



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
MARDEC PROCESSING SDN BHD.
BATU 38, KAMPUNG CHENERAI,
KUALA PEGANG, 09110 BALING,
KEDAH

SPECIAL PROJECT:
EMPLOYEE LEAVE MANAGEMENT
SYSTEM (ELMS)

BY
SYED MOHAMAD FIRDAUS
BIN SAYED HAMID
2015165611

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

01 FEBRUARY 2018 – 30 JUNE 2018

MARDEC PROCESSING SDN BHD.
BATU 38, KAMPUNG CHENERAI,
KUALA PEGANG, 09110 BALING,
KEDAH

SPECIAL PROJECT:
EMPLOYEE LEAVE MANAGEMENT
SYSTEM (ELMS)

BY
SYED MOHAMAD FIRDAUS
BIN SAYED HAMID
2015165611

FACULTY SUPERVISOR:
DR. MOHD IDZWAN BIN MOHD SALLEH

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

01 FEBRUARY 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

Syed Mohamad Firdaus
Bin Sayed Hamid
2015165611

Date of submission: 9th July 2018

ABSTRACT

***Abstract:** This special project based on the period from 1st February 2018 until 30th June 2018 in Administration Department at Mardec Processing Sdn. Bhd (MPSB), Baling, Kedah. The trainee is placed in Human Resource Department under the supervision of Mr. Fazli Bin Abdullah which is a Factory Manager. The trainee is assigned to develop a system which is employee leave management system. Basically the system is focus on employee apply leave. The current system is manual so that it is easy for the staff to apply leave. However, the trainee also involved with other activities and programs which each of them gave new experience and gained a lot of knowledge. Throughout the industrial training session, the trainee had improved a lot of skills such as communication skill, problem solving, self-learning, teamwork and others. The industrial training session is being knowledgeable and very good cooperation from Mardec Processing Sdn. Bhd.*

***Keywords:** employee leave management system, MPSB, Administration Department, industrial training*

ACKNOWLEDGEMENT

هنا ابرك و هلا قهورح ليكن ع سالملا

In the first place, thank you Allah for all the blessings throughout the industrial training program. Besides that, I would like to record my gratitude to Human Resource Department at Mardec Processing Sdn.Bhd and the industrial supervisor, Mr. Fazli Abdullah for her supervision as well as giving the extraordinary experiences through the work from the start until the end of the industrial training program. Thank you to all staff in Human Resource Department for the opportunity and knowledge that had been shared. It was such a priceless memory as a student.

In addition, thank you to Mrs. Nurulannisa Binti Abdullah the person who struggle very hard from the very first thing related to industrial training program. Thank you to the faculty supervisor, Mr. Dr. Mohd Idzwan Mohd Salleh for his supervision through the special project. Not to forgot the visiting lecturer from Faculty of Information Management in UiTM Merbok, Mr Mahadi Bin Mahmood for coming to visit as well as giving some advice and sharing some knowledge.

Where would I be without my family so, many thanks go in to my parents and family who has always been there whenever I need them, the encouragement they give to keep us going and their love to empower me that never fails all the time. They deserve special mention for their inseparable support and prayers. And last but not least, I would like to thank my friends who are always there when I need some help and inspiration.

CONTENTS

CHAPTER 1

1.1 Industrial Training Background.....	1
1.2 Industrial Training's Objective.....	2
1.3 Background of the Organization.....	3
1.4 History of MARDEC.....	5
1.4 Vision.....	5
1.5 Mission.....	5
1.6 Company Goals.....	6
1.7 Company Policies	6
1.8 Main Product of Company and Marketing.....	8
1.9 Organizational Structure.....	9
1.10 Location.....	10
1.11 Company Employees Procedures.....	11
1.12 Logo Description.....	12

CHAPTER 2

2.1 Departmental Structure (Administration Department)	13
2.2 Department Function.....	14
2.3 Supervisor's & Student's Particular	15
2.4 Department Information.....	15

CHAPTER 3

3.1 Training Activities.....	16
3.2 Special project.....	25
3.2.1 Introduction.....	26
3.2.1.1 Project overview.....	26
3.2.2 Problem Arise.....	28
3.2.3 Objective.....	28
3.2.4 System Development Life-cycle.	30
3.2.4.1 Planning	30

3.2.4.2 Analysis.....	30
3.2.4.3 Design	31
3.2.4.4 Implementation	31
3.2.4.5 Maintenance.....	33
3.2.5 Gantt Chart.....	34
3.2.6 Entity Relationship Diagram.....	35
3.2.6.1 Business rules.....	36
3.2.6.2 Context Diagram of Employee Leave Management System.....	36
3.2.6.3 Data Flow Diagram of Employee Leave Management System.....	37
3.2.7 Data Dictionary.....	38
3.2.8 Design Interface.....	41
3.2.9 Technical feasibility.....	44
3.2.10 Economic feasibility.....	45
CHAPTER 4	
4.1 Application of Knowledge, Skills and Experience taught	47
4.2 Personal Thoughts and opinion (Reflective Tone)	49
4.3 Lesson Learnt.....	51
4.4 Limitations and Recommendations	55
4.4.1 Limitations	55
4.4.2 Recommendations	57
REFERENCES.....	59
APPENDICES.....	60
APPENDICEC 1: Industrial Training Student’s Checklist.....	61
APPENDICES 2: Log Book.....	62
APPENDICES 3: Attendance Industrial Training.....	63

LIST OF TABLES

Table 1.....	4
Table 2.....	4
Table 3	10
Table 4.....	10
Table 5.....	11
Table 6.....	15
Table 7.....	39
Table 8.....	39
Table 9.....	39
Table 10.....	40
Table 11.....	40
Table 12.....	44
Table 13.....	45

LIST OF FIGURES

Figure 1	4
Figure 2	5
Figure 3	8
Figure 4	9
Figure 5	12
Figure 6	12
Figure 7	17
Figure 8	18
Figure 9	18
Figure 10	19
Figure 11	20
Figure 12	21
Figure 13	22
Figure 14	23
Figure 15	24
Figure 16	35
Figure 17	37
Figure 18	38
Figure 19	41
Figure 20	41
Figure 21	42
Figure 22	42
Figure 23	43

CHAPTER 1:

INTRODUCTION

1.1 Industrial Training Background

MARDEC Berhad was established in 1969 and has since then grown to be one of the largest rubber processors in Malaysia. It is a fully owned subsidiary of Tradewinds Plantation Berhad.

Our core activities include producing and marketing Technically Specified Rubber (TSR), Latex Concentrate (LC), specialty rubber products and downstream rubber products with raw rubber sourced from local and international smallholders, plantation companies and cooperatives.

We employ more than 1,600 people and operate 10 rubber processing factories in 4 countries namely Malaysia, Indonesia, Thailand and Vietnam with a combined annual processing capacity in excess of 300,000MT.

As the trusted name in rubber, MARDEC's customers include major tyre producers, glove manufacturers and other industrial users that span across four continents encompassing Asia, North America, Europe and Australia.

1.2 Industrial Training's Objective

The objectives of Industrial Training are as follow:

- 1.2.1 To gain experiences in organizational skills and professional responsibility.
- 1.2.2 To expose students to the ethics and etiquette of the industry.
- 1.2.3 To help students acquire interpersonal skills by meeting with professionals that is related to their field of study.
- 1.2.4 To make sure students will learn how to complete given tasks efficiently and also fosters good relationship with the superiors and fellow subordinates
- 1.2.5 To provide an opportunity for students to learn and cope themselves with the real-life working environment.

1.2.6 To help students spot their very own level of skills and understanding in the stuff that is related to course that they attended.

1.2.7 To help the organization in order to perform their daily process and operation with the help of the skill, knowledge and idea from the student.

1.3 Background of the Organization

MARDEC Processing Sdn Bhd (MPSB) Baling was located at Batu 38, Kg Chenerai 09200 Kuala Pegang Baling Kedah, which was about 10km from Baling town. It was established in 1969 to improve the quality of the rubber produced by Malaysia's smallholders, and to recognize its marketing by buying cup lump-based raw rubber and process this material into technically specified rubber (SMR 5, 10, 20) and compounded rubber products.

The natural rubber (NR) products are mostly supplied to major type manufacturing companies such as Continental, Goodyear, Kumho, Hankook, and Michelin and other clients in more than 90 countries worldwide. MPSB invest in the latest technology in NR processing to continuously improve the quality of its products. With its commitment to excellence in quality, service and consistency, the company was awarded SIRIM's ISO 9001:2000 QMS certification in 2002.

PROCESSING	TRADING / OVERSEAS INVEST	MANUFACTURING
Mardec Processing Sdn Bhd (MPSB)	Mardec International Sdn Bhd (MISB)	Mardec Polymers Sdn Bhd (M-Pol)
<ul style="list-style-type: none"> • Baling, Kedah • Bota, Perak • Kuala Berang, Terengganu • Mentakab, Pahang 	<ul style="list-style-type: none"> • Mardec Saigon Rubber Co. Ltd, Vietnam • Mardec Yala Co. Ltd, Thailand 	M-Pol Procession Products Sdn Bhd, Pulau Pinang.
Mardec Industrial Latex Sdn Bhd	<ul style="list-style-type: none"> • PT. Mardec Siger Way Kanan, Indonesia • PT. Mardec Musi Lerstari, Indonesia. 	Alfagomma Mardec Sdn Bhd
<ul style="list-style-type: none"> • Tapah, Perak • Ulu, Ara Negeri Sembilan 		

Table 1: Group structure of MARDEC around worldwide



Figure 1: MARDEC Logo

Organization Name	MARDEC Berhad
Year Establish	1969
Address	HEADQUARTERS Mardec Berhad No. 2-2, Persiaran 65C Pekeliling Business Centre Jalan Pahang Barat 53000 Kuala LumpurNo 129, Jalan Bangsar 59200 Kuala Lumpur, Malaysia
Office Number	03 4021 0253
Website Address	http://www.mardec.com.my/

Table 2: Organization Information

1.4 History of MARDEC

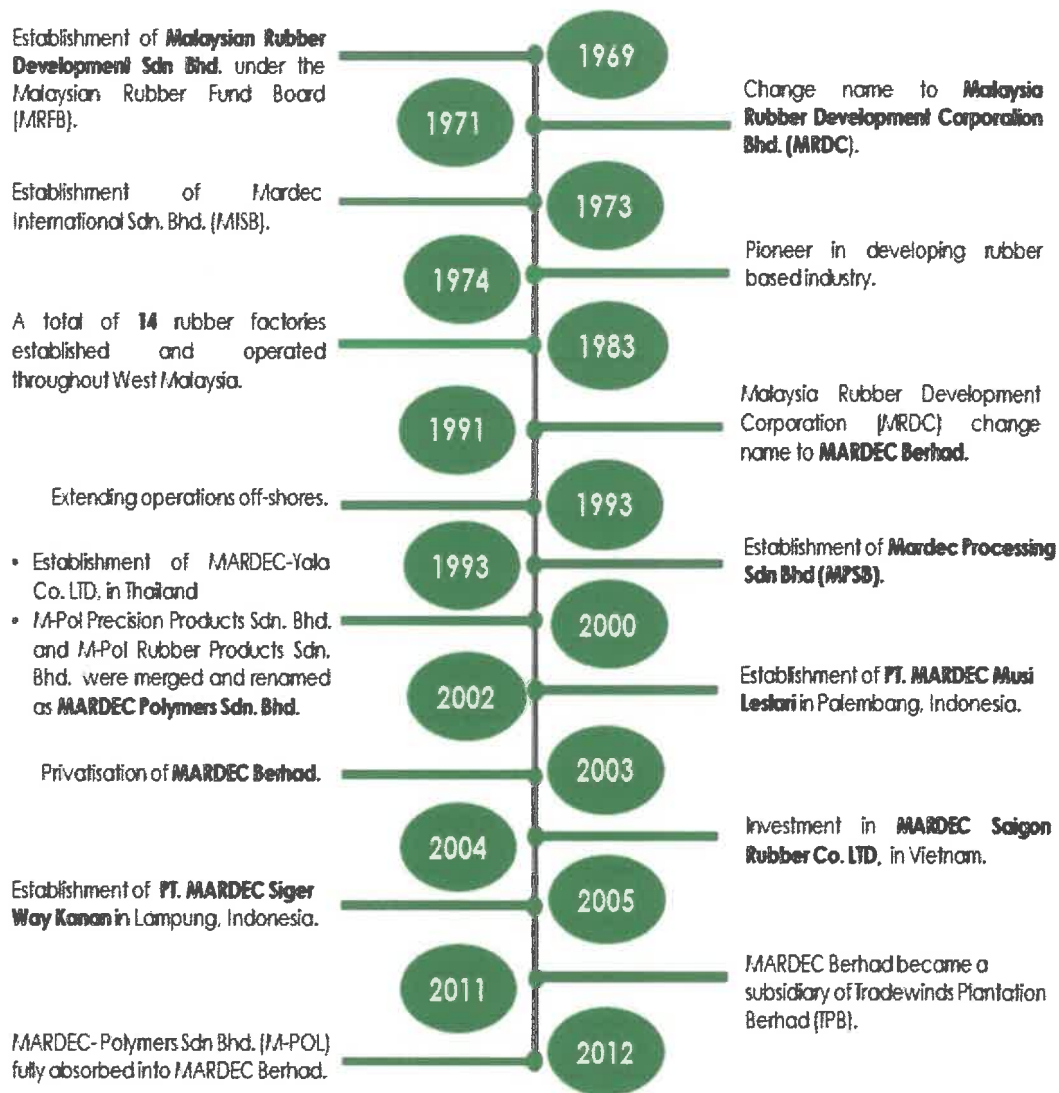


Figure 2: The History of Company

1.4 Vision

“To Be a Global Leader in Rubber”

1.5 Mission

“We, as team, are committed to achieve our vision”

1.6 Company Goals

1.6.1 Seeks to acquire and invest in human resource, process and technology development at local and international levels

1.6.2 Diversifying output

1.6.3 Improve competitiveness in international markets

1.6.4 Processing rubber efficiently and efficiently by maximizing the resources to produce the best quality rubber products.

