



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
BAHAGIAN HAL EHWAL AKADEMIK (HEA)
UNIVERSITI TEKNOLOGI MARA (KELANTAN)
BUKIT ILMU, 18500 MACHANG, KELANTAN**

**SPECIAL PROJECT:
Corporate Video PPK Machang**

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

02 FEBRUARY 2018 – 28 JUNE 2018

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**FACULTY SUPERVISOR
DOKTOR KHALID AL WALID**

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

02 FEBRUARY 2018 – 28 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 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,

WAN SAHZWAN NADZMI BIN SUKARDI

(2015145021)

DATE OF SUBMISSION: 12 JULY 2018

ACKNOWLEDGEMENT

Alhamdulillah, first of all, I am as grateful as finally I able to finish this final project. This task had been done with all afford while doing this assignment.

Big thank addresses to my lecturers, Doctor Khalid Al Walid because without their guide, my assignment cannot be done properly like this. He always give me support and guide on how to do this assignment in purpose to produce a good outcome from research that had been studied. I am happy doing this assignment regarding to my understanding on this topic.

Besides that, I would like to give a big thank to my parents because they always support me, motivate me and help me in financial to finish this assignment. Never forget friends that always share information with us.

Last but not least, I am enjoying doing this assignment and I hope this is the best critical analysis from me.

Thank you.

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CHAPTER 1:

INTRODUCTION

CHAPTER 1

INTRODUCTION

1.0 Introduction to the Company

The Farmers Organization Authority (LPP) was established on 14 February 1973 through the act of the LPP Act 1973 (Act 110). The creation of LPP is aimed to be to assuming responsibility for improving the economic and social status of the peasant community under a specific role. However in the local level it is called Areas Farmers Organization (PPK), every state in Malaysia for example Kelantan, Terengganu, Johor, Melaka and so forth received the services from each PPK at there state.

1.1 Background of the Organization

1.1.1 Areas Farmers Organization (PPK) Machang

Areas Farmers Organization (PPK) Machang is established in 14th of Julai 1974 under the act of LPP Act 1973 and the registry number is PPK 015, adress of the organization is Lot 706, Jalan Besar, 18500 Machang, Kelantan.

Areas that is manage by PPK Machang consist 4 Mukim with 396 km wide that is from Pangkal Meleret, Mukim Panyit, Mukim Temangan dan Mukim Ulu Sat. This organization consist 5403 members that is from male and also female until 2/2018. The ammount of shares for PPK Machang until Decembris RM 364,016.43 with average shares of RM70 per people.

PPK Machang is manage with 11 Elite Officers and with 2 auditors that is elcted on the 37th Annual Grand Meeting , There are 7 officers that is selected by PPK Machang, 4 of them are clerks, 1 accauntant and lorry driver that is choosen by this company itself.

This company organize some activities one of them are farming input business, farm vechile services, pengedaran skim baja padi kerajaan persekutuan (SBPKP), paddy services, lorry renting services, members project and building contract, budget from government and personal.



Figure 1.1

Pertubuhan Peladang Kawasan Machang

This building is redesign to fit with modern lifestyle, it is done because the old building is so outdated and damage. With fully functional servers and high speed internet



Figure 1.2

Location Of Pertubuhan Peladang Machang

1.1.1.1 Vision, Mission and Logo

Vision

To make PPK Machang as a business that consist Farming Industry that is competative and self awareness.

Mission

To increase the social economic comunity of Farming and is manage well and professional.

Company & Division's Logo



Figure 1.3

Company Logo

1.2 Organizational Structure

CARTA ORGANISASI PEJABAT PERTUBUHAN PELADANG KAWASAN MACHANG (PPK 015)

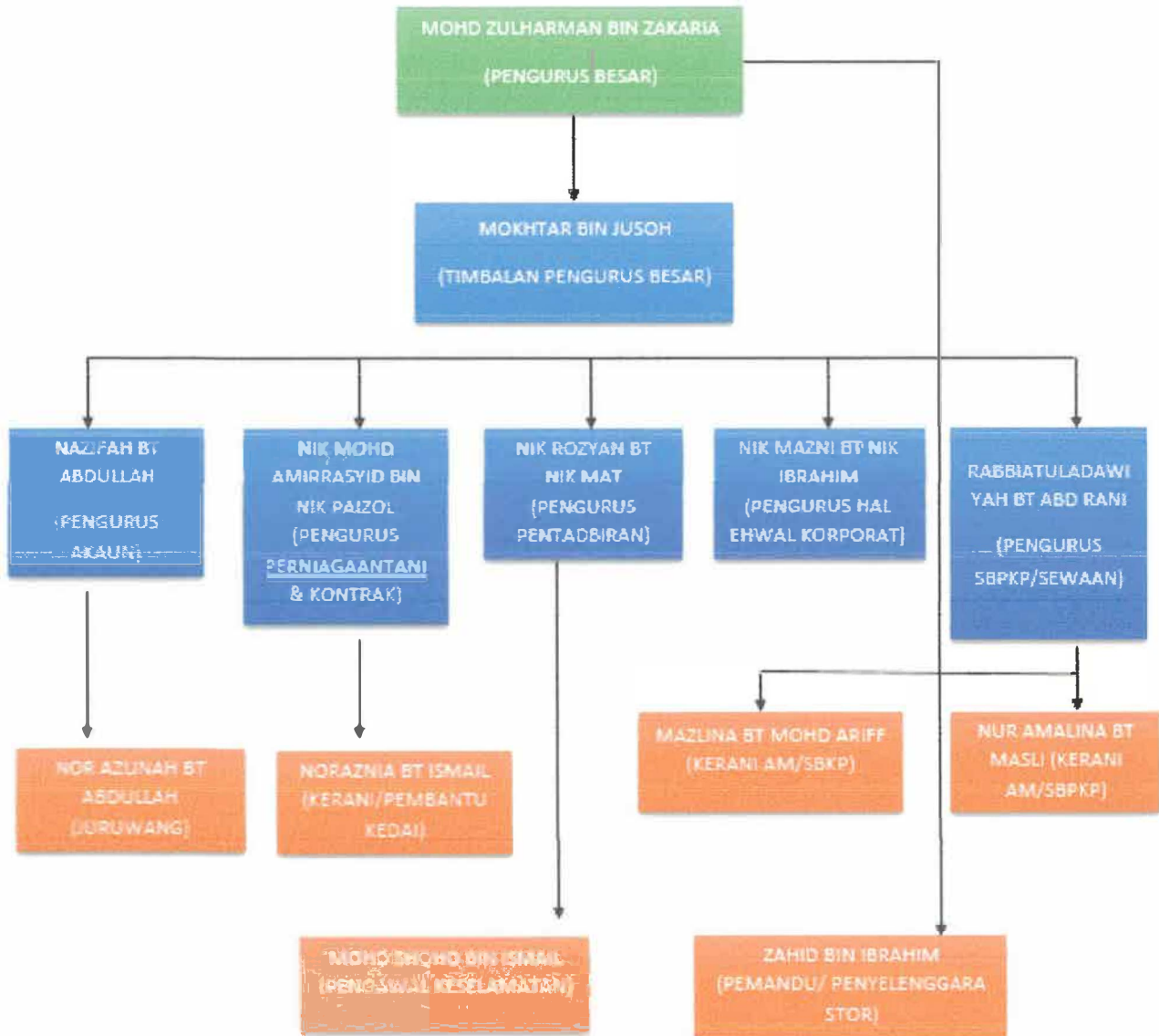


Figure 1.5

CHAPTER 2 :

ORGANIZATION

INFORMATION

CHAPTER 2

ORGANIZATION INFORMATION

2.0 Introduction

In this chapter 2, the figure of departmental structure can be seen below in completely with the position of staffs. The functions of every department in the organization also will be explained in this chapter. In PPK Machang there are some departments and there are administration, account, agriculture and contract, SBPKP and renting, and also corporate businesses.

