital Security Service, Network Service, and Smart Services. This means the TM ONE provide solutions for the business sector from voice service, video conference, mobile convergence, data sharing, email, voicemail, IT security, connectivity, hardware and software, which mean they provide overall solutions for a their customers.

2.1 : Departmental Structure

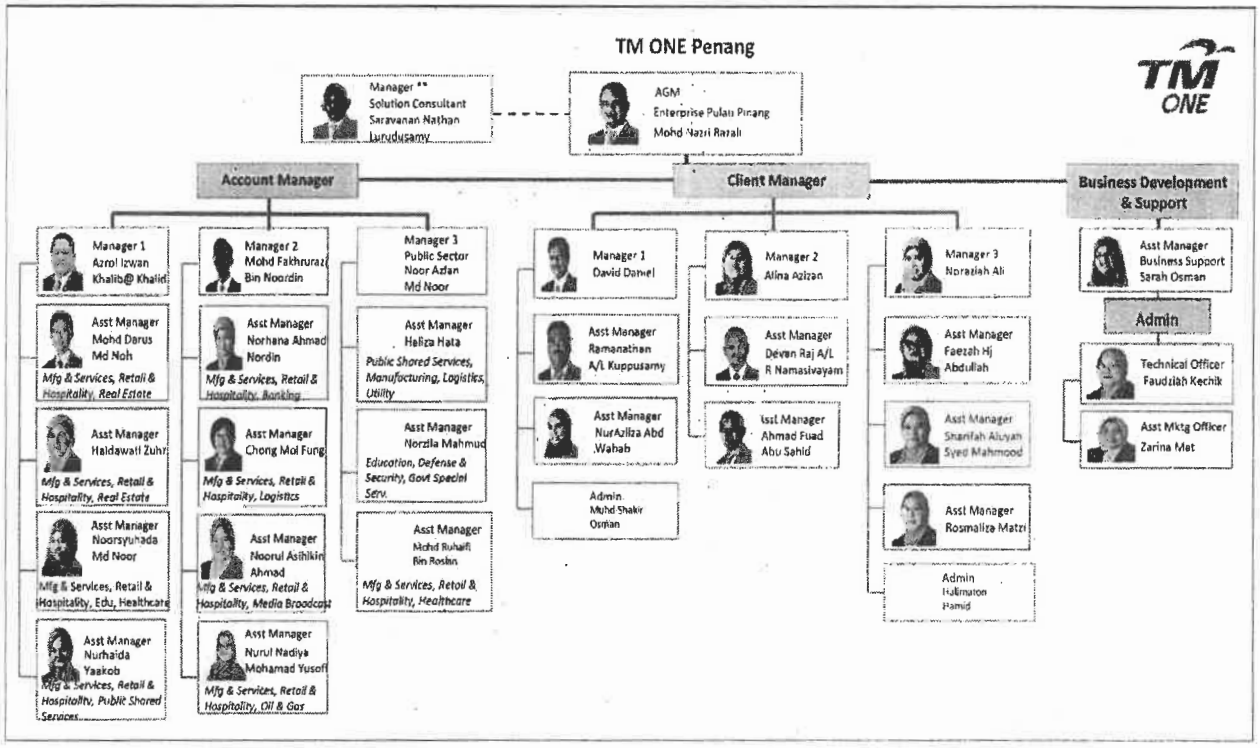
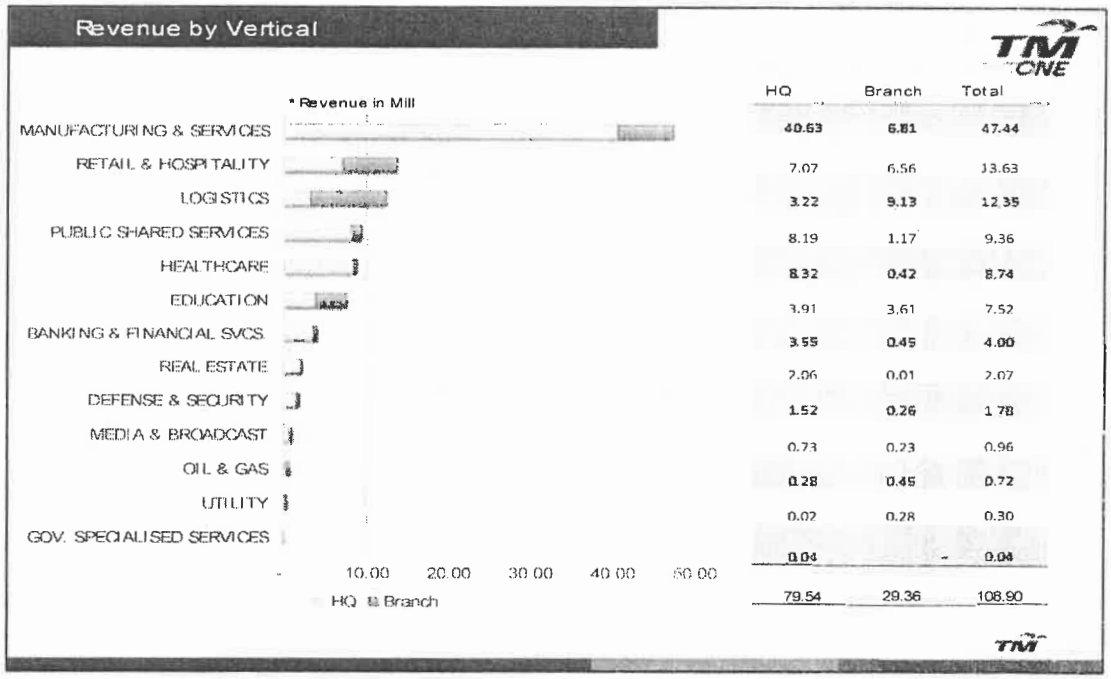


Figure 2.2: TM ONE Penang organizational structure.

TM ONE Pulau Pinang was located on level 2, Wisma Telekom Malaysia, Jalan Bagan Luar, Butterworth Pulau Pinang. Driven by 32 staff, which including one head managers, 6 managers, 19 executive and 6 non-executive staff. TM ONE Penang are responsible in delivering a business solution in digital and technology to the enterprise and government sector around Pulau Pinang. Every, TM ONE Penang have proved their performance level by achieving each year company funnel target



	HQ	Branch	Total
MANUFACTURING & SERVICES	40.63	6.81	47.44
RETAIL & HOSPITALITY	7.07	6.56	13.63
LOGISTICS	3.22	9.13	12.35
PUBLIC SHARED SERVICES	8.19	1.17	9.36
HEALTHCARE	8.32	0.42	8.74
EDUCATION	3.91	3.61	7.52
BANKING & FINANCIAL SVCS	3.55	0.45	4.00
REAL ESTATE	2.06	0.01	2.07
DEFENSE & SECURITY	1.52	0.26	1.78
MEDIA & BROADCAST	0.73	0.23	0.96
OIL & GAS	0.28	0.45	0.72
UTILITY	0.02	0.28	0.30
GOV. SPECIALISED SERVICES	0.04	-	0.04
	79.54	29.36	108.90

Figure 2.3 : Revenue of TM ONE Penang graph (latest by March 2018)

With revenue more than RM 100 million per year, TM ONE Penang are in the top position from the all 14 branch in Malaysia. Their key initiative for achieving this success are to focused and continued growing wallet share of key account, explore new and untapped market, to develop and make better use of talent, and keeping the great momentum of collection.

The biggest competitors to TM ONE Penang was TIME and Maxis which they lose on the pricing edge which their price for their service are far more cheap rather than TM ONE. In order to challenges the competitors, they have to do and keep all the key initiatives run. The biggest contributor for TM ONE Penang revenue are from the manufacturing and services sector. This sector contribute more than RM 47.44 million per year than other 12 sector. TM ONE Penang top customers are DELL Asia Pacific which contribute more than RM 10 million per year for TM revenues follow by Universiti Sains Malaysia (USM) and Pejabat Setiausaha Kerajaan Negeri Pulau Pinang.

2.2 : Departmental Function

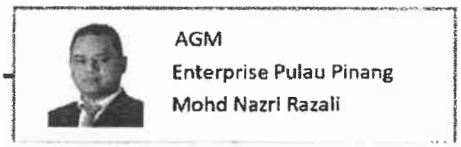


Figure 2.4 : Head Managers of TM ONE Penang.

Mohd Nazri Razali is the Head Managers of TM ONE Penang. He was responsible in managing the department to ensure that all the team under him are follow the track. Mr.Nazri is a very productive person. He will guide all of his team if the face some difficulty and also always follow his team when they went to meet the customers.

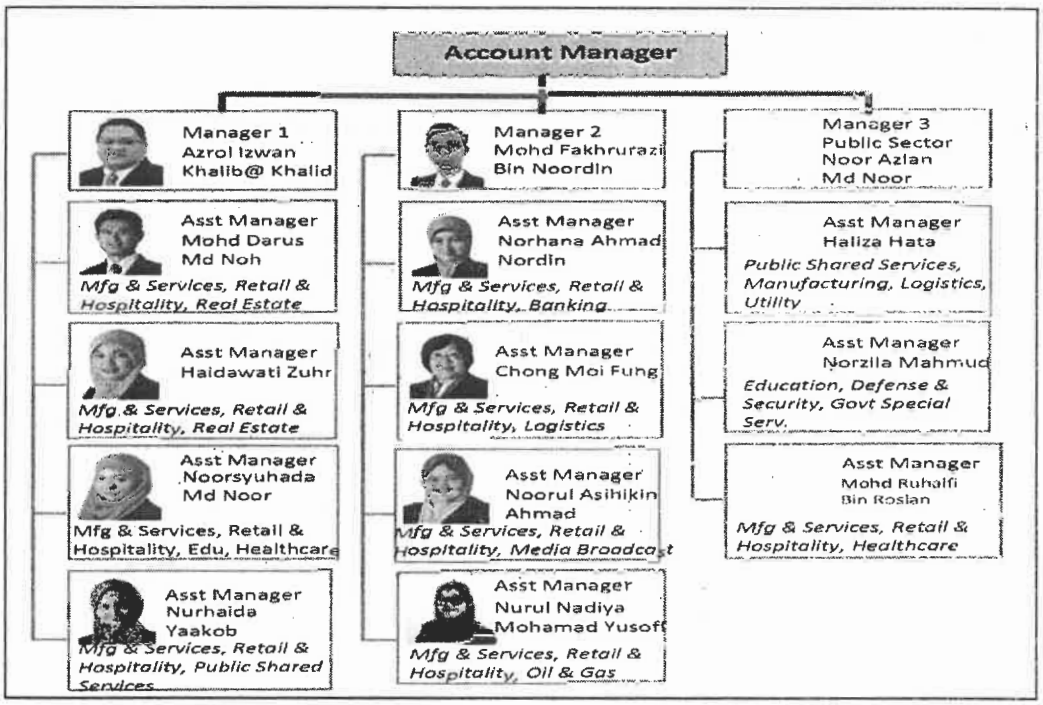


Figure 2.2.2 : Account Managers organizational structure.

Account Managers (AM) play important roles in the department. They are responsible in handling the existing customers account and also responsible to find and close a new deals and contract for TM. If the customers face any problem, for example router broken or internet break down, they can contact their Account Manager. Enterprise AM preserve enterprise sector account while Public Sector AM will preserve account under the government sector.

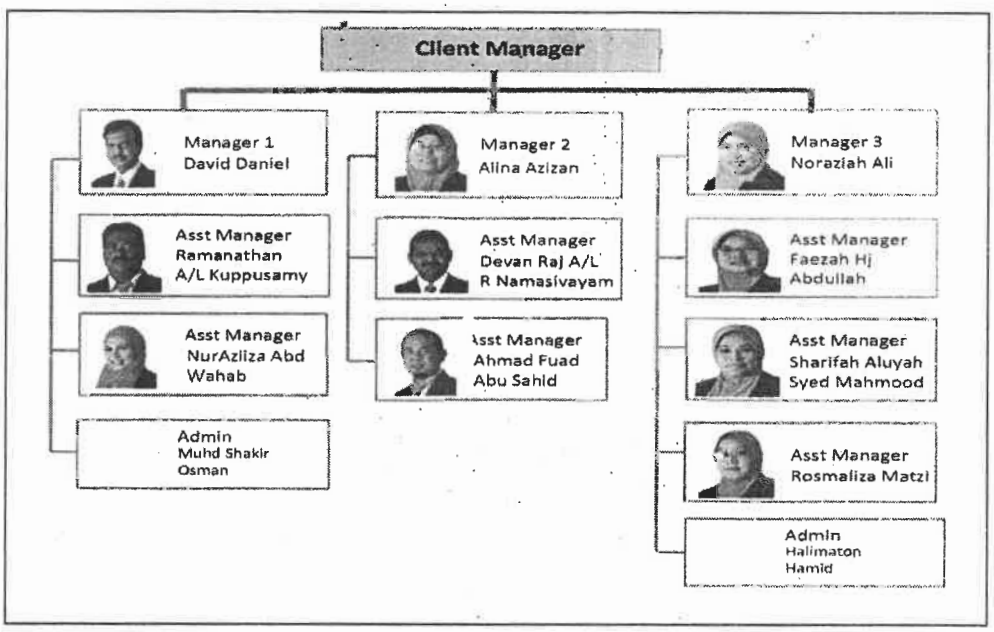


Figure 2.5: Client Manager organizational structure.

Client Managers (CM) are responsible in maintaining and manage all the new or existing customers account. Under CM, there are 3 different unit which is Service Delivery Unit (SDU), Retention Unit, and Collection Unit. Service Delivery Unit are responsible to manage the new order or complain receive from Account Managers. For example, if there new agreement achieve between customers and AM, the order for the new service will be manage by Service Delivery Unit. The SDU must ensure that the infrastructure and equipment installation are done by the date the customer ask.

For Retention Unit, they are responsible to retain the customer, which mean they have on eye the customer situation, whether they happy or not about the TM ONE service. All the agreement that the customer subscribe have a contact period which the customers only can terminate their service when the contract period end. Therefore the Retention Unit have to retain the existing customer and keep eye on the termination by the customer. They also responsible in creating an event to strengthen the relationship between the customers and Telekom Malaysia.

The last unit under Client Manager are Collection Unit. This unit are lead by Madam Noraziah Ali, which play a big role in the collection of service fees from the customers by monthly, quarterly, or yearly. They have to calculated every each customers fees and make an adjustment if there are require to do that. This team was important to TM as they are responsible to collect all the Telekom's revenues.

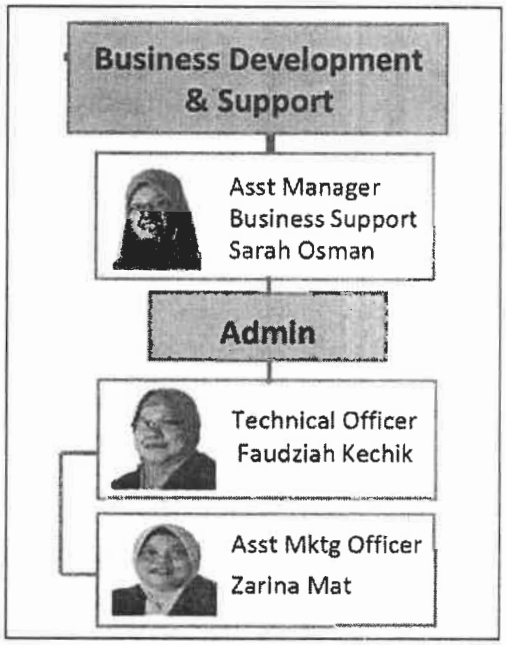


Figure 2.6 : Admin and Business Support organizational structure.

Admin and Business Support Unit are responsible in managing the administration of TM ONE Penang department. They must ensure that all office requirements are sufficient for the use of the department. In addition, they need to provide support to the other unit in their work arrangements for example, for router ordering, any claims issues and office equipment need by the others unit, and manage the event consult by the department.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1: Training Activities.

The trainee was placed under TM ONE department. The internship was started on 1st February 2018 and end on 29th June 2018. The duration was 5 month. On the first days, the trainee was call upon a meeting with all the managers in the department. In the meeting, the trainee has been interviewed by the managers to know details about the trainee background. The trainee also been introduced to the department, by the managers explain about the background of the department.

At first, the trainee was place under Retention Unit in order to help ease their daily work. The Retention Unit managers, Mrs. Alina Azizan, manager for Retention Unit. After 2 month, the trainee are transfer from Retention Unit to Sales Unit. There are two managers in this unit which is Mr. Azrol and Mr. Fakrurazi. There are not much the trainee do in the Sales department. the trainee follow the managers when they ask to accompany them. Apart from that, the trainee also been asked to develop an android application in order to help them in their sales work.

For last two month, the trainee was placed under Administration unit. This is due to two vacant position when two of the admin staff are transfers to other department. The admin team was lead by Mrs. Sarah Osman as the manager, are responsible in administration of the department. the trainee was done some task while be place under this unit. Fro example, the trainee was asked to design a poster and banner for some event. Furthermore, the trainee was also asked to set some equipment for event or meeting.

Table 3.1: Internship training activities timeline

Unit	Task / Responsibility	February	March	April	May	June
	Company briefing and introduction	/				
Retention	Support Retention Unit					
	Assign into Retention Unit	/ / / /	/			
	ASAC Project	/	/			
	Retreive Data for 1st quarter sales		/ /			
Sales	Support Sales Unit					
	Direct Calculator Project			/ / / / /		
	Meeting with customers			/ /	/	
	Quotation and Contract Management				/	
Admin	Support Admin Unit					
	Information corner video	/	/	/	/	/
	Montage for convention				/	
	Montage for Annual Operating Plan		/			
	Business Work Process flow					/ / /

3.1.1 : Manual / Paper Filing

According to ITLaw.com, a manual filing system is a structured set of personal data that are accessible according to certain criteria. In a simple words, the paper filing is a process where we classify the paper according to it criteria. By this way, each of the new record produce will be put together on the regular file that have been decide it criteria.

On internship duration, the trainee was involved in the manual filing process. While under Admin Unit, the staff want to create new file in order to keep new record. On the unit, the filing system have already exist, thus they also separate the existing record according to its criteria and year. But for Petty Cash record, they keep together with Purchase Request record in the same file. Therefore, the admin staff want to separate the Petty Cash record from the Purchase Request record, the trainee have been ask by admin managers, Mrs. Sarah to take responsible of the task. The trainee create a new file, with new file number to keep all the Petty Cash record. Petty Cash record are the details from their claim towards using the management budget to buy the office equipment or use in event. This records are very important, as it act as a prove that the budget given have been use wisely.

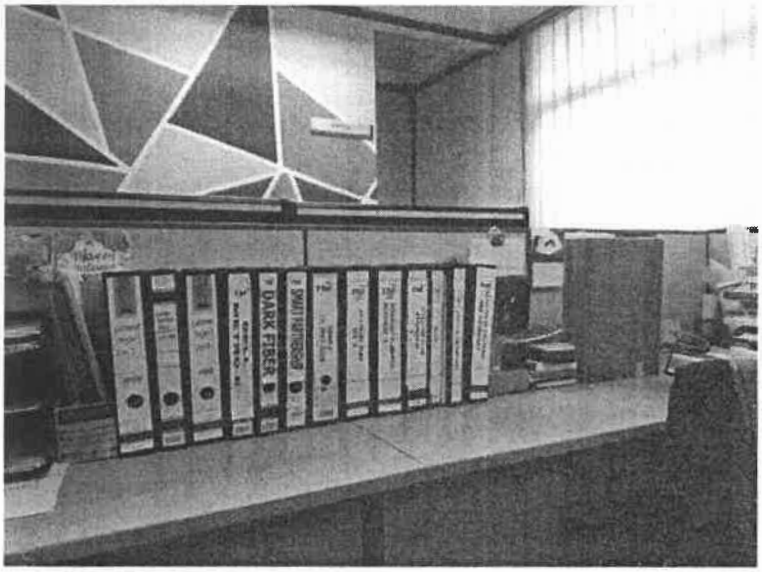


Figure 3.1: File arrangement in department.

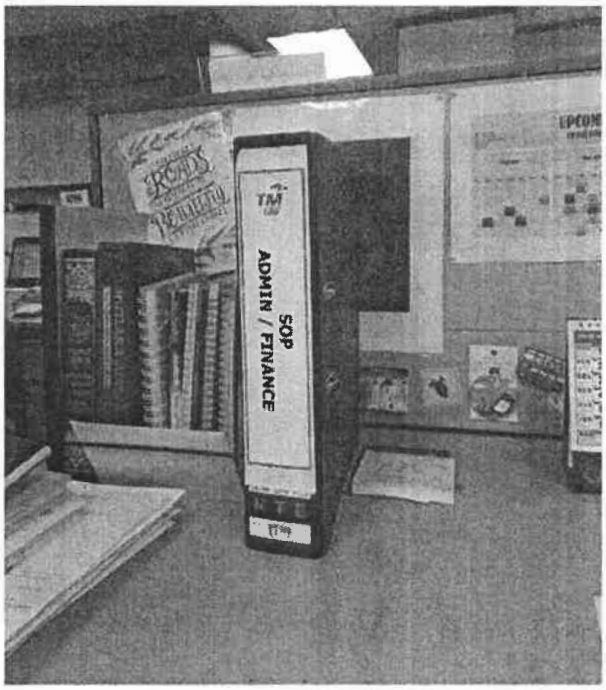


Figure 3.2: New file open by the trainee

3.1.2 : Electronic Publishing / Design

Electronic publishing includes the digital publication of e-books, digital magazines, and the development of digital libraries and catalogues. Electronic publishing has become common in scientific publishing where it has been argued that peer-reviewed scientific journals are in the process of being replaced by electronic publishing.

3.1.2.1 : Photo editing / Banner for television on information corner

On the first day the trainee report duty to the organization, the Head Managers of TM ONE department, Mr. Nazri ask the trainee to take responsible for the information corner available in the department. The information corner name is The Wall Of Fame. Therefore, the trainee have to update latest information every week or month. To complete this task, the trainee have to create design of banner on each upcoming event. Apart from that, the trainee also have create a notice that useable for staff in the department.

For first task, the trainee need to design a banner for Chinese New Year celebration. Moreover, the department also make an event of Chinese New Year celebration. For this, the trainee need to design a banner of the event and create a wish card that be used by Account Managers which they sent it to their Chinese customer. For developing this two design, the trainee use Adobe Photoshop and Adobe Illustrator software. The design take three days to be complete.

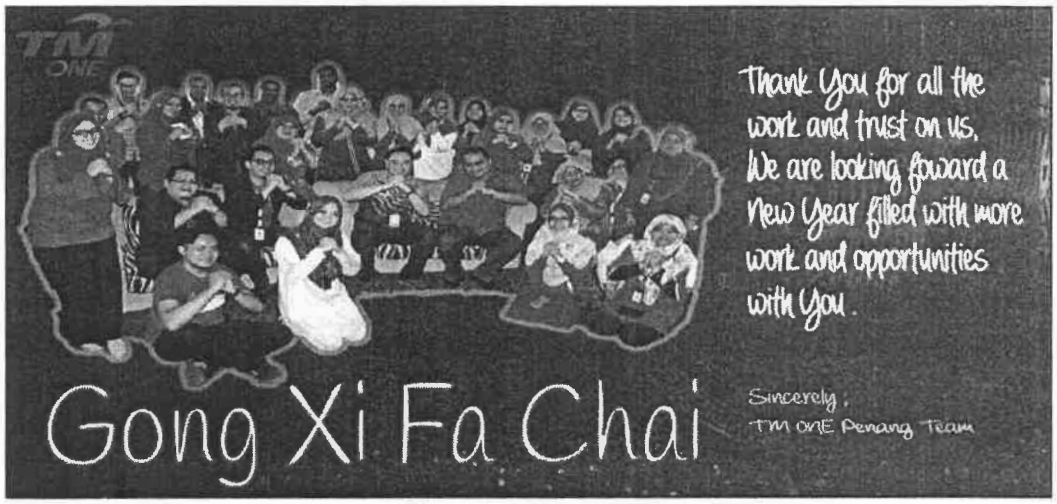


Figure 3.3 : Image of Chinese New Year celebration wish card

Figure 3.4 : Image of Chinese New Year celebration event and welcoming the new State Manager.

3.1.2.2 : Design 'Berbuka Puasa' Ceremony Banner

Figure 3.5 : "Berbuka Puasa" ceremony banner design.

This banner was request by Retention Unit for their event on Ramadan month. The event was held at Iconic Hotel Pulau Pinang. This event was attended by 24 person which present their company. This event was held as appreciation for TM ONE Penang customer. A part from that, this event also to improve the relation between customer and Telekom Malaysia

3.1.2.3 : Design "Jamuan Raya" Invitation Card

Figure 3.6: "Jamuan Raya TM ONE" invitation card

The "Jamuan Raya TM ONE" was held on the last day for the trainee internship which on 29 June 2018. This event was manage by admin team TM ONE. In this event, they invite all the staff in the Wisma Telekom Malaysia, along with their customer. Apart from designing invitation card, the trainee also responsible to setup audio and visual for the event. The event start at 9 AM and finish at 1 PM.