1.6.5 Creating citizens who are concerned about social and environmental responsibility

1.6.6 Provide maximum opportunity to owners and stakeholders

1.7 Company Policies

1.7.1 Quality Policy

1.7.1.1 Providing quality rubber products and services and meeting customers' expectations through good relationships with rubber suppliers and increasing production and support services.

1.7.1.2 Comply with legislation, regulations and other quality requirements related to support service products.

1.7.1.3 Continuously improve the quality of rubber products, services and Quality Management System through the authorization and responsibility of personnel, management commitments and enhancement of manufacturing activities.

1.7.2 Occupational Safety and Health Policy

1.7.2.1 Completing all staff and visitors with safety protection when in the factory area.

1.7.2.2 Provide and maintain the matters pertaining to the welfare, health and safety of the staff and anyone on the premise

1.7.2.3 Comply with all applicable laws, regulations and other requirements relating to

the safety and health of employees.

1.7.2.4 Maintain and maintain good and safe chemical management systems.

1.7.2.5 Smoking is not allowed in the factory area, only permitted in the designated area.

1.7.2.6 Preventing injuries, accidents and unhealthy conditions, continuously improving the effectiveness of Occupational Safety and Health Management Systems to develop and promote a culture of safe and healthy care.

1.7.2.7 Investigate all incidents and take action to ensure that the incident is not repeated.

1.7.3 Environmental Policy

1.7.3.1 Comply with federal and state-related environmental laws, as well as other requirements and standards agreed by the Company.

1.7.3.2 Reduce the impact of environmental operations through prevention of air pollution, water and soil.

1.7.3.3 Working towards zero environmental damage.

1.7.3.4 Enhanced environmental management system continuously through setting goals, audit frequency and management review.

1.7.3.5 Promote environmental awareness among employees through continuous training and communication programs.

1.7.3.6 Continue building and developing a work culture that emphasizes the environment.

Figure 3: Machinery

1.9 Organizational Structure

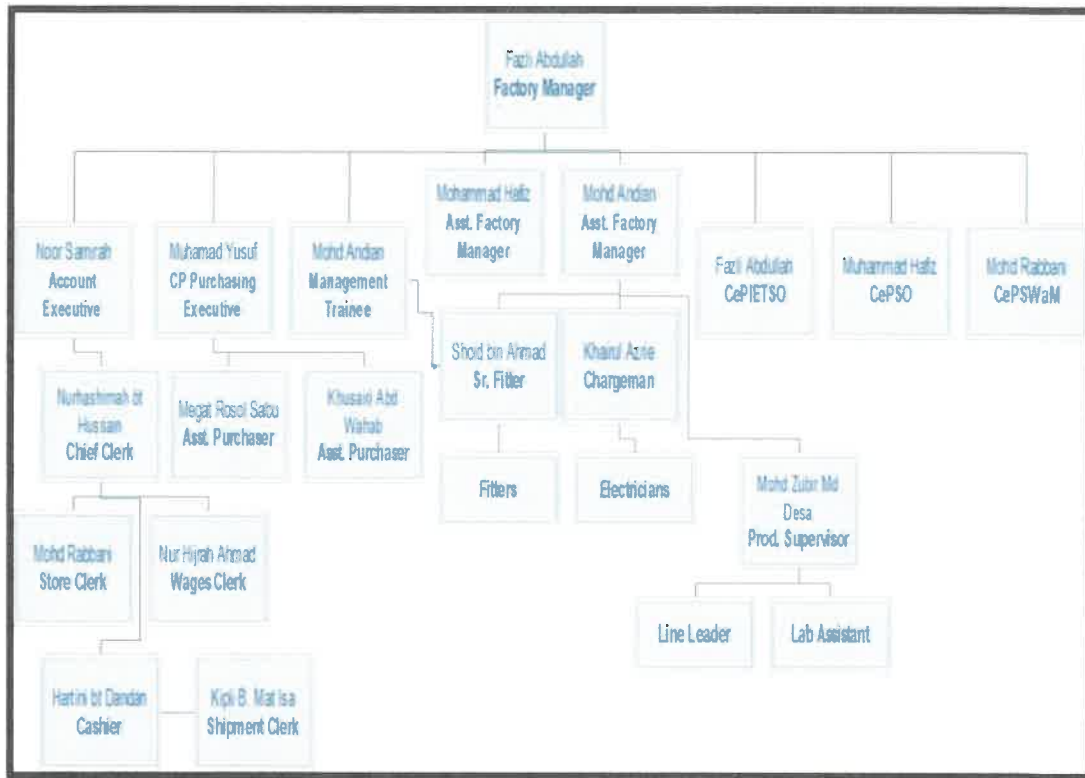


Figure 4: organization chart

1.10 Location



Figure 5: The Location to Tenaga National Berhad Kedah



Figure 6: Maps to Tenaga National Berhad Kedah

1.11 Company Employees Procedures

The table below shows the working hours for production operator employees at MPSB Baling.

HARI	7.00 ptg	12.30 tgh/hari	2.00 ptg
WAKTU	12.30tgh/hari	1.30tgh/hari	4.00 ptg
SABTU	WAKTU KERJA	REHAT	WAKTU KERJA
AHAD	WAKTU KERJA	REHAT	WAKTU KERJA
ISNIN	WAKTU KERJA	REHAT	WAKTU KERJA
SELASA	WAKTU KERJA	REHAT	WAKTU KERJA
RABU	WAKTU KERJA	REHAT	WAKTU KERJA
KHAMIS	WAKTU KERJA	REHAT	WAKTU KERJA
JUMAAT	CUTI UMUM		

Table 3: Schedule of Working Hours (Morning Shift)

HARI	4.00 ptg	8.00 mlm	9.00 mlm
WAKTU	8.00 mlm	9.00 mlm	1.00 ptg
SABTU	WAKTU KERJA	REHAT	WAKTU KERJA
AHAD	WAKTU KERJA	REHAT	WAKTU KERJA
ISNIN	WAKTU KERJA	REHAT	WAKTU KERJA
SELASA	WAKTU KERJA	REHAT	WAKTU KERJA
RABU	WAKTU KERJA	REHAT	WAKTU KERJA
KHAMIS	WAKTU KERJA	REHAT	WAKTU KERJA
JUMAAT	CUTI UMUM		

Table 4: Schedule of Working Hours (Night Shift)

HARI	8.00 ptg	10.00 mlm	10.30 mlm
WAKTU	10.00 mlm	10.30 mlm	5.00 pg
SABTU	WAKTU KERJA	REHAT	WAKTU KERJA
AHAD	WAKTU KERJA	REHAT	WAKTU KERJA
ISNIN	WAKTU KERJA	REHAT	WAKTU KERJA
SELASA	WAKTU KERJA	REHAT	WAKTU KERJA
RABU	WAKTU KERJA	REHAT	WAKTU KERJA
KHAMIS	WAKTU KERJA	REHAT	WAKTU KERJA
JUMAAT	CUTI UMUM		

Table 5: Working Hours for MPSB Baling for Office Staff and Practical Students.

1.12 Logo Description



Figure 5 : First Logo of MARDEC



Figure 7: Latest Logo of MARDEC

CHAPTER 2:
ORGANIZATION
INFORMATION

2.1 Departmental Structure (Administration Department)

Administration Department located at the first floor, Mardec Baling, Kedah. The head of Administration Department is Mr Fazli Bin Abdullah as the Factory Manager which is the trainee have been placed under him. There are a lot of units in the same floor, which is Financial department, Logistic and “Bahagian Keselamatan”.

2.2 Department Function

This Administration Department has several function that are as below:

2.2.1 Linking its human resource activities to business strategies and acting as a Business Partner.

2.2.2 Its accountable for the Division’s cost effective operations.

2.2.3 Administration Department also provides human resource services to the Group, such as human resource planning & development, human resource management and human resource internal affairs.

2.2.4 Administration Department ensures that policies, procedures and practices are in line with the Group’s Business Strategy and Core Values.

2.2.5 Administration Department deals with industrial relations, staff welfare and managerial & leadership training.

2.2.6 Providing comprehensive administrative planning, leadership and organizational development of all city departments

2.2.7 Evaluating performance of all department heads and their operations

2.2.8 Undertaking special projects to provide analysis and evaluation of existing and proposed city systems and procedures

2.3 Supervisor's & Student's Particular

2.3.1 Supervisor's Particular

Name : FAZLI BIN ABDULLAH

Position : Factory Manager

2.3.2 Student's Particular

Name : SYED MOHAMAD FIRDAUS BIN SAYED HAMID

Position : smfirdausalyahya@gmail.com

Student's ID : 2015165611

2.4 Department Information

Name of department	
Campus	MARDEC BALING
Operating Hours	Sunday - Thursday: 8.00 A.M. - 5.00 P.M. P.M. Rest: 1.00 P.M. - 2.00 P.M. Friday & Saturday : CLOSED
Address	MARDEC BALING, Kampung Chenerai, 09200 Kupang, Kedah.
Phone Number	04-476 5330
E-mail	http://www.mardec.com.my/
Website	http://www.mardec.com.my/

Table 6: Department Information

CHAPTER 3:
INDUSTRIAL TRAINING
ACTIVITIES

3.1 Training Activities

This chapter is a summary of the entire weekly activity undertaken throughout industrial training. Based on the activities performed in the reflection journal briefly will be explained in the chapter which covers the duties given by the supervisor. Each activity or task carried out will be recorded in the practical training logbook. Therefore, this section will briefly describe my activities and tasks that have been undertaken during industrial training in five month. All the activities will be explained from week to week to be able to conclude the work that has been done within a week while facilitating the revision process.

This chapter describes the workplace being undertaken and learned during industrial training. During industrial training was placed at the office for Information Technology (IT) students where this part was one of the important parts of the problem and the damage required the service of the worker at the office (clerk) to solve as an example of the problem of factory property damage, the problem employee salaries, workers / vendor requirements, and fulfilled requirement Headquarters requests. While undergoing trainee always take part in the work done by the office staff and learn it, also learned to know the equipment used in the factory. In addition, in this chapter it will describe the work done with the diagram to be presented in this chapter.

3.1.1 Check And Noted The Watchman Guard.

The guards need to lock the clock on every time they visit at night in the factory area and are checked by their tour time manager. The clock will be checked daily locked and recorded in the guard's notebook.



Figure 8: Watchman Guard

3.1.2 Record the Data Self-Billed

Record self-billed data to be sent to the Mardec headquarters on a monthly basis for monthly rubber production headquarters reference. Subsequent records will be scanned for headquarters referrals as well. Next, data that has been perfectly scanned and recorded using Microsoft excel will be checked by the MPSB

Date	Code	MFS	Tonnage	Pack	Types	DO Number	Inv No	Remarks	Note
2.4.2018	SMR20	0820318	20.100	1.25	CONTINENTAL TYRE AIS	40010			
2.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40051			
2.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40052			
3.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40011			
3.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40013			
3.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40014			
4.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40015			
4.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40053			
4.4.2018	SMR20	1850318	25.200	1.25	HELIOS COMMODITIES	40054			
6.4.2018	SMR20	0820318	20.100	1.25	CONTINENTAL TYRE AIS	40021			
7.4.2018	SMR20	1400218	40.320	1.25	BRITANIA SYNERGY SON BHD	40022			
7.4.2018	SMR20	1400218	40.320	1.25	BRITANIA SYNERGY SON BHD	40023			
7.4.2018	SMR20	1400218	40.320	1.25	BRITANIA SYNERGY SON BHD	40024			
7.4.2018	SMR20	1400218	40.320	1.25	BRITANIA SYNERGY SON BHD	40025			
8.4.2018	SMR20	1400218	40.320	1.25	BRITANIA SYNERGY SON BHD	40026			
8.4.2018	SMR20	1400218	40.320	1.25	BRITANIA SYNERGY SON BHD	40027			
11.4.2018	SMR20	2100418	25.200	1.25	OLAM INTEL	40028			
11.4.2018	SMR20	2100418	25.200	1.25	OLAM INTEL	40029			
12.4.2018	SMR20	2100418	25.200	1.25	OLAM INTEL	40030			
12.4.2018	SMR20	2100418	25.200	1.25	OLAM INTEL	40031			
12.4.2018	SMR20	2100418	25.200	1.25	OLAM INTEL	40032			
12.4.2018	SMR20	2520418	20.100	1.25	CONTINENTAL TYRE AIS	40033			

Figure 9: Data Self-Billed

3.1.3 Recorded Dispatch Data

Data Dispatch is recorded into Share folder BLG Position using Microsoft excel for review by headquarters of rubber production. Like smr5, smr10, smr20, 20cv.

No	Nama Pembedkai	No. GST	No. Invois HRP Kendiri	Nilai Pembedkalan (RM)	Jumlah GST (RM)	Catatan
1	RAMAN BIN WAHAB	011408161600	801721	35,694.00	4,138.84	DATE INVOICE 28/1/18
2	RAMAN BIN WAHAB	011408161600	801709	5,120.00	319.20	27/1/18
3	RAMAN BIN WAHAB	011408161600	801402	82,595.00	3,834.30	25/1/18
4	RAMAN BIN WAHAB	011408161600	801268	35,694.00	2,127.84	21/1/18
5	MOHD KHARIL ANWAR B	002798271352	802760	26,118.40	1,687.10	18/1/18
6	RAMAN BIN WAHAB	011408161600	804817	48,440.00	2,906.40	7/2/2018
7	RAMAN BIN WAHAB	011408161600	804990	86,593.60	5,071.92	8/2/2018
8	RAMAN BIN WAHAB	011408161600	804752	25,889.20	1,481.16	8/2/2018
9	MOHD KHARIL ANWAR B	002798271352	805121	36,400.00	2,184.00	9/2/2018
10	MOHD KHARIL ANWAR B	002798271352	805170	40,111.00	2,407.86	10/2/2018
11	MAHAYA MAHARUD	002757898980	805163	211,807.30	8,006.45	10/2/2018
12	RAMAN BIN WAHAB	011408161600	805171	41,670.20	2,820.57	10/2/2018
13	HOCK HIN LSONG TRACHIN	002289181216	805184	17,980.20	1,034.91	10/2/2018
14	MAHAYA MAHARUD	002757898980	805283	57,410.20	3,470.29	12/2/2018
15	MOHD KHARIL ANWAR B	002798271352	805448	39,336.00	2,372.16	11/2/18

Figure 10: Dispatch Data

3.1.4 Record / Calculate and Check Buyers Statement

The buyer statement will be recorded after receiving the buyer's ticket and payment will be made according to the weight of the weighing rubber. Next will be reviewed and recorded in the book whether the payment calculation is correct or not.