2.1 Departmental Structure

In PPK Machang mostly all of the officers handle their own staff under their specific position. However it is lead by a manager that elected by LPP, so every business regarding the machines, fertilizers, plants, and so on. The Manager is Mr Zulharman, helping him is Mr Mokhtar vice manager, overall theelite officers will manage everything from the transaction until the the members in PPK Machang.

**CARTA ORGANISASI PEJABAT
PERTUBUHAN PELADANG KAWASAN MACHANG (PPK 015)**

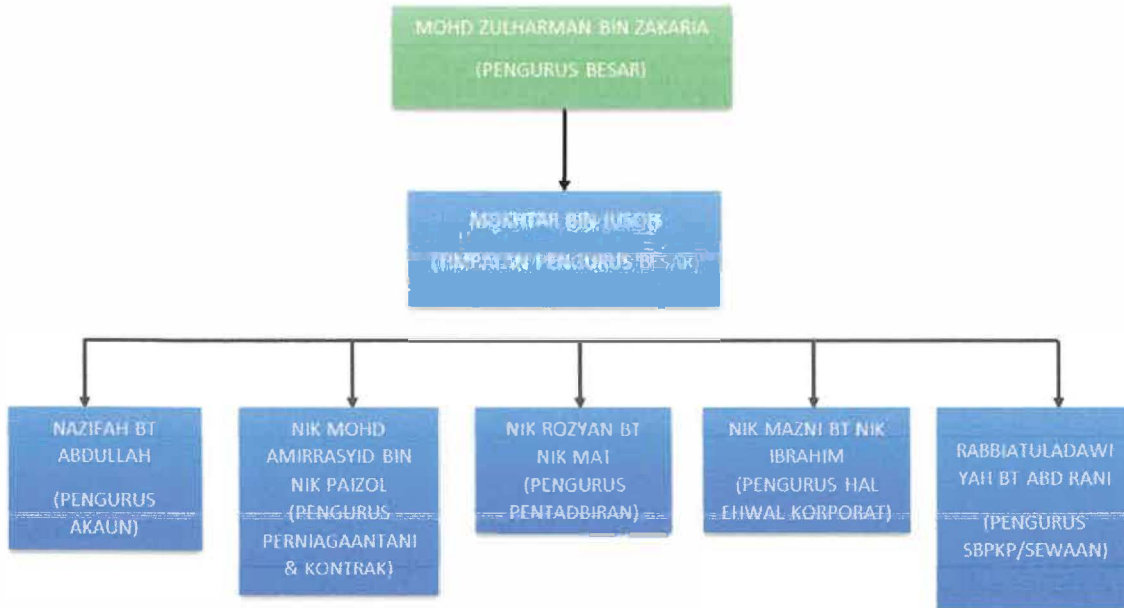


Figure 2.1

Departmental Structure of Elite Officers in PPK Machang

LPP that monitor the movement over PPN and PPK, and of the branch is in Machang. In PPK Machang there are some elite officers that is elected from LPP and that is the Manager, Assistant Manager, Accountant Officer, Agriculture and Contract Officer, SBPKP and Renting Officer, Corporate Business Officer and Administration Officer. Each unit is powered by the Managers and conducted by the Assistant Manager and will be assisted by the Sales Representative. The Consumer sales department technically also involved with the Installation Department which is lead by the Assistant Technical Officer and assisted by the Technician.

2.2 Departmental Function

Manager

1. A Consumer Manager is a decision support system (DSS) function to help assistant managers in the decision-making process.
2. Providing easy access to vital information needed to attain strategic goals in an organization.

Assistant Manager

1. Refers to the strategies, approaches, and tools intended at updating, combining, and organizing the upcoming step in an enterprise.
2. Typically, an enterprise has present legacy applications and databases and wishes to remain to use them while adding or migrating to a new set of applications that exploit the Internet, e-commerce, extranet, and other new technologies, reviewing member progress and so on.
3. *Also may went on a business trip multiple time if the head of LPP requested.*

Accountant Officer

1. Calculate overall budget in PPK Machang
2. Monitoring members account
3. Revising check in every month for every year.

Agriculture and Contract Officer

1. Finding customers and clients.
2. Contact all client with PPK Project.
3. Went out for discussing with the chairman at LPP about the big projects for PPK Machang..
4. Reviwing the overall sales at the fertilizers shop.

SBPKP and Renting Officer

1. Give rents to members like a building, machines and so on
2. Asked for rents every month.
3. Rechecked all of the members fertilizers.
4. Assist with technical calls from other clients products and also arrange technician for repair of faulty machines in the store.

Corporate Business Officer

1. Arrange a meeting if it is requested from the boss.
2. Creating event specifically for sales activity and also managing customers order.
3. Understanding customer problems and finding best solution in resolving and retaining customers.

Administration Officer

1. Rechecked all of the members activity from the past years
2. Manage attendance slip and machines.
3. Open for new members registration.

CHAPTER 3 :

INDUSTRIAL

TRAINING

ACTIVITIES

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.0 Introduction

In five months of the industrial training period, the trainee (Wan Sahzwan Nadzmi Bin Sukardi) is assigned into the Agriculture and management under Agriculture and Contract. The trainee dedicate the whole industrial training period in this department with different assignments or task given whereby some are related to with degree while others is valuable task that needs soft skills that can derive experience but are semi-related.

Besides that, the trainee has occupied a great deal to improve his soft skills and in addition management and PR(Public Relation) skills method when dealing with clients, project managers, organization members and overall customers..

3.1 Log Book

For recording purposes, the trainee is given a log book by the University as an requirement. The log book is used as a journal that covers all tasks and assignments given to the trainee.

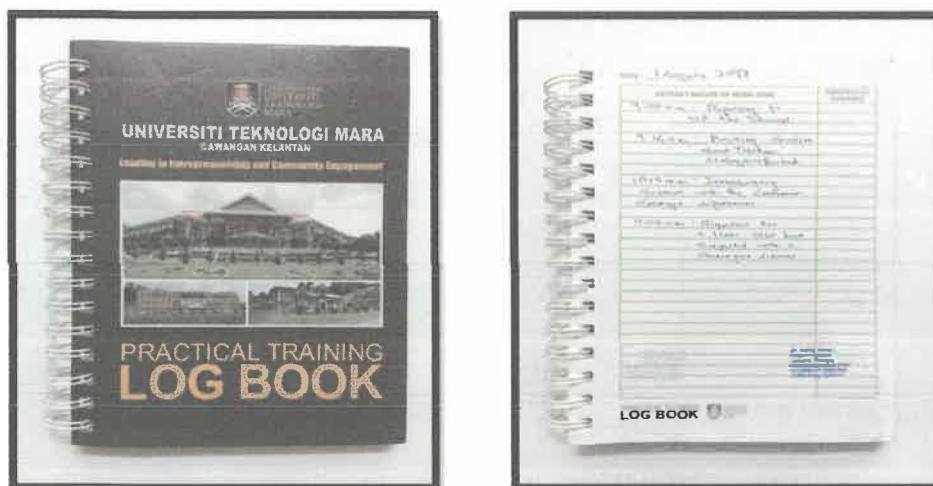


Figure 3.1 UiTM Log Book

3.2 Evaluation Form

The university, UiTM had also provided an evaluation form for the students to give to their supervisor to fill in their overall mark for the five the months of internship at the organization and then give it back the university to key in their industrial training marks of the trainee in the system. The evaluation form is to notify the organization about the trainee's development and also to reflect whether the trainee deserve to be given allowance based on their attitude and performance during the industrial training period. The form also needs to have the supervisor's signature to show that the form is true. Otherwise, the trainee's overall mark is not verified and approved by the lecturer.

