

FACULTY OF INFORMATION MANAGEMENT  
BACHELOR OF INFORMATION SCIENCE (HONOR) LIBRARY SCIENCE

TITLE:

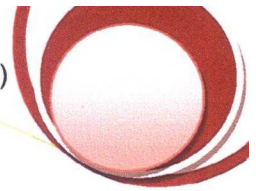
INDUSTRIAL REPORT AT KNOWLEDGE MANAGEMENT CENTER (KMC)  
BANK NEGARA MALAYSIA

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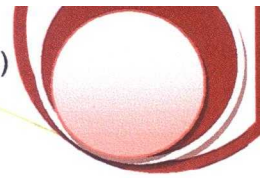
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## **ABSTRACT**

The report described an activities trainee in doing every activities during industrial training. It is focus on KMC management in conducting the organization. Four month and half period of industrial gave a worthy knowledge and gain valuable experienced in library management as well as create and enhance my soft skills. Industrial training is a compulsory that needs to be completed by semester 7 students from the Faculty of Information Management at Universiti Teknologi MARA Rembau Campus as the requirement prior to be awarded a Bachelor Information Science (Hons) Library Management. By having industrial it can experience the trainee in the real situation and working environment. Besides that, it can develops my managerial skills in conducting the team in doing the task that need to be submit in their own framework. Also, trainee can observe the real situation in every organisation on how to handle the colleagues and user. Communication play an important in every organization. A good communication can build a peace and smooth environment. Trainee be able to learn on how to communicate in the formal way and leisure way. There are different way to communicate to the people.

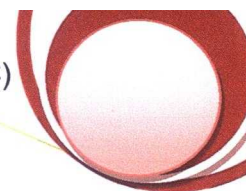


## ACKNOWLEDGMENT

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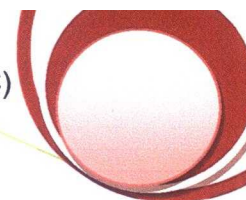
I would also like to record my sincere thanks to all staff at Knowledge Management Center (KMC) who have contributed important insights, valuable comments and encouragement. I also thank to my parents for their unceasing encouragement and support. Last but not least, I would like to thank people that help in directly or indirectly in completing my report. Without your help and support maybe cannot be completed in given framework.

Thank you,  
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