MARDEC
PROCESORING SDN BHD
(Company No 404619 - L)

SUB: **SMR 5 RUBBER DESPATCH AS AT 1/3/2018 TO 31/3/18**

Date	Grade	MPS	Tonnage	Pack	Buyer	DO Number	Inv No	Remarks	Note
	SMR 5								
	SMR 5								
	SMR 5								
	SMR 5								
	SMR 5								
	SMR 5								
			<u>0.000</u>						

SUB: **SMR 10 RUBBER DESPATCH AS AT 1/3/2018 TO 31/3/18**

Date	Grade	MPS	Tonnage	Pack	Buyer	DO Number	Inv No	Remarks	Note
04/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40017			
04/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40018			
04/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40019			
04/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40020			
04/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40020			
04/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40025			
11/4/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40011			
11/4/2018	SMR10	20104/18	25.200	1.20	TOWER COMMODITIES	40013			
	SMR10		<u>201.600</u>						

Figure 11: Buyer Statement

3.1.4 Lorry In and Out (*Shipment*)

Delivery of ready-made rubber will be sent to buyers from all over the country and will be recorded and weighed before delivery.

DELIVERY ORDER

Please mention the following rubber or good varieties and notes

Sl. No.	Quantity	Remarks

Signature of Buyer: _____
Signature of Seller: _____

20/10/20
20/10/20
20/10/20
20/10/20

MAREK P... INI... S... W... B...
MAREK P... INI... S... W... B...

Date	Quantity	Remarks

Figure 12: Lorry Record

3.1.5 Scan and Photostat Cheque Sellers and Handed Over To Sellers.

The seller's cheque will be photocopied and handed over to the reseller and the original check will be stored for headquarter reference. Cheque will be printed per month and saved by month. Headquarter will ask for specific number and checking for their reference.

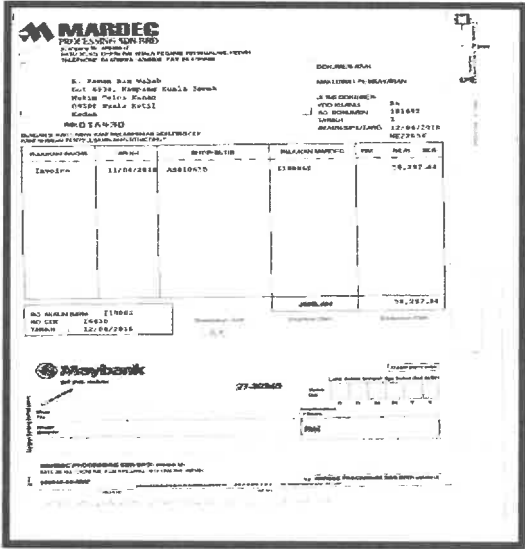


Figure 13: Data of Cheque

3.1.6 Conducting training for Reconciliation summary B7

MARDEC PROCESSING SDN BHD, BUALING												
B7 RECONCILIATION SUMMARY FOR THE MONTH OF FEB 2018												
DATE	IFS SYSTEM					WIB2/NER/DGE TICKET/IBK/NET					VARIANCE	REMARKS
	ACCOUNT NO	IFB INQ	SI/P/UB/ET NO	NAME	WET/INQ	DRG	SI/P/UB/ET NO	TRAN NO	SI/CM T NO	WET/INQ		
15.02.18	F160223	IF 140222	WY73429	Pop Saari Aari	8707	55.49	WY73429	21058	070808	8207	-	
	F160223	IF 140222	WY722887	Maah Hie Looing Trading	7782	94.79	WY722887	21059	070808	7811	-	
	F160226	IF 140224	WY623402	Muhammad Jaya	6162082	39.82	WY623402	21061	070806	8803	-	
	F16103	IF 140223	WY76723	Muhammad Hie Muhammad	23,540133	57	WY76723	21081	070801	23941	-	
	F16103	IF 140223	WY76723	Muhammad Hie Muhammad	27,310133	58	WY76723	21082	070802	37855	-	
					493171					493171		
<p>Prepared / Checked by: _____</p> <p>Approved by: _____ <small>BERNARD BERNARD Factory Manager</small></p>												

Figure 14: Reconciliation

Reconciliation summary B7 will be record everyday so that in the end of the month, they can see the reconciliation and the expenses of the company. It will be recorded by month.

3.1.7 Student Conducting For Academic Visit

Student from UiTM Arau, Perlis, came over for academic visit. Its objective is to enhance the student about the process of scrub.



Figure 15: Student from UiTM Arau

3.1.8 Student Training For Computer Maintenance and Troubleshooting

This training is held for the student internship to enhance more skills about the computer. The training using the slide and also the trainee have to do some demo and presentation after settle the training.



Figure 16: Demo For The Training

**SPECIAL
PROJECT**

3.2 Special project

3.2.1 Introduction

3.2.1.1 Project overview

The trainee has been given a special project by Mardec Processing sdn.bhd to developed a system called Employee Leave Management System to handle the meeting that are going to held in the meeting room. The system aim is to be used in the Human Resources Department to easy their work to manage leave so that if the room is full, they will know from the system. If the room is full and is being used, the system will not appear the date.

As the trainee related with the Information System Management field, it is effective when the trainee been assigned to develop a new system to be used at this organizations. In addition, develop a system also be one of the main requirement for the trainee need to be completed in period of time during the industrial training. I have been given this task because there is no system related to the apply leave.

There is a requirement from the Human Resources Department whereas they have faced a problem in manage the apply leave. Before this, the leave was apply by manual and record. Sometimes the in charged forgot to note the leave. So there will be redundant leave. This is because this department did not applied any method whether a manual even a systematic method that have been applied in order to handle the booking that have been made. So this system has been develop in order to enhance more the daily task activities in this department. In order to fulfill the objective of this Industrial Training, the trainee was required to develop a full new system for the Human Resources Department of Mardec Processing sdn.bhd. The system that being tasked and proposed to the trainee was called "Employee Leave Management System (ELMS)". The main function why this system was develop is to apply,

manage, administer, approved the apply leave when being issued and when want to be used as the proof for the applying leave has been done.

This system only can be approved by the admin. It mean that the employee who make the booking have to fill the leave date and leave type and the admin will approved the leave. The employee need to apply the leave is being accepted is through the system. For an example, medical leave. Then the admin will see and approved it. The user need to open again the system after one or two days to see whether the leave is being approved or cancelled by the admin because the reasonable. Other than that, the system also provide some features like the admin can deleted any unnecessary leave history that has been entered into the system but it is not related with the department, delete the form that the program have been held. Second is the admin also can update the information that being given by the employee maybe the wrong date have been key in. Third is the admin approve the form and employee should to log in to see notification.

Error and broken down the database, so this will be the backup if the problem happen. This system is included with a user manual in the help section to help the beginner-users to use this system without any difficulties.

3.2.2 Problem Arise

In Human Resource Department, the record leaves is record manually. Therefore it is quite hard for them to track the leaves if other person want to make other apply leave. Moreover it uses a filing from several past years to record the leaves. So if the record misplaced or missing, there have no backup. By proposed the ELMS, staffs can track the leaves and staff balance leaves. If they still used the manual way in record the applied leaves, it might be out of date. This is because others are using system in order to record the data. This system will be more effective and efficient to staff.

3.2.3 Objective

The objective of this ELMS is to facilitate staffs in order to record all the data of the leaves. The system will become more effective and efficient. It will get the best result in recording data in system rather than manually. The objectives are as follows:

3.2.3.1 Save data and information in electronic ways.

Before this, the maintenance department not implement any method even manual or electronics to handle the bookings from the users. Then they also having a difficult problem when want to retrieve the record and data from the bookings. When the user ask, they can't find the bookings. So when this system being implement in this department, the staff can easily save and retrieve back the data and record as they just need to enter list of booking in the system and no need to worry again.

3.2.2.2 To manage the apply leaves effectively

Before of this, the bookings that is received being handle by Factory Manager Mr. Fazli Abdullah. But he can't manage the leaves properly because they only form and Nur Hijrah Ahmad will collect to record. When the system have been implement, there will be safe in terms of security of information that have been store. By presence of this system, this

department can easily entered the data and receive the bookings faster. This has enhance more the department administration process as they can increase their work of productivity.

3.2.2.4 Avoid the loss and damage of information.

Saving the data inside the database is safer than saving it in a piece of paper that lastly will be nowhere to go. This system can help the admin to enter the details of the apply leave form. In addition, the trainee also has teaches the admin to auto backup the database once in two week in order as a precaution step if there is a computer error happen. Other than that, the data being stored can be easily retrieve when they is needed without considering on how much time they have been keep into the system. This has make the record being keeping in safe and no unauthorized users can access the system and access the data without any permission and this can avoid the data from being misused.

3.2.3 The function of developed system should be able to:

3.2.3.1 Receive all the information submitted users by self-key in the data.

3.2.3.1 Delete unnecessary/out-of-date reports.

3.2.3.2 Edit the information that were already taken care of

3.2.3.3 Save all the necessary information in the database.

3.2.3.4 Print the report needed for a proof.

3.2.3.5 Search related data given the keyword such as from the program title

3.2.3.6 Prevent unauthorized user from accessing the system.

3.2.4 System Development Life-cycle.

The system must have several phases such as planning, analysis, design, implementation and also maintenance.

3.2.4.1 Planning

The trainee started the planning of the system by identified, analyze and collect all the data that relate with the system that will be conducted. In this method. Trainee has asking many question that relate with the apply leave that will be inserted inside the system. All the data and information getting being recorded in a paper that being inserted into the computer for a better ways. According the situation, a lot of discussion needs to be done to obtain the ideas and implement the system Employee Leave Management System especially with the Mr Fazli Abdullah such as the advantage and disadvantage of using the automatically procedures because before this they are using the manual system. Other than that, any improvement can be done to provide a better system.

3.2.4.2 Analysis

Analysis is the most important part which in analysis phase. In this is a current system and problems are made context there are no current or existing system has been applied and being used in this so there will be a new system being organization created. In order perform it, the trainee has gathered and asking to about the information that will be need to the inserted into the system which is gained from the one who inspired this system must be create that is Mr. The problem b Fazli Abdullah being discovered here is that there are no systematic even manual way to manage the apply leave and in order to avoid it, an electronic system being prefer in order to save the data with more secure and can be retrieved when being asked easily. There also some improvement being added into the system which is it can generate a report. The required tools for the projects are hardware, software and time operation.

3.2.4.3 Design

Design is not so important in developing this system as the users of the system is prefer more it being design in a very simple ways as they all is very older and it is better to use simple system rather than hard with a high design. It will be complicated for system the users to use it. In this system, the process is only one that is only the admin will inserted the form. In other word, the input and output of the system is only being doing by the admin only. There also many page being inserted that link to each other in order to produce a workflow process while inside the form there will be many field that need to be fill by the admin to insert the information. Other features is search the form, deleted the form, updating the form and also generate a report also being adding into the system for a more effective system generated.

3.2.4.4 Implementation

This is the most critical phase whereas it involved with the coding need to be created in order to produce a system that can be used as planned. A code being generated by using the Php My Admin and MySQL Database to save the data. After that the documentation also being done in order to complete up the report form. A documentation must be clearly being documented as it must ensure all the component, file and also others related information and data about this system being documented all of them correctly. In order to make the users of this system being able to use this system, a user training procedure must be created so that the users can use the system well so that the users can used the system in right way. Other than that, some precaution and backup steps has been implemented to make sure the system is working well and smoothly without any problem through the system that the trainee develop. Also, the test will be conducted by the trainee but it only involved the supervisor of the trainee and the Executive of Information technology in the company. Also, the user manual have been made so that it will guide them when they are using the system.

3.2.4.5 Maintenance

This phase exist in system operation where it consist of implementation of changes that software might experience over a period of time, or implementation of the new requirement or updated of software. Maintenance phase also involving any handling issue that may exist in the software even after the testing phase. This phase also monitors the system performance, rectifies bugs, and request changes are made. In the maintenance phase, three actively activities might happen which are bug fixing, upgrading and also enhancement. Other than that, when the trainee have finish the industrial training, the administration department will take the place in handling this new system and they are going to upgrade the system.