The figure below shows the evaluation form that had been provided by the University for the trainee to pass on to their supervisor to give the overall mark for the trainee.

INDUSTRIAL EVALUATION

Student Name _____

Program Code : _____

Sachelor of Information Science (Hons)

UTM ID : _____

Course Code : _____

Information System Management - IM245
IMC690

*Please fill in column "B" (Mark Given) only, then add up

Criteria	Marks Allocated	Marks [10]					Marks Observed	Remarks
		1	2	3	4	5		
Application of Knowledge	30%	Demonstrate no knowledge	Demonstrate little knowledge at workplace	Demonstrate some ability to relate theory and practices to real life work situation	Demonstrate adequate ability to relate theory and practices to real life work situation	Demonstrate competence and capability in work life situation	0	
Acquiring of Knowledge at workplace	20%	Unable to demonstrate work place learning	Minimal ability to demonstrate work place learning	Demonstrated how learning capabilities at work place	Good demonstration of learning at workplace	Excellent demonstration of learning at workplace	0	
Habit of self-learning	20%	Did not demonstrate self-learning habit	Demonstrate minimal self-learning habit	Demonstrate adequate self-learning habit	Demonstrate active self-learning habit	Outstanding self-learning habit	0	
Participation	20%	Did not participate at workplace	Minimal participation at workplace	Adequate participation at workplace	Active participation at workplace	Outstanding participation at workplace	0	
Teamwork	20%	Inability to work with others	Minimal involvement with others	Adequate involvement with others and teams	Active involvement with others and projects	Outstanding skills of a team player	0	
Commitment	10%	Not committed at workplace	Minimal commitment at workplace	Some commitments at workplace	Shows positive commitments at workplace	Outstanding commitment at workplace	0	
Communication Skill	20%	Poor verbal and written skills at workplace	Minimal verbal and written skills at workplace	Adequate verbal and written skills at workplace	Show some verbal and written skills at workplace	Outstanding in verbal and written skills at workplace	0	
Positive Thinking	20%	Demonstrate no positive thinking attitude	Demonstrate low positive thinking attitude	Demonstrate adequate positive thinking attitude	Demonstrate good positive thinking attitude	Outstanding positive thinking attitude	0	
Responsibility	20%	Demonstrate no responsibility attitude	Demonstrate low responsibility attitude	Demonstrate adequate responsibility attitude	Demonstrate good responsibility attitude	Outstanding responsibility attitude	0	
Punctuality	20%	Demonstrate bad punctuality attitude	Demonstrate low punctuality attitude	Demonstrate adequate punctuality attitude	Demonstrate good punctuality attitude	Outstanding punctuality attitude	0	
Overall Assessment	100%						0	
Allocated From Overall Assessment	40%						0	

Signature _____ Date _____

Supervisor Name _____ Contact _____

Designation _____

Official Stamp _____

* email to Faculty Supervisor or fax to : 03-7932300 or to Faculty Supervisor of the respective student.

Figure 3.2
Internship Student Evaluation Form

3.3 Training Activities

This section contains all the tasks and assignments given to the trainee with pictures as evidence.



Figure 3.3

Training Activities



Figure 3.4

Training Activities

3.3.1 Management Unit

The supervisor had given some tasks to be done in order to learn and demonstrates the type of works in agriculture unit. The supervisor's objective is that the trainee will study and recognize more about the unit and how does the fertilizers stored.

3.3.1.1 Rechecked Fertilizers Stock

Is a process that under the unit that the trainee assigned to, it is a process that have to check every fertilizers stock at the fertilizer shop. If the fertilizers needed to restock, the trainee have to report to the officers that is responsible in this unit.

3.3.1.2 Lifting the fertilizers

Lifting each fertilizer that comes to PPK Machnag, technically it is one of the memorable moments with the workers because the trainee (me) needed to help the leader of the fertilizers keeper because there workers is absent. How ever it really tested me physical and mental.

3.3.1.3 Sales Report

Sales report is the gathered sales from the fertilizers store and also from PPK projects that have been done for years. The report sales will be divided by each project, how for the fertilizers is one the main income in PPK. The department usually uses the Microsoft Excel to conduct all of the sales report detail. It is much more easy to use and convenient.

3.3.2 Meeting

Within the internship period, usually the manager will conduct a meeting with the staff about the organization projects, cases, annual meeting and meeting with the Mayor itself. It is important for the manager to know the overall situation in the organization. Furthermore, every staff that is involved in a project will also have the ability to conduct a meeting for reviewing the progress on the particular project. This is important to make sure everything is going flawlessly.

3.3.2.1 Learning The Way Of Meeting In an Office

Mr Nik Amirrasyid, the Supervisor, had requested the trainee to join a meeting to give the trainee an experience in a meeting room to make the trainee know about the way they direct a meeting and also to show the overall situation. The meeting is conducted by the Manager himself Mr Zulharman and it is about the papaya project for PPK Machang.

3.3.2.2 Presentation Skills

Have the opportunity to present on the budget of PPK members at the unit leaders house. This is done because the supervisor had asked the trainee to be ready and give a great presentation about any topic that any officers give. So it is a little bit hard but memorizing, it can actually make the trainee more confident in preparing and delivering a great speech with the topic that has been given.

3.3.2.3 Customer Service Skills

As we all know that customer is always right, the company give me a big chance to handle a few customers by handling the hotline phone that needs guidance on how to pay their payment regarding there fertilizers need to be restock every 2 times a year. Not only that I also manage the members guest list on the special event that PPK Machang launch.

3.3.2.4 Communication Skills

Communication skills is one of the skill that every company requires, so it is very important that every worker or staff can communicate well in Malay or in English. For me personally what I can see is that the situation in the office, how does the staff react to the PPK members and overall the officers is friendly and communicate with the PPK members very well. It gives me the convidence to communicate well with the members during the anual meeting or in the office.

3.3.3 Special Events

Special events is one of the events that is mandatory for PPK Machang because it is a company that is under the government. However it is not an ordinary task like that i have mention before, it is a special task that each trainee needs to participate. It is to make sure that practical students or trainees know about how to manage an event or how the company manages an event so that the trainees would gain as much knowledge and experienced the moment along the industrial training period.

3.3.3.1 Anual Grand Meeting (Mensyuarat Agung PPK Machang dan Ahli)

Every year Pertubuhan Peladang Kawasan Machang or PPK Machang held an Anual Grand Meeting for each unit in Machang. There is 21 unit around machang so each officer is devidedto each location. Well mostly the meeting is held in different time because there is a lot of unit, but only be held in march every year. I as an intern have the oportunity to follow one



3.5

Annual Meeing PPK Machang

3.3.2.5 Persistence

Not every fertilizers is sold . However being able to to promote and find customers can be so challenging.This is the quality that the trainee learned that which allows someone to continue doing something or trying to do something even though it is difficult or opposed by other people. This can make you realize that not everything is easy, sometimes the hard way is the beneficial way.

