



اَوْنُوْرُ تِكْنُوْلُوْجِيْ مَارَا  
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MARA

Cawangan Melaka

**FACULTY OF BUSINESS AND MANAGEMENT  
BACHELOR OF BUSINESS ADMINISTRATION (HONS)  
HUMAN RESOURCE MANAGEMENT**

**HRM666**

**INDUSTRIAL TRAINING REPORT AT  
SOLAR ALERT SDN BHD**



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## **EXECUTIVE SUMMARY**

My memorable and enlightening 6-month industrial training started at Solar Alert Sdn Bhd from March 1 until August 15, 2023. An industrial training programme is one of the requirements for students to achieve a Bachelor in Business Administration in Human Resource Management. Therefore, it is mandatory for me to undergo industrial training for a period of 24 weeks.

Solar Alert Sdn Bhd is one of the local companies leading Malaysia's Oil and Gas and engineering industries that supplies equipment services to clients across the global market. Currently, Solar Alert Sdn Bhd has four branches in Malaysia, originally located at Shah Alam, two branches in Terengganu, and Labuan. In this report, it provides details about the company, such as company background, products and services, organisation structure, vision and mission, objectives, and goals. This part has provided insight and specifics about the companies of Solar Alert Sdn. Bhd.

Next, this report will explain the various tasks and activities that I have been assigned since becoming a trainee at these companies. One of my responsibilities is to update the daily movement, update employee personal information such as training records, general administration (mailing, faxing, scanning, and photocopying of documentation), and do punch cards for all staff every month. Frankly speaking, this industrial training programme has made me a better person, been very educational, and boosted my confidence to become a competent employee in the future. Despite not having zero experience in the human resources department, with constructive feedback from my supervisor and assistance from all the staff, for which I am very grateful, I have come this far.

In this report, I provide a strengths, weaknesses, opportunities, and threats (SWOT) analysis that I have identified during my industrial training. One of the strengths of Solar Alert Sdn Bhd is that it gives good training to their employees to ensure adequate skills and knowledge. Moreover, one of the advantages is that they provide good benefits to their employees, which attracts their retention. Meanwhile, the weaknesses of the companies are a lack of interrelationships between each branch, a lack of usage of technology, and a lack of promotion of work-life balance. Solar Alert Sdn Bhd is one of the local companies leading Malaysia's Oil and Gas and engineering companies and is opening a new branch in Thailand to strengthen its position and be able to compete with its rivals. Last but not least, the threat to

the companies is a lack of initiative in learning new software and intense competition with their competitors.

Overall, Solar Alert Sdn Bhd is one of the good companies, providing a good working environment and a good company's reputation. I believe that industrial training is one of the processes that allowed me to gain insight and make preparations before entering the real working world, as the working culture within the classroom is totally different. Therefore, industrial training is one of the most valuable experiences that I have had. I cannot describe how much it has helped me in my future career, especially as an HR practitioner.

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Alhamdulillah, I would love to express my gratitude to the Almighty Allah for giving me the energy to finish this internship for my degree in Bachelor of Business Administration (Hons) Human Resource Management. I am additionally honoured and proud of myself for being able to complete the final report book of this industrial training, which has been compulsory for all Human Resources Management students who undergo industrial training for 24 weeks.

First of all, I would like to express my sincere appreciation to Solar Alert Sdn Bhd, who have been willing to accept me and give me the opportunity to do my internship journey in this company. This sincere appreciation goes especially to my supervisor, Mrs. Amirah Rohasmanisza Binti Mansor as HR Executive, Mrs. Farha Aiman as HR and Admin Clerk, and all the staff who help me a lot in monitoring my job scope and trusting me to do HR-associated duties in the company. With the guidance of the staff, I am able to improve my knowledge, strengthen my skills, and be inspired to always work hard, no matter what.

A debt of gratitude is also owed to my honourable academic supervisor, Puan Norr Azzura, for the valuable guidance and assistance given all throughout the duration of my internship and the guidance of this report. With the right guidance and supervision from her, I successfully completed this report on time and perfectly.

Last but not least, I would additionally like to increase my gratitude to my family members and friends who gave me a lot of encouragement and support, direct or indirect, from the beginning of my industrial training until the last part of it that made me be able to finish it with all the encouragement given from everyone sincerely.

All the guidance given during my industrial training is very much appreciated, God willing. I will surely take full advantage of all my experience here and what I have learned in the future to prepare for the real world of work throughout the journey I will go through soon.