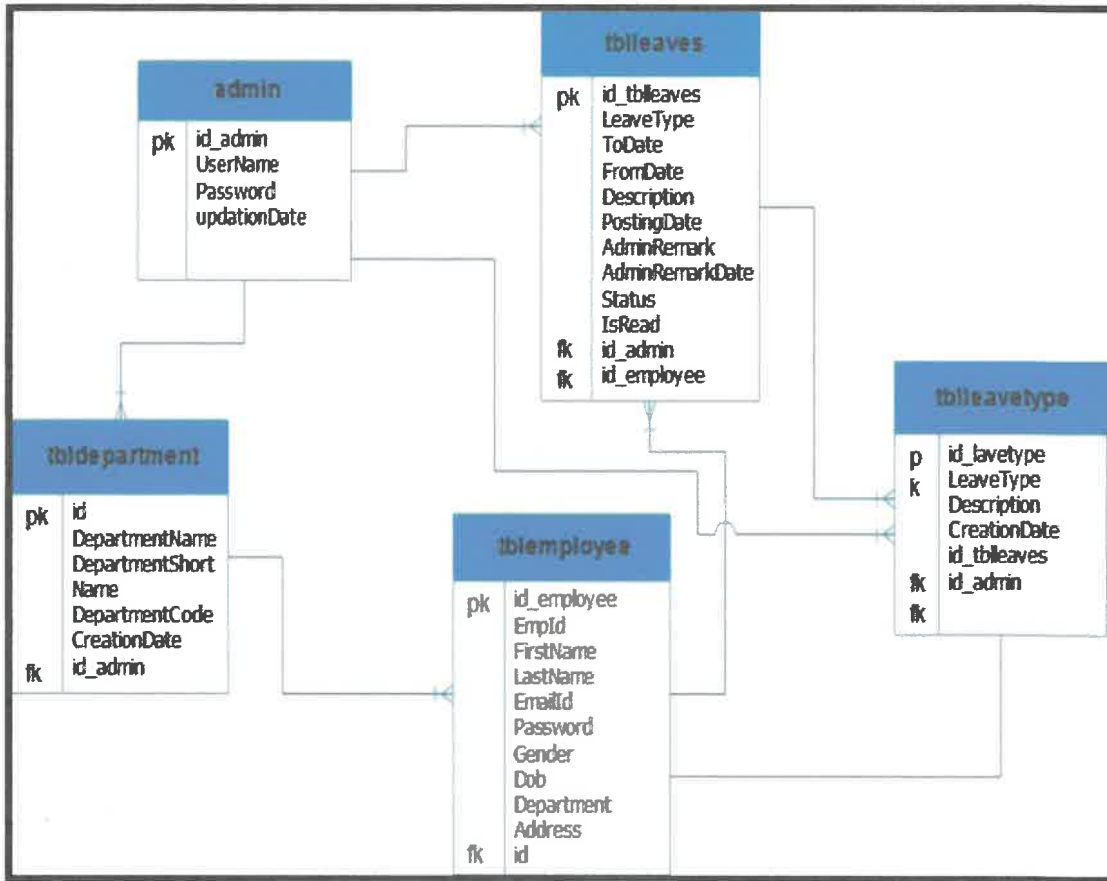
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	★	EMPLOYEE LEAVE MANAGEMENT SYSTEM	102 days	Thu 1/2/18	Fri 22/6/18		
2	★	Planning	10 days	Thu 1/2/18	Wed 14/2/18		
3	★?	Determine requirement					
4	★	Project identification	5 days	Thu 1/2/18	Wed 7/2/18		
5	★	Problems / Opportunity of System	5 days	Thu 1/2/18	Wed 7/2/18	4	
6	★	Brain storming	5 days	Wed 7/2/18	Tue 13/2/18	5	
7	★	Project concept	2 days	Thu 1/2/18	Fri 2/2/18		
8	★	Software/ Hardware determining	3 days	Mon 5/2/18	Wed 7/2/18	7	
9	★	Analysis / Software Requirements	15 days	Thu 15/2/18	Wed 7/3/18		
10	★?	Analysis system need				3	
11	★	Structuring the requirement	5 days	Thu 15/2/18	Wed 21/2/18		
12	★	Determine requirement	5 days	Mon 26/2/18	Fri 2/3/18		
13	★	Design	30 days	Mon 12/3/18	Fri 20/4/18		
14	★	Design system process requirement	20 days	Mon 12/3/18	Fri 6/4/18		
15	★	Design system model	25 days	Fri 16/3/18	Thu 19/4/18	14	
16	★	Implementation & Maintenance	45 days	Mon 23/4/18	Fri 22/6/18		
17	★	Develop system concept development	45 days	Mon 23/4/18	Fri 22/6/18		
18	★	Implement the system	45 days	Mon 23/4/18	Fri 22/6/18	17	

Project: SYED GC.mpp
Date: Wed 11/7/18

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

3.2.5 Entity Relationship Diagram

Figure 18: Entity Relationship Diagram



3.2.5.1 Business rules

- 3.2.6.1.1 Admin can add many type leaves
- 3.2.6.1.2 Admin can add many department
- 3.2.6.1.3 Admin can approve many leave
- 3.2.6.1.4 User can apply many leaves
- 3.2.6.1.5 One user can be in one department
- 3.2.6.1.6 One user can apply many leave type
- 3.2.6.1.7 One leave can have many type

3.2.5.2 Context Diagram Of Employee Leave Management System

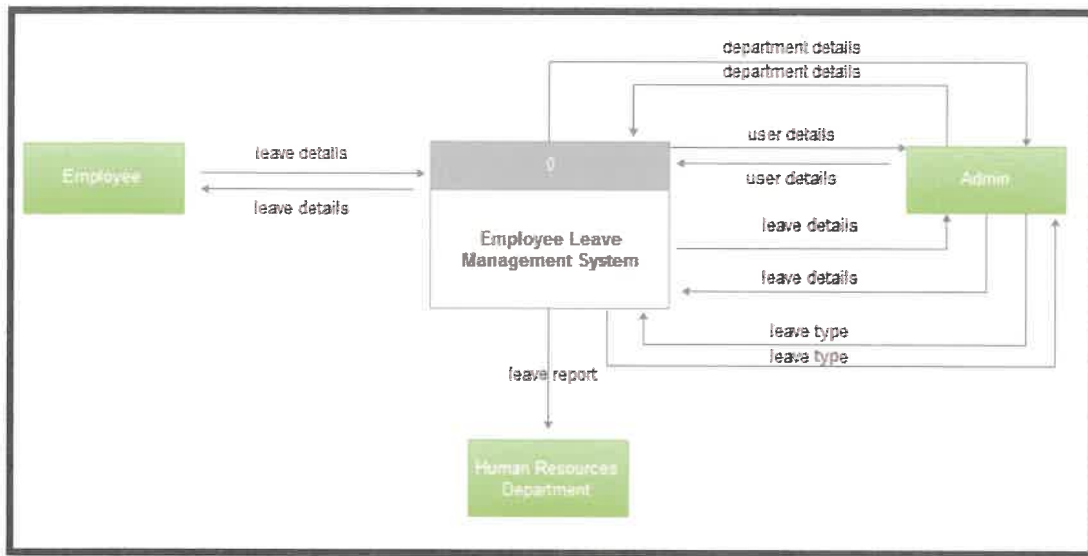


Figure 19: Context Diagram

3.2.5.3 Data Flow Diagram Of Employee Leave Management System

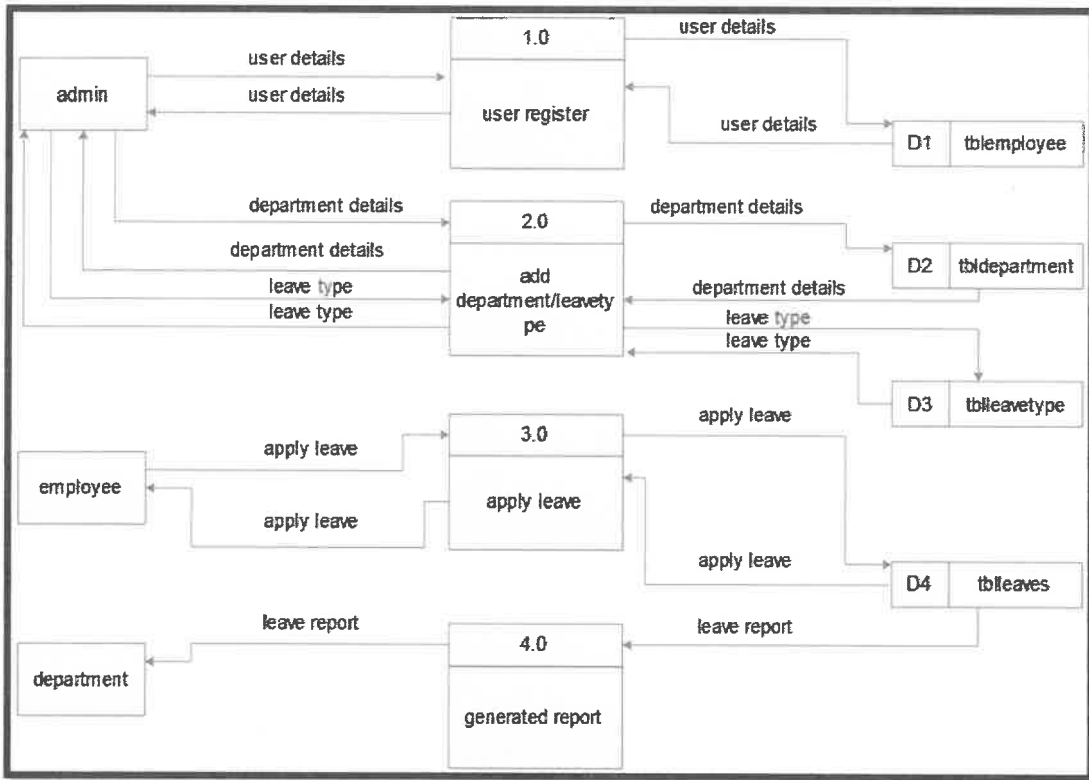


Figure 20: Data Flow Diagram

3.2.6 Data dictionary

3.2.6.1 Admin

Field	Type	Null	Default
<u>id</u>	int(11)	No	
UserName	varchar(100)	No	
Password	varchar(100)	No	
updateDate	timestamp	No	0000-00-00 00:00:00

Table 7: admin

3.2.6.2 Tbldepartment

Field	Type	Null	Default
<u>id</u>	int(11)	No	
DepartmentName	varchar(150)	Yes	NULL
DepartmentShortName	varchar(100)	No	
DepartmentCode	varchar(50)	Yes	NULL
CreationDate	timestamp	Yes	CURRENT_TIMESTAMP

Table 8: department

3.2.6.3 Tblemployee

Field	Type	Null	Default
<u>id</u>	int(11)	No	
EmpId	varchar(100)	No	
FirstName	varchar(150)	No	
LastName	varchar(150)	No	
EmailId	varchar(200)	No	
Password	varchar(180)	No	
Gender	varchar(100)	No	
Dob	varchar(100)	No	
Department	varchar(255)	No	
Address	varchar(255)	No	
City	varchar(200)	No	
Country	varchar(150)	No	
Phonenumber	char(11)	No	
Status	int(1)	No	
RegDate	timestamp	No	CURRENT_TIMESTAMP
leavesbalance	varchar(20)	No	

Table 9: employee

3.2.6.4 Tblleaves

Field	Type	Null	Default
<u>id</u>	int(11)	No	
LeaveType	varchar(110)	No	
ToDate	varchar(120)	No	
FromDate	varchar(120)	No	
Description	mediumtext	No	
PostingDate	timestamp	No	CURRENT_TIMESTAMP
AdminRemark	mediumtext	Yes	NULL
AdminRemarkDate	varchar(120)	Yes	NULL
Status	int(1)	No	
IsRead	int(1)	No	
empid	int(11)	Yes	NULL

Table 10: leave

3.2.6.5 Tblleavetype

Field	Type	Null	Default
<u>id</u>	int(11)	No	
LeaveType	varchar(200)	Yes	NULL
Description	mediumtext	Yes	NULL
CreationDate	timestamp	No	CURRENT_TIMESTAMP

Table 11: leavetype

3.2.7 Design interface

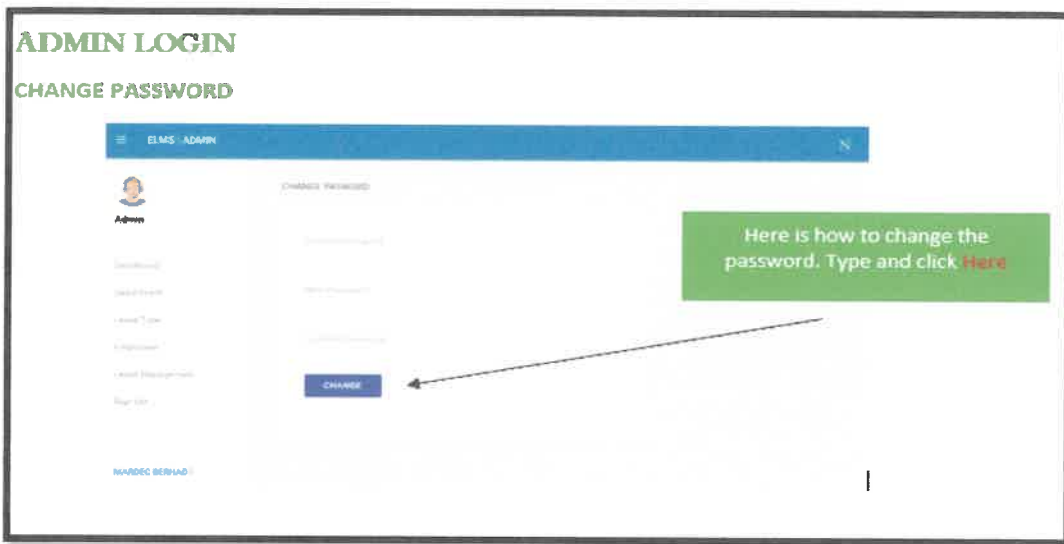


Figure 19: admin interface



Figure 20: employee detail

THE LEAVE INFORMATION

When the Admin login, it will come out the Notifications when the staff apply the leave

Admin can view the leave (Click View)

Figure 21: leave details

APPROVED OR REJECTED?