3.3.2.6 Flexibility

Working long hours is one of the most memorable experiance for the every interns .however for me it makes me very flexible with time when it comes to work. It is because employees who approach their job with a flexible mindset are typically more highly valued by employers. Flexibility on the job includes the willingness and ability to readily respond to any circumstances and expectations. Maybe It does look tiring but from the bright side it gives the trainee the flexibility that is rarely can be learned. Personally it can really make us ready for any possability from any organization, because if we can committed in our job and willing to work more we will be ready for anything.



3.6

Annual Meeting PPK Machang

3.3.3.2 Meeting Programe with the members (Perjumpaan Agung Datuk Jazlan Bersama Ahli-ahli PPK Machang)

One of the biggest opportunity is PPK Machang organize a grand programe that give a chance for the members to meet the leader in NAFAS and Pertubuhan Peladang Negeri (PPN) and that is Datuk Haji Ahmad Jazlan Bin Yaacob. Not only it is a programme that acquire a face to face meet but also for contribution of each members in PPK Machang. The trainees is responsible for registration section, me and and other fellow trainees take turns while finding the names and registered every members in PPK Machang for the big programe.





3.8

Face to Face Program 2018



3.9

Face to Face Programe 2018

3.3.3.3 PRU-14 (Pilihan Raya Agung Ke-14)

Every five years Malaysia will select a new government that can lead the country. So in this day me as a intern in PPK Machang is very lucky because I have been asked to join as one of the clerk on voting day. I use my chances wisely because it is a chance of a lifetime, however there is a lot to do as an clerk, this is because I have to follow the orders and description truly in order to manage the participants that votes. This I consider as challenge for me not only i am just a trainee but also I can be responsible as an clerk that can handle the participants well.



3.10

PRU 14 2018

3.4 Special Project

The trainee or intern required to develop a special project during five months of internship. From the company perspective and requirements the special project must be based on this concept "PADIM" planning, analyse, design, implementation, and maintenance. By using this method, the trainee can manage to be more efficient and focused towards following the workflow.

Special project is a project that had been given to the practical students from UiTM Machang to produce or develop any appropriate project to be discussed and approved for faculty supervisor or industrial supervisor. The kind of projects that must be done by the practical student Information System Management containing whether the student want to develop a website, application, multimedia applications, corporate video, user manual, or improvement of process and method that can benefit to the organization. For PPK Machang itself, video is one the tools to promote the efficiency to other people.

In PPK Machang the Manager and the Industrial Supervisor requested me the trainee to make a corporate video that can shown to other members that what particular project that has been done by this company every year or special business project that this company plans in the future.

3.4.1 Problem Statement

Problem statement is one of the methods to investigate problem that occur in the organization of a way to deliver information. Nowadays, there are various ways to deliver message and information. It does include magazine, video, radio and television. Below are several problem that occur :

1. Verbally deliver organization information to the guest. For example, every guest that comes to the organization, the staffs will explain about the organization itself.
2. No interactive medium to summarize about the organization. For example, if anyone wants to see the real situation of the organization, they need to see it by coming to the organization.
3. The way to deliver information does not interesting. For example, the way of information deliver might be boring to be hear might be because of a lot of words.

3.4.2. Objectives

The project has been developed with the objective of :

- To give interesting way to deliver information of organization.
- To make easier for the staff to do simple explanation for the client.
- To reduce sentence in information presentation to the client in form of picture and video.

3.4.3 Planning

For the planning process, the intern need to identified the flow of work process which the objectives of the project and excellence. The trainee has prepared the schedule for the special project development to ensure the design or development is on the track and can finishes at right time given during the timeline. It is important to discussed with supervisor about the project.

3.4.4 Analysis

Based on the analysis, it is important to ensure the special projects that wants to develop is not have a problem and it is suitable and *needs by the organization*. Besides, trainee needs to analyse the hardware and software requirement during projects development process.

3.4.4.1 The hardware and software requirement

i. Laptop

As for the hardware, I as an intern used a HP laptop. The specs are core i5 4200 U clock at 1.60 ghz, it has 8 gb of ram, radeon hd800 series graphics and the operating system is windows 8.1 2014.

ii. High End PC

I have also used my high-end pc to continue to edit videos and edit some logos by using photoshop. The pc's spec is core i5 346, graphics card is an rx480 8gb of gddr5, 8gb of ram, ssd 120gb and a 500gb for storage.

iii. Google Chrome

I have search the intro for the video and edit it. There is dozens of websites and it is very use full. Not only that i have find a lot of tutorial that really helps me a lot.

iv. Gom Media Player

Gom Media Player is very amazing because it offers like quality video, audia, tuning sound, tuning callibration and so on. So it is suitable for me as an intern to use and show the video with ease..

v. **Power Director 12**

The overall software that me as an intern use, it very useful with easy editing and a lot design to choose from.

The video be rendered 720 p hd or even 1080 hd.

vi. **High Definition Sound Recorder**

This software collaborate our voice and change it with high definition sound. It is very useful, I have tried it before but year by year the content added more in this software.

3.4.5 Design

In PADIM concept, project design is the third phase after analysis phases. In these phases is required the intern to design the important element that required in the project. During design phases, all the analysis detail is confirmed. The problem statement based on overall analysis process.

3.4.6 Implementation

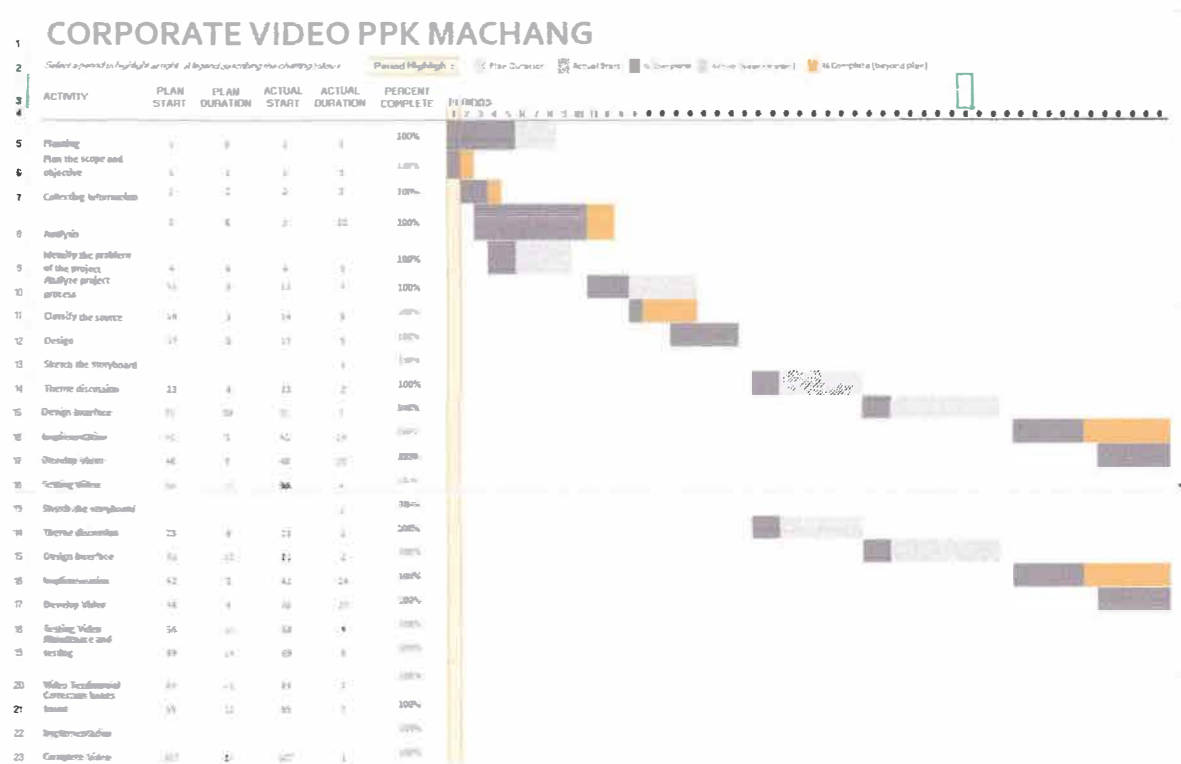
In implementation phases, the intern doing the projects installation. Besides, intern perform the initial testing to make sure the projects is can be function well in a compatible hardware.