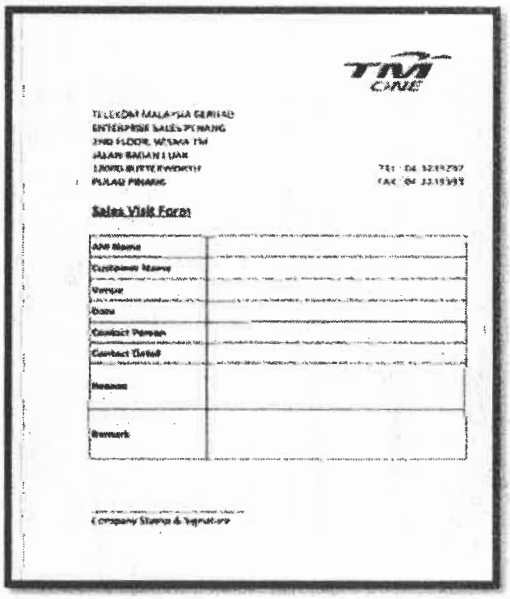
3.1.2.4 : Design New TM ONE Signboard

Starting on February 2018, the Enterprise and Public Sector are been combine by the Board Of Director of Telekom Malaysia in order to smoothen the management. Before this, the two department was separately be manage by two Head Manager. Due to Board of Director instruction, this two department must combine and form TM ONE. This department need to change their signboard which place on the entrance of this department. the trainee was responsible to change the signboard. The trainee design the new signboard and submit it to TM vendor for further action.

Figure 3.7: New TM ONE signboard design.

3.1.2.5 : Create Visit Form For AM (Account Manager)

Account Managers need to visit his potential customers in order to attract them to take Tm services. Before this, the AM doesn't have to bring any form when they meet customers. There are certain AM who are not went to visit their customer. Because of this, the Sales Manager, Mr Azrol ask the trainee to create a form which will be use by AM. Apart from that, the visit form also can be use in their performance rate.


TM ONE

Sales Visit Form

AM Name	
Customer Name	
Venue	
Date	
Contact Person	
Contact Detail	
Reason	
Remark	

Company Stamp & Signature

3.1.2.6: Design Wish Card For Aspen

Figure 3.9: Aspen Group Company Wish Card

While in the training, the trainee have been exposed to so much many experience. For example in sales area. TM ONE Penang have one big project with Aspen Group Company. This company background was properties sector which build the luxury condominium and house at Tanjung Bunga Pulau Pinang. The Head Manager, Mr Nazri see a very big opportunity for collaboration with the company. Aspen Group have open a tender for a Smart City services and connection infrastructure for their new project. In order to attract Aspen Group leaders, the ask the trainee to develop a wish card in order to attract the company. The trainee create the card design by using the Adobe Photoshop and Adobe Illustrator. In 12 June 2018, TM ONE Penang have closed deals with Aspen Group for a Smart City services and connection infrastructure which worth RM 5.9 million per year. This was a big achievement of TM ONE Penang as before this, their record was RM 3.2 million contract close with DELL Bayan Lepas Pulau Pinang for voice call and connectivity services.

3.1.2.7 : Video Development For AOP Montage

On 28 February 2018, the trainee was attended the Annual Operating Plan 2018 which held on Jerai Regency Resort, Gunung Jerai Kedah. The event was held for two days, but for a preparation, the technical team for AOP go one days earlier before the event start. The trainee was joined the technical team. The trainee also responsible to develop a montage which be use on this event.

Figure 3.10 : Annual Operating Video

3.1.2.8 : Video For TM State Convention

Annually, every Telekom Malaysia state branches will held the convention. In this convention, the staff have to attend a seminar and will handle by the managers. The event start from 9 AM and finish on 11 PM. On the days, two slot of seminar will held for the staff. All of staff around the state will attended. TM State Convention Pulau Pinang was held at The Light Hotel, Seberang Jaya Pulau Pinang. The trainee was responsible to develop a montage video for this event. it was a big responsible because the event will be attended from the all branches and staff on Penang.

Figure 3.11 : Video Montage for TM Penang State Convention

3.1.2.9 : Video For Deco Raya

An event was held by the admin team to welcome and celebrate the "Hari Raya Aidilfitri". The event had been attended by State General Managers, Mr Kelvin Lee. The trainee develop a video on the journey of the decoration for "Hari Raya". The video duration was three minutes. In this video, it tell the story behind the decoration to show the responsible and cooperation between department staff in order to make Head Manager aspiration achieve.

Figure 3.12: Video of "Deco Raya"

3.1.3 : System development

Systems development is the process of defining, designing, testing, and implementing a new software application or program. It could include the internal development of customized systems, the creation of database systems, or the acquisition of third party developed software. Written standards and procedures must guide all information systems processing functions. The organization's management must define and implement standards and adopt an appropriate system development life cycle methodology governing the process of developing, acquiring, implementing, and maintaining computerized information systems and related technology.

3.1.3.1 : Direct Calculator Android Apps

The Sales Unit always approaching their customer in order to increase the funnel for TM ONE. When they meet the customer, the have to story about the product and service available on TM. A customers will ask the price for the service contract which will be calculated by the Account Managers.

For this step, they use the Visual Basic system in the Microsoft Excel to calculated the quotation price. The system was develop by programming team from TM Headquarters. The system are very useful for Sale Unit. This system will help them in their work. There are three type of pricing calculator which is for DIRECT services, IPVPN services and METRO E services. This three different system use for three different product.

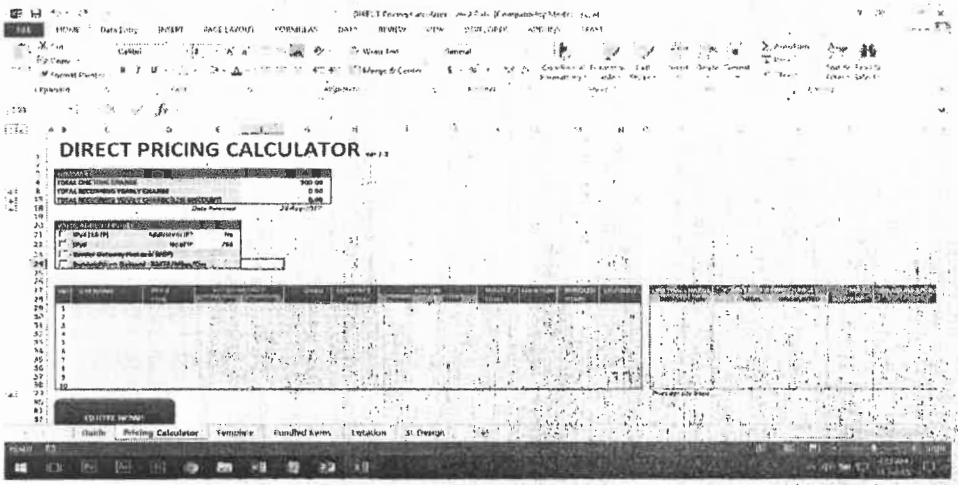


Figure 3.13: DIRECT pricing calculator system in Microsoft Excel

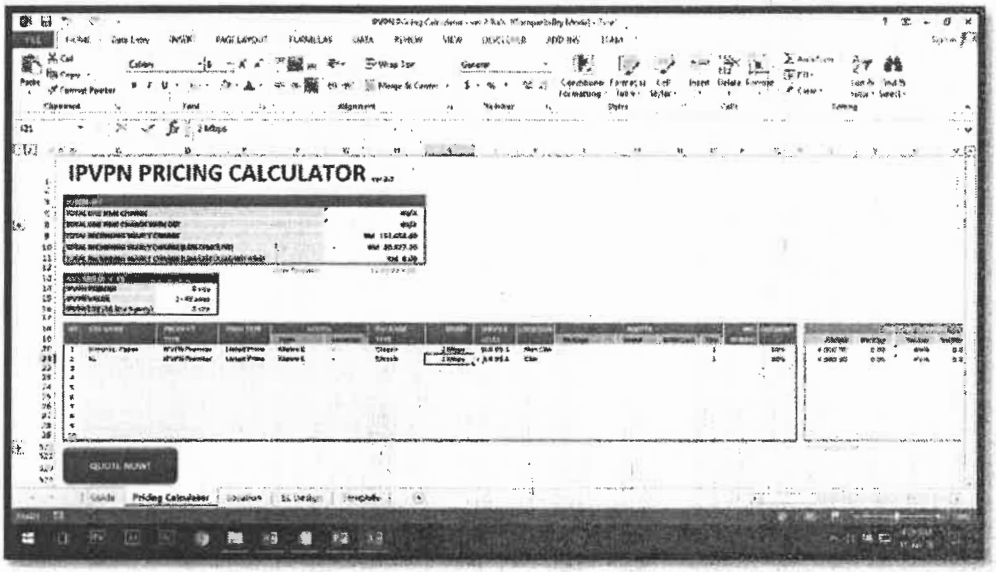


Figure 3.14: IPVPN pricing calculator system in Microsoft Excel

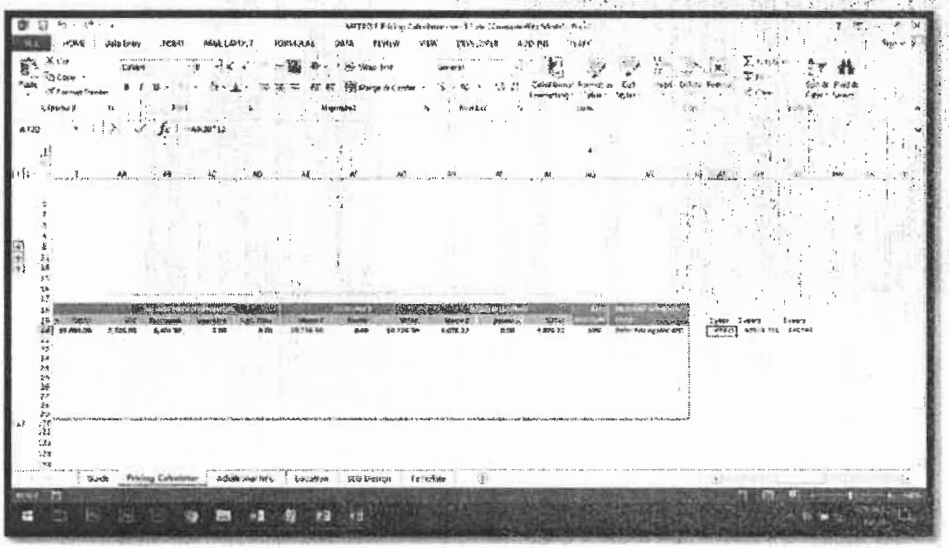


Figure 3.15: METRO E pricing calculator system in Microsoft Excel

The trainee have to create the android application by converting the existing system. This mean the trainee have to convert from Visual Basic programming language to JAVA programming language. The trainee doesn't have any basic of Android application development and also for JAVA programming language. The sales manager ask the trainee to try explore about the Android application development. The time consumed for this project are very long due to some limitation in knowledge of development.

Instead of say "No", the trainee accept the project and wouldn't promise that the application will 100% complete and function. It take about a month or more for the trainee only to understand the philosophy of Android application development. After doing some research, the trainee decided to develop the application by using Android Studio software.

Android Studio is the official integrated development environment (IDE) for Google's Android operating system, built on JetBrains' IntelliJ IDEA software and designed specifically for Android development. It is available for download on Windows, MacOS and Linux based operating systems. It is a replacement for the Eclipse Android Development Tools (ADT) as primary IDE for native Android application development

At the end of the internship program, the trainee was now complete the task. Only 60% of the project were complete. The interface of the application are complete, but the function of the app are not perfectly complete. There was several function that can't run on this application. A part from that, the code also have several errors which not allow the application to be compressed to be APK (Android Package Kit) format. When the application compressed into APK format, it can be install into any devices that running in Android Platform.

The trainee also do some reference from "JavaScript For Dummies" book which was given by one of the Sales Manager and also reference from StackOverflow.com, a forum website which gather programmer and developer all over the world. This two reference platform are very useful to the trainers in process to learn the basic in Android development.

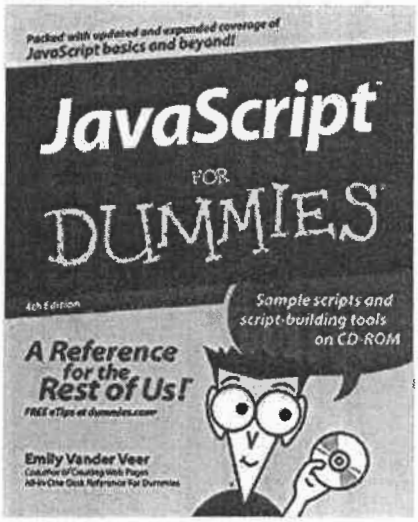


Figure 3.16: Book that use as a reference

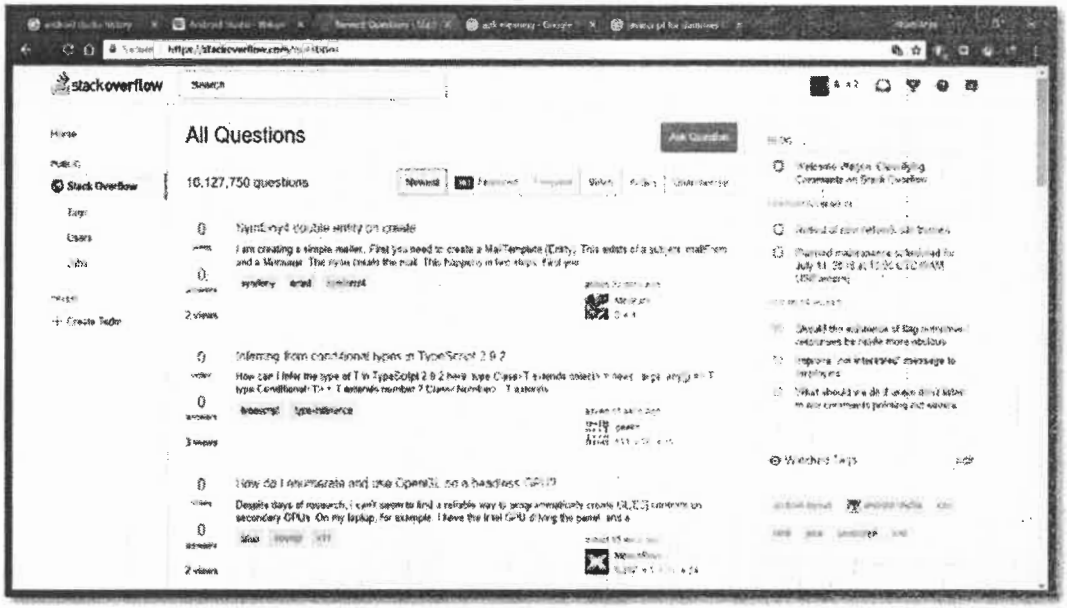


Figure 3.17: StackOverflow forum website.

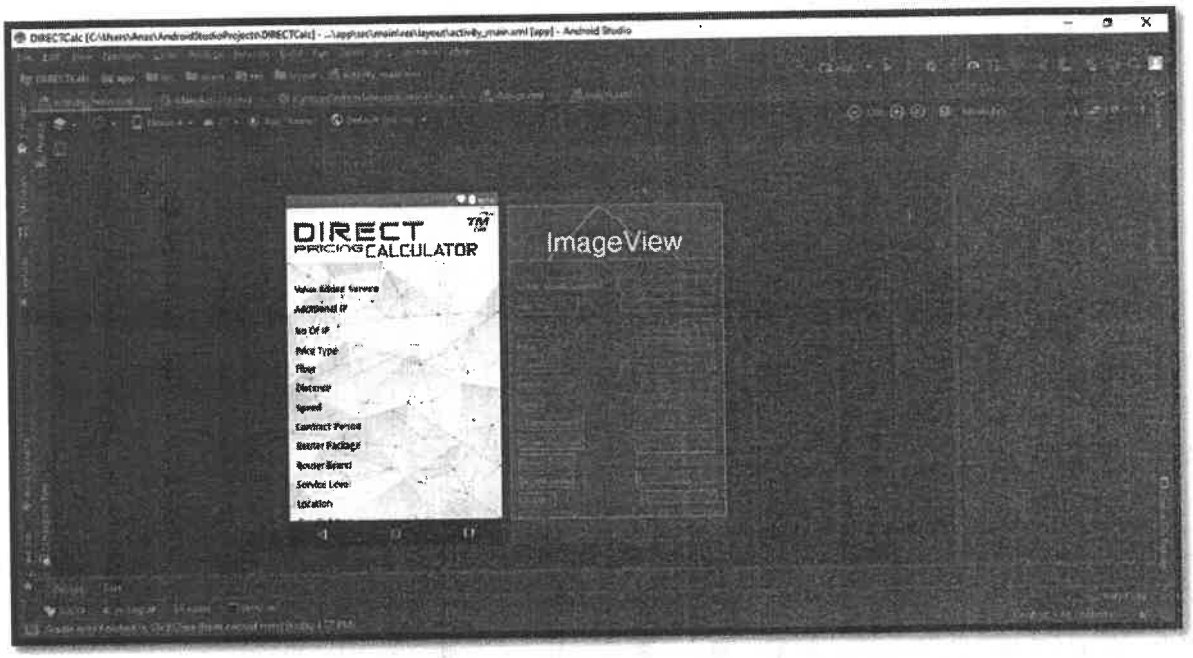


Figure 3.18: Interface of the DIRECT Calculator application

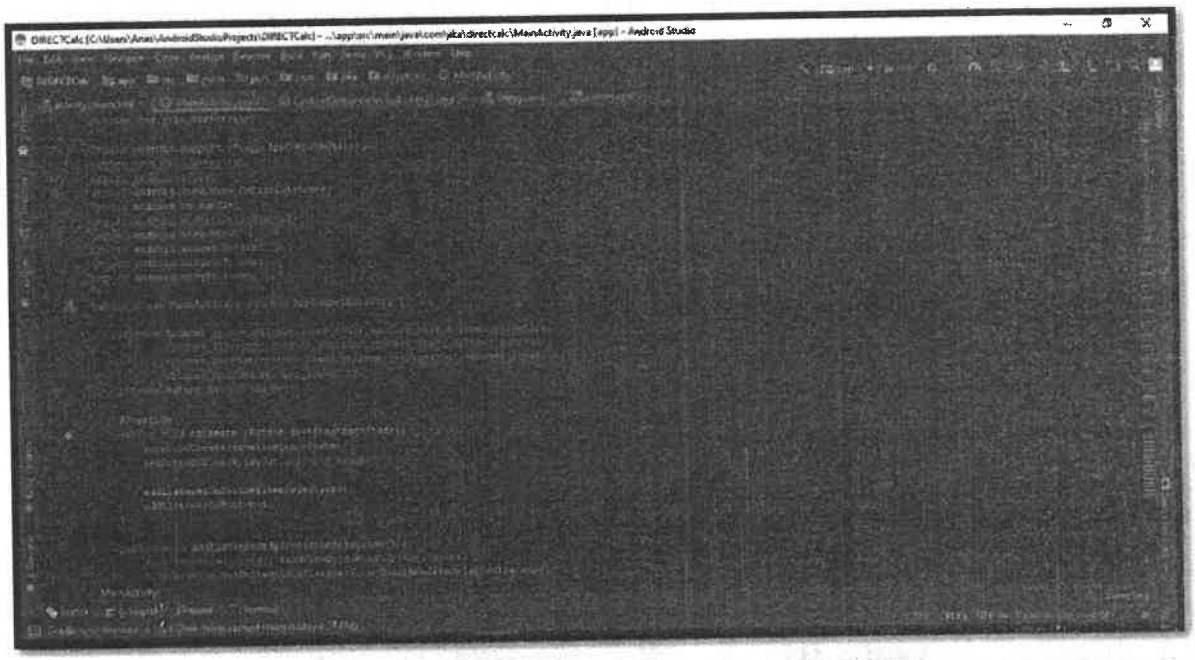


Figure 3.19: Programming language of the DIRECT Calculator application

3.1.4 : Other Task

In the office, the trainee always help all the unit even the task given are not related to his study. The trainee show a good reflection of universities student by being a very hardworking person. The trainee involve himself in all unit work. for example, while in the training program, the Sales Manager ask the trainee to accompany him to go meet the customers. The meeting held at Eastin Hotel Penang, which were take part by Sales Team TM ONE, TM Engineer from Technical Department, and Network Manager from DELL Malaysia.

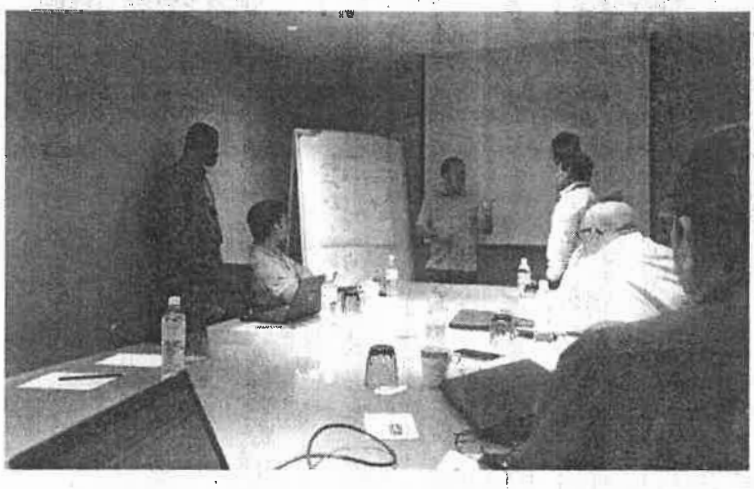
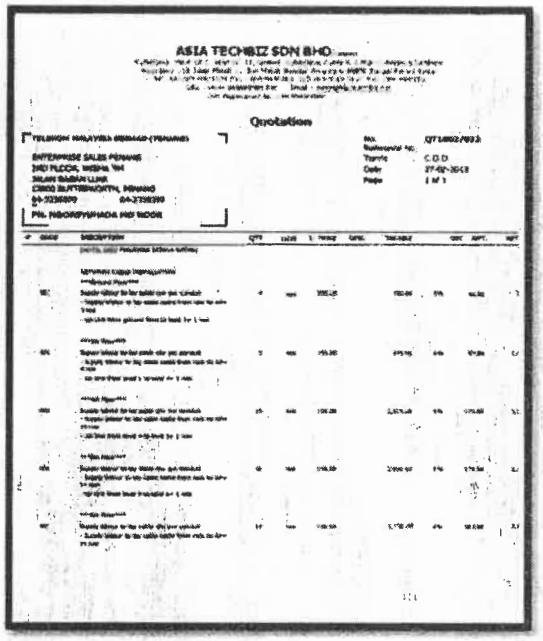


Figure 3.20: Meeting with DELL Network team

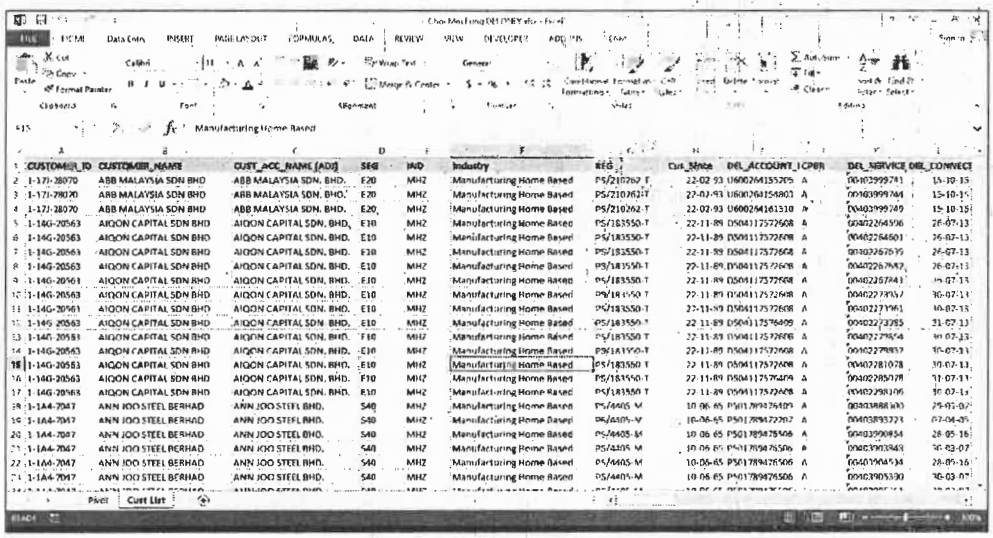
When in office, the trainee also ask by Account Manager, to help them in their work. For example, the trainee have to create a new quotation form because the original doesn't have the markup value. When the vendor give a quotation to AM, the quotation doesn't include the price with markup value. Every service that need to give to vendor, TM markup 20% of the price as their profit.


ASIA TECHBIZ SDN BHD

Quotation

Figure 3.21: Example of markup quotation.

The trainee involve in extracting the customers list data from archive system that own by TM. The task are to separate the customers name according to their Account Managers. This project was named as ASAC (Assisting Account Managers in Customers List). The task seem easy but seem there are thousand of customers name, it have some limitations for the trainee for completing the task seem the trainee does not have any basic knowledge towards the Account Managers and the customers details.