This is how the admin approved the leave. (Click Submit)

Figure 22: admin take action

STAFF LOGIN
RESULT WHEN APPLY

ELMS | EMPLOYEE

This is how the admin approved the leave. (Click Submit)

Myed Anshya
 (Admin)

ID	Leave Type	From	To	Days count	Posting Date	Admin Name	Status	Action
1	Medical Leave	21-02-2018	24-02-2018	3days	20-02-2018 09:47:56	Shah, Shrikant Prakash	Not Approved	view
2	Annual Leave	20-01-2018	21-01-2018	2	20-01-2018 03:36:56	Shah, Shrikant Prakash	Approved	view
3	Casual Leave	20-01-2018	21-01-2018	2	19-01-2018 03:32:34	Shah, Shrikant Prakash	Approved	view
		20-01-2018	21-01-2018	2	20-01-2018 22:34:40		waiting for approval	view
		20-01-2018	21-01-2018	2	20-01-2018 22:34:21		waiting for approval	view

The admin login

The status, by click View

As you can see, this is the result when you apply the leave. Only admin can see the result and approve

Figure 23: apply status

3.2.8 Technical Feasibility

It is crucial to consider these following requirements to ensure this system development runs smoothly:

Hardware Requirement	Software Requirement
<ul style="list-style-type: none">• A PC / Laptop	<ul style="list-style-type: none">• Adobe Dreamweaver
<ul style="list-style-type: none">• Operating System : Windows 7	<ul style="list-style-type: none">• Web server Application : WAMP
<ul style="list-style-type: none">• Processor : AMD E2-1800 APU	Server
with Radeon(tm)	<ul style="list-style-type: none">• My SQL Database : Php My Admin
<ul style="list-style-type: none">• Printer Canon	<ul style="list-style-type: none">• Adobe Photoshop CS3
<ul style="list-style-type: none">• 4GB Flash Drive	<ul style="list-style-type: none">• Microsoft Office Project 2010
<ul style="list-style-type: none">• 4GB RAM	<ul style="list-style-type: none">• Microsoft Office Word 2010

Table 12: Technical Feasibility

3.2.9 Economic feasibility

Tools	Costs
Hardware	
• Personal Computer ASUS	RM 1,299.00
• External Rewritable Drive	
• 32GB Flash Drive	RM 70.00
• CD Rom	RM 9.00
• Printer CANON	RM 250.00
Software	
• Microsoft Windows 8	Licensed
• Php My Admin SQL	Free Download
• Wamp Server	Free Download
• Microsoft Office 2010	Licensed
• Adobe Photoshop CS3	Free Download
• Adobe Dreamweaver CS3	Free Download
Others	
• A4 paper	RM 10.00
• Printer Ink	RM 70.00
TOTAL BUDGET COST	RM 1,708.00

Table 13: Economic Feasibility

CHAPTER 4:

CONCLUSION

4.1 Application of Knowledge, Skills and Experience taught

Industrial Training with Mardec Berhad Kedah for 20 weeks gives the trainee many knowledge, skills and experience that the trainee gain whether in department or also that outside the department on the other hand, the trainee have gained not only the technical skills but also soft skills such as management skills, groupings kills, communication skills, time management skills creative thinking skills and interpersonal skills. But for the mainly thing that the trainee gained is in term of the system development whereas it has teach the trainee on how to develop a system. With already experience and skill of the trainee from the faculty, the trainee has find many alternative to seek and survive in term of develop a system that be used for more improvement and enhancement in term of department administration. During the industrial training, the trainee has been given a task to develop a full system for the Human Resource Department which is “Sistem ”. This system is mainly focused on a booking management in Mardec Berhad. The trainee have proposed this system because the trainee have seen the way they organized the booking is very poor.

As all know. when the trainee develops the system by himself and it automatically gained the trainee a knowledge because the trainee can apply what he has learn at the faculty to the organization. This can help the trainee to expose and practically applied it already knowledge to gain another new knowledge when at the organization. On the other hand, the trainee also can improve their skills to develop the automatically system to organization and set up the system from the beginning. In addition, when the trainee develop the system to the organization it can give the trainee new experience when the trainee discuss about the system with others staff, supervisor and also the staff that has been responsible to use the system. Besides that, the trainee can expose their skill to the organization by develop a system to the organization. The trainee also has some experience, skills and also knowledge in term of maintenance and repairing the computer that can be used to teach, show and

telling the other staff in the organization. For an example the trainee has teach to some of the staff who are interested in dealing with the computer and also to the young staff rather than old staff as this will make them easily to more understand. This is helpful because when the staff is equip with the knowledge and skill on how to format the computer when blue screen happen, the staff itself can perform it when the trainee is finished from the industrial training.

In addition in order to enhance more the understanding of staff that interested in learning the method, the trainee also has shown some tutorial to them so that they can more easily understand it. This experience and skill not only focused on the computer but also to other stuff like printer and also photocopier machine

On the other hand, the trainee also can expose and getting many new knowledge in term of administer and manage the staff attendance, leave schedule, and many more when the trainee was dealing with punch card system at the the corporate department. Punch card system being used by the organization to record, store, manage and some issue related with the staff especially related to the attendance of all the staff. This system has help the corporate department as it assist in making the full report of each staff in a month and it can become as the proof when the staff having a trouble or absent to the organization. As the trainee also in the same field of system, the trainee being more easily to adapt and used the system and also can able to understanding the features of the system faster than others. During the industrial training at the organization, the trainee also gained the knowledge by involved the seminar or meeting and go to site. As all know, at the university the trainee just focus on theories only but when the trainee go to the organization, the trainee cam learn more and apply the knowledge and will improve the communication skills with the staff and

audience. On the other hand, the experience that the trainee has at the organization is one of the bonuses to the trainee that other people do not have it and it can be the trainee more confidence to have a better job in future.

Lastly is the trainee can enhance more the communication skills as at this organization, the trainee has involved with the site visit at many places that make the trainee to deal with many contractors. Also, the trainee have been ask to be in the registration table when there is any program. Here the trainee can applied the communication skill and also soft skill to communicate and make the registration process be more effective, faster and also simple. As we know deal with many people has test the trainee patience level, but the trainee has succeed to overcome it because at the faculty, the trainee has been trained well to deal with many people, to work in a group and also to decide the best choice a better result.

4.2 Personal Thoughts and opinion (Reflective Tone)

Been assigned to doing an industrial training at Mardec Berhad Kedah has make the trainee to learn many things that related with the trainee subject field itself. There are too many information, knowledge and skill have been gained and learned at this place. There also a knowledge that the trainee not know been learned here. Something new about the organization daily task also has been interpreted into the trainee itself even it is not related with the trainee field. Other than that, the trainee also has been teaching by the staff here about on how the real work environment play it role. This is different from the environment at the faculty because there are so many things that need to be learned by the trainee in order to enter the new work environment.

Involved in a system development requires the trainee search for what's the problem faced by the unit and find a way to solve them in term of providing new systematic system in order to help a organization to overcome the problem happen. The trainee also needs to

apply all the theory in obtaining user requirements. Every staff has their own need whereas it been tried by the trainee to make it true and possible. The trainee also learned how to organize work, how to face the challenges and how to satisfy the user to consider all their needs in the system. Overall, the trainee needs to find a way to make user's tasks. In order to do this, the easier trainee has developed one system name Employee Leave Management system that been used by the Administration department to handle all of the bookings in Mardec Berhad.

After that, the trainee feels the organization always give the opportunity to show the knowledge and skill that the trainee has to make the organization confidence about the knowledge of the trainee. This organization has a very steady work environment because there are no force in doing a job been applied to the trainee even also to the staff. Top position manager always been working together with their low level staff in order to perform a task. In other mean, they all work hard together without considering the position level in order to finish a job. As the trainee is only one that related with the Information Technology field, it required the trainee to handle and solved all the problem related with the technology tools like computer, printer and also photocopier machine. It mean that the trainee always been called to solved a problem at same time but the staff here are very negotiating whereas they will to wait until one job finish then can continued to solved others job. The staff also are very tolerating, good and accept the trainee as their own organization staff even the trainee is not. This is what make the trainee feel more comfortable to having an industrial practical here as good as well.

Next is the trainee also feel that this organization has fixed with the trainee industrial training requirement as many thing that trainee learned can be applied here especially in factor of system developer and also technology used. Been stay here for 5 month is very

useful and benefit to the trainee as the trainee can help many others staff in performing their daily task and activity. On the other hand, the during the industrial training the trainee feels more confident because almost every day the trainee practice to wear the formal attire and it looks like the real situation to the trainee to have more confident level when the trainee communicate and shown the real physical to other staff, customer and public people. Practical training program is beneficial to help the trainee to understand the work environment and be prepared physically and mentally to face the real working world when the trainee finished the study. In general, the Practical Training Program allows the trainee to understand more about their field of study and give a clearer picture to move forward in the near future.

4.3 Lesson Learnt

There are some lessons that the trainee have gained at the industrial as training such as:

4.3.1 The trainee should always be updated with current news and information especially in Information Technology field.

As the trainee is the only one that relate with the information technology department, the other staff always asking about the technology and also other news, opinion and also suggestion. This has make the trainee to always alert, explore, expose and also know about the most current information. This can help to expose other staff into the field of technology. Other than that, it become as the trainee responsibility to brief and also tell the others even the things that they didn't ask. On the other hand, the trainee also must know about the active learning design elements ensure that the trainee learns and retains the industrial training objectives through active participation. It allows the participants to explore or experiment with the information or task presented. The information presented gives the trainee an opportunity to infer various principles and strategies for effective performance.

4.3.2 The trainee also known about the leadership skills.

Leadership is very important in manage the activity or project been assigned. For an example a project visit school, the trainee need to applied the leadership skills to others trainee member who is new in practical training by giving some information in many ways. Leadership is not only need to be applied in a group, even in individual, the trainee also need to know on how to lead themselves. For signed do it. In an example, the will do a task even being a to trainee not organization, leadership skills must have in everybody because it important to achieve their goals and the leadership also can be hard to define and it means different things to different people. In the transformational leadership model, the leaders set direction and help themselves and others to do the right thing to move forward. To do this they create an inspiring vision, and then motivate and inspire others to reach that vision. They also manage delivery of the vision, either directly or indirectly and build their teams to make them ever stronger in organization.

4.3.3 The trainee learnt about the strategy tools that they used to maintain their quality.

Strategy tools is most important in organization because it shown their ability to execute the organization and business unit strategies successful. Also, to maintain the strategies the organization lead directly to the achievement strategies and the trainee can learnt from that and used when they finish their industrial training. On the other hand, the strategies tool is important and it meaning that all levels of strategy support and enhance each other to ensure that the organization is successful.

4.3.4 Work hard to solve the problem arises no matter how.

There are too many task been assigned and been given to the trainee in time of industrial training. The task involve whether related to what trainee learn in faculty and also on what trainee not learnt. For an example on how to solve and find a ways to arrange and sorting the document recon at this organization, the trainee has given an opinion that to categorize the document. This to ensure that there will be easier and faster in term of amended the documents properly. For a task that involve, task about to repair a printer that is already damage and not been used for 2 years. As the trainee is not familiar with the task given, the trainee has make a step by learning online tutorial in YouTube website whereas finally the trainee is successful to repair it. This is what been said work hard on every task given.

4.3.5 The trainee learnt how to make a decision making to improve their knowledge.

At the organization, the staff also showed the trainee how to make a decision making properly. Besides that, they teach the trainee how to adapt problem with the real situation and can solve the problem with the positive ways. On the other hand, the trainee learnt some simple techniques to make the decision making skills more effective and efficient. Also, decision making is important because it also may have been a better choice that had not been considered, or the right information may not have been available at the time. Because of this, it is important to keep the information of all important decisions and the reasons why these decisions were made, so that improvements can be made in the future. This also provides justification for any decision taken when something goes wrong.

4.3.6 The trainee learnt how to use the communication skills at the organizations.

In any situation communication skills is very important to the trainee because it can show their own personality. At the organization, the trainee also learnt communication skills with the staff, with the boss and also with the customer that the trainee meets every day. Besides that, communication skills also more focus on their process such as from sender to the receiver, message, channel and also have the feedback from others. Also, at the organization, the trainee can improve the communication skills more affective and can develop the trainee more improve the speaking, observing, listening and also understanding the skills that the trainee learnt.

4.4 Limitations and Recommendations

4.4.1 Limitations

4.4.1.1 Less of Knowledge about the IT among employees

Naturally, the staff or employee at Mardec Berhad Kedah do not have enough knowledge, experience and also information about the information system technology skill such as the usage of excel, power point and another application that occur on computer. The more main issue is the staff did even know how to install a software into their system and also they don't know how to burn a cd if they need. This is because when being asked, they more prefer to use email. The awareness among them also is low as they need to know, realize and understand that with the help of the technology, their work become faster and more effective than doing it in manual ways. Some of them also even not shut down their computer when going back to home and just let the computer stay until he come back to office, here there is very lack of awareness as they need to know that the computer itself can be burned out when the motherboard is overheating and it also will contribute to the burning and also motherboard and battery damage inside the CPU.

4.4.1.2 Pirate version of window being installed in most computer in this organization.

Mostly over ratio 9/10 computer inside this organization Mardec Berhad Kedah has using fake window and also some unregistered application in their administrative daily task. As this application costly but the most important data and record about all staff attendance. This is not appropriate and effective way to be applied this organization. As this can ensure and contribute for the loss of the data and information in the punch card system when the machine break down, then it will make the organization having a problem. Other than that,

computer staff also being in same problem this become problem to the department as each of their staff computer being installed with the their system being used to administer and manage all the project and task that relate with the Mardec Berhad. So it will cause and contribute for larger problem when we using pirate version on installed window.

4.4.1.3 Unorganized Records.

At the organization, the documents are very important to be kept properly from others because it is confidential and evidence. At Mardec Berhad Kedah, some departments just kept the documents at the shelf without numbering and arrange follow by the number. Besides that, the staffs that handle about the documents do not take it serious because they do not know how to arrange properly the record systematically. As this organization is related with many document that is very vital because it show as an evidence. For an example is the billing and the details of the customer but it just been put everywhere without being considered it value to the organization itself. As there are many old group of people here. it is been not so important for them to be alert about the record arrangement and administration.