I have tested the video software a lot, however if i find a slight error i will fix it immedietly.

3.4.7 Maintenance

The last phase of PADIM is maintenance. The intern identify if projects have issues. If the issues found, the intern need to troubleshoot what is factor of that problem. The intern also have to make a double check if the software is working properly or not, it s to make sure the overall project is working flawlessly

3.4.8 Gantt Chart



3.11

Gantt Chart

CHAPTER 4 :

INDUSTRIAL

TRAINING

REFLECTION

CHAPTER 4

CONCLUSION

4.0 Conclusion

Within my time as a internship student here in Farm and Business Department at PPK Machang Kelantan . I have been viewing and recording each vibrant refined component to complete my coursework. This chapter will cover my application of knowledge, abilities and experience in undertaking the task (Knowledge achieved). Furthermore, personal thoughts and opinion, lesson learnt, as well as limitations and recommendations also contained within this chapter.

The five months spent in PPK Machang has been the best experience to me. It was an eye popping experience because I can see how real tasks are coped and the experience to both on-field and office work was a fascinating practice. Being in the Farm abd Business Unit with different sort of works all through the the hard office work has dedicated me a lot on how to *manage a department in future* . *Not only that I learn about* numerous management abilities, hard and delicate skills that cannot be learnt in classrooms so thats a real plus for me.

In coclusion, industrial training program provides an excellent guide and examplefor students about actual workplace environment, how people in the organization communicate and interact, how they solve problems as a team and how their culture in managing,handling and organizing works. In addition, industrial training will able to boost student communication skills for the office world and public, It is also make me realize that we need to have good problem solving skills and how to adapt and fit ourselves in anew place.

Last but not least, the industrial training provides to the student the actual feel and the real situation in working environment that mixed with many types of people and to work with the various age of people, different standards, different thoughts and so on. This experience will be able to help the students on how to adapt with the working environment and can be used in the future to handle a hard situation, so it is very useful indeed.

4.1 Application of knowledge, skills and experience in undertaking the task

The increase of knowledge that I had gained through the degree studies in Information System Management had been useful during the industrial training period at Pertubuhan Peladang Kawasan Machang. In addition, what I like the most about this internship is because the industrial training course is a decent phase for the student to hunt for knowledge, skills and capabilities as well as experience in order for the student to organize a real working life. Moreover, I can also learn and be familiar with the nature of working either it is the place or the people because it is certainly distinctive difference with the university environment. All the knowledge gained during the short-term internship period will be the working experience and can be used for the working life in the near future.

The key knowledge that I had exploited during my internship period was the knowledge of communication and team work. Communication is the process by which information is exchanged between individuals. It requires a shared understanding of symbol systems, such as language and mathematics. Communication is much more than words going from one person's mouth to another's ear. In addition to the words, messages are transferred by the tone and quality of voice, eye contact, physical closeness, visual cues, and overall body language.

Moreover during internship program students also required to perform their job duties and responsibility according to the position held in the organization. I'm glad to have undergone internship program in this company because it taught me a few important things such as on how to deal with a multiple of different customers and also got me to explore my own interests. Other than that, the knowledge I acquire in Information Technology has helped me in a significant measure for my industrial training in the company. Skills in using the laptop and internet had made my everyday task routines in the organization easier and faster to handle. I have to use my own laptop to do the tasks given by my supervisor.

Therefore, There is a lot of knowledge that had been learnt and taught during studies time that can be exploited during the short-term period of the internship. I should know how to systematically relate the knowledge in the industrial training so that the evaluation given by the organization would be promising in light with their need.

4.2 Personal thoughts and opinion

From my opinion, the 5 months of this industrial training is perceived to be truly paid off. Industrial training is for the students that could get some experience of the genuine working life and figure out how to be a real grown-up in the near future. Moreover, there is a method to teach the students towards working life and this Industrial Training Course is a great technique to ~~expose them~~. ~~Considering the amount of the working period allotment~~, it should be all that can probably be desired for the students to get the spirit of the genuine working life.

In my experience, I found that my Internship at Farm and business unit gave me some change of culture differs from students life. The employees were very supportive all the time during my five months of internship there. Furthermore, industrial training could give new and more adventure in terms of knowledge, skills, and experience. In the five months of internship, the

students could obtain knowledge from their organization and gain some experience. For me, this is reflected as another development for the students to be responsible grown-ups.

Industrial training course could actually be beneficial for the students to have an actual working experience enlightens the fact that throughout the internship period, the students can observe and learn how the staffs do their tasks and figure out how they execute their work. I had gained new experience taking care of tasks in faster and easier methods. From what I know, the staffs in my unit reliably find quicker ways of finishing their tasks regardless of the fact that they intend to complete their task by the last minute. This is one poor behavior that should not happen because it can affect the excellence of the employments.

Therefore, the employees in my department complete the work exactly as the management desires. So they teach me how to complete the task with excellence in a brief time-frame and also the job given to me was vital and needed to be completed on time for the developers to check and test. Unlike from what I observed people giving their thoughts about the working life, the organization that I had my internship were like a family to me. They were all very pleasant to me and really friendly too. I figured out how to speak well and fluently with the grown-ups and become a more established staff.

On top of that, the environment in my internship organization is really open and relaxing. There is *not much pressure in the place where I had my internship*. The managers is very friendly He always supports me in every possible way, Not only that he gave me and opprtunity to do an accounting and calculation work so it is a new experience for me.. Even though I am not an account student but the vice manager and manager urged me to calculate the monthly budget of PPK, it is hard at first however i accept the cahllenge and finish the calculation task.

Lastly, the Industrial Training will make the students happy and enjoy doing their job because it is more practical learning rather than theories like the students learn in the university. This could be more obliging for the students whom dislike learning in theories.

4.3 Lesson learnt

Industrial Training at Pertubuhan Peladang Kawasan Machang had given me a lot of lesson to learn. I had acquired such a huge amount of knowledge since training in the organization. The lesson that I had learnt was enlarged through the five months of the short-term job period which I will apply it as preparations for the future working life.

The main lesson learnt in the working business is dependability. In time of my internship in the Farm and Business Unit, all of the staffs are available and capable in completing their jobs and other jobs given by the manager and also my supervisor MR Nik Amirasyid. Dependability taught me to be more disciplined and respect others no matter what the cause. Moreover, I had realized that the staffs in the office are always on time. This is revealed when they constantly submit their tasks on time without any postponements which could mean that punctuality is vital in the organization. In the event that we could oversee the timeliness, the job given is difficult to be completed easily and will give more awful appearance.

The next lesson that I learnt is time management. In the time of the industrial training, I had discovered that each and every stage of the task has its length of time and as a decent employee, I should make sure that the task is truly on track. In addition, the Manager of the department consistently leads meeting talk with the staffs that are associated with the task to check the progression of the task given where the Manager will make it clear of the task's objective so that the other team members would not commit any ridiculous mistakes.