CUSTOMER_ID	CUSTOMER_NAME	CUST_ACC_NAME (ADD)	SEG	IND	Industry	REG	Cus_Since	DEL_ACCOUNT_I	CPER	DEL_NSRVICE	DEL_CONNECT
1-17J-28070	ABB MALAYSIA SDN BHD	ABB MALAYSIA SDN. BHD.	E20	MHZ	Manufacturing Home Based	PS/210262-T	22-02-93	0600264155265	A	00403999741	15-10-15
1-17J-28070	ABB MALAYSIA SDN BHD	ABB MALAYSIA SDN. BHD.	E20	MHZ	Manufacturing Home Based	PS/210262-T	22-02-93	0600264154803	A	00403999744	15-10-15
1-17J-28070	ABB MALAYSIA SDN BHD	ABB MALAYSIA SDN. BHD.	E20	MHZ	Manufacturing Home Based	PS/210262-T	22-02-93	0600264161310	A	00403999749	15-10-15
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402264936	26-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402264601	26-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402267835	26-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402267842	26-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402267841	26-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402277957	30-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402277961	30-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117576499	A	00402273983	31-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402277974	30-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402279837	30-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402281078	30-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402285078	31-07-13
1-14G-20563	AIQON CAPITAL SDN BHD	AIQON CAPITAL SDN. BHD.	E10	MHZ	Manufacturing Home Based	PS/183550-T	22-11-89	0504117572608	A	00402288106	30-07-13
1-1A4-7047	ANN JOO STEEL BERHAD	ANN JOO STEEL BHD.	S40	MHZ	Manufacturing Home Based	PS/4405-M	10-06-65	0501789476409	A	00403888300	25-01-02
1-1A4-7047	ANN JOO STEEL BERHAD	ANN JOO STEEL BHD.	S40	MHZ	Manufacturing Home Based	PS/4405-M	10-06-65	0501789472292	A	00403893323	02-04-05
1-1A4-7047	ANN JOO STEEL BERHAD	ANN JOO STEEL BHD.	S40	MHZ	Manufacturing Home Based	PS/4405-M	10-06-65	0501789478506	A	00403990834	28-05-16
1-1A4-7047	ANN JOO STEEL BERHAD	ANN JOO STEEL BHD.	S40	MHZ	Manufacturing Home Based	PS/4405-M	10-06-65	0501789476506	A	00403903848	30-03-07
1-1A4-7047	ANN JOO STEEL BERHAD	ANN JOO STEEL BHD.	S40	MHZ	Manufacturing Home Based	PS/4405-M	10-06-65	0501789476506	A	00403904534	28-05-16
1-1A4-7047	ANN JOO STEEL BERHAD	ANN JOO STEEL BHD.	S40	MHZ	Manufacturing Home Based	PS/4405-M	10-06-65	0501789476506	A	00403905530	30-03-07

Figure 3.22: Raw data that retrieve from the system

Apart from that, the trainee also involve on offside program held by the department. on the 28 February, the department held the Annual Operating Plan (AOP) 2018 at Jerai Regency Resort Kedah. At the event the trainee are responsible on technical terms. For example, the trainee need to setup the audio visual use in this event, also, the trainee conduct a game that play by the staff. In this event, the trainee have to spend for 3 days and 2 night at the resort. The trainee must make sure that the event run in smooth condition and no technical problem appear. If the technical problem happen, for example the microphone are not working, the trainee have to fix it. Moreover, the trainee also be photographer for this event.

Figure 3.23: The Annual Operating Plan event's hall

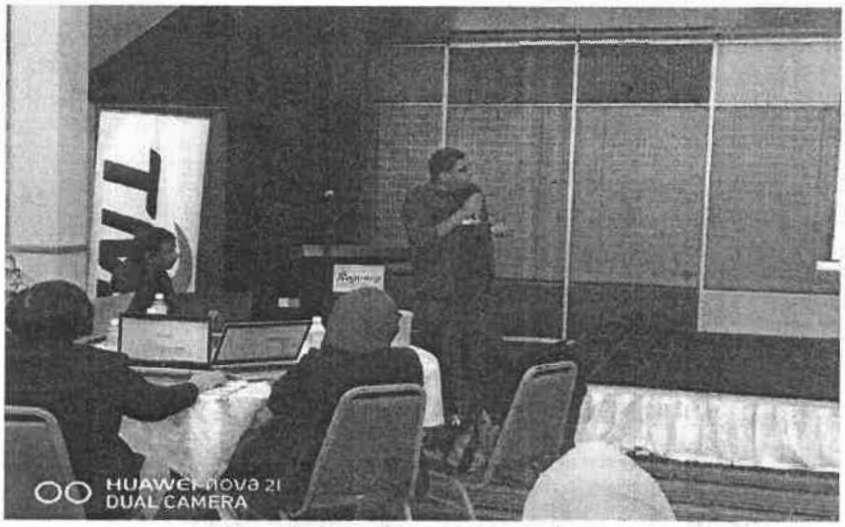


Figure 3.24: Presentation by the staff at the Annual Operating Plan 2018

The trainee also involve in assisting the Administration Unit. This is the unit were the trainee spend the most of the time. Apart from photocopy and binding the agreement document, the trainee also help the unit by creating the business work flow chart diagram. This diagram are very important for a reference to the staff. This flow chart show the process of the business work that held by the Admin Unit and be develop by using the Microsoft Excel. Moreover, the trainee also help in setup the event held in the department, setup audio visual for meeting and voice conference, and help delivery some document to other department such as Finance department.

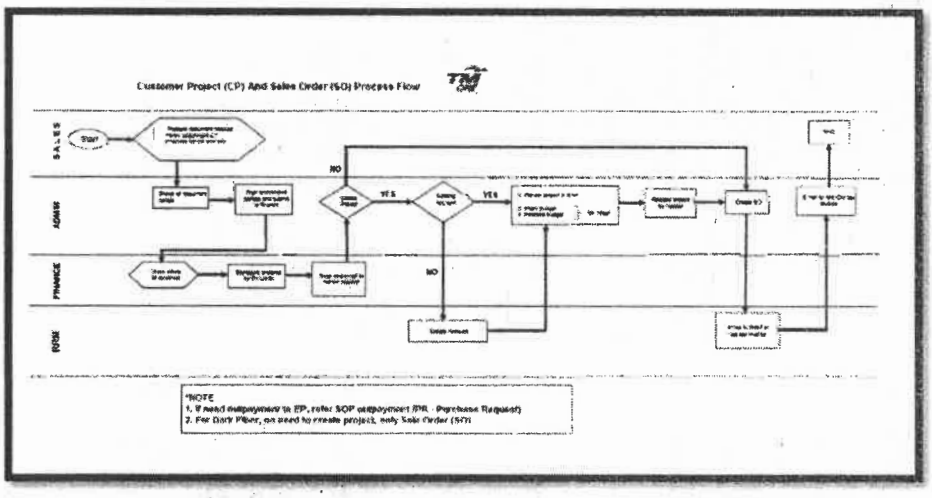


Figure 3.25: Customer Project (CP) process flow chart

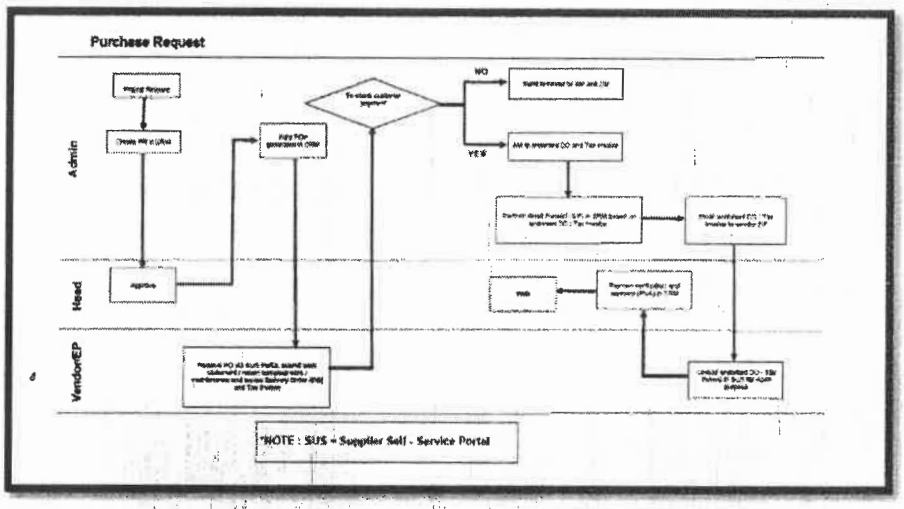


Figure 3.26: Purchase Request (PR) process flow chart

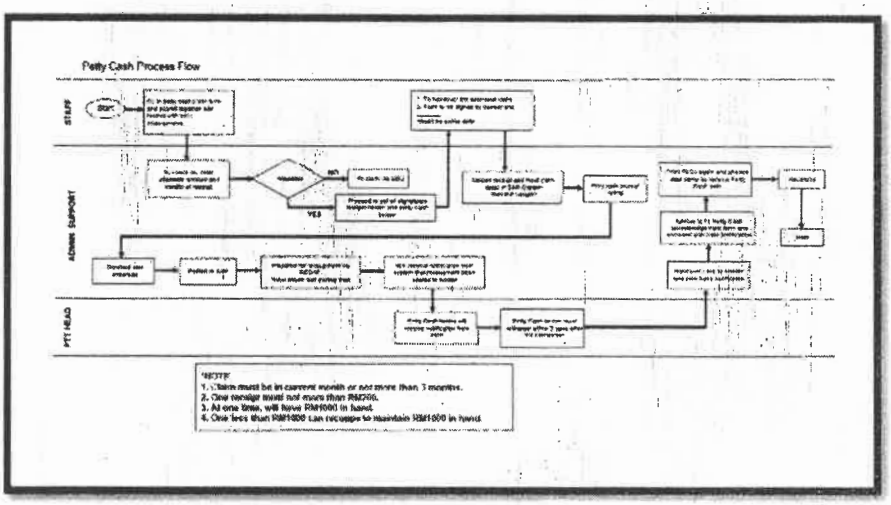


Figure 3.27: Petty Cash process flow chart

3.2 : Special Project

Special project can be any various project to be propose to the industrial supervisor or faculty supervisor. This including developing a website, system application or corporate video. The trainee proposed to the industry supervisor to develop but had been turn down by the managers. Because of that, the trainee decided to develop a corporate video which will be used in certain program and event.

Table 3.2: Description of special project video.

Video Name	Purpose	Software Name	Duration	Description of Video
TM State Convention	Montage video use in TM State Convention Event	Adobe Premiere Pro Adobe After Effect Adobe Photoshop Adobe Illustrator Adobe Media Encoder Windows Movie Maker	Two Minutes	The story behind this video are to show the relationship between TM Penang staff, event
Annual Operating Plan 2018	Opening montage video that use in this event	Adobe Premiere Pro Adobe After Effect Adobe Photoshop Adobe Illustrator Adobe Media Encoder Windows Movie Maker	Two Minutes	The video story about the the held at Jerai Regency Resort, Kedah. There are important focus in 2018 in order to increase the capital funnel
Monthly Video for Information Corner	To update staff and visitor about the lastest news of TM ONE Department	Adobe Premiere Pro Adobe After Effect Adobe Photoshop Adobe Illustrator Adobe Media Encoder Windows Movie Maker	Depend on the content	Latest information are include in this video. For example, upcoming event, past event, market information, and about the Wisma event

The trainee are responsible to develop three type of use video. First, the montage video for Annual Operating Plan 2018 (AOP), video montage for TM State Penang Convention and monthly video for information corner television. All of this video were develop using the same and various type of software.

3.2.1: Video Montage For Annual Operating Plan 2018.

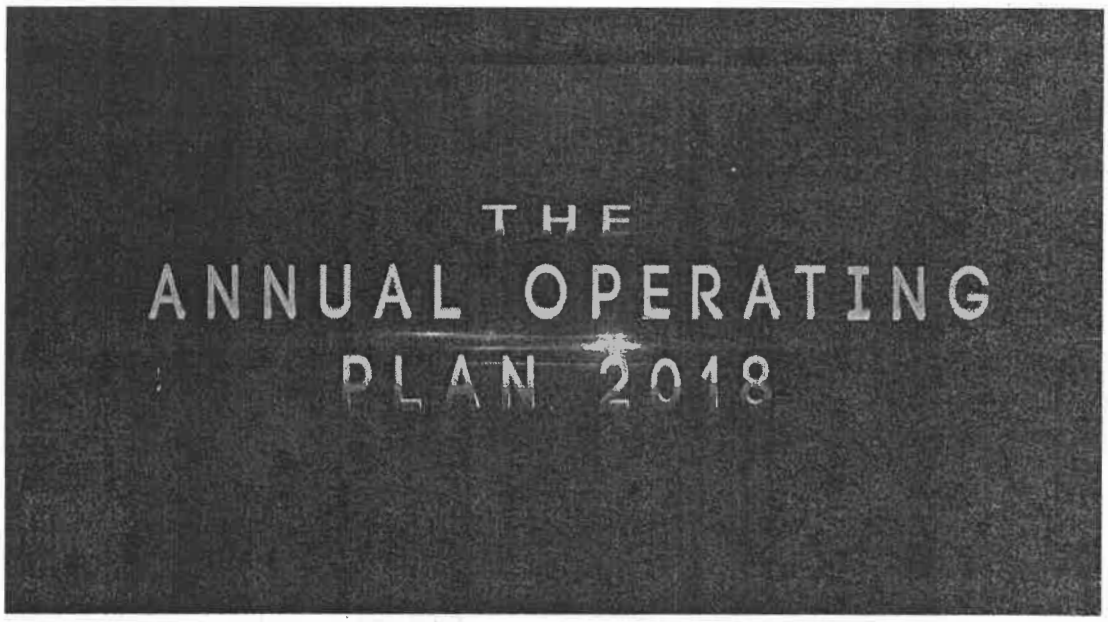


Figure 3.28: Video montage for Annual Operating Plan 2018.

The Annual Operating Plan was conducted once per year. in this event, the department must present their aspiration and target for that year. This event also attended by Board Of Director of TM ONE Headquarters in Damansara. It was a very big event, held at Jerai Regency Resort Kedah. The trainee need to develop a montage video. This task was given by the head managers itself to the trainee.

The head managers ask a unique video, which contain all their aspiration and not type of video that such as photo slide. The trainee found that this project a quite difficult to be realize. Therefore, the trainee do some research on software to be used in developing this video. After a while, the trainee decided to use Adobe After Effect, a professional video that use by some film producer to create a unique effect.

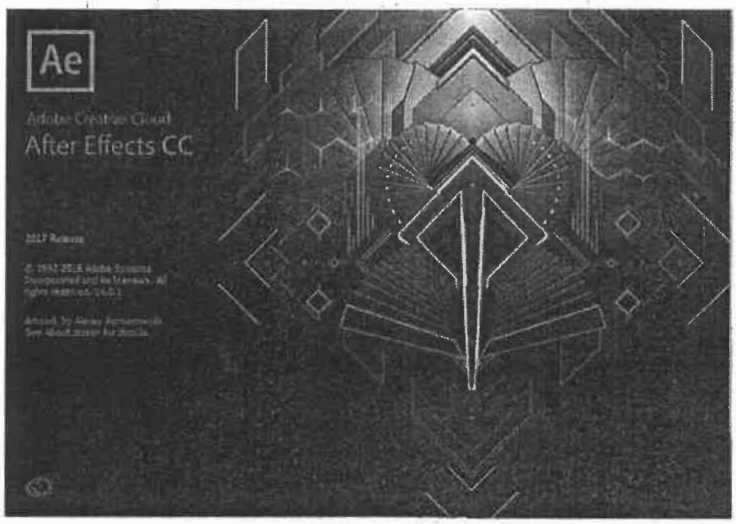


Figure 3.29: Adobe After Effect software.

Figure 3.30: Process in developing the montage video

The video take about two week to be complete. The first step in developing the video, the trainee draw the draft of the video flow and consult it to Mr. Nazri. After some correction, the head managers approve the draft and the trainee proceed to developing phase. In process of development, the trainee must create the video based on their aspiration and the video must contain a spiritual theme to make who watching the video feel very excited to achieve the target.

3.2.2: Video Montage for TM Penang State Convention

For TM Convention, the trainee also receive the same task by the floor manager of the event. The managers ask for a montage video that reflect the relation between the staff in Penang State. For this assignment, the trainee need to go to other TM branches to get the material for developing this video. The duration of this video was three minutes.

Figure 3.31: TM Penang State Convention Video montage

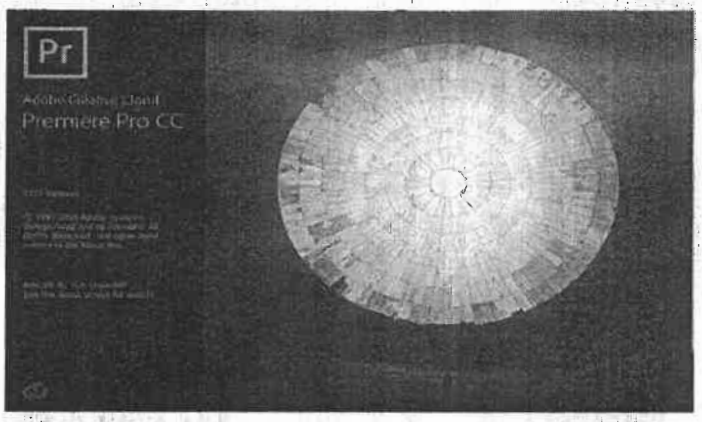


Figure 3.32: Adobe Premiere Pro software

The trainee use various of software for developing this montage. First the trainee use Adobe Premiere Pro in order to arrange the photo in the video timeline. Some of the photo need to be edit due to some problem such as sizing and sharpness of the photo, therefore, the trainee use Adobe Photoshop to edit the photo. After editing, the photo will drag and arrange into Adobe Premiere. For effect of the video, the trainee use Adobe After Effect to create an unique effect on the video. After all the process done, the video are converted by using Adobe Media Encoder to convert into Mp4 format. This allow the video being play in any video playback software. Last step, the video been combine between each scene by using Windows Movie Maker. This was the simplest video editing software which can be used by beginner user.

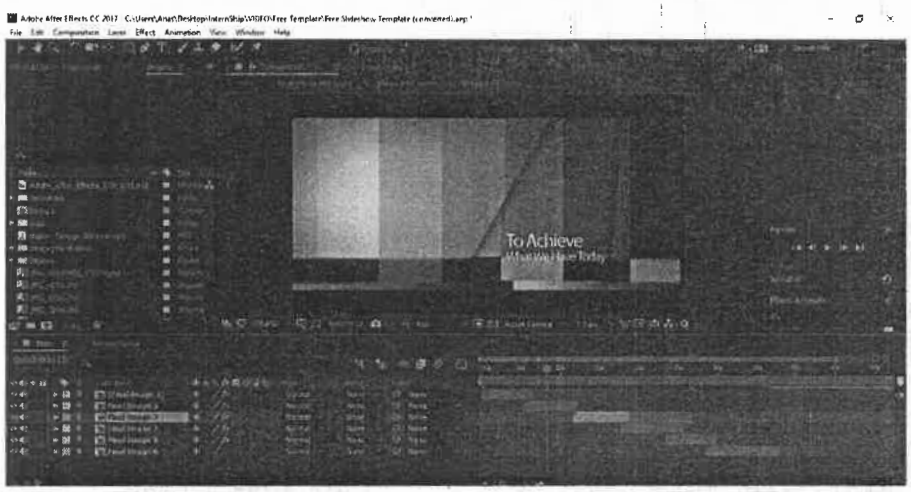


Figure 3.33: Process of making TM Convention montage

3.2.3: Video For The Wall Of Fame Television

On the first day of internship, the trainee was be interviewed by the Head Manager. In this interview, the Head Manager of department ask what was the trainee skills in multimedia. The trainee says that he have a skill in video development, photo editing and design a poster or banner. Therefore, the managers suggest that the trainee take responsible from admin team to manage the content of television at information corner. The trainee create and update the content per monthly. The project start on March, the content of the video was retrieved from admin team and translate into video and show on the information television corner. The video process are create using Adobe Premiere Pro and edit photo using Adobe Photoshop. There were four video for this information corner which cover on March, April, May and June month.

Date	PRU 14 - TSOC SCHEDULE - 8/4/2018 - 20/4/2018	Shift 1	Shift 2
	Name	8.00am - 3.30pm	3.00pm - 12.00pm
04-09-18	Ahmad Fuad Abu Sahid		
	Suhardi Mohd Bazir		√
04-10-18	Sharifah Aluyah bt Syed Mahmood		
04-11-18	Chong Moi Fung	√	
	Mohd Ruhaifi bin Roslan		
	Noor Azlan Md Noor		√
14/4/2018	Alina Azizan	√	
18/4/2018	Rosmaliza Matzi	√	
19/4/2018	Faezah Abdullah	√	
21/4/2018	Haidawati Binti Zuhri	√	
22/4/2018	Noorsyuhada Binti Md Noor	√	
	Saravanan Nathan A L Lurudusamy		√
23-04-18	Nurhaida Binti Yaakob	√	
	Azrol Izwan Bin Khalib Aka Khalid		√
26/4/2018	Noor Azlan Bin Md Noor	√	
	Mohd Ruhaifi Roslan		

Figure 3.34.: Content of the information corner television video

Figure 3.35: Incoming event content of the information corner television video.

CHAPTER 4 : CONCLUSION

4.1 : Application Of Knowledge, Skills And Experience.

There is a lot of valuable knowledge, skills and experience the trainee has gained during 5 months of industrial training program in TM ONE Penang. All that valuable knowledge, skills and experience gained are cannot grab in class.

Table 4.1: Table of subject apply in internship programs

Name of subject	Course code
Electronic Publishing	IMD 214
Classification and Filing System	IMR 504
Information System Interaction and Consultant	IMS 556
Data Center Operational and Services	IMS 605
Advanced Web Design and Content Management	IMS 607

In previous semester, the trainee had learnt about filing system in subject Classification and Filing System (IMR504). So the trainee used the knowledge and experience before to finish up the task given. The task given by Mrs. Sarah is just a simple filing for the trainee. The trainee needs to open a new file, which name SOP Admin to store the record of the Petty Cash Records when retrieved from the system. The trainee take out the Petty Cash records from the Purchase Request file, and store into new file opened. Even the task just to open one new file, the trainee gained a lot of knowledge from those filing and classification tasks and had new experienced.

Apart from that, when in the training the trainee also take part with IT Department in the organization to maintain the server. The problem occur when some of the staff cant use their LAN cable which place on each of their table. They ask the trainee to report the problem to IT department. When the IT department went to diagnose the server, the trainee join to see and gain some knowledge about the server and connection cabling. Therefore, the subject of Data Centre Operational and Service are very useful for the trainee. The trainee know the basic of the server by easily identify the server and the cable use to connect between the server and into the staff desk.

Furthermore, the unit in the department assigned the trainee to design poster for various type of event. During Diploma in Information Management, the trainee had learned Photoshop in designing the poster. The trainee exposes on the basic skills in Photoshop to designing poster or others. Although in previous semester did not learn about Photoshop, but still able to use it while designing the web for subject Advanced Web Design and Content Management (IMS607). With the knowledge that the trainee had, it facilitates the process of designing poster become easier. This task also helps the trainee to improve the designing skills and more creative. At the same time, facilitate the trainee to finish up the work in short period. This is because the trainee gets the task a day before the event held.

Lastly, the subject Information System Interaction and Consultant (IMS556) also help trainee in communication between the staff. In this subject, the trainee need to present a public speaking in front of audience that from among other student. Therefore, this subject have gradually increase the communication skills of the trainee and can speak more in formal and professional ways.

4.2 : Personal Thought And Opinion

Telekom Malaysia Berhad is the largest Government Leading Corporate (GLC) and one of the leading Telco company in the country. Their management is experienced and strong enough throughout their development. During industrial training program, the trainee has observing each particular part in TM ONE department on how they do their daily task and handle with the problem. From day to day the trainee learns indirectly on how to calm while facing with the problems. The high level of patience and hardworking is very important to work in the sales deparmtent. This is because their clients are coming from many levels of people as the organization consists of enterprise and public sector. So it has a different ways to communicate. The trainee impresses with the staff solve the problem. It really takes the trainee into the real working life.

However, in TM ONE department is not much works related to the trainee field of study. As we know, sales department is focus more into doing the sales. But then the trainee still have work that related to the trainee field of study. Not much but still have task for the trainee to be done there. While doing the special project, the trainee needs a guide from the staff who expert in developing video but then the staff who expert in that are less.

4.3 : Lesson Learnt

In TM ONE Department, the trainee learnt a lot and improves a little bit. There are some of the skills that the trainee grabs during the industrial training program within 5 months.

4.3.1 Teamwork

The trainee had involved in several program that organized by TM ONE Department. For each program the teamwork spirit is really important to make sure the program successful. In the team, they guided the trainee in every task given to make sure all tasks are performing well. For each program, the trainee learnt new things and gain new experiences. The trainee was able to contribute the ideas and insights in every task.

4.3.2 Communication Skills

The trainee had improved the communication skill during the industrial training program. This is because communication is the best key to express the ideas and views clearly to others. The trainee learnt how to communicate with professional level and unprofessional level. There is a bit different way to communicate with them but still shows respect each other. A good communication skill can encourage the trainee to be more confident in delivering ideas and views.