4.4.2 Recommendations

As for the recommendation, the trainee suggests a few things that should be taken into consideration during the practical training and also for the organization to be more effective and efficient. These suggestions include:

4.4.2.1 The organization need to expose all their staff into the importance of technology knowledge.

This step is vital as it can ensure every people are alert, aware, have knowledge and know on how to handle their operation that relate with the technology usage like computer and printer. When they are alert and know about the technology, their job will become easier as they are already knowing about some the knowledge about in using the technology. For an example, the staff will no longer having difficulties in doing a work that relate with the computer software like by using the Microsoft word, excel and so on. This is because when they are more alert about the knowledge, they will be able to absorb any knowledge that relate with their daily task. Other than that, the organization also can invite an expert to give a talk and train the staff into a new and easy skill in handling the technology especially usage of computer. Then a seminar and visit to other IT company also can be handled as it also can contribute for more addition of the knowledge. Then the most vital steps can is every staff that who is more expert in using the computer and software need to teaches others staff especially who is in old age. This attitude will give good results but also compulsory needed in order to gain a benefits for all of the staff to overcome the problem of less IT knowledge among staff.

4.4.2.2 Implement an original software and window in every computer.

The organization itself should be aware with the used of the pirate software and window as the serious damage they can caused problem. For to the data and information when the computer being in an example, punch card system used for catching and storing the has been installed at a data about the employee attendance computer with a pirate window version. This is the serious problem if not want any not being overcome as soon as possible as they did this damage of the data stored inside the system. In addition, computer also is an old version running with a low hard drive and also a processor is too slow. This is wrong as the system RAM and is a tool that been used every day, assist in task operation, and hold a huge amount of data stored inside it database and it should not be doing that. It should and compulsory to be installed on original like windows to ensure no problem occurred in future.

4.4.2.3 Systematic and effective

Record management should be applied and need to alert and know on how to manage and keep all of their record more secure, systematic, effective and also efficient so that record with a value will be keep and being maintain safely. A secure record management will ensure that there will be no misplaced and loss of record and in addition it also can avoid from the valuable record being get to unauthorized persons. Other than that, a systematic and proper arrangement of the record itself will ensure that it will be easy to be retrieve when it is in demand to be used when it require. To apply this statement, this organization need to applied the record storage and record system so that all the record can be arrange, store and keep with more systematic. By helping from the electronic system tools, many benefits can be gain like can avoid from the duplication of same record that can reduce the storage space used to store the record. After that as this organization been dealing with many record, documents and data, it is very compulsory to apply all the above method so that their record will be manage and maintain into more systematic way than before.

REFERENCES

CodeProject - For those who code. (n.d.). Retrieved March 03, 2018, from <http://www.codeproject.com/>

HTML Color Codes. (n.d.). Retrieved March 03, 2016, from <http://html-color-codes.info/>

(Fazli Abdullah, personal communication, June 22,2018)

Mardec Berhad. (1969). *Mardec Berhad*. Retrieved from www.mardec.com.my/

W3school. (2011). *PHP Tutorial*. Retrieved from <http://www.w3schools.com/php>

Welcome to PHPJabbers! (n.d.). Retrieved May 03, 2016, from <https://www.phpjabbers.com/>

APPENDICES

APPENDICES 1:

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name :
Student's Id :
Unit / Department :
Organization :
Semester : **Mac - July 2017**

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (√)	DATE
1.	Receive, read and understand the documents;			28/12/16
	1. Industrial Training Handbook			
	2. IMC690 Assessment			10-14/7/2017
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
2.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation			
	3. Rubric - Industrial Training Report (Overall)			
4.	4. Rubric - Industrial Training Report (Reflection Assessment)			
	3. Receive, read and understand all the forms			
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator (' Borang Report Duty ') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")			1-10/2/2017
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)		
6.	Understand that NO semester break during internship.			

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)			
8.	Record every attendance in the form (' Borang Kedatangan Latihan Industri ') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)		
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)		
10.	Fill up Organizational Supervisor's details (' Template Maklumat Penyelia ') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my			28/2/2017
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).			
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner (' Jadual Perancangan Latihan Industri ') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES		
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES , via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.			
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.			
15.	PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date.			BEFORE 26/3/2017
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.			27/2– 12/3/2017
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.			13–26/3/2017 GUGUR TARAF 30/3/ 2017
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).			
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form (' Borang Penilaian			

	Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.			
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship			BEFORE / ON 30/6/2017
21.	Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form (' Borang Penilaian Pelajar ') during the presentation.			10-14/7/2017
22.	Submit the Industrial Training Report (hard cover bind, dark blue)			10-14/7/2017
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES		
24.	Attach this checklist in Appendices section.	YES		
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES		

NOTES :

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

APPENDICES 2:
LOG BOOK

PERSONAL DETAIL

1. Name : SYED MOHAMMAD FIRDAUS SAYED HAMID
2. Student ID : 2015165611
3. Programme : IM245
4. Semester : 7
5. Home Address : NO 220 FELDA KEMAHANG 1
17510 TANAH MERAH,
KELANTAN
6. Tel No (HP) : 017 - 9707574
7. Email : smfirdausalyanya@gmail.com

ORGANISATION INFORMATION

1. Full Name & Address : MARDEC PROCESSING SDN. BHD
2. Department : ADMINISTRATION
3. Supervisor : MOTTO FAZLI BIN ABDULLAH
4. Position : Assistant Factory Manager
5. Tel : 04-476 6055 HP : 013 - 637 3473
6. Email : MFaqliA@mardec.com.my

FOR OFFICE ONLY

Remarks :

DATE: 1/2/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Introduce myself to the staff	
2. Inquire about company background information	
- Name	
- Type of ownership	
- Year of establishment @ history	
3. visit to factory area	
- Raw material storage	

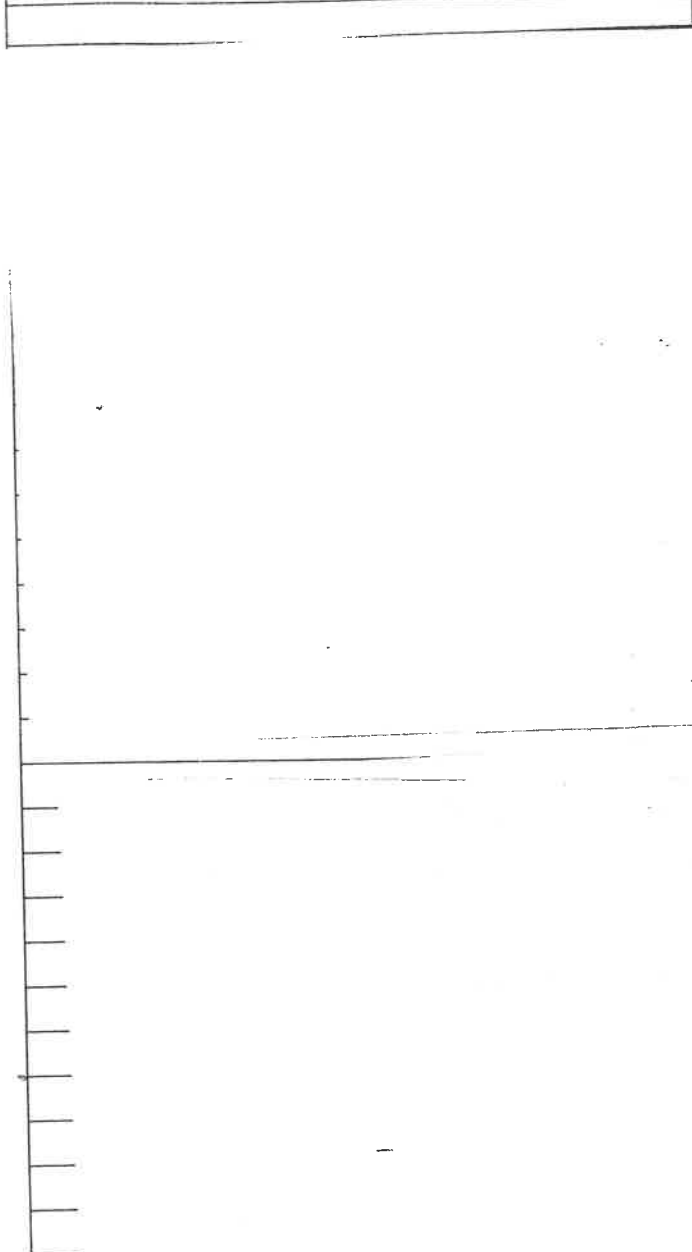

DATE: 2 / 2 / 2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. visit to factory area.	
- Lab	
2. Install the computer in the lab. to facilitate workers in the lab	
3. Look for problems that are always faced by the staff. Especially in the use of software, computer and so on.	
4 Find out what software is used by staff on a daily basis	

DATE: 5/2/2019 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Visit to factory area	
- Workshop	
- Warehouse	
2. Fix wifi issues	
- it can not connect between staff	
3. Learn how to enter data in microsoft excel.	
4. Photostat self-billed invoice	

DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	

PR/ **LC** _____

DATE: 6/12/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Learning how to make notes in the book for security guard - Amano watchman clock security recorder	
2. Key in data for Reconciliation Summary November 2017.	
3. Discuss with company supervisor what the weaknesses in the company are related to management management or move IT management. To make management move easily and save time. - develop system.	
4. Recorded the log out and in.	
5. Setting up Amano watchman.	


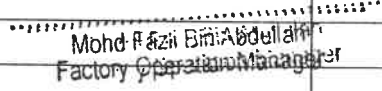
DATE: 7/2/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make memorandum work for workers	
2. continue make reconstruction	
November 2017.	
3. stamp receipt for the dispatch	
4. photostat self-billed invoice	
5. Arrange record for application	
for remittance	
- start with latest	
6. photostat credit note.	

DATE: 8/2/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. create a pool work scope using microsoft word and print. After that, paste it near the notice board.	
2. Print recontamination November 2017 - 1 November until 30 November. - record in file BT Recon Summary.	
3. Try something new - develop apps using android studio	
4. discuss with supervisor, what system is significant to develop and list	

DATE: 9/2/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Fix wifi problem.	
2. Arrange record purchase - February 2018	
3. Arrange the receipt and check the buyers	
4. Stamp the receipt (for the wholesale price of the buyer)	
5. Stamping for manager signature	
6. Send the buyer cheque to maybank.	
	
	

DATE : 12/2/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Learn how to use system FS	
- wakil purchase order.	
- Register purchase order	
- manual supplier invoice.	
2. Learn how to share folder to each computer.	
3. make note in book for security- guard and setting up date and hours.	
- 10 th - 11 th	
4. photostate self-billed invoice and arrange by date.	

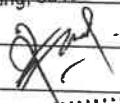
DATE: 13/2/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Make decision with company supervisor that want to choose the best system.	
Inventory management system.	
Time to create data flow diagram and Entity relationship diagram.	
Key in data for reconciliation	
Summary Disember 2017 using micr. Excel	
Learn how to create pivot table	
in Microsoft Excel	
Notes in book for security guard	
watch and setting up date.	
12 th	

DATE: 14/2/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
continue key in data in microsoft excel for Reconciliation Disember 2017.	
Photostat instruction for shipment Natural rubber SMR20 origin of Malaysia	
Enter a lot NO	
pallet NO	
Print Reconciliation disember 2017 and filing.	
Develop system Inventory management system 10 percent.	
Note in security book on 13 th	

DATE: 15/2/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Go to the shipment section to update the pallet delivery. - 80 pallet in the morning are delivered in the morning and evening. - Every day delivered 160 pallets.	
2. Supervisor instructed to create another system.	
3. Fix wifi problem	
4. Record lorry out and in	
5. Key in price data for the latex	
MARDEC PROCESSING SDN. BHD (499486-U) Kuala Pegang, 09100 Baling, Kedah Darul Aman.	
 Mohd Fazli Bin Abdullah Factory Operation Manager	

DATE: 16/2/2018 FRIDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Chinese New Year	

DATE: 19/2/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Continue to key in data for Recertification Summary January 2018	
- print data 1 st January - 31 st January.	
- Filing B7 Recon Summary.	
2. update statement of purchase of rubber	
3. Update monthly report of Summary Scrap purchase.	
- February	
4. update record in and out 4. Note the Incoming letter into the notebook	

DATE: 20/2/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
list a salary statement for worker	
November and disember.	
arrange record for application remittance.	
photostat letterhead.	
update the pallet delivery	
Lot NO	
pallet no	
Develop system / special project.	

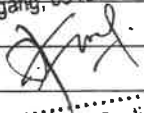
DATE: 21/2/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Filing and arranging file Invoice	
2. photostat for Helping workers for Photostat	
3. key in data for Reconciliation Summary	
4. Setting and note watchman in security book	
5. photostat instruction for shipment to delivery pallet.	
6. Note the incoming letter into the notebook	

DATE: 22/2/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. update supplier purchase	
2. photostat invoice	
3. Stamp receipt for dispatch.	
4. Filing record of summary of scrap purchase.	
5. Shared folder scan from office to lab.	
6. Setting and note watchman in security book	

DATE: 23/2/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Discuss with supervisor about system	
- Design	
- objective	
- purpose	
2. key in data for Reconciliation Summary	
LF	
3. update scrap purchase	
4. Self-billed Invoice	
- scan	
- photostat	
5. Stamp receipt for despatch	
<p>MARDEC PROCESSING SDN. BHD. (499486-17) Kuala Pegang, 09100 Baling, Kedah Darul Aman.</p> 	
<p>..... Mohd Fazli Bin Abdullah Factory Operation Manager</p>	

DATE: 26/3/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Filing and arrange file invoice and purchase	
2. Recorde lorry out and in	
3. key in price data for the latex	
4. update statement purchase of order rubber	
5. check asset list for IT Mardec	
6. Scan self-billed Invoice	

!

!

DATE: 27/2/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Key in data for Reconciliation Summary January 2018.	
2. Arrange record for application for loan/finance	
3. Learning how to create pivot table	
4. Setting up watchman security and note in security book.	
5. User create special project / system. - Data flow diagram - Entity relationship diagram.	

DATE: 28/2/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
check despatch data	
print report for the 2 months	
check basic, / sicom, report	
check out and note copy out and entered	
update statement purchase of order	
filling and note watchman in security book.	