Not only that, I am needed to complete my task before the next meeting held for dissertation so that the following process of the task can be continued. This means that I figured out how to deal with my time thoroughly to make sure that the task was submitted on time.

Also, a large portion of staffs in the organization can speak really well in English and have good communication skills. Even though they mostly speak in Malay language when talking among them in the office and some point even in meetings, yet when they are required to communicate in English language, they can speak it correctly. I am also starting to learn to communicate in English in the workplace among my team mates.

This was shown by my supervisor who constantly communicates in Malay when helping me with the task but when we are in a meeting, he spoke very good and clear English. Moreover, during meeting discussions, every one of the employees in this department are discussing in English. In addition, every task given to me is in English language. This sort of atmosphere had improved my English language and also my communication skill, i am very impress with how professional handle a meeting and task.

4.4 Limitations and Recommendations

As a practical student, I am obligated to identify the constraints that can affect the performance in PPK Machang. The problems that I specified here is not to dishonor my organization and carries negative effects to the reputation of the organization, but I just want to inform the students to take only the positive concept for their future working life.

Limitation: Late payment of salaries, allowances, and offsite work was a typical issue of the drawback in all organizations that handles a lot of members and standard budget. It is similar in the PPK Machang with 5644 members and with only 12 staff it is has problem for the department to give sallaries and income for the members. In the time of my short-term internship at the in this company, I received just RM 60.00 for monthly fees, that is more enough than me. But several problems concerning the late payment of salaries is very common. This is revealed when I was one of the practical students in the organization to get my allowance late for a 3 or 4 days and the similar thing occur to the other practical students. Not to indicate the claim for the offsite labor where the staffs there would get their payment 1 week late. Usually the Human Resource Department had accepted their payment yet the Financial Department constantly delaying their works which was the cause behind why the staffs get their payments late.

Not only that, the space for the fertilizers is to small. They needed to improve and make another fertilizer store every stock of fertilizer can be stored properly with along the plant poison and the animals treats. It require a big budget to do so, but it is up for the manager to find a way to gain more money to make it happen.

Recommendation

The Financial Department is vital for protecting the reputation of PPK Machang as well as keeping the organization established regularly. The whole organization depends on their works to give a decent impression to the staffs in the organization as well as the clients that are dealing with the organization. My recommendation for this department is to perform well on handling their businesses with the staffs as well as the clients and not delaying their works so that the strength of the organization would last. This is the purpose that I would like to urge the students to not complete any jobs on the last minute of time since it would be troublesomeness for the accomplishment of the organization growth.

With the Financial Department stable, the Manager can look for other alternative to search for investors for resupplying fertilizers, not only that the manager can also search for the budget in making the new store for the company because the members wanted great achivement from PPK Machang.

APPENDICES



Activities during Internship 2018



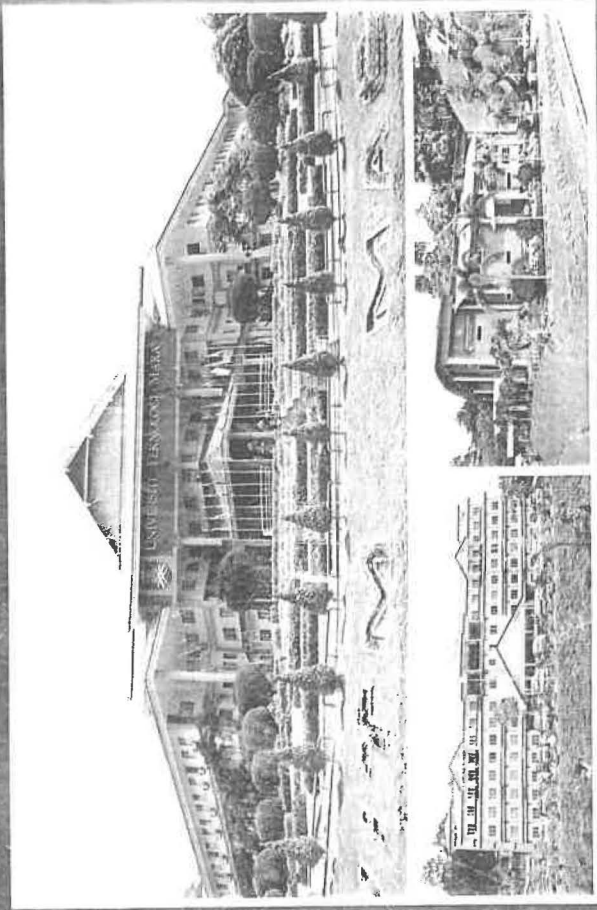






UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN

Leading in Entrepreneurship and Community Engagement



PRACTICAL TRAINING LOG BOOK



UNIVERSITI TEKNOLOGI MARA
Cawangan Kelantan
Bukit Lintang, 05000 Machang, Kelantan
05-576-2000, 05-576-1000
Pusat Penyelidikan & Inovasi (PPI)

INSTRUCTIONS

- 1) This book is issued to you to record your assignments and activities during industrial training.
- 2) All entries must be regularly recorded by trainee and initialed by the Supervisor.
- 3) All entries are made in ink, except sketches.
- 4) The book must be handed to your Industrial Training Coordinator upon completion of attachment.

PERSONAL DETAIL

1. Name : WAN SAH2WAN NADZAM BIN SUKARDI
2. Student ID : 2015145021
3. Programme : IM245
4. Semester : 7
5. Home Address : PT 2873 / 1 KAMPUNG KWENG HITAM, 18500, MACHANG KELANTAN
6. Tel No (HP) : 0139203602 / 0169343447
7. Email : aberock95@gmail.com

ORGANISATION INFORMATION

1. Full Name & Address : Pertubuhan Peladang Machang
2. Department : IT Department
3. Supervisor : NIK MOHD AMIRASYID
4. Position : PENGURUS PROJEK / KONTRAK INPUT
5. Tel : HP: 0199167158
6. Email : adza_2624@yahoo.com

FOR OFFICE ONLY

Remarks :

DATE: 4/2/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Punch early to work at 8-30 a.m	
2. Assign to lift some ferti- lizer on the whorohouse	
3. Finish lifting the ferti- lizer and had some rest.	
4. Meet the high executive for minimal briefing on the job description staff and also the time table.	

DATE: 5/2/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Meet with a new member that joins the internship on Peladang	
2. Help out the staff and asking for tasks.	
3. One of the officer ask me a favour and the task is to peel off the old labels on the files and replace it with new labels.	

DATE: 21/2/2018

WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Have a mini meeting with my office SV about the project video	
2. Madam Rabbiatul ask me to meet her and said that help out as possible as I could because there is a lot of task coming.	
3. Tidy up my work space cuz it is full of dust and trash.	
4. There is a programme held at the company's hall so I have been assigned as registration officer along with an other trainee. His name is Nik Idham.	

DATE: 22/2/2018

THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Madam Puan Nor ask me to stamp the some document as approval.	
2. Look out my desktop pc because something not right with the pc.	
3. At At 5.00 pm I went home.	