4.3.3 Time & Self-Management

In working life, time and self-management is very important. This is because time is gold. So the trainee trained to come to work on time at 8.30 AM. and end at 5.30 PM. every day. To make sure the trainee come early to work discipline also play their role. Besides that, the supervisor trained the trainee to submit all tasks on time without any delays. So that the trainee can kept track with the special project to finish it up on time. From the observation, the efficient time and self-management is very important in TM ONE Department. It will ease the trainee in future working life because the trainee had been trained throughout the 5 months of the industrial training program.

4.4 : Limitations And Recommendation

After 5 months the trainee being here in TM ONE Department to complete the IMC 690 course, personally the trainee can say that there o9 is a little bit of differences between studying and working. From the differences the trainee founds some limitations and suggests the recommendations for it.

4.4.1 Limitations

Another drawback in TM ONE Department is task gave for the trainee. As mentioned earlier in TM ONE Department quite limited task that related to field of the trainee. So that SV just let the trainee finishing the special project which is developing a video. But then, there is nothing much to record the activities on that day in log book that had been provided by faculty unless the trainee records the progress of the special project in there.

Apart from that, TM ONE Department also lack of IT staff. There was only four IT staff in the organization building which have to cover all department available in the building. When the staff in TM ONE Department need their services and help, there will time delayed for the IT staff to deliver their services due to many task face by the IT staff which from other department.

4.4.2: Recommendation

In TM ONE Department there is not much staff who expert in system. In developing the Android application, the trainee doesn't have any person to refer fro some problem. the existing IT staff was only expert in software and hardware, not in programming field. . The trainee wants to ask other staff, they do not ever familiar about it. Apart from that, if they add iT staff into their department, IT staff can help went they face problem related to IT. this will help the staff to solve their problem in very short time. That's why in TM ONE Department should exaggerating expert staff.

As mention at the limitation part about the task for the trainee, here the suggestion for it to improve the management of the trainee by the organization forthcoming. If the trainee from the IT background thus the given tasks must be related with it. It must be the same if the trainee from management background, financial background or else. But it does not matter to ask for a little help for another task that does not related. It can gain more experience and knowledge for the trainee. Thus, the organization should know very well about incoming internship student before put them on certain department.

REFERENCES

Mohd Nazri Bin Razali, AGM TM ONE Pulau Pinang, Wisma TM Pulau Pinang.

Our People. (n.d.). Retrieved from https://www.tm.com.my/AboutTM/OurPeople/Pages/Home.aspx

About Us. (n.d.). Retrieved June 12, 2018, from https://www.tm.com.my/AboutTM/CorporateInformation/Pages/AboutUs.aspx

Telekom Malaysia (TM). (2015, November 23). Retrieved June 12, 2018, from http://www.companieshistory.com/telekom-malaysia/

Manual filing system. (n.d.). Retrieved June 11, 2018, from http://itlaw.wikia.com/wiki/Manual_filing_system

Home. (n.d.). Retrieved June 13, 2018, from https://www.tmone.com.my/

Android Platform | Android Developers. (n.d.). Retrieved June 23, 2018, from https://developer.android.com/about/

Where Developers Learn, Share, & Build Careers. (n.d.). Retrieved July 1, 2018, from https://stackoverflow.com/

APPENDICES

ATTENDANCE SHEET

TM Group

TM

ATTENDANCE SHEET (INTERNSHIP)

Name :	Mohd Khairi Anas Bin Rosman
I/C No :	941028-02-****
Division :	TM ONE Penang
Month :	February
Qualification	Degree

WEEK	DAY	DATE	TIME IN	TIME OUT	SIGNATURE	REMARKS
WEEK 1	MONDAY					
	TUESDAY	-				
	WEDNESDAY	-				
	THURSDAY	1/2/2018	8.20 AM	6.21 PM		
	FRIDAY	2/2/2018	8.12 AM	5.56 PM		
	SATURDAY	3/2/2018				
	SUNDAY	4/2/2018				
WEEK 2	MONDAY	5/2/2018	8.18 AM	5.41 PM		
	TUESDAY	6/2/2018	8.23 AM	5.36 PM		
	WEDNESDAY	7/2/2018	8.28 AM	6.14 PM		
	THURSDAY	8/2/2018	8.27 AM	6.59 PM		
	FRIDAY	9/2/2018	8.22 AM	5.35 PM		
	SATURDAY	10/2/2018				
	SUNDAY	11/2/2018				
WEEK 3	MONDAY	12/2/2018	8.24 AM	6.00 PM		
	TUESDAY	13/2/2018	8.25 AM	6.05 PM		
	WEDNESDAY	14/2/2018	8.29 AM	5.53 PM		
	THURSDAY	15/2/2018	Chinese New Year			
	FRIDAY	16/2/2018	Chinese New Year			
	SATURDAY	17/2/2018				
	SUNDAY	18/2/2018				
WEEK 4	MONDAY	19/2/2018	8.29 AM	5.42 PM		
	TUESDAY	20/2/2018	8.27 AM	5.45 PM		
	WEDNESDAY	21/2/2018	8.31 AM	5.44 PM		
	THURSDAY	22/2/2018	8.30 AM	5.45 PM		
	FRIDAY	23/2/2018	8.39 AM	12.55 PM		
	SATURDAY	24/2/2018				
	SUNDAY	25/2/2018				
WEEK 5	MONDAY	26/2/2018	8.21 AM	6.15 PM		
	TUESDAY	27/2/2018	8.25 AM	6.12 PM		
	WEDNESDAY	28/2/2018	8.19 AM	5.52 PM		
	THURSDAY	-				
	FRIDAY	-				

Supervisor's Signature:

Supervisor's Official Stamp:

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

6/3/18

HC Business Driver Endorsement :

HCBD's Official Stamp

Name	M KHAIRI ANAS	ID	31	Dept.	ADMIN	Shift	Morning shift	Date	2018-02-1-2018-02

Duty(D)		Work(H.M)		EWork(H.M)		Late	Early	Tearly	Evection(H.M)		Leave(H.M)	Absent (H.M)	Pay				
Fact	Stand	Fact	Stand	OT 1.5	OT 2.0	M	M	M	pay	No pay			Daypay	EWork	DeDuct	Obter	Total
18	28	6.40	223.60	0.00	0.00	95	1	77									

Record Report

Date Week	Segment 1		Segment 2		Segment 3		Day Stat.			Date Week	Segment 1		Segment 2		Segment 3		Day Stat	
	IN	OUT	IN	OUT	IN	OUT	Workton	early	OT		IN	OUT	IN	OUT	IN	OUT	Workton	early
2018-02-1-2018-02-28																		
01 D4					15:22	18:21	02:08			17 D6								
02 D5	08:12					17:56		00:18		18 D0								
03 D6										19 D1	08:29					17:42		00:01
04 D0										20 D2	08:27					17:45		00:03
05 D1	08:18					17:41		00:12		21 D3	08:31					17:44		
06 D2	08:23					17:36		00:07		22 D4	08:30					17:45		
07 D3						18:11				23 D5	08:39	12:55					04:16	
08 D4	08:33					18:59				24 D6								
09 D5	08:22					17:35		00:08		25 D0								
10 D6										26 D1						18:15		
11 D0										27 D2	08:25					18:12		00:05
12 D1	08:24					18:00		00:06		28 D3	08:19					17:52		00:11
13 D2	08:25					18:05		00:05										
14 D3	08:29					17:53		00:01										
15 D4																		
16 D5																		

MOHD AZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128776-
6/3/18

TM Group

TM

ATTENDANCE SHEET (INTERNSHIP)

Name :	Mohd Khairi Anas Bin Rosman
I/C No :	941028-02-****
Division :	TM ONE Penang
Month :	~~February~~ March
Qualification	Degree

WEEK	DAY	DATE	TIME IN	TIME OUT	REMARKS
WEEK 1	MONDAY				
	TUESDAY	-			
	WEDNESDAY	-			
	THURSDAY	1/3/2018	AOP JERAI	AOP JERAI	
	FRIDAY	2/3/2018	AOP JERAI	AOP JERAI	
	SATURDAY	3/3/2018			
	SUNDAY	4/3/2018			
WEEK 2	MONDAY	5/3/2018	8:20 AM	5:41 PM	
	TUESDAY	6/3/2018	8:26 AM	5:53 PM	
	WEDNESDAY	7/3/2018	8:26 AM	5:58 PM	
	THURSDAY	8/3/2018	8:29 AM	6:12 PM	
	FRIDAY	9/3/2018	8:29 AM	5:45 PM	
	SATURDAY	10/3/2018			
	SUNDAY	11/3/2018			
WEEK 3	MONDAY	12/3/2018	8:26 AM	5:44 PM	
	TUESDAY	13/3/2018	JELAJAH ZBC	JELAJAH ZBC	
	WEDNESDAY	14/3/2018	8:20 AM	5:32 PM	
	THURSDAY	15/3/2018	8:14 AM	5:38 PM	
	FRIDAY	16/3/2018	8:22 AM	5:06 PM	
	SATURDAY	17/3/2018			
	SUNDAY	18/3/2018			
WEEK 4	MONDAY	19/3/2018	8:30 AM	5:30 PM	
	TUESDAY	20/3/2018	8:29 AM	5:49 PM	
	WEDNESDAY	21/3/2018	8:27 AM	5:37 PM	
	THURSDAY	22/3/2018	8:23 AM	5:33 PM	
	FRIDAY	23/3/2018	8:24 AM	5:45 PM	
	SATURDAY	24/3/2018			
	SUNDAY	25/3/2018			
WEEK 5	MONDAY	26/3/2018	8:25 AM	5:46 PM	
	TUESDAY	27/3/2018	8:29 AM	5:36 PM	
	WEDNESDAY	28/3/2018	8:19 AM	5:46 PM	
	THURSDAY	29/3/2018	JELAJAH ZBC	JELAJAH ZBC	
	FRIDAY	30/3/2018	8:26 AM	12:40 PM	

Supervisor's Signature:

Supervisor's Official Stamp:

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

5/4/18

HC Business Driver Endorsement :

HCBD's Official Stamp:

Name	M KHAIRI ANAS	ID	31	Dept.	ADMIN	Shift	Morning shift	Date	2018-03-1-2018-03

Duty(D)		Work(H.M)		EWork(H.M)		Late	Early	Tearly	Evection(H.M)		Leave(H.M)	Absent(H.M)	Pay				
Fact	Stand	Fact	Stand	OT 1.5	OT 2.0	M	M	M	pay	No pay			Daypay	EWork	DeDuct	Outer	Total
16	31	4.16	247.55	0.00	0.00	179	.19	37									

Record Report

Date Week	Segment 1 IN	Segment 1 OUT	Segment 2 IN	Segment 2 OUT	Segment 3 IN	Segment 3 OUT	Day Stat. Worklen	Day Stat. early	Day Stat. OT	Date Week	Segment 1 IN	Segment 1 OUT	Segment 2 IN	Segment 2 OUT	Segment 3 IN	Segment 3 OUT	Day Stat Worklen	Day Stat early
01 D4										17 D6								
02 D5										18 D0								
03 D6										19 D1								
04 D0										20 D2	08:29					17:49		00:01
05 D1	08:20					17:41		00:10		21 D3	08:27					17:37		00:03
06 D2	08:26					17:53		00:04		22 D4	08:23					17:33		00:07
07 D3	08:26					17:58		00:04		23 D5	08:24					17:45		00:06
08 D4	08:29					18:12		00:01		24 D6								
09 D5	08:29					17:15		00:01		25 D0								
10 D6										26 D1	08:25					17:46		00:05
11 D0										27 D2	08:29					17:36		00:01
12 D1	08:26					17:44		00:04		28 D3	08:19					17:46		00:11
13 D2										29 D4								
14 D3	08:20					17:32		00:10		30 D5	08:26	12:40					04:10	00:04
15 D4	08:11					17:38		00:16		31 D6								
16 D5	08:22					17:06		00:08										

MOHD NAZRI BIN RAZALI
AGM 5/4/18
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

TM Group

TM

ATTENDANCE SHEET (INTERNSHIP)

ame :	Mohd Khairi Anas Bin Rosman
C No :	941028-02-****
ivision :	TM ONE Penang
lonth :	April
ualification	Degree

WEEK	DAY	DATE	TIME IN	TIME OUT	REMARKS
WEEK 1	MONDAY	2/4/2018	8:19 AM	5:37 PM	
	TUESDAY	3/4/2018	8:28 AM	5:59 PM	
	WEDNESDAY	4/4/2018	8:16 AM	5:42 PM	
	THURSDAY	5/4/2018	8:30 AM	5:39 PM	
	FRIDAY	6/4/2018	8:29 AM	5:03 PM	
	SATURDAY	7/4/2018			
	SUNDAY	8/4/2018			
WEEK 2	MONDAY	9/4/2018	8:24 AM	6:04 PM	
	TUESDAY	10/4/2018	8:27 AM	5:44 PM	
	WEDNESDAY	11/4/2018	8:16 AM	6:25 PM	
	THURSDAY	12/4/2018	8:28 AM	5:33 PM	
	FRIDAY	13/4/2018	8:36 AM	5:15 PM	
	SATURDAY	14/4/2018			
	SUNDAY	15/4/2018			
WEEK 3	MONDAY	16/4/2018	8:27 AM	6:07 PM	
	TUESDAY	17/4/2018	8:22 PM	5:46 PM	
	WEDNESDAY	18/4/2018	8:19 AM	5:54 PM	
	THURSDAY	19/4/2018	8:34 AM	5:51 PM	
	FRIDAY	20/4/2018	8:24 AM	12:32 PM	MASALAH KESIHATAN
	SATURDAY	21/4/2018			
	SUNDAY	22/4/2018			
WEEK 4	MONDAY	23/4/2018	8:23 AM	5:39 PM	
	TUESDAY	24/4/2018	-	-	MC
	WEDNESDAY	25/4/2018	8:28 AM	5:45 PM	
	THURSDAY	26/4/2018	8:17 AM	6:06 PM	
	FRIDAY	27/4/2018	8:24 AM	12:48 PM	
	SATURDAY	28/4/2018			
	SUNDAY	29/4/2018			
WEEK 5	MONDAY	30/4/2018	-	-	MC
	TUESDAY	-			
	WEDNESDAY	-			
	THURSDAY	-			
	FRIDAY	-			

Supervisor's Signature:

SARAH BINTI OSMAN
Business Support
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)
3/5/18

HC Business Driver Endorsement :

Name	M KHAIRI ANAS	ID	31	Dept.	ADMIN	Shift	Morning shift	Date	2018-04-1-2018-04

Duty(D)		Work(H.M)		EWork(H.M)		Late	Early	Tearly	Evection(H.M)		Leave(H.M)	Absent(H.M)	Pay				
Fact	Stand	Fact	Stand	OT 1.5	OT 2.0	M	M	M	pay	No pay			Daypay	EWork	DeDuct	Ohter	Total
14	30	0.00	239.58	0.00	0.00	17	117	7									

Record Report

Date Week	Segment 1		Segment 2		Segment 3		Day Stat.			Date Week	Segment 1		Segment 2		Segment 3		Day Stat	
	IN	OUT	IN	OUT	IN	OUT	Worklen	early	OT		IN	OUT	IN	OUT	IN	OUT	Worklen	early
2018-04-1-2018-04-30																		
01 D0										17 D2	08:22					17:46		00:08
02 D1	08:19					17:37		00:11		18 D3	08:19					17:54		00:11
03 D2	08:28					17:59		00:02		19 D4	08:34					17:51		
04 D3	08:16					17:42		00:14		20 D5	08:24	12:32						
05 D4	08:30					17:39				21 D6								
06 D5	08:29					17:03		00:01		22 D0								
07 D6										23 D1	08:23					17:39		00:07
08 D0										24 D2								
09 D1	08:24					18:04		00:06		25 D3	08:28					17:45		00:02
10 D2	08:27					17:44		00:03		26 D4	08:17					18:06		00:13
11 D3	08:16					18:25		00:14		27 D5	08:24	12:48						00:06
12 D4	08:28					17:33		00:02		28 D6								
13 D5	08:36					17:15				29 D0								
14 D6										30 D1								
15 D0																		
16 D1	08:27					18:07		00:03										

SARAH BINTI OSMAN
Business Support
Enterprise Sales Penang
Telekom Malaysia Berhad (236740-P)
3/5/18

KLINIK MOHD NASRAN No : 111271
9, BANGUNAN PKNK, 09000, KULIM. KEDAH.
Tel:04-4901057

PENGAKUAN PERUBATAN - MEDICAL CERTIFICATE

Nama: MOHD KHAIRI ANAS B ROSMAN No.K/P: 941023026059

Adalah disahkan bahawa penama di atas telah mendapat rawatan di sini dan beliau tidak akan dapat menjalankan tugasnya dengan sempurna selama 1.0 hari mulai dari tarikh 24/04/2018 hingga 24/04/2018
Pengakuan Perubatan Ini Tidak Sah Untuk Urusan Mahkamah.
Masa hadir klinik : 14:14 Masa dirawat : 14:35

Tarikh : 24/04/2018

Dr. Mohd Nasran B. Abullah (MBBS)
Klinik Mohd Nasran
Kulim, Kedah.
Tel : 04-4901057
MMC No : 25473

KLINIK MOHD NASRAN No: 047605
9, BANGUNAN PKNK, 09000, KULIM, KEDAH.
Tel:04-4901057

RESIT RASMI Tarikh: 24/04/2018

Diterima dari MOHD KHAIRI ANAS B ROSMAN
jumlah wang RM30.00 untuk rawatan doktor

Tiga-puluh Sahaja

Dr. Mohd Nasran B. Abullah (MBBS)
Klinik Mohd Nasran
Kulim, Kedah.
Tel : 04-4901057
MMC No : 25473

SARAH BINTI OSMAN
Business Support
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)
3/5/18

KLINIK NAZAH

No. 14, Lorong Kemuning 1, Taman Kemuning,
09000 Kulim, Kedah.
Tel : 04 - 4913309

No. 10890

SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah memeriksa Encik / Cik / Puan Mohd khairi Anas B. Rosman I/C: 941028-02-****

dari Kementerian / Jabatan yang berkenaan

dan mendapati yang beliau

(a) Tidak sihat untuk menjalankan tugasnya dengan sempurna selama 1(satu) hari dari 30/4/18 hingga —

(b) Boleh bertugas semula pada —

(c) Beliau dikehendaki datang semula untuk pemeriksaan pada —

D: viral fever

30/4/18
TARIKH

DR. ZAMARIA BT. MOHD. WAHI
MBBS (MALAYA)
PEGAWAI PERUBATAN
TANDATANGAN

SARAH BINTI OSMAN
Business Support
Enterprise Sales Penang
Telekom Malaysia Berhad (130740-P)
2/5/18

roup

TM

ATTENDANCE SHEET (INTERNSHIP)

e :	Mohd Khairi Anas Bin Rosman
o :	941028-02-****
ion :	TM ONE Penang
th :	MAY
ification	Degree

WEEK	DAY	DATE	TIME IN	TIME OUT	REMARKS
WEEK 1	MONDAY				
	TUESDAY	1/5/2018			LABOR DAY
	WEDNESDAY	2/5/2018	8:26 AM	5:55 PM	
	THURSDAY	3/5/2018	8:19 AM	6:32 PM	
	FRIDAY	4/5/2018	8:28 AM	6:16 PM	
	SATURDAY	5/5/2018			
	SUNDAY	6/5/2018			
WEEK 2	MONDAY	7/5/2018	8:11 AM	5:43 PM	
	TUESDAY	8/5/2018	8:27 AM	7:09 PM	
	WEDNESDAY	9/5/2018			PRU PUBLIC HOLIDAY
	THURSDAY	10/5/2018			PRU PUBLIC HOLIDAY
	FRIDAY	11/5/2018			PRU PUBLIC HOLIDAY
	SATURDAY	12/5/2018			
	SUNDAY	13/5/2018			
WEEK 3	MONDAY	14/5/2018			TM PENANG CONVENTION
	TUESDAY	15/5/2018	8:32 PM	5:56 PM	
	WEDNESDAY	16/5/2018	8:23 AM	5:49 PM	
	THURSDAY	17/5/2018	7:50 AM	4:25 PM	
	FRIDAY	18/5/2018	7:56 AM	4:06 PM	
	SATURDAY	19/5/2018			
	SUNDAY	20/5/2018			
WEEK 4	MONDAY	21/5/2018	7:53 AM	4:25 PM	
	TUESDAY	22/5/2018	8:14 AM	4:13 PM	
	WEDNESDAY	23/5/2018	7:43 AM	4:15 PM	
	THURSDAY	24/5/2018	7:58 AM	4:25 PM	
	FRIDAY	25/5/2018	7:49 AM	6:51 PM	
	SATURDAY	26/5/2018			
	SUNDAY	27/5/2018			
WEEK 5	MONDAY	28/5/2018	7:57 AM	4:21 PM	
	TUESDAY	29/5/2018			WESAK DAY
	WEDNESDAY	30/5/2018	7:49 AM	4:32 PM	
	THURSDAY	31/5/2018	8:24 AM	5:25 PM	
	FRIDAY				

Supervisor's Signature:

Supervisor's Official Stamp:

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

4/6/18

HC Business Driver Endorsement :

CERTIFIED TRUE COPY

Name	M KHAIRI ANAS	ID	31	Dept.	ADMIN	Shift	Morning shift	Date	2018-05-1-2018-05-31

Duty (D)		Work (H.M)		EWork (H.M)		Late	Early	Tearly	Evection (H.M)		Leave (H.M)	Absent (H.M)	Pay				
Fact	Stand	Fact	Stand	OT 1.5	OT 2.0	M	M	M	pay	No pay			Daypay	EWork	DeDuct	Ohter	Total
9	31	0.00	247.55	0.00	0.00	20	298	511									

Record Report

Date Week	Segment 1		Segment 2		Segment 3		Day Stat.			Date Week	Segment 1		Segment 2		Segment 3		Day Stat.		
	IN	OUT	IN	OUT	IN	OUT	Worklen	early	OT		IN	OUT	IN	OUT	IN	OUT	Worklen	early	OT
2018-05-1-2018-05-31																			
01 D2										17 D4	04:25							01:85	
02 D3	08:26					17:55		00:04		18 D5	07:56					16:06		00:34	
03 D4	08:19					18:32		00:11		19 D6									
04 D5	08:28					18:16		00:02		20 D0									
05 D6										21 D1	07:53					16:25		00:37	
06 D0										22 D2	08:14					16:13		00:16	
07 D1	08:11					17:43		00:19		23 D3	07:43					16:15		00:47	
08 D2	08:27					19:09		00:03		24 D4	07:58					16:25		00:32	
09 D3										25 D5	07:49					18:51		00:41	
10 D4										26 D6									
11 D5										27 D0									
12 D6										28 D1	07:57					16:21		00:33	
13 D0										29 D2									
14 D1										30 D3	07:49					16:32		00:41	
15 D2	08:32					17:56				31 D4	08:21					17:25		00:06	
16 D3	08:23					17:49		00:07											

CERTIFIED TRUE COPY

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

4/6/18

'M Group

TM

ATTENDANCE SHEET (INTERNSHIP)

Name :	Mohd Khairi Anas Bin Rosman
I/C No :	941028-02-****
Division :	TM ONE Penang
Month :	JUNE
Qualification	Degree

WEEK	DAY	DATE	TIME IN	TIME OUT	REMARKS
WEEK 1	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY	1/6/2018	8:11 AM	5:25 PM	
	SATURDAY	2/6/2018			
	SUNDAY	3/6/2018			
WEEK 2	MONDAY	4/6/2018	8:01 AM	4:47 PM	
	TUESDAY	5/6/2018	7:58 AM	4:28 PM	
	WEDNESDAY	6/6/2018	7:57 AM	4:32 PM	
	THURSDAY	7/6/2018	8:11 AM	5:52 PM	
	FRIDAY	8/6/2018	7:41 AM	5:32 PM	
	SATURDAY	9/6/2018			
	SUNDAY	10/6/2018			
WEEK 3	MONDAY	11/6/2018	7:59 AM	5:27 PM	
	TUESDAY	12/6/2018	7:58 PM	4:57 PM	
	WEDNESDAY	13/6/2018	7:56 AM	4:24 PM	
	THURSDAY	14/6/2018			RAYA HOLIDAY
	FRIDAY	15/6/2018			RAYA HOLIDAY
	SATURDAY	16/6/2018			
	SUNDAY	17/6/2018			
WEEK 4	MONDAY	18/6/2018	8:21 AM	5:31 PM	
	TUESDAY	19/6/2018	8:32 AM	5:33 PM	
	WEDNESDAY	20/6/2018	8:36 AM	5:51 PM	
	THURSDAY	21/6/2018	8:13 AM	5:45 PM	
	FRIDAY	22/6/2018	8:27 AM	5:39 PM	
	SATURDAY	23/6/2018			
	SUNDAY	24/6/2018			
WEEK 5	MONDAY	25/6/2018	8:20 AM	5:37 PM	
	TUESDAY	26/6/2018	8:43 AM	5:43 PM	
	WEDNESDAY	27/6/2018	8:29 AM	5:34 PM	
	THURSDAY	28/6/2018	8:30 AM	5:59 PM	
	FRIDAY	29/6/2018	8:18 AM	3:26 PM	

Supervisor's Signature:

NORAZIAH ALI
Client Manager
Enterprise Sales Penang
Telekom Malaysia Berhad(128740-P)

HC Business Driver Endorsement :

Name	M KHAIRI ANAS	ID	31	Dept.	ADMIN	Shift	Morning shift	Date	2018-06-1-2018-06-30

Duty(D)		Work(H.M)		EWork(H.M)		Late	Early	Tearly	Evection(H.M)		Leave(H.M)	Absent(H.M)	Pay				
Fact	Stand	Fact	Stand	OT 1.5	OT 2.0	M	M	M	pay	No pay			Daypay	EWork	Deduct	Other	Total
11	30	1.48	239.56	0.00	0.00	38	297	178									

Record Report

Date Week	Segment 1		Segment 2		Segment 3		Day Stat.			Date Week	Segment 1		Segment 2		Segment 3		Day Stat.		
	IN	OUT	IN	OUT	IN	OUT	Worklen	early	OT		IN	OUT	IN	OUT	IN	OUT	Worklen	early	OT
2018-06-1-2018-06-30																			
01 D5	08:11					17:25		00:19		17 D4									
02 D6										18 D5	08:21					17:31		00:09	
03 D0										19 D6	08:32					17:33			
04 D1	08:01					16:47		00:29		20 D0	08:36					17:51			
05 D2	07:58					16:28		00:32		21 D1	08:13					17:45		00:17	
06 D3	07:57					16:32		00:33		22 D2	08:27					17:39		00:03	
07 D4	08:11					17:52		00:19		23 D3									
08 D5	07:41					17:32		00:49		24 D4									
09 D6										25 D5	08:20					17:37		00:10	
10 D0										26 D6	08:43					17:43			
11 D1	07:59					17:27		00:31		27 D0	08:29					17:34		00:01	
12 D2	07:58					16:57		00:32		28 D1	08:30					17:59			
13 D3	07:56					16:24		00:34		29 D2	08:18					15:26		00:12	
14 D4										30 D3									
15 D5																			
16 D6																			

NORAZIAH ALI
Client Manager
Enterprise Sales Penang
Telekom Malaysia Berhad(128740-P)

OFFER LETTER AND DOCUMENT FROM TELEKOM MALAYSIA

TM Group

Our Ref: 139/GHCM-PS/2018

Date: 28th December 2017

Universiti Teknologi Mara (UiTM)

ATTENTION TO: INTERNSHIP PROGRAM COORDINATOR

INTERNSHIP PROGRAM OFFER AT TELEKOM MALAYSIA BERHAD (TM)

CONGRATULATIONS! We are pleased to inform that the application to undergo an internship program with TM by the following student is accepted and granted:

NAME	:	**MOHD KHAIRI ANAS BIN ROSMAN**
COURSE	:	**BACHELOR OF INFROMATION SCIENCE (HONS) INFORMATION SYSTEM MANAGEMENT**
DURATION	:	**1ST FEBRUARY 2018 - 30TH JUNE 2018**

This offer comes with the following Terms and Conditions:

1. Monthly allowances will be paid based on minimum attendance (**at least 90%**) and current CGPA (2.70 and above). The allowance amount is RM300 for Diploma and RM500 for Degree.
2. The latest claimable allowance is a month after the completion of internship program.
3. Request to extend the internship period will not be entertained once the offer has been accepted and confirmed.
4. Student/s must have personal accident insurance coverage;
3. All information obtained from the training with regards to TM is deemed sensitive and confidential. Student/s shall keep such information restricted to him/her only. Any disclosure to others without TM's prior written consent is strictly forbidden.
4. All interns are subject to TM's office rules and regulations.