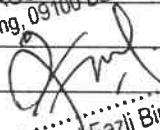
DATE: 1/3/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. photostat shipment for delivery petrol	
2. helping worker photostat	
3. Update Supplier purchase	
4. overtime workers record in february	
5. Setting and note watchman in Security book	

DATE: 2/13/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Make memos work for the worker	
2. Key in price data for latex	
3. Photostat letterhead	
4. Stamp receipt for despatch	
5. Filing and arranging file invoice	
6. Fix wifi problem	
7. Stamp for manager signature	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.


Mohd Fazli Bin Abdullah
Factory Operation Manager

DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
replace the pallet d	

DATE: 5/3/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Key in data for Reconciliation Summary February 2018	
Stamp receipt for the despatch	
Photostat self-billed Invoice	
Arrange record for application for remittance	
Photostat credit note	

DATE: 0/3/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. update statement purchase of order rubber	
2. update monthly report of summary	
3. Record lorry out and in	
4. key in price data for the latex	
5. scan self billed invoice	

DATE: 7/3/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
update pallet delivery	
- pallet no	
- lot no	
Filing Invoice (March)	
separate suppliers' tickets for	
copies.	
Scan and photostat self-billed invoice	
for HA HA	
Develop eims system (Leave management	
system)	

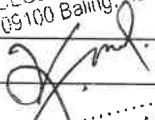
DATE: 8/3/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. calculate, record and check the buyers statement.	
2. update self-billed to HQ (March)	
3. Submit salary statement to workers.	
4. Arrange record application for remittance	
5. setting up watchman security and note in security book	
6. photostat letterhead.	

DATE: 9/13/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Solving problem.	
- photostat	
- wifi network	
- shared folder.	
2. filing Invoice / purchase	
3. Stamp receipt for the despatch	
4. key in data for reconestration	
summary febr march 2018.	
5. photostat credit note.	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.


Mohd Fazli Bin Abdullah
Factory Operation Manager

DATE: 12/3/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrange record receipt and check the buyer	
2. stamp the receipt for the whole sale price of the buyer	
3. stamping for manager supplier	
4. send the buyer cheque to maybank	
5. Arrange the self-billed invoice by date	

DATE: 13/2/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. check despatch data	
2. print report for two month	
3. check cut and note lorry out and in	
4. update statement purchase of order	
5. develop system	

DATE: 14/3/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. photostated shipment for delivery pallet	
2. update supplier purchase	
3. continue to Reconciliation march	
4. Fix wifi problem	
5. setting up watchman security, gawd	

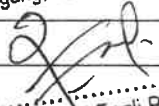
DATE: 15/3/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. key in price data for latex ;	
2. stamp receipt for despatch	
3. Filing and arranging file invoice	
4. check basic, sicom, report	
5. punch for filing the record overtime worker in march	
6. develop system	

DATE: 16/3/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. write worker salary receipt	
2. Record despatch data	
3. paper punch for buyers data / filing	
4. Record 10th out and out	
5. Filing Invoice (maybank)	
6. Develop System	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.



Mohd Fazli Bin Abdullah
Factory Operation Manager

DATE: 19/3/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Filing and arranging file Invoice and purchase	
2. reset key in price data for the latex	
3. update statement purchase of rubber	
4. scan self-billed Invoice	

DATE: 20/3/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Arrange record for application remittance	
fix computer problem - update software	
Setting up watchman security guard guard	
to share scan folder from printer; scanner	
develop system.	

21/3/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
photostat shipment for delivery	
pallet	
update suppliers purchase	
update statement purchase and order.	
setting up watchman on security guard.	
photostat	
invoice	
letterhead	

DATE: 22/3/2018 (Thursday)

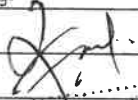
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. key in price data for latex	
2. filing and arranging invoice by date	
3. arrange record receipt and check the buyer	
4. stamping for manager supplier	
5. send the buyer cheque to maybank	
6. Develop system	
7. Stamp the receipt	
8. fix showed folder position	



DATE: 23/03/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. update statement purchase of data order	
2. check out and note lorry In and out	
3. check despatch data	
4. setting up watchman security guard.	
5. install adobe reader all computer.	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.


Mohd Fazli Bin Abdullah
Factory Operation Manager

DATE: 26/3/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1 calculate, record and check the buyer statement	
2 submit Arrange record application for remittance.	
3 separate suppliers ticket for copy	
4 scan and photostat self-billed invoice for HQ	
5 develop, edit system.	

DATE: 27/3/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Fix solving the the printer, cannot print at all	
2. Stamp receipt for despatch	
3. punch and filing record for overtime worker	
4 photostat - invoice - letterhead	
5 setting up watchman security guard	

DATE: 28/3/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. photostat credit note	
2. Arranged to existing file to be organized.	
3. Setting up watchman security epu guard.	
4. print self-billed invoice	
5. key in data for reconciliation march.	
6. photostat instruction for shipment to delivery pallet	

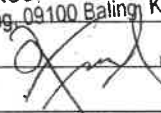
DATE: 29/3/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. update statement purchase of rubber	
2. Note the incoming letter into the notebook	
3. update suppliers purchase	
4. photostat invoice	
5. photostat instruction for shipment to delivery pallet	
6. develop system.	

DATE: 30/3/2018 (Friday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. key in data for reconciliation	
summary BF	
2. update serap raw purchase	
3. self-billed invoice	
- scan	
- photostat	
4. stamp receipt for despatch	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.


Mohd Fazli Bin Abdullah
Factory Operation Manager

DATE: 2/4/2018 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
hotostat instruction for shipment delivery pallet	
fix browser problem	
Print Reconciliation Summary March 2018 and filing them	
develop and edit system	
Record lorry out and in	
setting up watchman security guard.	

DATE: 3/4/2018 (Tuesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. key in price data for latex	
2. Arrange record for application for remittance	
3. update monthly report of summary Scrap purchase	
4. photostate - self-billed invoice - letterhead.	
5. Filing and arranging file invoice	
6. setting up watchman security guard guard	


DATE: 4/4/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Record worker data and edit	
2. calculate, record, check the buyer's statement	
3. Arrange forms, document, letter and invoices.	
4. Install package of Microsoft office on computer laboratory	
5. Fix wifi problem. - arranging unused wires.	
6. Develop system and edit system - Employee leave management system	
7. Setting up watchman security guard	

DATE: 5/4/2018 (Wednesday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. photostat self-billed invoice and credit note	
2. Arranged existing file to be organized	
3. update statement purchase of rubber ^{order} rubber.	
4. key in price data for latex	
5. Send the buyer cheque to maybank	
6. stamp receipt.	

DATE 6/4/2018 (Thursday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
install a microsoft window 8 on F. sukli computer.	
setting up watchman security guard and note	
submit pay slip to the worker	
stamp receipt (for the wholesale price of the buyer)	
stamping for manager signature	
photostate self-billed invoice and arrange by date	
<p>MARDEC PROCESSING SDN. BHD (499486-U) Kuala Penang, 09100 Baling, Kedah Darul Aman</p>  <p>Mohd Fazli Bin Abduliah Factory Operation Manager</p>	

DATE: 9 / 4 / 2018 Monday

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Key in data for reconciliation	
Summary of March 2018	
2. Arrange record for application	
remittance.	
3. create pivot table on excel	
4. scan self-billed Invoice	
5. Edit system	
- Ecd diagram	
- data flow diagram	
2. setting up watchman security	
guard and note in logbook	

DATE: 10/4/2018 TUESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. photostat instruction for shipment delivery pallet	
2. update mently monthly report of summary - April	
3. photostat letterhead	
4. filing and arrange file Invoice	
5. update the pallet delivery - lot no - pallet no	

DATE: 11/4/2018 WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- update scrap purchase	
- issue memorandum work for workers	
- stamp receipt for the dispatch.	
- photostat credit note.	
- Arrange record for application for remittance	

DATE: 12/4/2018 THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
key in price data for latex	
Photostat letterhead	
Merge and arrange file invoice	
fix wifi problem	
Install microsoft project 2016	

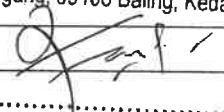
DATE: 13/4/2018 FRIDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Stamp for manager signature	
- Prepare instruction books	
- Move the incoming letter into the notebook	
- Post reconciliation reconciliation January 2017.	
- continue arrange the record for application remittance	

Date: 16/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
record the long cut out and in.	
sets up the Aman ^o watchman.	
photostat self-billed invoice	
Photostat credit note	
have memorandum work for wages.	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.



Mohd Fazli Bin Abdullah
Factory Operation Manager

17/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
give memos for the worker	
photostat letterhead	
copy invoice (maybank)	
prepare supplier's ticket for copies	
and photostat self-bill invoice	
for HQ	

DATE: 18/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostat self billed invoice	
- filing and arrange the invoice	
- scan self-billed invoice	
- edit system	
- setting up watchman security guard	
and note in logbook.	



DATE: 19/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- create pivot table in the Microsoft Excel	
- submit payslip to the worker	
- stamp the receipt for the wholesale price of the buyer	
- continue doing the system.	

DATE: 22/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
update scrap purchase	
make memos for the worker	
photocopy self-billed invoice and archive by date.	
update the pallet delivery	
photostat letterhead.	

DATE: 23/4/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostat instruction for shipment delivery pallet	
- arrange record for application remittance.	
- scan self-billed invoice.	
- audit system	
- note the lorry in and out.	
- filing and arrange the invoice.	

DATE: 24/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
write memos for the worker	
filling and arrange the invoice	
photostat letterhead	
update surip purchase	
photostat credit note	
setting up the wifi on the one of the staff computer.	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.


Mohd Fazi Bin Abdullah
Factory Operation Manager

DATE: 25/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
-make memos for the worker	
-update scrap purchase	
-arrange renewal for the application remittance	
-setting up workstation security guard	
-photostat letterhead	
-key in price data for 1st	

DATE: 26/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat letterhead	
- stamp receipt for despatch	
- fix wifi problem	
- install Microsoft Project 2016 for staff	
- stamp for signature sig (mentor)	
- photostat credit note	

DATE: 27/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- make memo and claim for workers	
- continue make reconciliation January	
2017	
- stamp receipt for the dispatch	
- arrange newrd for application	
for remittance	
- photostat credit note	
- photostat self-billed invoice	

DATE: 30/04/2018

KLINIK KELUARGA
POLIKLINIK, SURGERI DAN PERUBATAN
DR. ISMAIL MOKHTAR (MBBS AUSTRALIA)

- 1) No. 17, Jalan Pandan Perdana 4/5, Pandan Perdana, 55300 Kuala Lumpur. Tel: 03-9200 1707
- 2) No. 37, Taman Kota Cheras, Batu 9, Cheras, 43200 Selangor. Tel: 03-9074 7863
- 3) No. 26G, Jalan 1/23A, Pandan Indah, 55100 Kuala Lumpur. Tel: 03-9274 5007
- 4) No. 7, Jalan USJ 11/3, 47620 UEP Subang Jaya, Selangor Darul Ehsan. Tel: 03-5631 1431
- 5) No. 20, Jalan 1/27B, Seksyen 1, Wangsa Maju, 53510, Kuala Lumpur. Tel: 03-4142 1959

SIJIL CUTI SAKIT No 171371

Dengan ini saya mengesahkan bahawa saya telah
memeriksa Encik/Cik/puan SYED MOHAMAD
ABDUS SAYED HAMID
dari Kementerian/Jabatan.....

dan mendapati yang beliau:

- a) Tidak sihat untuk menjalankan tugasnya dengan sempurna selama.....1..... hari daripada 30/04/2018 hingga.....-
- b) Boleh bertugas semula pada 02/05/2018
- c) Beliau dikehendaki datang semula untuk pemeriksaan pada.....-

[Potong (b) atau (c) mengikut mana yang tidak berkenaan

30/04/2018
Tarikh

KLINIK KELUARGA
POLIKLINIK, SURGERI DAN PERUBATAN
DR ISMAIL MOKHTAR (MBBS AUSTRALIA)
(Tandatangan)

DATE: 02/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- make memos for the worker	
- arrange the receipt and check the buyers	
- Arrange record purchase - the April 2018	
- stamp the receipt & for the wholesale price of the buyer	
- send the buyer cheque to the Maybank.	

DATE: 03/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- continue arrange record purchase (April 2018)	
- Fix Wifi problem	
- make memos for the worker	
- register purchase order	
- DO MANUAL supplier invoice	
- learn how to photostat self-billed invoice and arrange.	

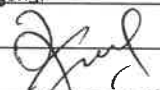
DATE: 04/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- key in data in Microsoft Excel	
- photostat the shipment (instruction) for natural Rubber of Malaysia	
- print reconciliation January 2017 and filing	
- record in security book	
- new basic, SIMOM, reprint	
- edit system	

DATE: 07/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
write memos for the worker	
continue file reconciliation for January 2017.	
edit system	
temp receipt for despatch	
fill in price data for latex	

DATE: 08/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- arrange record receipt and check the buyer	
- stamp the receipt - for the wholesale price	
- stamping for manager supplier	
- send the buyer cheque to maybank	
- arrange the self-billed invoice by date	
MARDEC PROCESSING SDN. BHD. (499486-U) Kuala Pegang, 09100 Baling, Kedah Darul Aman.	
	
Mohd Fazli Bin Abdullah Factory Operation Manager	

DATE: 09/05/2018 - 13/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Public holiday for Election Day	

DATE: 14/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- check the despatch dats	
- print report for two month.	
check and note some out and in	
- update statement purchase of order	
- develop system	

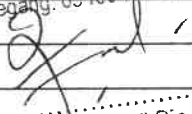
DATE: 15/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- move memos for the worker	
- photograph shipment for delivery pallet	
- continue to reconstruction May	
- print self-billed invoice	
- key in data in Microsoft Excel	

DATE: 16/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- public holiday in kedah for the start of Ramadan.	

DATE: 17/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
write memos for the worker	
change and existing file to be organized	
setting up watchman security guard	
print self-billed invoice	
key in reconciliation march	
MARDEC PROCESSING SDN. BHD. (199486-J) Kuala Pegang, 09100 Baling, Kedah Darul Aman.	
 Mohd Fazli Bin Abdullah Factory Operation Manager	

DATE: 17/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostat credit note	
- update statement purchase of rubber	
- move the incoming letter to the HQ/CPDL	
- update suppliers purchase	
- develop system	
- photostat instruction for shipment to delivery parties	

DATE: 21/05/2016

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- key in data reconciliation summary	
- update scrap purchase	
- self-billed invoice	
- scan	
- photostat	
- stamp receipt for dispatch.	