NIK MOHD AMIR RASYID B. NIK PAIZOL
 K/P 331125-135271
 Jengkil, Pengkajeneh, Perak
 PPK Melaka, Kelantan

DATE: 27/2/2018

TUESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at the office at on 7.56 a.m and directly punch card early.	
2. Do Continue the accounting job and finish it.	
3. At 9.30 am I went out for breakfast with one of the staff members.	
4. At 11.15 finally finish all of the accounting task.	
5. At 11.25 have been asked by Puan Nur to cop a few signature on the payment bills. I finish it all at 11.40 am.	
6. Went out for lunch at 1.00 pm and arrive at 2.00 pm on the office.	
7. I asked Mr. Mohd. for some advice on the task he	

DATE: 28/2/2018

WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at 7.53 and punch card at 7.56.	
2. At 9.15 when went out to breakfast and come back in at 9.45 am.	
3. Do some photocopy task that is assigned by J. Puan Nurul and the amount of paper is about 30 pieces of paper.	
4. At 3.30 pm so one of our staff is ended his contract at the BPLC Ma-chang. So, Puan Rabbiatu throw a him a farewell party to parish his remember his hardwork at the company.	
5. Directly finisher the photocopy task and I went home at 5.06 pm.	

DATE: 5/3/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Continue following my officers to the actual meeting at 2:00 pm	
2. Declared each members who does not pay for the members fee yet.	
3. At 5:00 o'clock arrived at the office and punch-card at 5:15.	

DATE: 6/3/2018

TUESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Today we I don't have any unacting so madam ask ask me to do some photocopies of some receipts.	
2. madam puan nor ask me to stamp some documents with the officers stamp.	
3. Overall today there's there's nothing to do much but it is an experience that is hard to be forgotten.	

DATE: 11/3/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at the office at 7:56 a.m and punchcard early.	
2. Do my assignment by using the company computers' computer.	
3. Ask by Mr-Nick to lift fertilizer at the store.	

DATE: 12/3/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Being notify by Pivan/ madam Rabbiatul about the recycling day at the office.	
2. Make some photocopies for Madam Mazling about 4 copies.	
3. At 5.00 o'clock I went home.	

DATE: 15/3/2018

THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I arrived at 7.54 and punchcard at 7.55 am.	
2. Have my breakfast at 8.35 and finish at 9.20 am.	
3. Do some printing again because there is a lot of minutes to be fotostate.	
4. Have a rest for a moment at 10.35 and continue my job at 11.00.	

NIK MOHD AMIRUS NO B. NIK PAIZUL

Pengulus PPK Kuantan

PPK Mechani Kuantan

DATE: 18/3/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive early at the office	
2. Mention to Mr-Nik and Madan Rabbiatul about meeting my su at uitm.	
3. At 3.00 pm to I went to meet Dr. Khalid my su.	

DATE: 21/3/2018


WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Nothing to do today, but just tidying my work desk.	
2. Puan / madam Nor ask me to stamp some receipts	
3. Fixing some errors on the printers.	

DATE: 22/3/2018

THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Also got nothing to do today however have been ask by the Mr. Zulharman about the video corporate project.	
2. Received useful feedbacks and need to edit a little bit.	
3. Went home at 5.00 pm punch card at 5.15 pm.	

NIK MOHD AMIRRASID B. NIK PAZOL
 N/P 8311254-1771
 Pengarah Projek / Kontrak
 Projek 

DATE: 27/3/2018

TUESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at the office, and been ask by Puan Rabiatusol to follow her to a meeting at 2:00 pm.	
2. Follow Mr. Mokhtar instead at pangkal jenarih for the annual meeting.	
3. Arrive at the office at 3:50 pm.	

DATE: 28/3/2018

WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at the office and seeking for for any tasks from fellow officers.	
2. Have been ask by masam Nor to do the stamp job again.	
3. Went home at 5:20 pm.	

DATE: 8/4/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at 7.45 am and without rush just punchcard.	
2. Went out for breakfast at 9.30 and finish at 10.00	
3. Helping around the office with a few help from the officers.	
4. Have been asked by Encik Nile my supervisor to rearranged the fertilizer in the store.	
5. About 3.30 finish all the job & rest and wait to go home.	

DATE: 9/4/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive at 7.57 am and punchcard.	
2. Relax for a little bit and went on breakfast at 9.00 am.	
3. Went on a meeting with Mr. Mochtar at 2.00 pm and finish at 4.37 pm in Bukit Tiu.	
4. Receive a lot of questions on the Q and A session.	
5. However, it is a memorable experience the way that Encik Mochtar handle's the villagers.	

DATE: 12/4/2018

THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I arrive at the office at 7-56 and directly punchcard	
2. I have been asked by Pean NOR to retrieve files from the file store.	
3. After finish the job I went out to have my breakfast	
4. Encik Nii ask me to check the fertilizer and rechecked the list of the fertilizer.	
5. Went out on a meeting at 2-00 p.m and finish at 4-45 pm.	
	<p>NIK MOHD ANWAR SYD E. NIK PAICU K/P: 881125-4-8-2018 Projek Kontrak PPK Math</p>

DATE: 15/4/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I arrive at the office at 7-52 and punchcard.	
2. Went out on a breakfast break at 8-30 and finish my break at 9-00 am.	
3. Finishes Encik Mokhtars work and ask him for guidance.	
4. Asked by Duan Aznia to look up the fertilizer shop. from 2-30 to 4-30	
5. Waiting for the alarm to ring. at the mean time I'm sweeping the dust on my table.	

DATE: 30/4/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1- Arrived at the office at 7.55 am and punch-card as usual.	
2. Mr Mokhtar ask me to follow him to the meeting location at 2:00 pm, im happy to follow him.	
3. Went with him gives handout on the big meeting on Friday with the mayor.	

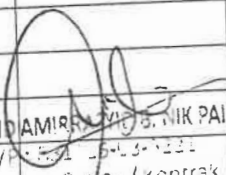
DATE: 1/5/2018

TUESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1- Arrive at the office and have breakfast.	
2. Madam Nor ask me to look out the shop for a while.	
3. Madam Nor ask me to stamp some files again.	

DATE: 6/5/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I come to the office at 7.59 and punch punchcard	
2. Went on a breakfast break at 8.35 and come back to the office at 9.00 am.	
3. Do a little research at the office on the stock of fertilizers at the PPK shop.	Good
4. Look after the shop at 2.30 pm until 5.00pm	and have
5. Address by Puan Norazian to calculate the income that we receive today at the store.	to improve
	 NIK MOHD AMIR, NIK PAIZOL Pegawai Tetap / Kontrak PPK Machang, Kelantan

DATE: 7/5/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I arrived at the office at 7.56 am and punchcard as usual.	
2. Received a task by Mr Nite to took over the st fertilizers shop.	
3. Still managing the fertilizer shop direct until 4.45	
4. At 4.56 I am waiting to punchcard back and went home.	
5. Bring home some paper work to finish at my house.	

DATE: 10/8/2018

THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Voting Day Holiday	

DATE: 13/5/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Voting Day Holiday	

THURSDAY

DATE: 17/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I arrived at the office and punched at 7:57 am.	
2. Today is the first of Ramadhan so I continue finishing Puan Rabbiatul's task and finally finished it at 12:30 p.m.	
3. At 2:30 pm. I have been asked by Puan Noraznia to look over the fertilizer shop again.	
4. Went to the office again and waited for any work from the officers.	Seek for more Task
5. Receive some advice from fellow executives and the boss itself about the project.	Good.

WIRACH MURAHID B. MURAHID
 476 034 705035071
 Pengurus Projek / Kontrak
 PPK Maching, Kelantan

WEDNESDAY

DATE: 16/5/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. I arrived at the office at 7:58 and directly punched.	
2. Went out for breakfast at 9:30 am and comeback in the office at 10:00 am.	
3. Have been asked by Puan Rabbiatul to finish her work on kekin every account numbers from the PPK members.	
4. I finish half of them at 4:30 pm because there is a lot of accounts. He mean will before 4:30 pm the office member have a mini celebration at the office because tomorrow is Ramadhan.	
5. Finally waiting for the punch at 5:00 pm and punch and went home.	