The respective student is required to confirm the acceptance of the offer by signing and returning the **Acceptance Form, Account Bank Details form** as attached as well as all relevant supporting documents such as **a copy of IC number and bank account details** not later than **10 days** after the Offer Letter date.
Please send to:

Email	**: intern@tm.com.my or**
Fax	**: 03-79561166**

This Offer Letter need to be presented to the following reporting officer on the report duty as below:

Date	**: 1st February 2018 at 8.30 am**
Reporting To	**: Encik Mohd Nazri Bin Razali, AGM Enterprise Penang Tkt 2, Pejabat Tm Wisma Butterworth, Jln Bagan Luar, Seberang Perai Utara, Butterworth, 12000, Pulau Pinang**

Thank you & Kind regards

Yours sincerely,

Nurul Izza Binti Mat Ali
Assistant Manager
Sourcing Management
Telekom Malaysia Berhad

Cc: Puan Siti Nur Bainah binti Mat Yusoff, Mgr HCBD TM One

TM

ACCOUNT BANK DETAILS FORM

SECTION A: STUDENT INFORMATION

Student Name:	MOHD KHAIRI ANAS BIN ROSMAN
I/C No. :	941028026099 Email : anasrosman@gmail.com
Address Line 1 (House / Street No.)	69, LORONG KENARI, 1/1, TAMAN KENARI,
Address Line 2 (Road / Building)	KULIM, 09000, KULIM, KEDAH.
Address Line 3 (Location)	
Postcode :	09000 State : KEDAH Country : MALAYSIA
Tel. No.	013-4942255 Home No. : 04-4908151
Bank Name	CIMB BANK
Bank Account No.	7615434594
Bank Branch	CIMB BANK KULIM
Bank Address	KULIM, KEDAH
Postcode :	09000 State : KEDAH Country : MALAYSIA

SECTION B: STUDENT ENDORSEMENT

.....

Name: MOHD KHAIRI ANAS BIN ROSMAN
Institutions: UiTM KELANTAN (Universiti Teknologi MARA, Kelantan)
Tel. No.: 013-4942255
Date: 31/12/2018

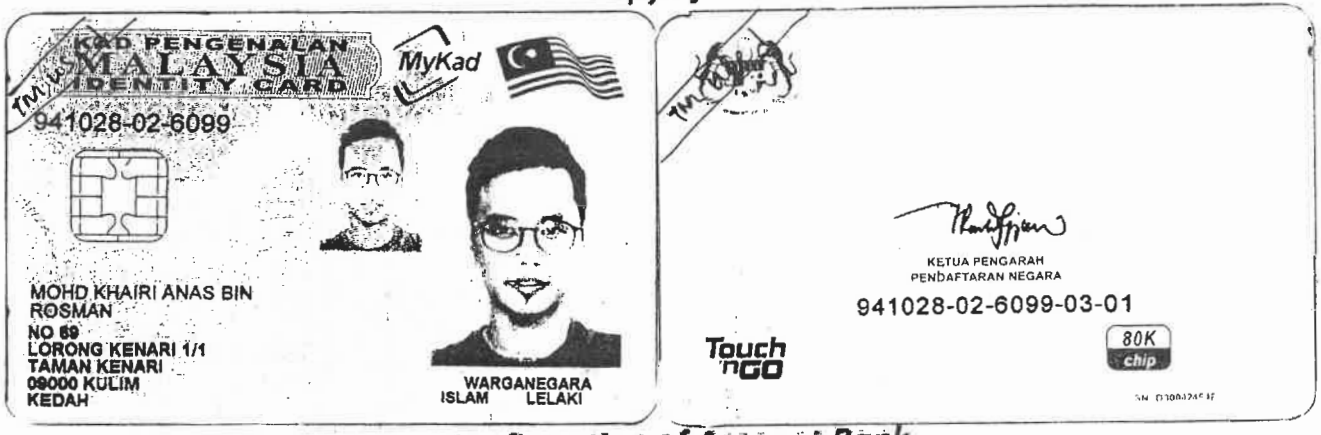
SECTION C: HR ONLY

.....

Name:
Designation / Unit:
Date:

TM

Copy of IC



Confirmation of Account Bank

CASA Account Relationship Inquiry

Date : 02/01/2018
Time : 16:10:14
Branch : 00303
USR ID : MYCPS872

Account No : 7615434594
Name : MOHD KHAIRI ANAS BIN ROSMAN

Suri Hartini W.H
0022763

CIMB Bank Berhad
MACHANG
(13491-P)

Details

Customer Number	:	10230001794436
Customer Name	:	MOHD KHAIRI ANAS BIN ROSMAN
ID No./Type/Country	:	941028026099 003 MY
Relationship Code	:	P
Relationship End Date	:	00/00/0000

TM

INTERNSHIP PROGRAM - ACCEPTANCE FORM

Date: 31/12/2017

Group Human Capital Management
Telekom Malaysia Berhad
Level 13 (South), Menara TM
Jalan Pantai Baharu
50672 Kuala Lumpur

Dear Sir/Madam,

Your letter dated 28/December/2017 (Ref: 139/GHCM-PS/2018) is referred.

I am writing to confirm that I **ACCEPT**/~~**DECLINE**~~ your offer of Internship Program in your company. I **WILL** / ~~**WILL NOT**~~ be reporting on 1st February 2018 at Pejabat TM Wisma Butterworth, Pulau Pinang

By accepting the offer, I agree to adhere to the following terms and conditions including but not limited to the confidentiality of information:

1. All information obtained from the Program with regards to TM and its affiliates is deemed sensitive and confidential. I shall keep such information restricted to myself only. Any disclosure to other parties without TM's prior written consent is strictly forbidden.

2. I am subjected to TM's office rules and regulations.

Yours sincerely,

.....

Name : MOHD KHAIRI ANAS BIN ROSMAN
I/C No : 941028-02-6099
Tel No : 013-494 2255
Address: 69, Lorong Kenari, 1/1,
Taman Kenari, 09000,
Kulim, Kedah.

*Note to Supervisor: Please return this acceptance form not later than 2 days upon the date of intern's reporting

TM Group

Our Ref: 139/GHCM-PS/2018

Date: 28th December 2017

Universiti Teknologi Mara (UiTM)

ATTENTION TO: INTERNSHIP PROGRAM COORDINATOR

INTERNSHIP PROGRAM OFFER AT TELEKOM MALAYSIA BERHAD (TM)

CONGRATULATIONS! We are pleased to inform that the application to undergo an internship program with TM by the following student is accepted and granted:

NAME	:	**MOHD KHAIRI ANAS BIN ROSMAN**
COURSE	:	**BACHELOR OF INFROMATION SCIENCE (HONS) INFORMATION SYSTEM MANAGEMENT**
DURATION	:	**1ST FEBRUARY 2018 - 30TH JUNE 2018**

This offer comes with the following Terms and Conditions:

1. Monthly allowances will be paid based on minimum attendance (**at least 90%**) and current CGPA (2.70 and above). The allowance amount is RM300 for Diploma and RM500 for Degree.
2. The latest claimable allowance is a month after the completion of internship program.
3. Request to extend the internship period will not be entertained once the offer has been accepted and confirmed.
4. Student/s must have personal accident insurance coverage;
3. All information obtained from the training with regards to TM is deemed sensitive and confidential. Student/s shall keep such information restricted to him/her only. Any disclosure to others without TM's prior written consent is strictly forbidden.
4. All interns are subject to TM's office rules and regulations.

The respective student is required to confirm the acceptance of the offer by signing and returning the **Acceptance Form, Account Bank Details form** as attached as well as all relevant supporting documents such as **a copy of IC number and bank account details** not later than **10 days** after the Offer Letter date.
Please send to:

Email	**: intern@tm.com.my or**
Fax	**: 03-79561166**

This Offer Letter need to be presented to the following reporting officer on the report duty as below:

Date	**: 1st February 2018 at 8.30 am**
Reporting To	**: Encik Mohd Nazri Bin Razali, AGM Enterprise Penang Tkt 2, Pejabat Tm Wisma Butterworth, Jln Bagan Luar, Seberang Perai Utara, Butterworth, 12000, Pulau Pinang**

Thank you & Kind regards

Yours sincerely,

1/2/18

Nurul Izza Binti Mat Ali
Assistant Manager
Sourcing Management
Telekom Malaysia Berhad

Cc: Puan Siti Nur Bainah binti Mat Yusoff, Mgr HCBD TM One

TM Group

TM

CONFIRMATION OF INTERNS REPORT DUTY

Group Human Capital Management
Telekom Malaysia Berhad
Level 13 (South), Menara TM
Jalan Pantai Bharu
50672 Kuala Lumpur

Date : 1 February 2018

Dear Sir/Madam,

With reference to your letter Ref : 139/ GHCM-PS-/2017 dated 1/2/2018 as a supervisor,

I CONFIRM that the trainee (name/IC No) MOHD KHAIRI ANAS BIN ROSMAN (941028-02-6099) has

REPORT DUTY / ~~NOT REPORT~~ DUTY on 1/2/18 as per stated in the Offer Letter.

Yours sincerely,

Name : MOHD NAZRI BIN RAZALI
IC. No : AGM
Tel. No. : Enterprise Sales Penang
Address : Telekom Malaysia Berhad
1/2/18

*Note: Please return this confirmation letter to intern@tm.com.my not later than 10 days upon the date of intern's reporting in the division.

Working Days in Telekom Malaysia Berhad

(*Except Johor, Kedah, Kelantan and Terengganu*)

Working days/time	Monday – Thursday	8.30 am until 5.30 pm
	Friday	8.30 am until 5.00 pm

Attire	Monday – Thursday	Formal/Office Attire
	Friday	Smart Casual

(*Except Johor, Kedah, Kelantan and Terengganu*)

Working days/time	Sunday – Wednesday	8.30 am until 5.30 pm
	Thursday	8.30 am until 5.00 pm

Working days/time	Sunday – Wednesday	Formal/Office Attire
	Thursday	Smart Casual

Note:

1. **The attendance is compulsory to be monitored by supervisor/sub supervisor.**
2. **Every end of the month, student/ supervisor must submit the attendance to Human Capital Business Driver (HCBD) that have been stated in Offer Letter and cc to intern@tm.com.my**
3. **Please attach any relevant documents if the students have applied leave.**
4. **The allowance will be pro rate if the attendance is below 90%.**

Telekom Malaysia Berhad (128740-P)
Human Capital Business Management
Level 13, South Wing, Menara TM, Jalan Pantai Baharu, 50672 Kuala Lumpur, Malaysia Tel: 603-2240 9494 Fax: 603 79561166 www.tm.com.my

FILING SYSTEM RECORDS AND BUSINESS FLOW CHART

SOP : Shopping Cart - Router Ordering

Content:

1.0 PURPOSE

1.1 The purpose of this SOP is to identify the requirements needed and the process flow to create Shopping Cart for Router Ordering.

2.0 SCOPE

2.1 Router Ordering for Managed Services delivered to customers.

3.0 PROCEDURE

3.1 Process Flow for Router Ordering through Shopping Cart

4.0 ATTACHMENT

4.1 System module

ROUTER ORDERING SYSTEM MODULE

ROUTER ORDERING PROCESSES AFTER EMAIL INSTRUCTION RECEIVED

1. Log on to GEMS Portal

2. Procurement Self-Services

3. Shop

4. TM Central Contract

5. Advanced Search
   a. At Supplier Product number, insert GEMS Contract Number (taken from quotation given)
   b. Sample as below:
      3400023537 – 0000378 *(to include dash (-) and 0000378)* ← must be 7 digit

      Dear Sir / Madam,
      RE: Quotation for TM CPE Cisco Router for Pacific World Destination East Sdn Bhd

      Thank you for your interest in the above. As per your requirement, we are pleased to submit herewith, our proposal for

GEMS Item No	Name	Description
GEMS CONTRACT NO. :3400023537		
378	ISR4331/K9 - Type 7	Cisco ISR 4331 (3GE,2NIM,1SM,4G FLASH,4G DRAM,IPB)
	Notes : The above router model is inclusive of the following items.	
	SL-4330-IPB-K9	IP Base License for Cisco ISR 4330 Series
	SL-4330-APP-K9	AppX License for Cisco ISR 4330 Series

   c. Search
   d. Confirm
   e. Choose ☑
   f. Add to cart
   g. View Cart
   h. Transfer Item

6. Details at item in Shopping Cart

7. Item Data Tab
   a. Purchasing Group → choose AIF IP Network
   b. Delivery Date → Standard 6 weeks from PO date
   c. Leasing Period = Warranty (refer T&C in quotation)

8. Account Assignment Tab
    a. Assign number → YEHCPP
    b. General Ledger Account → 72010201

9. Notes & Attachment Tab
    a. Add attachment
    b. Notes at Supplier Text & Internal Note → TM CPE CISCO ROUTER FOR 'CUSTOMER NAME' and include Ref. No. from quotation.

10. Delivery Address
    a. Check fax number
    b. Check address
    c. Check phone number
    d. Email: zarinmat@tm.com.my

11. Order
    a. Change name of shopping cart → PO Reference number as per quotation.

SOP : EDS

Content:

1.0 PURPOSE

1.1 The purpose of this SOP is to identify the requirements needed and the process flow for payment to be made to Staff or Vendor

2.0 SCOPE

2.1 Payment to:

i) Non Trade Local Vendor

ii) Staff claim

3.0 PROCEDURE

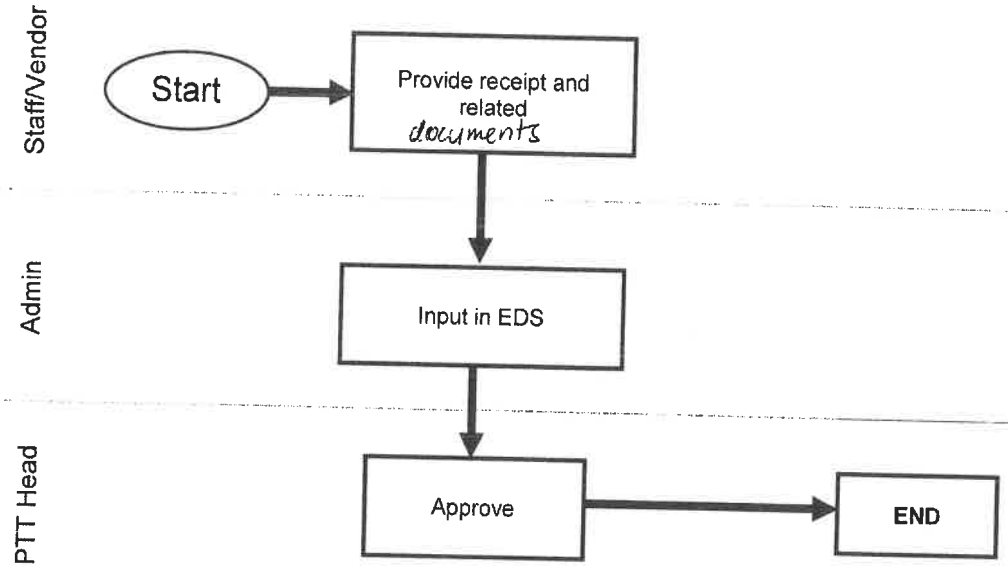
3.1 Process Flow for Account Payable.

4.0 ATTACHMENT

4.1 List of GL account code.

4.2 Training module

EDS



***NOTE**
1. Payment will be credited directly into staff/vendor account.
2. For payment to be made to registered Non trade vendors

EDS TRAINING MODULE

PAYMENT TO NON TRADE LOCAL VENDOR

1. Log on to EDS Portal – http://1intra2.tm.my/applications/eds/_layouts/TM/EDS/MySubmission/

2. My Submission > New Submission > Account Payable (AP)

3. Choose DAP Normal > Create

4. Submission Header
   a. Choose Allowable List

5. Vendor/Customer line items
   a. Add item
   b. Add vendor
   c. Payment mode
   d. Invoice Number
   e. Description
   f. Bank partner
   g. Save

   ≠ payment term : V000 → [illegible] 3 [illegible]
   V003 → 1 week
   V030 → 1 [illegible]

6. GL line items
   a. Add item
   b. Capex/Opex → Opex (Capex is for project based)
   c. Account code (Refer Attachment)
   d. Cost centre
   e. Amount
   f. Description
   g. Tax code (GST tax code = BL)
   h. Order Category → Internal Order (if using IO Code must input this) – else as default
   i. Order → IO code number (if does not match, need to inform Fatin Izzati Misran – FNSSO to open the code in the system)

7. Attachment
   a. Add attachment

8. Save and Submit

Person In Charge:

1. Siti Sarah – 05-8099352
2. Abd Razak b. Deris – 05-8099351

SOP : Petty Cash

Content:

1.0 PURPOSE

1.1 The purpose of this SOP is to identify the requirements needed and the process flow for Petty Cash claims and recoupment.

2.0 SCOPE

2.1 Petty Cash claims and recoupment procedure.

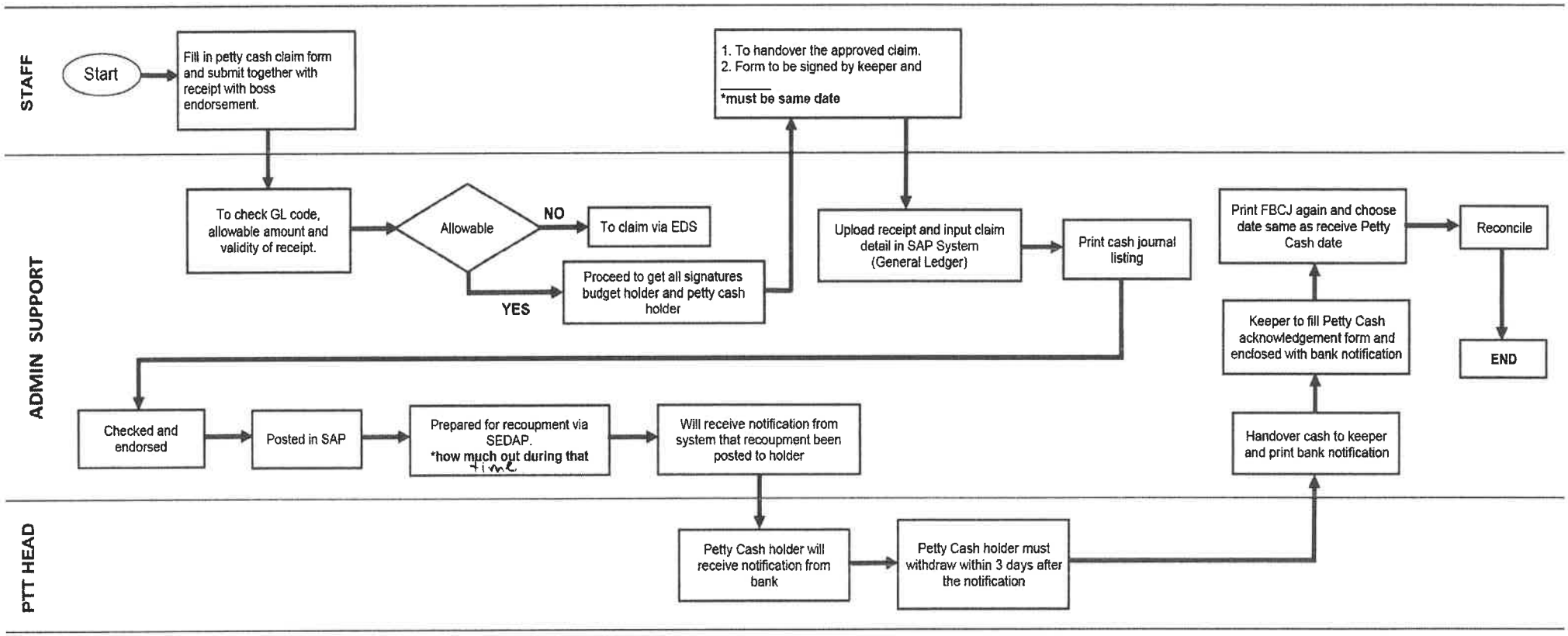
3.0 PROCEDURE

3.1 Process Flow for Petty Cash claims and recoupment.

4.0 ATTACHMENT

4.1 Petty Cash claim form.

Petty Cash Process Flow



***NOTE**

1. **Claim must be in current month or not more than 3 months.**
2. **One receipt must not more than RM200.**
3. **At one time, will have RM1000 in hand.**
4. **One less than RM1000 can recoupe to maintain RM1000 in hand.**

SOP : SAP System - Purchase Request (PR)

Content:

1.0 PURPOSE

1.1 The purpose of this SOP is to identify the requirements needed and the process flow for Purchase Request (PR) and Good Receive (GR)

2.0 SCOPE

2.1 Purchase Request

i) As a workorder to Vendor for customer project

2.2 ~~ii) To request payment for Vendor~~ Goods Receive performing Good Receive for payment to be made to Vendor