DATE: 22/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- handle a program visit from UTM Peris (Arau)	
- photo stat instruction for shipment delivery pilot	
- fix browser problem	
- record lang n find org	
- setting up watchman security guard	

DATE: 23/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- make memos for the worker	
- key in price data for latex	
- arrange and record for application	
for remittance	
- update monthly report of	
summary swap product	
- photostat	
* self-billed invoice	
* letterhead	

DATE: 2/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
-Review worker data and edit	
-evaluate, record and check the buyer statement	
- arrange forms, document, letter and invoice.	
- Install Microsoft project 2016 to the staff	
-Fix wifi problem	

MARDEC PROCESSING SDN. BHD. (499486-U)
Kuala Pegang, 09100 Baling, Kedah Darul Aman.

Mohd Fazli Bin Abdullah
Factory Operation Manager

DATE: 25/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- develop system and edit system	
- setting up and watchman security guard	
- photostat self-billed invoice and credit note	
- give existing file to be organized	
- stamp receipt	

DATE: 28/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
setting up watchman security guard and note	
submit payroll to the worker	
sampling for manager signature	
Microsoft self-billed invoice and charge by date	
create pivot table on Microsoft Excel	

SUPERVISOR
REMARKS

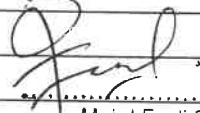
DATE: 29/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- key in reconciliation summary for MAY 2018	
- large record for application remittance	
- scan scan self billed invoice	
- update swap purchase	

DATE: 30/05/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostat letterhead	
- key in price data for listex	
- bring and arrange file invoice	
- fix wifi	
- edit system	
- stamp for manager signature	

Date: 31/05/2018.

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Prepare memo for the worker	
Fix wifi problem	
Arrange record purchase	
Arrange the receipt and	
clean the buyers	
Stamp the receipt C for the	
middle class price of the buyer	
Stamping for manager signature.	
MARDEC PROCESSING SDN. BHD. (499486 U)	
Kuala Pegang, 09100 Baling, Kedah Darul Aman.	
	
Mohd Fazli Bin Abdullah	
Factory Operation Manager	

DATE: 01/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
update scrap purchase	
clp billed invoice	
stamp receipt for despatch	
mentor signature for logbooks	
record loss in and out	
filling and gauge the invoice and purchase	

DATE: ~~04/06/2018~~ 04/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
key in price data for the latex	
- check asset list for IT material	
- scan self-billed invoice	
- files and arrange the file to be organized	

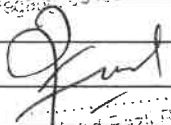
DATE: 05/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- key in data for reconciliation.	
- arrange record for application remittance	
- sets up watchman security and note in logbook.	
- photostat	
* fetched	
* self-billed invoice.	
- stamp for manager signature	

DATE: 06/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
-make memos for the worker	
-stamp receipt for despatch	
-file and arrange the file invoice	
-fix wifi problem	
-stamp for for manager signature	
-key in reconciliation data.	

MASOEC PROCESSING Sdn. Bhd. (199185-U)
Kuala Kedah, 09100 Balak, Kedah Darul Aman.



Mazzi Bin Abdullah
Pentary, Operation Management

DATE: 07/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
-RHS invoice may 2018	
-update printer delivery	
-key in data in microsoft Excel	
-separate suppliers sheet for copies	
-scan and photostat self-billed invoice	

DATE: 08/00/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
-make memos for the worker	
-continue file invoice msy 2018.	
-check despatch data	
-check out and note lorry in and out	
-update statement purchase of ord v	
-develop system	

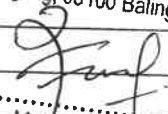
DATE: 11/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- calculate, record and check the buyer statement	
- arrange record application for remittance	
- separate suppliers ticket for copy	
- scan and photostat self-billed invoice	
- setting up watchman security guard	

DATE: 12/6/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostart credit note	
- merge existing file	
- setting up network security	
guard	
- print self-billed note	
- key in data for reconciliation	
msg	
- photostart instruction for	
shipment to delivery pilot	

DATE: 25/06/2015

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- update statement purchase of mbber	
- update suppliers purchase	
- photostat supplier shipment to delivery pallet	
- key in data for reconciliation summary data	
- update scrap purchase	
<p>MARDEC PROCESSING SDN. BHD. (499486-U) Kuala Pegang, 09100 Baling, Kedah Darul Aman.</p>	
<p> Mohd Fazli Bin Abdullah Factory Operation Manager</p>	

DATE: 26/06/2018


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostat self billed invoice	
- make memos for workers	
- key in reconciliation ch & date	
- update swap purchase	
- stamp receipt for despatch	
- record long and out	

DATE: 27/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
-update swap purchase	
-record long in and out	
Stamp Stamp for signature mentor	
help in reconciliation data and print the summary.	
-fix browser problem	
- setting up watchman security guard	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- make memos for the wmv	
- update snap phone	
- fix browser problem	
- fix wifi	
- stamp for manager signate	
- photostat the instruction book	
- note the incoming letter into	
the logbook	

DATE: 29/06/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- they in class reconciliation.	
- NAC the norms letter	
- * meets for supervisor because it is the KST day	
- settle up work and PMS the updated work to the staff.	
- Billing and arrange the file in the cupboard.	
- LAMPUNG PROCESSING SDN BHD. (499426-U) Kuala Pahang, 06000 Ealing, Kedah Darul Aman.	
	
Mohd Fathi Bin Abdullah Factory Operation Manager	

APPENDICES 3:
ATTENDANCE
INDUSTRIAL TRAINING



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : SYED MOHAMAD FIRDAUS BIN SAHED HAMID No. Matrik : 2015165611
 No. I/C : ***** -03- **** No. Telefon : 013 - 976 ****
 Nama / Alamat Organisasi : MARDEC PROCESSING SDN BHD. Batu 28, Kampung Chenerai, Kuala pegang, 09110 Baling, Kedah
 Nama Penyelia : MOHD FAZLI BIN ABDOULLAH
 Bulan /Tahun : FEBRUARY / 2018










Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 / 2 / 18	08.02 a.m	17.03 p.m	
2 / 2 / 18	08.00 a.m	17.06 p.m	
5 / 2 / 18	08.01 a.m	17.05 p.m	
6 / 2 / 18	8.15 a.m	17.59 p.m	<i>[Signature]</i>
7 / 2 / 18	8.34 a.m	17.37 p.m	
8 / 2 / 18	8.14 a.m	17.15 p.m	
9 / 2 / 18	8.01 a.m	17.08 p.m	
12 / 2 / 18	8.02 a.m	17.11 p.m	
13 / 2 / 18	7.58 a.m	17.04 p.m	<i>[Signature]</i>
14 / 2 / 18	8.01 a.m	17.00 p.m	
15 / 2 / 18	8.05 a.m	17.00 p.m	
- CHINESE NEW Y			
19 / 2 / 18	8.10 a.m	17.11 p.m	
20 / 2 / 18	8.09 a.m	17.19 p.m	<i>[Signature]</i>
21 / 2 / 18	8.05 a.m	17.08 p.m	
22 / 2 / 18	8.15 a.m	17.10 p.m	
23 / 2 / 18	8.13 a.m	17.15 p.m	
26 / 2 / 18	08.05 a.m	17.06 p.m	<i>[Signature]</i>
27 / 2 / 18	08.17 a.m	17.18 p.m	
28 / 2 / 18	08.03 a.m	17.06 p.m	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : *[Signature]* Tarikh : 28 / 2 / 18
 Tandatangan Penyelia : *[Signature]* Tarikh : 28 / 2 / 18

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : SYED MOHAMAD FIRDAUS BIN SAIFED HAMID No. Matrik : 2015165611
 No. I/C : *****-03-**** No. Telefon : 017-97****
 Nama / Alamat Organisasi : MARDEC PROCESSING SONY BHD, Batu 38, Kampung Chenerei, Kuala Pegasus, 09100 Baling, Kedah
 Nama Penyelia : MOTHO FAZLI BIN ABDULLAH
 Bulan / Tahun : MARCH / 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 / 3 / 18	7.50 am	17.11 p.m	
2 / 3 / 18	8.14 a.m	17.15 p.m	
3 / 3 / 18			
4 / 3 / 18	8.10 a.m	17.11 p.m	
6 / 3 / 18	8.09 am	17.10 p.m	
7 / 3 / 18	8.05 am	17.10 p.m	
8 / 3 / 18	8.00 am	17.01 p.m	
9 / 3 / 18	8.00 am	17.12 p.m	
12 / 3 / 18	8.10 am	17.15 p.m	
13 / 3 / 18	8.04 am	17.10 p.m	
14 / 3 / 18	8.05 am	17.06 p.m	
15 / 3 / 18	8.15 am	17.20 p.m	
16 / 3 / 18	8.04 am	17.01 p.m	
19 / 3 / 18	8.02 am	17.03 p.m	
20 / 3 / 18	8.03 am	17.05 p.m	
21 / 3 / 18	8.13 am	17.15 p.m	
22 / 3 / 18	8.02 am	17.01 p.m	
23 / 3 / 18	8.09 am	17.10 p.m	
26 / 3 / 18	8.00 am	17.00 p.m	
27 / 3 / 18	8.11 am	17.10 p.m	
28 / 3 / 18	8.12 am	17.12 p.m	
29 / 3 / 18	8.12 am	17.15 p.m	
30 / 3 / 18	8.02 am	17.10 p.m	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar :  Tarikh : 30 / 3 / 18

Tandatangan Penyelia :  Tarikh : 30 / 3 / 18



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Syed Mohammad Firdaus Bin Syed Hamid No. Matrik : 2015185611
 *****-03-****
 No. I/C : _____
 Nama / Alamat Organisasi : MARDEC PROCESSING SDN BHD . Batu 38 , kampung chenerai , Kuala pegang , 09110 Baling , Kedah .
 Nama Penyelia : MOHD FAZLI BIN ABDULLAH
 Bulan / Tahun : APRIL / 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
2 / 4 / 18	08 : 01 a.m	17 : 03 p.m	
3 / 4 / 18	08 : 01 a.m	17 : 01 p.m	
4 / 4 / 18	08 : 05 a.m	17 : 04 p.m	
5 / 4 / 18	08 : 02 a.m	17 : 02 p.m	
6 / 4 / 18	08 : 00 a.m	17 : 00 p.m	
	08 : 02 a.m	17 : 03 p.m	
9 / 4 / 18	08 : 02 a.m	17 : 03 p.m	
10 / 4 / 18	08 : 03 a.m	17 : 02 p.m	
11 / 4 / 18	08 : 06 a.m	17 : 07 p.m	
12 / 4 / 18	08 : 10 a.m	17 : 09 p.m	
13 / 4 / 18	08 : 08 a.m	17 : 07 p.m	
16 / 4 / 18	08 : 08 a.m	17 : 05 p.m	
17 / 4 / 18	08 : 28 a.m	17 : 15 p.m	
18 / 4 / 18	08 : 15 a.m	17 : 12 p.m	
19 / 4 / 18	08 : 10 a.m	17 : 09 p.m	
20 / 4 / 18	08 : 06 a.m	17 : 07 p.m	
23 / 4 / 18	08 : 12 a.m	17 : 10 p.m	
24 / 4 / 18	08 : 02 a.m	17 : 03 p.m	
25 / 4 / 18	08 : 04 a.m	17 : 05 p.m	
26 / 4 / 18	08 : 06 a.m	17 : 10 p.m	
27 / 4 / 18	08 : 11 a.m	17 : 13 p.m	
30 / 4 / 18 / 18	08 : 15 a.m	17 : 11 p.m	
- cUTI sakit			

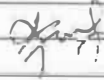
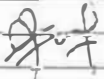
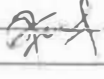


Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : Tarikh : 2 / 5 / 18

Tandatangan Penyelia : Tarikh : 2 / 5 / 18

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : SYED MCHAMAD FIRDUS SYED HAMID No. Matrik : 2015165811
 No. I/C : *****-03-**** No. Telefon : 017-970****
 Nama / Alamat Organisasi : MARDEC PROCESSING 80M BHD, Batu 38, kampung Chenerai, Kuala Beganu, 09100 Baling, Kedah
 Nama Penyelia : MOHD FARU BIN ABBULLAH
 Bulan / Tahun : MAY / 2018

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
- CUTI BURUH			
2 / 5 / 18	8.03 am	17.08 p.m	
2 / 5 / 18	8.08 am	17.15 p.m	
4 / 5 / 18	8.10 am	17.00 p.m	
7 / 5 / 18	8.10 am	17.12 p.m	
8 / 5 / 18	8.02 am	17.01 p.m	
- Hari Mengundi			
cuti umum			
cuti umum			
14 / 5 / 18	8.20 am	17.17 p.m	
15 / 5 / 18	8.15 am	17.55 p.m	
16 / 5 / 18	8.10 am	17.11 p.m	
17 / 5 / 18	8.01 am	17.03 p.m	
18 / 5 / 18	8.00 am	17.00 p.m	
21 / 5 / 18	8.21 am	17.45 p.m	
22 / 5 / 18	7.59 am	17.00 p.m	
23 / 5 / 18	8.06 am	17.01 p.m	
24 / 5 / 18	7.56 am	17.03 p.m	
25 / 5 / 18	8.03 am	17.05 p.m	
28 / 5 / 18	8.00 am	17.01 p.m	
29 / 5 / 18	8.05 am	17.03 p.m	
30 / 5 / 18	8.02 am	17.01 p.m	
31 / 5 / 18	8.10 am	17.13 p.m	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar :  Tarikh : 31 / 5 / 18

Tandatangan Penyelia :  Tarikh : 31 / 5 / 18