DATE: 22/5/2018

TUESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrive early again at 7:55 and punchcard.	
2. Receive a few task from Mr Mokhtar to finish his doctor declaration form	
3. The as Puan Nazifah also asked me for a lot favour to rearrange the account slips in her files	
4. Finish Puan Nazifah's work at 9:30. however Encik Mokhtar's work cannot be finish because it cannot be completed	
5. At 3:30 p.m discuss with Puan Norazma about the final Project.	

DATE: 23/5/2018

WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
arrive 1. I received at 7:57 and punchcard punchcard again	
2. Encik Mokhtar assign me another task to finish his clients form in his computer.	
3. Puan Nor ask me to photostate and make to copies for her business matters.	
4. Puan Rabbiahul ask me to help out Puan Nor if she needed anything.	
5. At 4:30 as usual I went home.	

DATE: 28/5/2018

MONDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrived at the office at 5:00 pm 7:00 a.m	
2. Received a task from the boss.	
3. Finish the task at 2:00 pm.	

DATE: 29/5/2018

TUESDAY

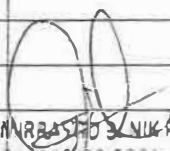
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

WESAK DAY

DATE: 14/6/2018

THURSDAY

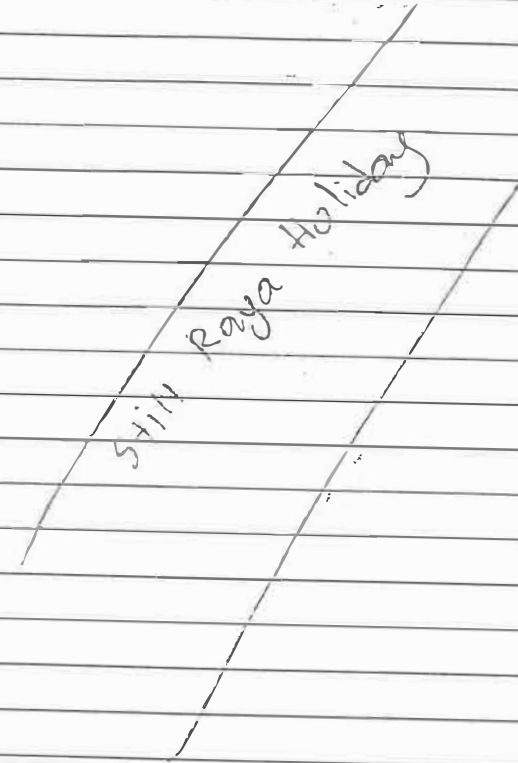
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Nothing to do because I and Mr NIK are only attend to office	
2. It is because tomorrow is Eid Mubarak so people have their holidays early.	
3. went home at 3:00 pm	



NIK MOHD ANWAR & NIK FAIZAL
 N/P. 831125703-3221
 Pengurus Projek / Kontrak
 PPK Machang, Kelantan

DATE: 17/6/2018

SUNDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	

DATE: 20/6/2018

WEDNESDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. Arrived early at the office but the office backdoor does not open yet, so - waiting for any officer to come.	
2. 8:07 am Madam/Puan Rabbatul arrive and open the office, so I punchcard but a little late.	
3. Follow any orders from Puan/ madam Rabbatul, recently she wanted me to rearranged some files.	
4. Today there is nothing much to do so waited for any task from fellow officers that	

DATE: 21/6/2018

THURSDAY

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1. As usual I arrived at 7:55 and punchcard directly.	
2. Puan Norzi ask me for make some copies in of members list.	
3. Went home at 3:00pm	



NIK MOHD MIRPASYID B. NIK PAZDL
 K/P: 831125-03-5021
 Pengerusi Projek / Kejurul
 SMK Machang Kelantan



1

QPC-100S

No. NAME

WAN SAHZWAN NADZMI BIN SUKARDI

DEPT. 所属部门

For the month of **APRIL 2018** 年 月份

Date	Before Noon		After Noon		Overtime		Total
	In	Out	In	Out	In	Out	
1	7:31		17:00				
2	7:47		17:00				
3	7:50		17:00				
4	7:57		17:00				
5	7:59		18:00				
6							
7							
8	8:04		17:00				
9	7:57		17:00				
10	7:57		17:00				
11	7:58		17:00				
12							
13							
14							
15	8:03		17:00				

AMARAN / WARNING

- Sebarang pekerja yang menolong stampan kad seseorang lain akan dikenakan tindakan tatatertib ke atasnya.
- Any employee stamping another employee's card will be liable to instant dismissal.

告示

自僱員蓋印其他
僱員卡片者可能
遭公司立即开除



1

QPC-100S

No. **WAN SAHZWAN NADZMI BIN SUKARDI**

DEPT. 所属部门

For the month of **MAC 2018** 年 月份

Date	Before Noon		After Noon		Overtime		Total
	In	Out	In	Out	In	Out	
1	7:57		18:00				
2							
3							
4	7:57		17:00				
5	7:57		17:00				
6	8:00		17:00				
7	7:57		17:00				
8							
9							
10							
11	7:57		17:00				
12	8:04		17:00				
13	7:57		17:00				
14	7:57		17:00				
15	7:57		17:00				

AMARAN / WARNING

- Sebarang pekerja yang menolong stampan kad seseorang lain akan dikenakan tindakan tatatertib ke atasnya.
- Any employee stamping another employee's card will be liable to instant dismissal.

告示

自僱員蓋印其他
僱員卡片者可能
遭公司立即开除

No. **WAN SAHZWAN NADZMI BIN SUKARDI**

DEPT. 所属部门

For the month of _____ 年 月份

Date	Before Noon		After Noon		Overtime		Total
	In	Out	In	Out	In	Out	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

AMARAN / WARNING:

- Sebarang pekerja yang menolong stempakan kad seseorang lain akan dikenakan tindakan tertatertib ke atasnya.
- Any employee stamping another employee's card will be liable to instant dismissal.

告示

自僱員蓋印其他
僱員卡片者可能
遭公司立即开除

No. **WAN SAHZWAN NADZMI BIN SUKARDI**

DEPT. 所属部门

For the month of **JUN 2018** 年 月份

Date	Before Noon		After Noon		Overtime		Total
	In	Out	In	Out	In	Out	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

AMARAN / WARNING:

- Sebarang pekerja yang menolong stempakan kad seseorang lain akan dikenakan tindakan tertatertib ke atasnya.
- Any employee stamping another employee's card will be liable to instant dismissal.

告示

自僱員蓋印其他
僱員卡片者可能
遭公司立即开除



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QPC-100S

No. **WAN SAHZWAN NADZMI BIN SUKARDI**

DEPT. 所属部门

For the month of **MEI 2018** 年 月份

Date	Before Noon		After Noon		Overtime		Total
	In	Out	In	Out	In	Out	
1							
2							
3							
4	08:54			17:30			
5	08:54			17:30			
6	08:54			17:30			
7	08:54			17:30			
8	08:54			17:30			
9							
10							
11				17:30			
12				17:30			
13				17:30			
14				17:30			
15	08:54			17:30			

AMARAN / WARNING

- Sebarang pekerja yang menolong stampan kad seseorang lain akan dikenakan tindakan tatatertib ke atasnya.
- Any employee stamping another employee's card will be liable to instant dismissal.

告示

自僱員按印其他
僱員卡片者可能
遭公司立即开除