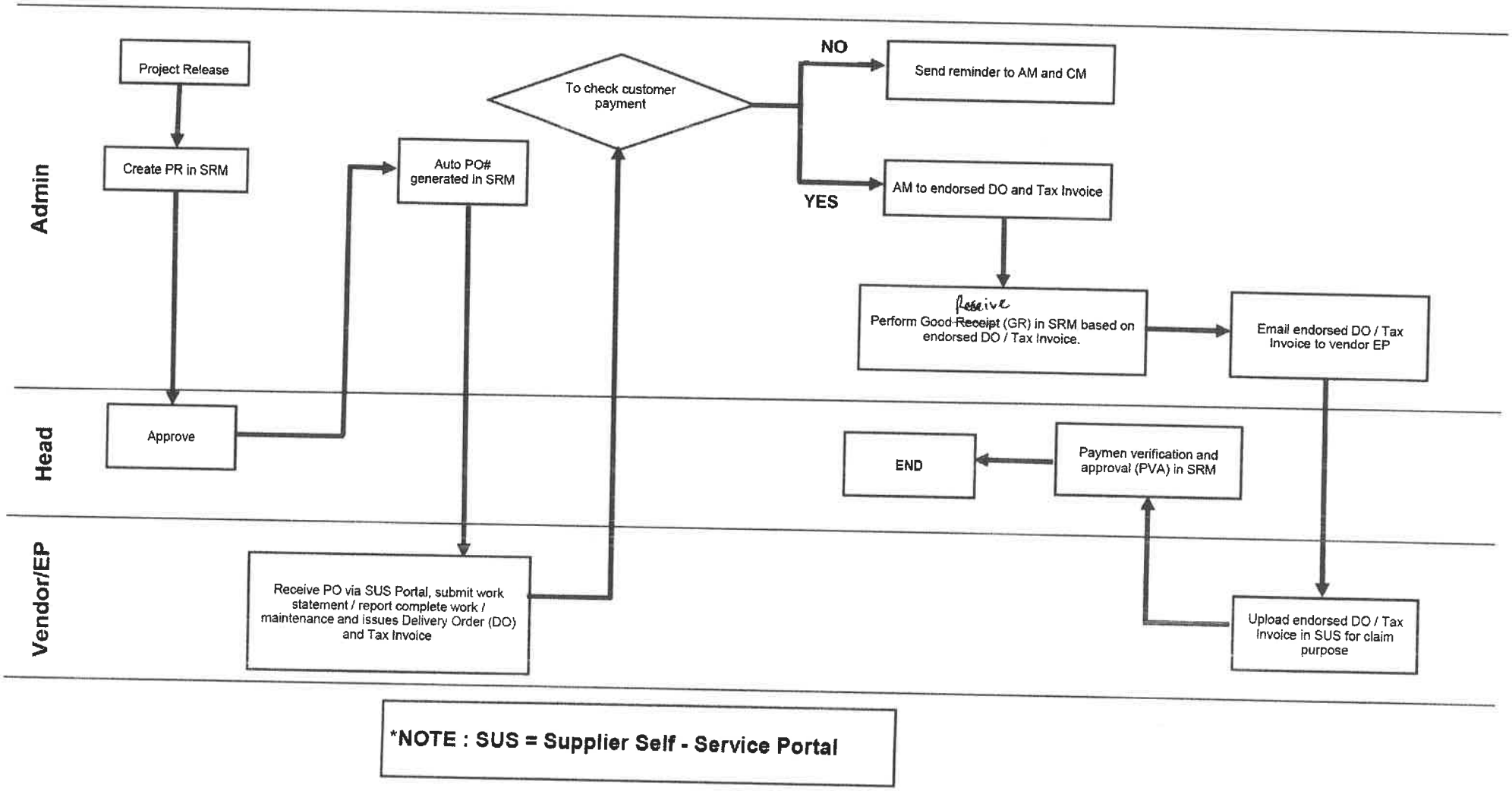
3.0 PROCEDURE

3.1 Process Flow for Purchase Request ~~creation~~ and Goods Receive

4.0 ATTACHMENT

Nill

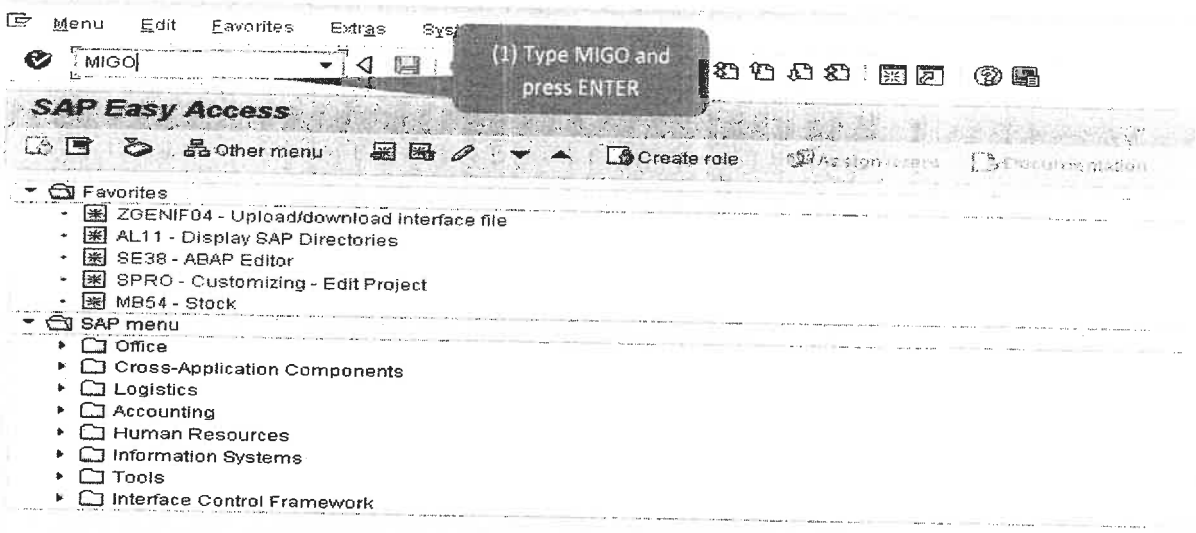
Purchase Request



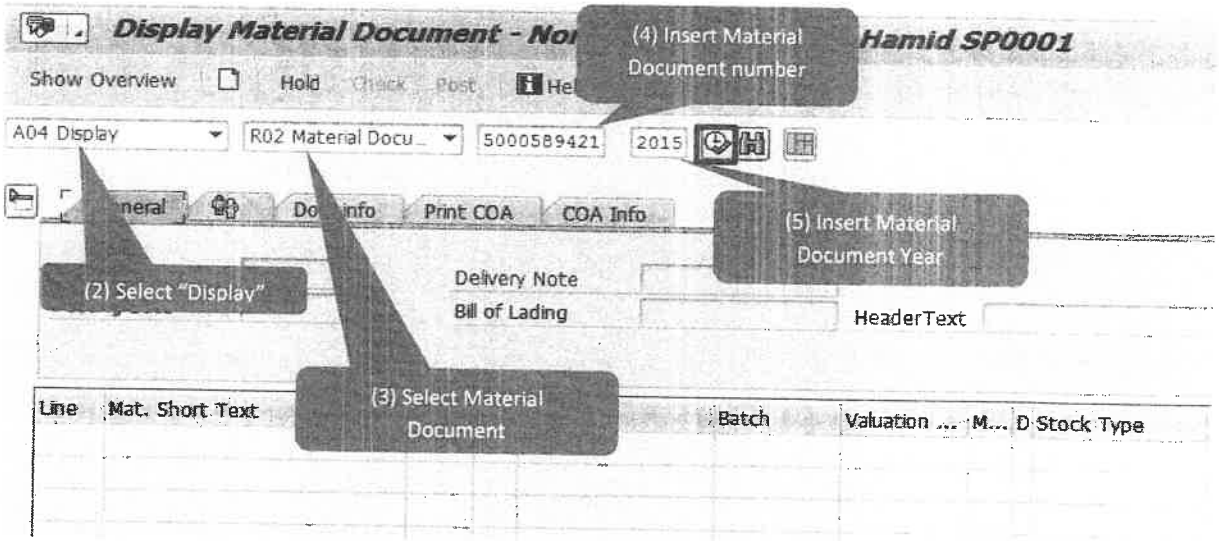
***NOTE : SUS = Supplier Self - Service Portal**

USER GUIDE – GENERATE CERTIFICATE OF ACCEPTANCE (COA)

1. Logon to GEMS SAP.
2. Go to Transaction Code – MIGO



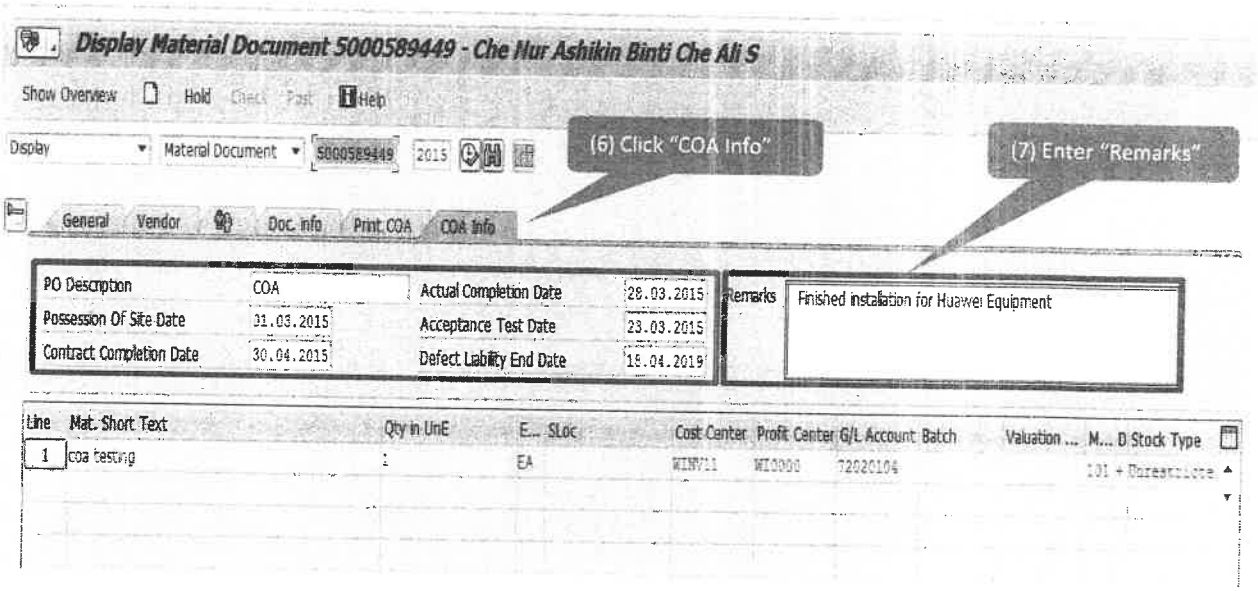
3. Select Display – Material Document.
4. Insert Material Document Number (5000XXXXXX) – refer to Goods Receipt Document Number
5. Insert Material Document Year (e.g. 2015)
6. Then Press Enter or execute button



7. At Header, click tab COA Info. If necessary, insert information as below:

No.	Item	Description
1	PO Description	Defaulted from PO name and is editable
2	Posession of Site Date	Date for contractor to start working at site (if applicable)
3	Contract Completion Date	Project completion date as stated in contract (if applicable)
4	Actual Completion Date	Actual completion of job including EOT (if applicable)
5	Acceptance Test Date	Date of acceptance test been done (if applicable)
6	Defect Liability End Date	Expiry of guaranty/warranty date from the acceptance test date
7	Remarks	Free text for further explanation (if necessary)

Note: Item 2 -3 normally been used for Property related project such as renovation & construction.



8. Then, click tab Print COA
   a. Select Milestones (if Progressive Payment Term exist in PO)
   b. Check Main Approver :

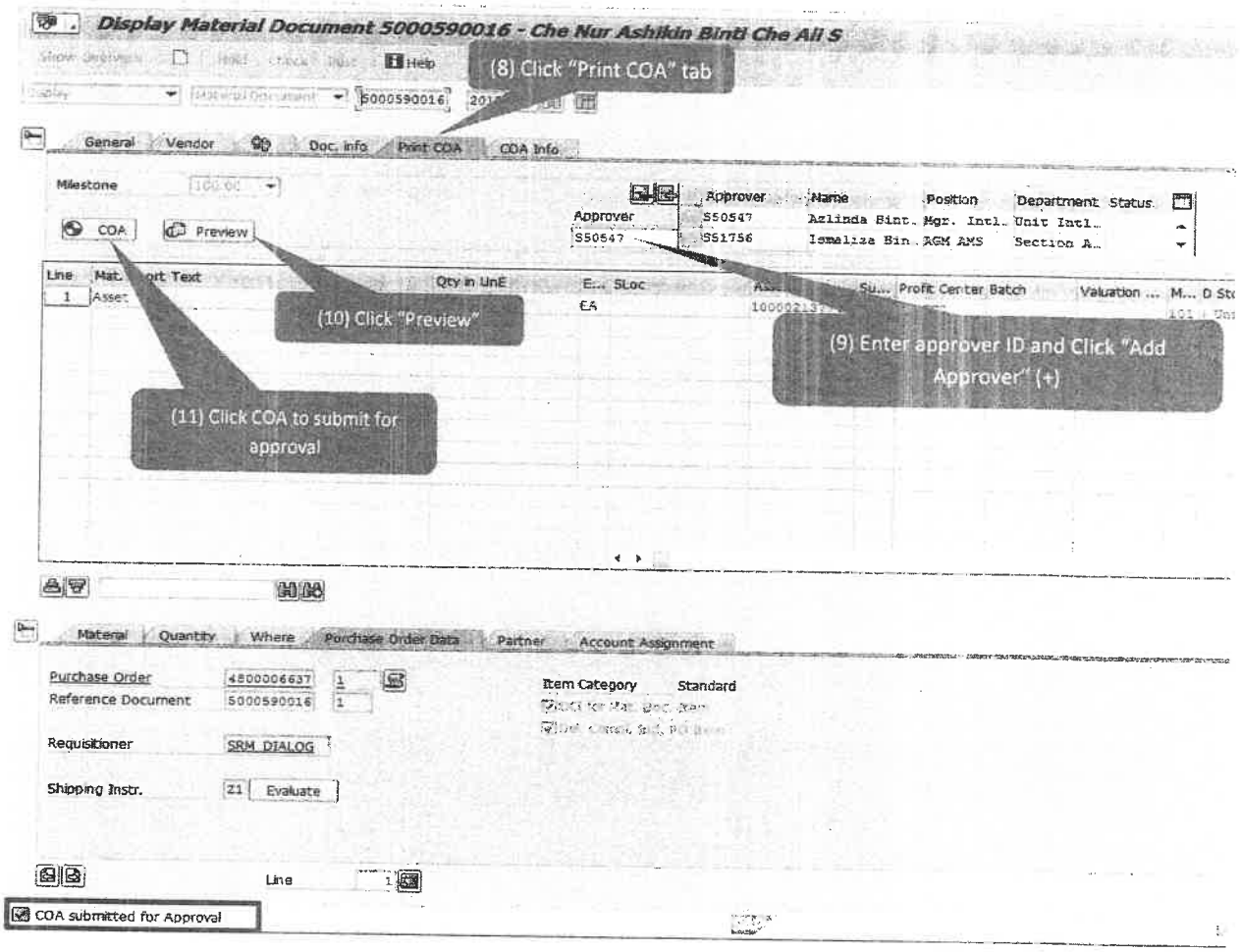
No	Account Assignment	COA Approver
1	Cost Center/Internal Order/Stock	SC Approver
2	Network/Order/MRP/SD/Asset	PR Approver Level 1

c. To add approver, enter approver's ID and click at field Approver s51756 (if required additional COA Approver)

d. Click Preview to view COA (Draft Mode for unapproved COA)

e. Click COA to submit for approval

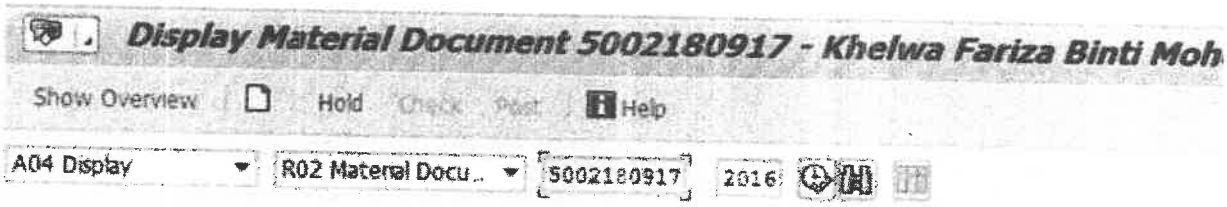
f. Message display COA submitted for Approval



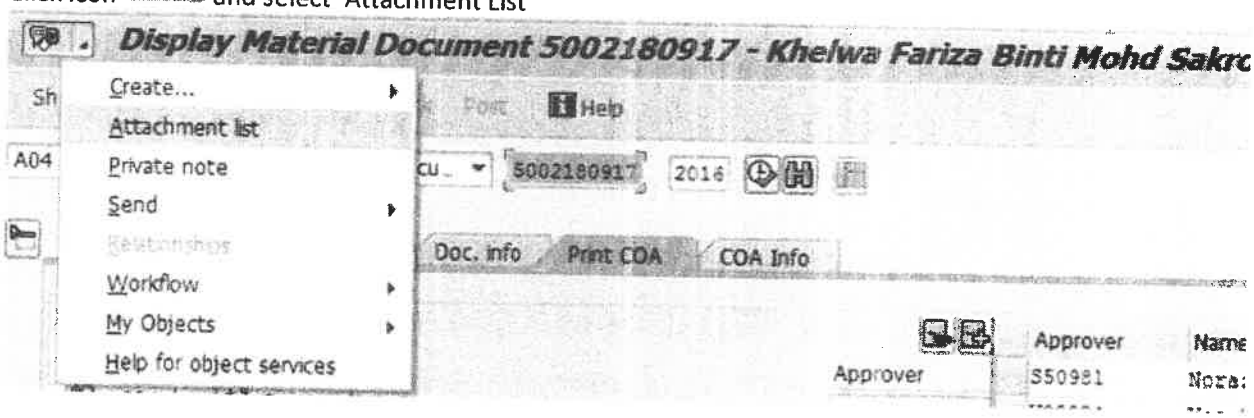
Note: COA can only be printed after approval.

STEP TO PRINT APPROVED CERTIFICATE OF ACCEPTANCE (COA)

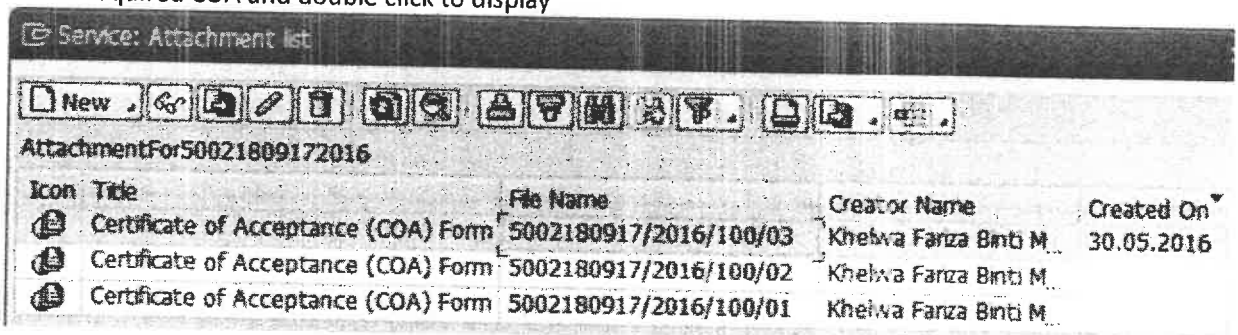
1. Enter t-code MIGO and choose 'Display'. Enter GR document no. 500XXXXXXX. (e.g. 5002180917). Click button



2. Click icon and select 'Attachment List'



3. Select required COA and double click to display



4. COA will be displayed in PDF format. Click print button to print the COA document

REFERENCE:5002180917/2018/100/03

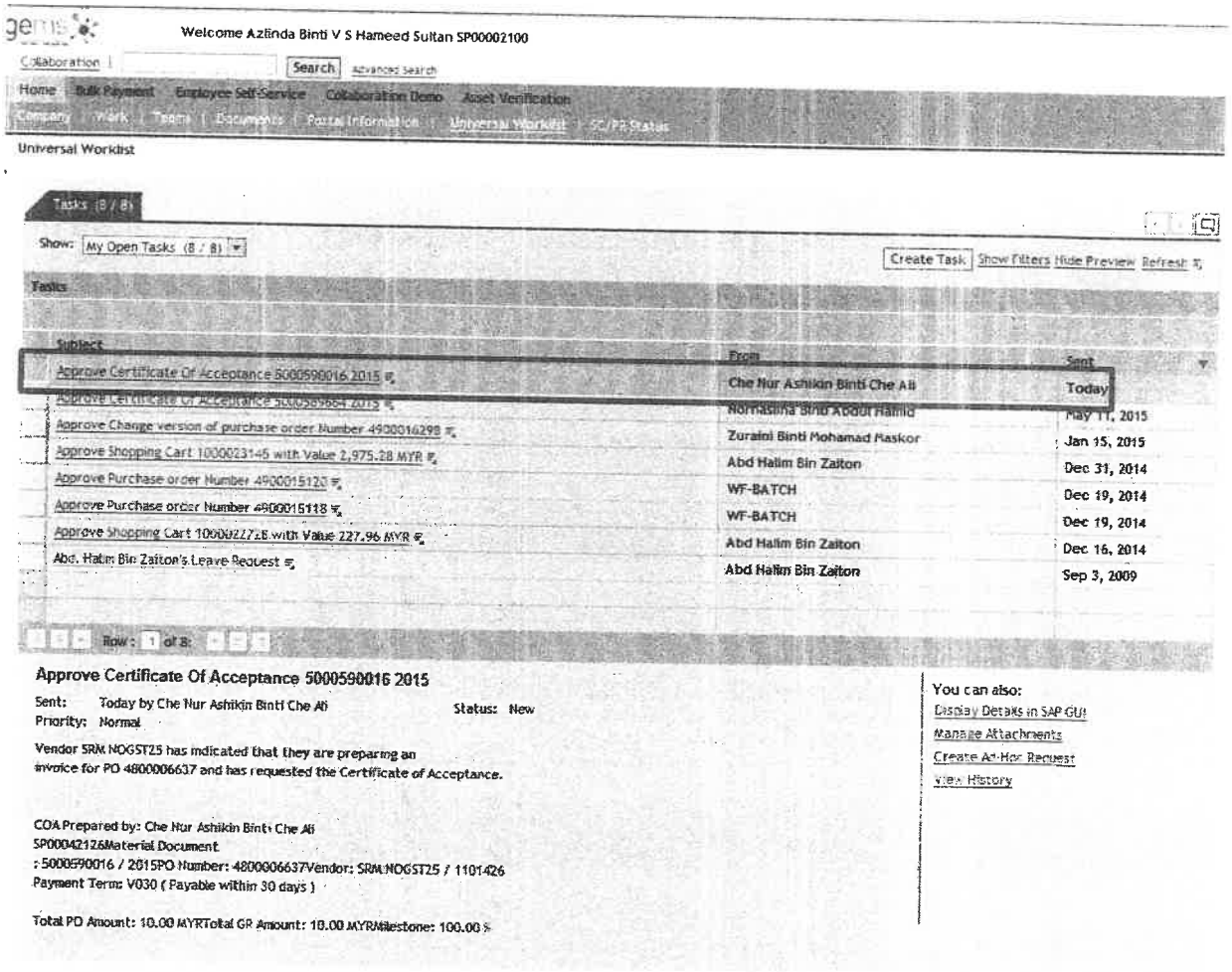
CERTIFICATE OF ACCEPTANCE

SUPPLIER	BECON ENTERPRISE SDN BHD (1001419)
COST CENTER	VC1A01
PO NUMBER	4800261130 (Milestone 100.00 %)
PO DESCRIPTION	KFS PO VADS Ver1 V2 VERSION3

USER GUIDE – CERTIFICATE OF ACCEPTANCE (COA) APPROVAL

1. Log on to GEMS EBP Portal → https://gems.tm.com.my/irj/portal
2. Go to "Home" → "Universal Worklist"
3. Click Approve Certificate Of Acceptance 5000590016 2015
4. Select APPROVE or REJECT

Note : If 2 approver exist, status COA will become APPROVED when both approver released the COA



USER GUIDE – DISPLAY CERTIFICATE OF ACCEPTANCE (COA)

1. Go to Transaction Code – MIGO
2. Select Display – Material Document.
3. Insert Material Document Number (5000XXXXXX) – refer to Goods Receipt Document Number
4. Insert Material Document Year (eg 2015)
5. Then Press Enter or execute button
6. Click Preview to view COA. The document will be displayed in .pdf format.

REFERENCE:5000589451/2015/100/01

CERTIFICATE OF ACCEPTANCE

FOR

CONTRACT NO: 3400006587

CONTRACT TITLE	: COA Phase2
SUPPLIER	: SRM GST13 (1101419)
COST CENTER	: WINV11
PO NUMBER	: 4900016726
PO DESCRIPTION	: COA
DELIVERY DATE	: 31.03.2015
ACCEPTANCE TEST DATE	: 23.03.2015
DEFECT LIABILITY END DATE	: 18.04.2019
POSSESSION OF SITE DATE	: 01.03.2015
CONTRACT COMPLETION DATE	: 30.04.2015
ACTUAL COMPLETION DATE	: 28.03.2015
REMARKS:	: Finished installation for Huawei Equipment

It is hereby certified that the equipment mentioned above have been successfully delivered and rendered to TM.
It is observed that all the equipment delivered are in compliant with the requirement of the Contract and have been fulfilled according to the Contract.

Note : The approved COA/FCOA will automatically route to supplier's **SRM-SUS Portal.** COA manual submission & TM personnel signature are **no longer** required.

SOP : SAP System - CP and SO

Content:

1.0 PURPOSE

1.1 The purpose of this SOP is to identify the requirements needed and the process flow for Project Creation (CP) and Sales Order (SO).

** Sales order is created to generate Tax Invoice to Customers.*

2.0 SCOPE

2.1 Customer Project

i) Creating project for services to Customer sold by Vendor. (Vendor - TM - Customer) - EP

ii) Creating project for OT claims that is bourne by Customer. (CP)

iii) Creating Projects for Smart Partnership (SP)

2.2 Sales Order

i) Creating SO for Dark Fiber

ii) Creating SO for Customer Project (CP)

iii) Creating SO for Smart Partnership (SP)

3.0 PROCEDURE

3.1 Process Flow for Customer Project creation

3.2 Process Flow for Sales Order creation

4.0 ATTACHMENT

4.1 Checklist for Customer Project and Sales Order

4.2 SAP BILLING ADVICE VERSION 5.0/2018 (SAP_SO_01)

4.3 SAP BILLING ADVICE (SERVICE MODEL) VERSION 4.0_2015

4.4 SAP SALES ORDER FORM (SAP_SO_02)

4.5 CP01 (Version 2)

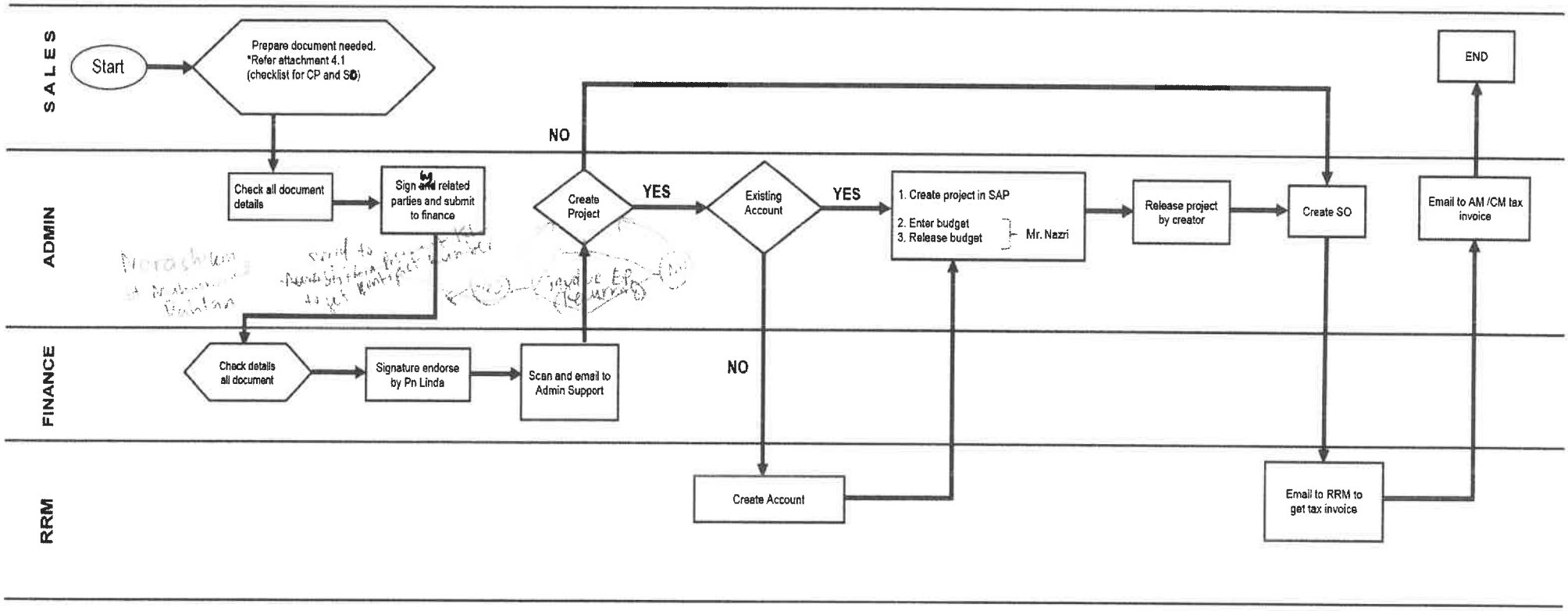
4.6 CPSP01

4.7 WP31

4.8 System Module

GR checklist?

Customer Project (CP) And Sales Order (SO) Process Flow



*NOTE
1. If need outpayment to EP, refer SOP outpayment (PR - Purchase Request)
2. For Dark Fiber, no need to create project, only Sale Order (SO)

SOP : IR/GR

Content:

1.0 PURPOSE

1.1 The purpose of this SOP is to identify the requirements needed and the process flow for IR/GR

2.0 SCOPE

2.1 IR/GR

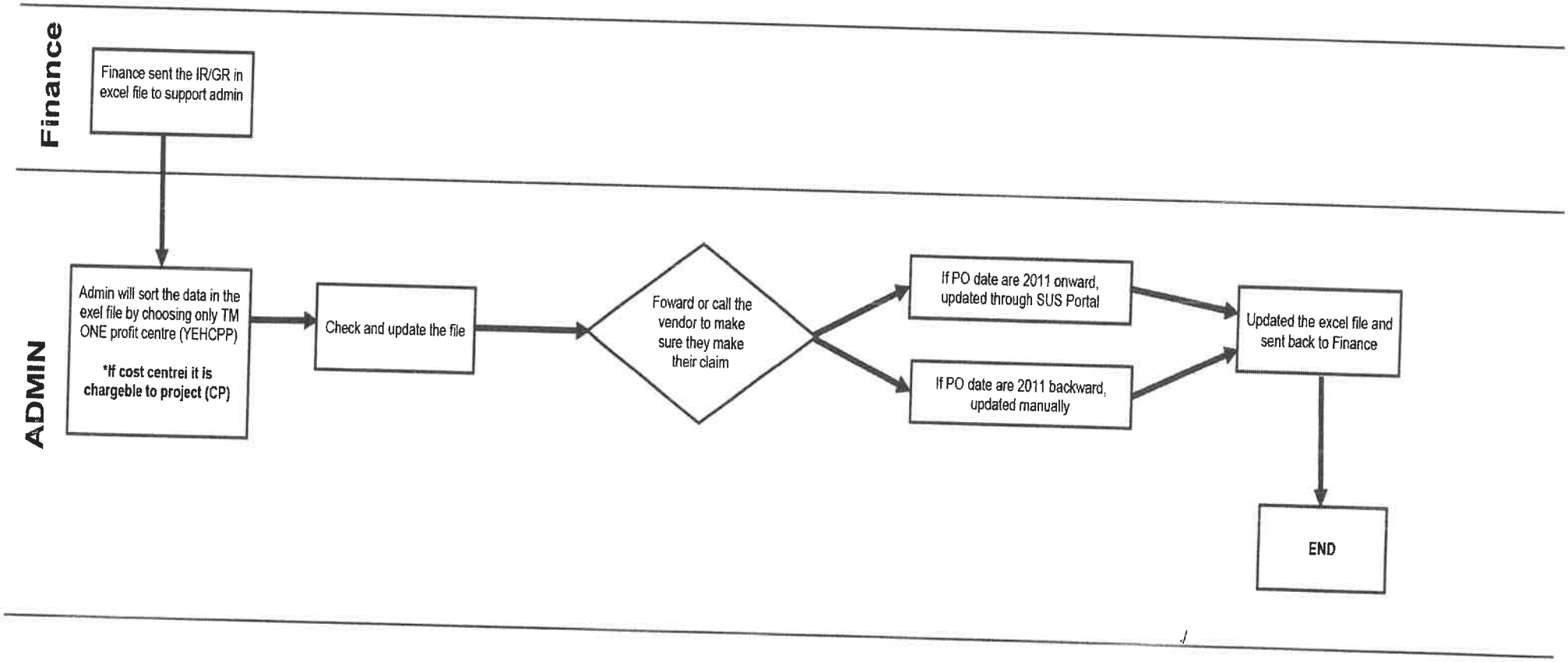
3.0 PROCEDURE

3.1 Process Flow for IR/GR

4.0 ATTACHMENT

Nill

IR / GR


Finance
ADMIN
Finance sent the IR/GR in excel file to support admin
Admin will sort the data in the exel file by choosing only TM ONE profit centre (YEHCPP)
*If cost centrei it is chargeble to project (CP)
Check and update the file
Foward or call the vendor to make sure they make their claim
If PO date are 2011 onward, updated through SUS Portal
If PO date are 2011 backward, updated manually
Updated the excel file and sent back to Finance
END

QUOTATION EDIT AND CREATE BY TRAINEE

ASIA TECHBIZ SDN BHD(791644)

Cyberjaya : No.K-08-1 Jalan GC 14, Glomac Cyberjaya, Cyber 4, 63000 Cyberjaya, Selangor
Amanjaya :18 Jalan Melati 1, Zon Melati Bandar Amanjaya 08000 Sungai Petani Kedah
Tel : (A) 604-4421534 Fax : 604-4445002 (C) 603-8319 3117 Fax: 604-4445002
URL : www.asiatechbiz.net Email : admin@asiatechbiz.net
GST Registration No : 001394900992

Quotation

EKOM MALAYSIA BERHAD (PENANG)

'ERPRISE SALES PENANG
) FLOOR, WISMA TM
AN BAGAN LUAR
00 BUTTERWORTH, PENANG
3236070 04-3239393
NOORSYUHADA MD NOOR

No.	**QT1802/030**
Reference No.	
Terms	C.O.D.
Date	26/02/2018
Page	1 of 1

ODE	DESCRIPTION	QTY	UOM	U. PRICE	DISC.	TAXABLE	GST	AMT.	NET AMT.
	[HOTEL SERI MALAYSIA KEPALA BATAS]								
)1	MIKROTIK RB3011UiAS-RM Architecture : ARM 32bit,CPU : IPQ-8064-0-519FCBGA-TR-01-0 License level : 5 CPU core count : 2,Size of RAM : 1 GB CPU nominal frequency : 1.4 GHz Operating System : RouterOS	1	UNIT(S)	1,299.00		1,299.00	6%	77.94	1,376.94
)1	Ubiquiti Unifi-UAP Networking Interface : (1) 10/100 Ethernet Port Antennas : Integrated 3 dBi Omni (Supports 2x2 MIMO with Spatial Diversity) Wi-Fi Standards : 802.11 b/g/n @ 2.4GHz Power Supply : 24V, 0.5A PoE Adapter Included	49	UNIT(S)	425.00		20,825.00	6%	1,249.50	22,074.50
)1	TEG1024D TENDA 24 PORT GIGABIT SWITCH Protocols and Standards : IEEE802.3, IEEE802.3u and IEEE802.3ab, IEEE 802.3x Interface : 24 ports and 10/100/1000Mbps per port Power Supply : 12V 2.5A;100~240V	4	UNIT(S)	580.00		2,320.00	6%	139.20	2,459.20
01	Extension 5 gang	11	UNIT(S)	65.00		715.00	6%	42.90	757.90
	REMARK: Not included installation & cabling								

'SIAN RINGGIT TWENTY SIX THOUSAND SIX HUNDRED SIXTY EIGHT & CENTS FIFTY ONLY

SUB TOTAL			**25,159.00**
GST AMOUNT			**1,509.54**
ROUNDING ADJ			**0.00**
NET TOTAL	**MYR**		**26,668.54**

/ : 30 DAYS
y Term : 2-3 WEEKS
: Prices are subject to change without prior notice.

s faithfully,

This is a computer generated
No signature required

Authorised Signature

Confirmation Order
Acknowledged by,

Name:
Designation:
Date:

ASIA TECHBIZ SDN BHD(792644)

Cyberjaya : No.K-08-1 Jalan GC 14, Glomac Cyberjaya, Cyber 4, 63000 Cyberjaya, Selangor
Amanjaya :18 Jalan Melati 1, Zon Melati Bandar Amanjaya 08000 Sungai Petani Kedah
Tel : (A) 604-4421534 Fax : 604-4445002 (C) 603-8319 3117 Fax: 604-4445002
URL : www.asiatechbiz.net Email : admin@asiatechbiz.net
GST Registration No : 001394900992

Quotation

KOM MALAYSIA BERHAD (PENANG)

RPRISE SALES PENANG
FLOOR, WISMA TM
N BAGAN LUAR
) BUTTERWORTH, PENANG
36070 04-3239393

NOORSYUHADA MD NOOR

No.	QT1802/032
Reference No.	
Terms	C.O.D.
Date	27/02/2018
Page	1 of 1

DE	DESCRIPTION	QTY	UOM	U. PRICE	DISC.	TAXABLE	GST	AMT.	NET AMT.
	[HOTEL SERI MALAYSIA KEPALA BATAS]								
	NETWORK CABLE INSTALLATION								
	Ground Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 3 nos - Up Link from ground floor to level 1= 1 nos	4	nos	150.00		600.00	6%	36.00	636.00
	1st Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 4 nos - Up Link from level 1 to level 4= 1 nos	5	nos	150.00		750.00	6%	45.00	795.00
	4th Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 14 nos - Up Link from level 4 to level 5= 1 nos	15	nos	150.00		2,250.00	6%	135.00	2,385.00
	5th Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 14 nos - Up Link from level 5 to level 6= 1 nos	15	nos	150.00		2,250.00	6%	135.00	2,385.00
	6th Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 14 nos	14	nos	150.00		2,100.00	6%	126.00	2,226.00
	MIKROTIK & UAP INSTALLATION								
	Installation, Configuration, Testing, Commisioning	1	UNIT(S)	4,800.00		4,800.00	6%	288.00	5,088.00
	Transport, trevelling & Accomodation	1	UNIT(S)	2,500.00		2,500.00	6%	150.00	2,650.00
	Manage service on-site suppport	1	UNIT(S)	6,000.00		6,000.00	6%	360.00	6,360.00

**********OPTIONAL:**********
FOR YEAR 2 & YEAR 3 MANAGE SERVICE
**Year 2 manage services RM12,000
(RM20 X50 UNITS AP X 12MONTH)
**Year 3 manage services RM12,000
(RM20 X50 UNITS AP X 12MONTH)

IAN RINGGIT TWENTY TWO THOUSAND FIVE HUNDRED TWENTY FIVE ONLY

SUB TOTAL		21,250.00
GST AMOUNT		1,275.00
ROUNDING ADJ		0.00
NET TOTAL	MYR	22,525.00

: 30 DAYS
Term : 2-3 WEEKS
: Prices are subject to change without prior notice.

faithfully,

is is a computer generated
signature required

uthorised Signature

Confirmation Order
Acknowledged by,

Name:
Designation:
Date:

ASIA TECHBIZ SDN BHD(799644)

Cyberjaya : No.K-08-1 Jalan GC 14, Glomac Cyberjaya, Cyber 4, 63000 Cyberjaya, Selangor
Amanjaya :18 Jalan Melati 1, Zon Melati Bandar Amanjaya 08000 Sungai Petani Kedah
Tel : (A) 604-4421534 Fax : 604-4445002 (C) 603-8319 3117 Fax: 604-4445002
URL : www.asiatechbiz.net Email : admin@asiatechbiz.net
GST Registration No : 001394900992

Quotation

EKOM MALAYSIA BERHAD (PENANG)

ERPRISE SALES PENANG
FLOOR, WISMA TM
AN BAGAN LUAR
00 BUTTERWORTH, PENANG
3236070 04-3239393
NOORSYUHADA MD NOOR

No.	**QT1802/030**
Reference No.	
Terms	C.O.D.
Date	26/02/2018
Page	1 of 1

ODE	DESCRIPTION	QTY	UOM	U. PRICE	DISC.	TAXABLE	GST	AMT	NET AMT.
	[HOTEL SERI MALAYSIA KEPALA BATAS]								
01	MIKROTIK RB3011UiAS-RM Architecture : ARM 32bit,CPU : IPQ-8064-0-519FCBGA-TR-01-0 License level : 5 CPU core count : 2,Size of RAM : 1 GB CPU nominal frequency : 1.4 GHz Operating System : RouterOS	1	UNIT(S)	1,688.70		1,688.70	6%	101.32	1,790.02
01	Ubiquiti Unifi-UAP Networking Interface : (1) 10/100 Ethernet Port Antennas : Integrated 3 dBi Omni (Supports 2x2 MIMO with Spatial Diversity) Wi-Fi Standards : 802.11 b/g/n @ 2.4GHz Power Supply : 24V, 0.5A PoE Adapter Included	49	UNIT(S)	552.50		27,072.50	6%	1,624.35	28,696.85
01	TEG1024D TENDA 24 PORT GIGABIT SWITCH Protocols and Standards : IEEE802.3, IEEE802.3u and IEEE802.3ab, IEEE 802.3x Interface : 24 ports and 10/100/1000Mbps per port Power Supply : 12V 2.5A;100~240V	4	UNIT(S)	754.00		3,016.00	6%	180.96	3,196.96
01	Extension 5 gang	11	UNIT(S)	84.50		929.50	6%	55.77	985.27
	REMARK: Not included installation & cabling								

SIAN RINGGIT TWENTY SIX THOUSAND SIX HUNDRED SIXTY EIGHT & CENTS FIFTY ONLY

	: 30 DAYS
y Term	: 2-3 WEEKS
	: Prices are subject to change without prior notice.

SUB TOTAL		**32,706.70**
GST AMOUNT		**1,962.40**
ROUNDING ADJ		**0.00**
NET TOTAL	**MYR**	**34,669.10**

; faithfully,

his is a computer generated
lo signature required
Authorised Signature

Confirmation Order
Acknowledged by,

Name:
Designation:
Date:

ASIA TECHBIZ SDN BHD(792644)

Cyberjaya : No.K-08-1 Jalan GC 14, Glomac Cyberjaya, Cyber 4, 63000 Cyberjaya, Selangor
Amanjaya :18 Jalan Melati 1, Zon Melati Bandar Amanjaya 08000 Sungai Petani Kedah
Tel : (A) 604-4421534 Fax : 604-4445002 (C) 603-8319 3117 Fax: 604-4445002
URL : www.asiatechbiz.net Email : admin@asiatechbiz.net
GST Registration No : 001394900992

Quotation

:OM MALAYSIA BERHAD (PENANG)

RPRISE SALES PENANG
:LOOR, WISMA TM
I BAGAN LUAR
) BUTTERWORTH, PENANG
36070 04-3239393

IOORSYUHADA MD NOOR

No.	QT1802/032
Reference No.	
Terms	C.O.D.
Date	27/02/2018
Page	1 of 1

:E	DESCRIPTION	QTY	UOM	U. PRICE	DISC.	TAXABLE	GST	AMT.	NET AMT.
	[HOTEL SERI MALAYSIA KEPALA BATAS]								
	NETWORK CABLE INSTALLATION								
	Ground Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 3 nos - Up Link from ground floor to level 1= 1 nos	4	nos	195.00		780.00	6%	46.80	826.80
	1st Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 4 nos - Up Link from level 1 to level 4= 1 nos	5	nos	195.00		975.00	6%	57.00	1,032.00
	4th Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 14 nos - Up Link from level 4 to level 5= 1 nos	15	nos	195.00		2,925.00	6%	175.50	3,100.50
	5th Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 14 nos - Up Link from level 5 to level 6= 1 nos	15	nos	195.00		2,925.00	6%	175.50	3,100.50
	6th Floor								
	Supply labour to lay cable c/w pvc conduit - Supply labour to lay cable cat5e from rack to AP= 14 nos	14	nos	195.00		2,730.00	6%	163.80	2,893.80
	MIKROTIK & UAP INSTALLATION								
	Installation, Configuration, Testing, Commisioning	1	UNIT(S)	6,240.00		6,240.00	6%	374.40	6,614.40
	Transport, trevelling & Accomodation	1	UNIT(S)	3,250.00		3,250.00	6%	195.00	3,445.00
	Manage service on-site suppport	1	UNIT(S)	7,800.00		7,800.00	6%	468.00	8,268.00

**********OPTIONAL:**********
FOR YEAR 2 & YEAR 3 MANAGE SERVICE
**Year 2 manage services RM12,000
(RM20 X50 UNITS AP X 12MONTH)
**Year 3 manage services RM12,000
(RM20 X50 UNITS AP X 12MONTH)

:IAN RINGGIT TWENTY TWO THOUSAND FIVE HUNDRED TWENTY FIVE ONLY

SUB TOTAL		27,625.00
GST AMOUNT		1,656.00
ROUNDING ADJ		0.00
NET TOTAL	MYR	29,281.00

: 30 DAYS
Term : 2-3 WEEKS
: Prices are subject to change without prior notice.

faithfully,
is is a computer generated
signature required
uthorised Signature

Confirmation Order
Acknowledged by,

Name:
Designation:
Date:

INDUSTRIAL LOG BOOK

PERSONAL DETAIL

1. Name : MOHD KHAIRI ANAS BIN OSMAN
2. Student ID : 2015165841
3. Programme : Information System Management
4. Semester : 6
5. Home Address : 69, Lorong Kenari, 1/1, Taman Kenari, 09000, Kulim, Kedah
6. Tel No (HP) : 013-4942255
7. Email : anasosman@gmail.com

ORGANISATION INFORMATION

1. Full Name & Address : TM Enterprise Penang
2. Department : Enterprise
3. Supervisor : MOHD NAZRI BIN RAZALI
4. Position : AGM Enterprise Sales Penang
5. Tel : HP :
6. Email :

Telekom Malaysia Berhad (128740-P)

FOR OFFICE ONLY

Remarks :

Hubu

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
masuk kerja 8.30 am	
Briefing company background	
Interview	
Attending meeting (setiap khamis)	
Rehat - 1-2 pm	
Masuk rehat pukul 2pm	
Bantu puan Mazrah cari list	
~~B~~ b/l Alliance Bank	
settlekan barang2 internship dari	
TM	
Emailkan barang kepada Puan	
Marina di TM Jalan Pantai	
Baru, Selangor	
Meeting ~~to~~ dengan boss bersama	
team admin utk tugas	
hias dan buat video untk	
TV.	
~~Ka~~ ~~Ka~~ Habis meeting pukul	
6.00 pm	
~~Ka~~ Cumb print balik	
pukul 6.15pm	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Tumb print masuk 8.16 am	
- Peptalk with staff and AGM (Assistant General Manager)	
- Meeting with office transformation team	
- Break 12.30 am – 2.30am (Jumaat only)	
- Making proposal and arrange the content for video	
- Consult with AGM	
- Thumb print out 5.16 pm ~~Fri~~ Friday 8.30 am – 5.00 pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.25 am	
- ~~Pententarion~~ Retantion manager, Puan Alina, call me for a meeting with Retention team.	
- The meeting member was. Mr Fuad, Mr Devan, Madam Zarina & Madam Alina itself.	
- In the meeting, they explain to us the problem occur in the Retention team.	
- They ask me to ~~fin~~ develop a system which they can use ~~for~~ in their work.	
- Helping madam Zarina done his ~~to~~ work.	
- Photocopy the agreement	
- Thumb print ~~8~~ 5.30 pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
• Thumb print 8.25 am	
• we have pep talk with ~~the~~ staff	
from Service Delivery Unit (SDU)	
• we have been expose with	
new strategy from SDU team	
- Break 1.00 pm.	
- Helping mdm Zarina doing	
the contract arrangement.	
- List down all the contract no.	
in the book as ~~reference~~	
references.	
- Discuss with admin team	
about proposal of the	
wall of fame.	
- Finding information about	
existing document keeping	
system.	
- Asking Mr Fuad about	
the churn management.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.30 am	
- Discuss with admin about	
the slide for presentation	
to boss.	
- Break 1.00 pm	
- end break 2.00 pm	
- Creating the design of	
Churn Document Management	
System.	
- Meeting with Mr Azrul,	
boss for sales team	
- Thumb print 6.15 pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.25 am	
- 10.30 am - Go to TM Jelutong, Penang with Mr Azrul and Mr Perkrur for Video conference with TM around Malaysia	
- Present to Mdm Alina for System progress	
- Meeting with Retantron Team	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.25 am	
- Pep Talk with Mr Kelvin Lee, new State Manager Penang	
- Jamuan Raya Cina	
- Meeting with admin team for video content	

DATE : [illegible]

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- & Go eastin Hotel Penang	
meet network team Dell	
- Meeting on New infra	
installation at Dell	
Call centre Penang	
- Arrive office 5 pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~- mesuk kerja 8.25 am~~	
~~& [illegible] Tolong Pn Zarina.~~	
~~- Photostet~~	
- Thumb print 8.25 am	
- Help puan zarina on contract	
arrangement	
- Assist Puan Alina in	
slide presentation	

DATE : 14 / 2 / 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.25 am	
- Breakfast	
- Help Encik Hardy	
- Sharing with Mr fuad and Faris	
15 / 2 : Cuti	
16 / 2 : Cuti } Chinese New Year	
17 / 2 : Cuti	
18 / 2 : Cuti	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print 8.29 am	
- Buat system	
- ~~Ten~~ Ubah data	
- Ubah table database	
- 1.30 break	
- Help pn Zaring	
- ~~Help~~ 5.30 pm balik	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.24 am	
- what to do?	
- Nak proceed design sistem	
- Cari CSS	
~~Suruh bhai~~	
- Create CDMS interface	
- Some research on Churn Data	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.30 am	
- Proceed system	
- change background	
- change table layout	
- Meeting with retention team - Fuad, aliya, Zaring	
- Faris, Deran	
- Help mr Deran	
- ~~Excel~~ Extract data from excel	
- Design powerpoint for mr deran	
- Thumb out 5.59 pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.26 am	
- Create powerpoint for tomorrow presentation	
- Meeting with Pn Alina, Mr Fuad, Faris for presentation	
- Being expose to system that available in TM	
- Changing the slide date	
- Proceed to Bos	
- 2.30 pm meeting with Admin Team	
- Proceed Banner for C-DOMS	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.25 am	
- Pep-talk with staff 9 - 10.30 am	
- Meeting / Sharing sessions with managers.	
- Thumb out 12.30 am (Halfday every last Friday on month)	
24/2 = Sabtu	
25/2 = Ahad	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.53 am	
- Mengantok kaw	
- Breakfast	
- main laptop	
- main phone	
- tulis buku scrap	
ns	
- mengantok	
- meeting dgn cik azrol	
& Bos nazrs	
- Bos request video for	
AOP at jerai	
- Download after effect	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.25am	
- find tutorial after effect	
- Draw draft video flow.	

DATE : [illegible]

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
wednesday	
- Thumb print	
- create video for AOP event	
- Consult ~~to~~ AGM	
- Help mr ardy carry lamper	
- Arrange statronary to bring to Jerai.	

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

EXTRACT NATURE OF WORK DONE	REMARKS
- Annual Operating Plan at Jerai	
- Be a technical team	
- Arrange medica / sorry	
- Handle team building game	
- Presentation from AM / CM	
- Presentation from sales team	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Jumaat	
- Continue AOP event	
- ~~Preform~~ Breakfast	
- Presentations from Sales team	
- ~~Arrange~~ Kemas barang in dewan	
- Settle AOP 2018	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print ~~2017~~	
- Help Mr Azrol in aggrement documentation	
- Create new excel file on sales statistic	
- Meeting with Puan Alina on Retention data.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print	
- Do some work	
- Scan document	
- Meet Boss	
- Meeting with Retention team	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.23 am	
- Go to Neo Hotel with Hisham and Mr Azrol	
- Meet Neo Hotel management on new ~~infra~~ installation meeting	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print 8.34 am	
- Meeting with Puan Aling	
- Extract & excel data on retention report	
- Assist Mr Devan on his presentation slide	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print	
- Pep talk 9.30 - 11.30 am	
- meet Boss nazri	
- ask to go TM BM ZBC event	

DATE : [illegible]

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print	
- Learning android studio	
- Find some Java reference	
- Helping Mr Nazri on Photoshop	
- Setup projector and meeting room for video conference	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Not going to office	
- faris, hisham and myself were going to "Jelajah 2BC"	
- Go to atibong tebal	
- Promoting unifi	
- Pass the pamphlet around resident	

DATE : 17/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.30	
- Helping hisham setup meeting room	
- Proceed with android studio	
- Discuss with Mr. Fuad on Churn document	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print	
- Follow Mr fakhur to Ixora Hotel to meet customer	
- Meeting on installing and taking new TM product	
- Back to office at 3pm	
- Assist Puan Pandzrah on documentation	

DATE: 10/8/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.28 am	
- Pep-Talk - 9 am to 11 am	
- Meeting with Retention Team	
- Get ASAPC project	
- Crushing data	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.30 am	
- ~~Help~~ Doing ASAPC project	
- Arrange customer name according to Account Manager	
- Help them in order to observe their customer	
- Help Madam Jarma to arrange thing at Wall of fame for tomorrow ~~ev~~ event Deep Dive.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.30 am	
- Help admin team	
- Talk with HQ manager's, Mr Nizam, Mr Azizi.	
- Go buy KFC (Hahaha)	
- Learning Pivot table with Mr Fuad.	

EXTRACT NATURE OF WORK DONE	REMARKS
- thumb print 8.36 am	
~~- writing log book.~~	
- Make some file arrangement	
- Create banner for CEC program	
- Create new video for tv InFO	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8-28am	
- Planning / drawing draft for Pricing Calculator apps	
- Meet mr Azrul	
- Go to POS LASU Butterworth to post office letter	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- 8.30 am thumb print	
- Pep-talk - 9.00 am - 10.30 pm	
- Proceed ASAP project	
- make Pivot Table	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- MC	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Friday	
- Thumb print 8.28 am	
- Pep talk with all TM ONE staff	
- 9 am to 11 pm	
- speech from the AGM, Mr Nazri and other manager.	
- Helping Mdm Zarina on contract management.	
- Half day due to last friday of the month.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Meeting Orientation Team	
-CTOS System	
- Asacp project	
- Start ~~pr~~ at 9.30 am	
- end 11.30 am	
- Thumb out ~~at~~ 5.43 pm	

ACTICAL TRAINING
OG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8-28 am	
- Accompany Mr Azrul to meet customer	
- Meeting start at 10.30 am ~~pm~~	
- Lunch 1.30 pm	
- Back to office at 4.00 pm	
- Thumb out 5.30 pm	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~[illegible]~~	
- jelajah 2BC	
- Area Air Hitam, Pulau Pinang.	
- team with Mr Yeoh. 2BC leader, ezdil from finance and faris.	
- Go house to house promoting TM product (Unifi)	
MOHD NAZRI BIN RAZALI AGM Enterprise Sales Penang Telekom Malaysia Berhad (128740-P)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.28 ~~p~~ am	
- Breakfast with staff	
- Photostat some document	
- Scan some document	
- Print out document	
- Set printer for staff use.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print 8.18 am	
- Meeting with Retentoon Team.	
- Given new task: ASACP project	
- Assist Sales Team on ~~gth~~ gathering their cust list	
- Discuss and learn excel from Mr Rizal	
- Banchh Nescafe Power unit staff TM ONE	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb Print 8.32 am	
- Follow ~~[illegible]~~ Mdm Nadya and Mr fakrul to meet customer.	
- Go to Raj Spice factory to discuss about their Kmifi project supply to the ~~[illegible]~~ warehouse.	
→ Also attend the meeting as Goldvois manager / vendor TM	
- Lunch at ~~[illegible]~~ Bawal Goreng Surau	
· Went back to office with Mdm Nadya at 2.45 pm.	
- Continue some work.	
- Thumb out 5.58 pm	

DATE: 31 7 2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.38 am	
- Ask by ~~man~~ Sales Manager to creat ~~Android~~ app for to ~~the~~ help their work.	
- Direct Calculator involve in their work to calculated to new order ~~p~~ project price.	
- It a big problem and lot of limitation	
- Learn about androip app development from google and friend.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8:29 am.	
- Proceed with Android app development	
- Sembahyang Jumaat	
- ~~Ba~~ Back to office	
- Help staff for compiling their agreement.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.24 am	
- Breakfast	
- proceed learning android Studio	
- Download and install the software	
- Help ~~boss~~ manger to handle the LOA	
- ~~Clean~~ Keep Level 3 ~~the~~ seminar room.	
- Prepare equipment for Real Estate Seminar event	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.27 am	
- Human Resource from HQ come to TM ONE Penang.	
→ event start ~~@~~ 9.30 am.	
- Go out to ~~by~~ buy some krih for ~~minum petang~~. Seminar Realestate	
- Permatang Pauh - Idaman Suri	
- Prepare tea and coffee for the seminar participants	

DATE : 11/4/2016

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.16 am	
- Help admin	
- Print / fax / ~~scam~~ ~~scan~~ scan	
- Create video for info corner	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumbin 8.28 am.	
- Meeting with Churn Team	
- Learn about TM ONE ~~gross~~ gross.	
- Some customer terminate the ~~sero~~ TM Service after the contract end.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.36 am.	
- Pep talk : 9 am - 11 am	
- Sumoot Prayer	
- Start Churn project with Mr Fuad	
- Discuss about ASAPC	
- thumb out 5 pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb in 8.27 am	
- Proceed with Asapc project	
- Team with Faris and Mr Fuad	
- Devide each company or cust according to AM	
- Meet Puan Zurina help in contract arrangement	
- thumb out 5.43 pm	

DATE : 17/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.28 am	
- Breakfast ~~with~~ in office	
- Learn about excel	
- Study about Pivot Table.	
- Pivot table is a statistic table to show the amount of data from the excel file	
- Break 1-2 pm	
- Pray	
-	

PRACTICAL TRAINING LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE : 18/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.18 am	
- Meeting with admin team	
- Discuss about file arrangement	
- To make new ~~&~~ file section	
- Arrange the record nicely	
- Break 1-2 pm	
- Bind, photostat and scan contract.	
- Help Mr Azrol to edit the customer LOA	

PRACTICAL TRAINING LOG BOOK UNIVERSITI TEKNOLOGI MARA

DATE: 11/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in ~~8~~ 8.34 am	
- Proceed with ASACP file	
- Arange and find new info from system	
- ASSist Mr fuad	
- Proceed special project	
- Learn android Studio	
- Study about android app development	

DATE: 20/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb in 8.24 am	
- Pep talk - 9 am - ~~10~~ 11 am	
- Meeting with Puan Sarah	
- New task - process flow chart	
- Filing system	
- File label	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.28 am	
- Not feeling well	
- Create business process	
work flow:	
- GR/GR	
- Shopping cart	
- Assist by Puan Sarah	
- Update content of tv	
info (latest news)	
-	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- MC	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.28 am	
- ~~Meet~~ Discuss with Puan Zurina about business work process	
- Create business work flow	
- Guide by Puan Sarah and Puan Zurina	
- Help to create Pos Laju Order	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.17 am	
- Breakfast	
- Proceed with Business work flow	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.24 am	
- Pep talk 9 am - 11am	
- Halfday (health problem)	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	REMARKS
- MC	

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : / /

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Labor Day :)	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.26 am	
- Assist admin	
- Arrange contract	
- Meeting with deco team	
- Aidilfitri decoration	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.19 am	
- Meet Mr Nazir (Boss)	
* Get new task	
* ~~[illegible]~~ as I was assign into TM Perang Convention AJK	
* As a floor manager team	
- Assist Miss Sithu to edit his ~~RO~~ document	
- Markup 20% for the price given.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.28 am	
- Pep talk 9 am - 11 am	
- Do some pos laju order	
- ~~Do~~ Bind and photostat some document	
- Help Mdm Zarton for his printer connection problem	
- Meet Boss for update on Direct Calc project	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.11 am	
- Help admin team	
- Quiry some record contract into the system.	
- Make router order from TM by using ~~Geem~~ Gems system.	
- Create new video and slide for TV Info for ~~2~~ half May ~~30~~ month	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.27 am	
- Got new task on the TM convention Team	
- I assign to create a video or ~~motag~~ montaj for State Convention	
- Meeting TM State Convention	
- update about flow of the event	
- clearify some work to be understand	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
9/5/2018 } PRU Public Holiday	
10/5/2018	
11/5/2018	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- TM State Convention	
- start 9am at Light Hotel penang	
- ~~Seminar~~ State Seminar from 10 am - 5 pm	
- Dinner → 8.30 pm - 11 pm	
- Responsible to help floor manager team.	
- Setup photobooth	
- Find materials and decoration for photobooth	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.32 am	
- Help team admin to settle some work of Seminar at Neo Hotel Penang	
- Create banner for Neo Hotel Seminar	
- Prepare equipment need to bring to Hotel (projector, gift, banner)	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.23 am	
- Seminar at Neo Hotel	
- Start ~~a~~ 10 am	
- Setup equipment need for the seminar	
- Back to office 4pm	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.50 am	
- Arrange store equipment	
- Create new staff list	
- Create busines work flow chart (Assist by Pn Sarah)	
- Do some revision on Java	
- Proceed special project	
- Create new background of the app	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.56 am	
- ~~Bacaan~~ Majlis Bacaan yasin on welcoming Ramadan	
- Help team admin to clear ~~some~~ the arrangement of staff.	
- Setup Polycom (voice conference) on Mr Azrol Room	
- modify the IR/GR business work flow chart.	

DATE : 21/5

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 7.53 am	
- Create ~~new~~ plan for new sitting arrangement	
- update the plan to Puan Sarah	
- Setup video conference room on level 3.	
- Print, bind some document	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.14 am	
- ~~meeting~~	
- Meeting with Deco Team	
- Decide what things should buy for the decoration	
- Rearrange lobby furniture	
- Create wish card for Hisham birthday	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.43 am	
- ~~[illegible]~~ Continue special project development.	
- Help ITD team for maintain the server	
- Change cable on the server	
- ~~Help~~ Create Ramadhan wish card for Sale Team use.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.58 am	
- Out to buy and find decoration materials	
- Go to ~~weed~~ wedding shop to buy some decoration	
- Help madam zarina to keep in data into the system	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb Print 7.49 am	
- Pep Talk	
- Gotong Royong to kras office for Raya decoration	
- ~~Help~~ Create the base of the decoration site	
- Setup the structure of the "Pondok Raya"	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 7.57 am	-
- Continue for deco	
- ~~&~~ Continue Direct Calc production	
- Create spinner on the ~~inter~~ interface	
- Find some reference about Jawi	

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- ~~Create~~ thumb print 7.49 am	
- Create invitation card for Majlis Berbuka Puasa	
- work on decoration	
- Help Mr Ruad in extracting the data from excel file	
- Do some research about android app	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- ~~Cr~~ Thumb print 8.24 am	
- create banner for Tazkirah Ramadhan TM ONE	
- Edit photo from photoshoot Reza	
- Print out some document receive from AM (account manager)	
- Arrange lobby for Tomorrow Tazkirah Ramadhan event	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.4 am	
- Develop video Raya from photoshoot Raya event at Sedim	
- New task - video Raya, journey of deco	
- Design new signboard for department (TM ONE)	
- Create new staff name list with details = - email	
- Fon ~~number~~ number	
- desk NO.	
- Lan NO	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.01 am	
- Help admin Team	
- keep in data in Shopping cart system (for claim)	
- Assisting Sales Team in designing Kad ucapan Raya	
- Binding new agreement from ASPEN Group which 5.9 million contract value ~~perye~~ per year	
- Arranging new TM gift stock in Store room	

ATE : 5/6/2016

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print ~~7.8~~ 7.58 am	
- Meeting with Admin Team	
• update on business work flow.	
• update on Raya vide	
• update on Deco Journey video	
• update on Tazkirah Ramadan event on 8/6	
- Edit new ~~to~~ Quotation from VADS	
- working on Direct Cole	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.57 am	
- Helping admin to ~~to~~ make router ordering using gems System.	
- For new contract, all must keep in softcopy ~~into~~ and upload into Gems System	
- Some renovation and hiasan on Raya decoration	
- Print out ~~som~~ document email from Account Manager.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.11 am	
- Follow ~~with~~ Mr Abrol and Puan Nadoya to meet customer	
- Roj Spice Sdn Bhd	
- Discuss on new streamyx installation and firewall	
- Back to office 2 pm	
- Helping admin team to arrange lobby for tomorrow tazkirah event.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
• Thumb print 7.41 am	
- weekly Pep talk	
- Sharing by Mr Nazri, Mr David in new funnel update and new order update	
- 3 pm - Tazkirah Ramadan by Ustaz Ahmad on Amanah ketika kerja	
- Setting up projector.	

ATE : 11/6/2020

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 7.59 am	
- Discussing with Sales Team on update of Direct Calc	
- Cont proceed due to time limitation and others	
- Update of video TV info with newest news and info	
- Assist Puan Faudziah on his laptop problem.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.58 AM	
- Meeting with Admin team on final update for tomorrow event (pep talk Raya Special)	
- Meet Boss for last update on Raya video and Deco video	
- Continue work on video	
- New information add into video and fix some issues.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 7.56 am	
- Preparing some equipment for Pep Talk Rayu	
- Lighting	
- Projector	
- Sound	
- microphone	
- Crift	
- Event start on 9.30 am	
- ~~B~~ The trainee be photographer for the event.	
- ~~Give to~~	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.21 am	
- ~~Office~~ 80% of the staff still on ~~ho~~ leave	
- Continue Direct Calc development	
- ~~Dow~~ ~~At~~ ~~Se~~ ~~Scert~~ scretch ~~B~~ internship report	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- ~~8.32~~ Thumb print 8.32 am	
- manage document to keep in into IR/GR system	
- Download, print and compile new ~~rep~~ funnel report ~~from~~ receive from HQ	
- Continue Direct Calc	
- Study on integer coding and mathematical coding which have used in Direct Calc app as it function	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.36 am.	
- Ask by Admin manager to create ~~kad~~ Invitation Card for Jamuan Raya TM ONE Penang.	
- Some research on design of Raya invitation card	
- Designing ~~R~~ Jamuan Raya Invitation Card	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.13 am	
- Continue ~~for~~ Jamuan Raya Invitation Card	
- Print Invitation Card	
- Proceed Internship Report.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.27 am	
- weekly pep talk 9-11 am	
- Give Mr Nagri industrial mark paper.	
- Proceed with Direct Calc app	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.20 am	
- Meeting with Admin Team on Jamuan Raya TM ONE Penang	
- Decide what food to serve.	
- I have to make speaval task, prepare drink in the Jamuan.	
- Decide ~~what~~ how the arrangement on ~~the~~ that day.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.43 am	
- writing internship report	
- Help Mr Rakror in editing Quotation	
- Follow Puan Aziah to ~~to~~ Exchange seberang Jaya for meeting with Collection manager.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.29 am	
- Finalizing invitation card	
- Help puan fauzirah to sent some document to state GM office on Level 3	
- meet Puan Fazirah to retrieve document to give to tm ONE	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Thumb print 8.30 am	
- Out with hisham to buy ~~preparation~~ the some food for next day event	
- Help Admin Team and arrange lobby and office for tommorrow event	
- went to TM Point level 17 to find PA system for tomorrow event.	

MOHD NAZRI BIN RAZALI
AGM
Enterprise Sales Penang
Telekom Malaysia Berhad (128740-P)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- thumb print 8.18 am.	
- Special Pep talk	
- Jamuan Ruya event start at 9.30 am	
- Prepare drink for Jamuan Ruya.	

PRACTICAL TRAINING LOG BOOK

UNIVERSITI TEKNOLOGI MARA

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING LOG BOOK

UNIVERSITI TEKNOLOGI MARA

REPORT PRESENTATION SLIDE

TELEKOM MALAYSIA PULAU PINANG
MOHD KHAIRI ANAS
ROSMAN
2015165841

Slide Content

01 INTRODUCTION
- Background of Telekom Malaysia Berhad

02 DEPARTMENT INTRODUCTION
- Information about the TM ONE Pulau Pinang

03 INDUSTRIAL TRAINING ACTIVITIES
- Summary of all the industrial training activities
- Special Project information.

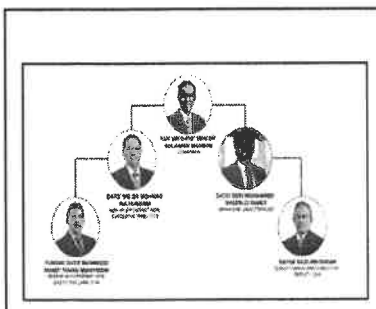
04 CONCLUSION
- Application of knowledge, Personal thought and opinion, Lesson learnt and Limitation and Recommendation

Chapter 1
Background Of Organization

Introduction to Organization

Telekom Malaysia Berhad is a Malaysian telecommunications company. A part from that, it als o responsible in providing radio and television broad casting services. TM represents one of the largest government-linked companies in the country with more than 28,000 employees and a market capitalization of more than RM25 billion.

Telekom Malaysia Berhad



Organizational Structure

- Chairman Tan Sri Dato' Dr Sulaiman Mahbob
- CEO Dato' Seri Mohammad Shazalli Ramly
- Deputy CEO Datuk Bazlan Osman
- Non Independent Non Executive Director Dato' Dr Mohmad Ibe Hussain
- Senior Independent Non Executive Tunku Dato' Mahmood Fawzy Tunku Muhiyiddin

Chapter 2
Information of Department

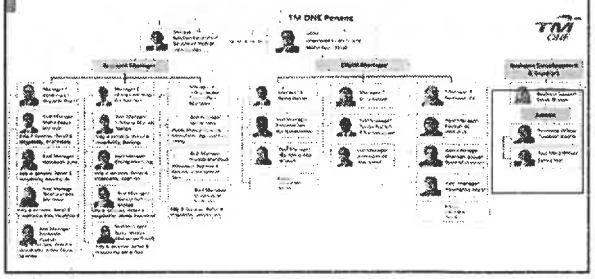
Information of Department

TM ONE focused on connectivity and security by offering advance capabilities for enterprise and public sector business with solutions that accelerate their digital journey.

Provides technology in area of Networking, Collaboration, Security, Wireless and Mobility along side with collaboration with Cisco company.

The examples of TM ONE product is Cloud Storage, Collaborations, Data Center, Digital Security Service, Network Service and Smart Solution.

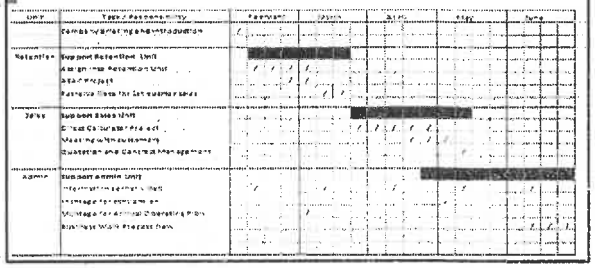
TM ONE Organizational Structure



Chapter 3

Industrial Training Activities

Industrial Training Timeline



Industrial Training Activities

List Of All Training Activities

- Filing Management
- Electronic Publishing / Design
- Android Application
- Special Project
- Other Task

Industrial Training Activities

Filing Management

- Creating a new file, with new file number to keep in the Petty Cash record

Electronic Publishing / Design

- Photo editing / Banner for education on information corner
- Design "Majlis Berbuka Puasa" invitation card
- Design "Jamuan Raya TM ONE" invitation card
- Design new TM ONE signboard design
- Birthday wishing card for staff
- Video for The wall of fame television
- Video For Annual Operating Plan

E - Publishing

Chinese New Year Wish Card

Invitation Card For "Majlis Berbuka Puasa"

Jamuan Raya Invitation Card

E - Publishing

New State GM Welcoming Banner

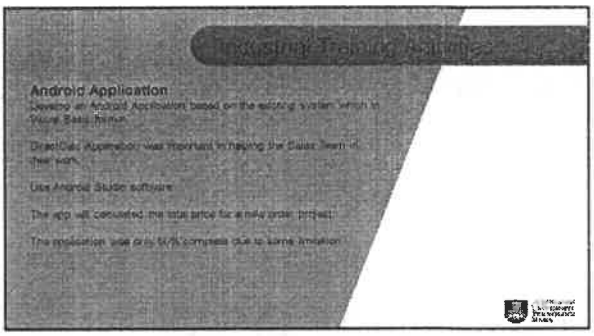
Aspen Group Wish Card

Birthday Wish Card

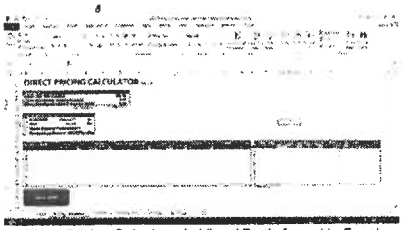
E - Publishing

Annual Operating Plan Video

Monthly Information Corner Video

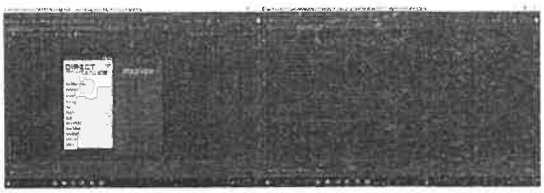


Android Application



Direct Pricing Calculator in Visual Basic format in Excel

Android Application



Interface of DirectCalc application

Special Project For TM ONE Penang

Video Development For An Event And Office Use
In the industrial training duration, the trainee have develop a video to be use by the department.

1. **Montage Video For Annual Operating Plan 2018**
2. **Montage video for TM Penang State Convention 2018**
3. **Weekly or monthly video for information corner television.**

Special Project For TM ONE Penang

Video Description

Video Name	Purpose	Software Name	Duration	Description of Video
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Special Project For TM ONE Penang

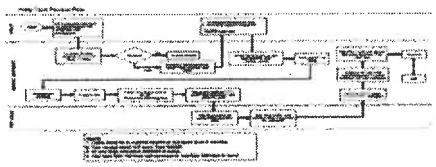
Montage for State Convention

Montage for AOP 2018

Other Tasks

- Help Unit In Their Daily Job
- Photographer For AOP And Sedari Raya Photoshoot
- Join Jalajah ZBC (Tanjung Bungah And Air Itam)
- Team In Deco Raya
- Photocopy And Scan document
- Assembling Audiovisual for meeting and voice conference
- Technical team For AOP 2019
- Floor Manager team in State Convention
- Sketching admin business work flow
- Accompany sales team for meeting with customers

Other Task



Petty Cash Business Flow diagram

Other Task

Meeting with Dell Network Manager at Eastin Hotel

Chapter 4
Conclusion

Conclusion

Application of Knowledge, Skill and Experience

Name of subject	Course code
Electronic Publishing	IMD 214
Classification and Filing System	IMR 504
Information System Interaction and Consu Itent	IMS 556
Data Center Operational and Services	IMS 605
Advance Web Design and Content Management	IMS 607

Thank You