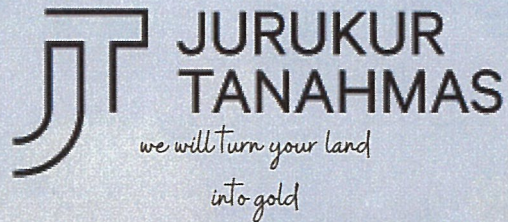




UNIVERSITI
TEKNOLOGI
MARA

Cawangan Melaka
Kampus Bandaraya Melaka



UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA

KAMPUS BANDARAYA MELAKA

BACHELOR OF BUSINESS ADMINISTRATION (HONS.)

HUMAN RESOURCE MANAGEMENT

HRM666

HUMAN RESOURCE INTERNSHIP REPORT:

JURUKUR TANAHMAS SDN. BHD.

PREPARED BY:

NURUL IZZAH BINTI MOHD AMIN

CLASS:

BA243 6A

PREPARED FOR:

PUAN SITI ROHANA BINTI DAUD

EXECUTIVE SUMMARY

From overcoming challenges to celebrating accomplishments, my 6 months of internship journey at Jurukur Tanahmas Sdn. Bhd. has left an indelible mark on my personal and professional growth. This executive summary provides an overview of my enriching and transformative 6-month internship journey. During this period, I had the privilege of working with Jurukur Tanahmas team and gaining invaluable experiences and insights across various departments and projects. This report highlights the key aspects of my internship, including an overview of the company profile, training reflections, SWOT analysis, and discussions with recommendations based on the SWOT analysis. Jurukur Tanahmas is a renowned company in the land surveying industry, boasting a strong track record of delivering accurate and comprehensive surveying solutions. The company's commitment to precision, cutting-edge technology, and customer satisfaction has established it as a leading player in the market. My 6 months internship journey began at the Administration Department for the first two months and HR Department for the next four months. This report will explain in depth on how the Administration and HR Department play a crucial role in ensuring seamless operations and maintaining a skilled and motivated workforce to uphold the company's reputation. Next, as the pages of my internship journey unfold, I am proud to share the significant impact and contributions I made during my time at this company. This report will cover my training reflections including the company's background, vision and mission, organizational structure, and products or services that this company offers. During the internship, I actively engaged in diverse training sessions, immersing myself in the administrative processes and HR practices employed by the company. By actively participating in these training initiatives, I developed practical skills and gained valuable insights into the company's approach to optimizing administrative and HR functions. A comprehensive SWOT analysis was conducted to evaluate the strengths, weaknesses, opportunities, and threats within the Administration and HR Department of Jurukur Tanahmas. The SWOT analysis and subsequent recommendations provide valuable insights and pathways for the company to leverage its strengths, address weaknesses, seize opportunities, and navigate potential threats. I am grateful for the knowledge and skills gained during this internship, and I am confident that Jurukur Tanahmas is well-positioned to continue its trajectory of success in the dynamic land surveying market.

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ACKNOWLEDGEMENT

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(In the name of Allah, the Most Gracious and the Most Merciful)

First and foremost, I would like to convey my deepest gratitude and appreciation to everyone who contributed to making my internship journey a success. My internship at Jurukur Tanahmas Sdn. Bhd. provided me with an excellent opportunity to study and grow professionally. Therefore, I am really grateful for the opportunity to be a part of the organization as an asset management intern, as well as for the opportunity to meet experts and fantastic individuals who guided me during the internship period. This report is an analysis of my significant learning experience throughout my internship period, and I would like to thank each of the individuals listed below. Firstly, I want to express my gratitude to my supervisor, Ms. Liew Ping Siang, for her advice, support, and professionalism throughout my internship. Her continual support, insightful ideas, and critical criticism have helped develop my understanding and improve my abilities in the HR industry. Secondly, I'd like to thank the entire Jurukur Tanahmas Sdn. Bhd. team for giving me the chance to intern and get practical experience in the HR industry. The positive work atmosphere, collaborative culture, and trust placed in me have all contributed significantly to my professional growth.

Third, I would like to express my heartfelt gratitude to my faculty advisor, Puan Siti Rohana, whose unwavering encouragement, and guidance were important in the successful completion of my internship report. Her expertise, advice, and willingness to help me along the process have been really beneficial. In addition, I'd like to thank my coworkers and peers for being an important part of my internship experience. Their shared knowledge and collaborative efforts have made the experience enjoyable and enriched my learning. Throughout my internship, I am grateful to my family and friends for their consistent support, encouragement, and understanding. Their faith in me and consistent drive have been a driving force behind my achievements. Finally, I'd want to acknowledge that this report would not have been possible without the collaborative efforts and contributions of all those indicated above. Their advice and assistance have been crucial in shaping my professional development and helping me to obtain practical knowledge in my chosen sector. Thank you, everyone, for your time, advice, and help.

PART 2: STUDENT'S PROFILE

NURUL IZZAH

🏠 *Tangkak, Johor* 📞



SUMMARY

Goal-oriented Human Resources fresh graduate from UiTM Bandaraya Melaka in Human Resource Management with current CGPA 3.6 along with experience as a Human Resource Intern for 6 months that specialized on recruitment, training and development and handling staff's well-being in the company. Eager to forge a career in the human resources field by adding value through utilizing my knowledge to carry out various responsibilities in human resources functional areas.

WORK EXPERIENCE

Jurukur Tanahmas Sdn. Bhd
Internship

Jalan Abdul Rahman, Muar
March 2023 – Aug 2023

Human Resource and Account Department (3 Months)

- Involved in handling staff's attendance on a daily basis and managing staff's leaves form.
- Involved in the recruitment process of new staff and internship students by doing resume screening, arranging interview sessions, and handling new staff's induction process such as conducting a briefing session for new employee's documentation and bringing them to their respective departments.
- Involved in Purchasing officer job which is checking stocks and supplies weekly, assisted with sourcing and searching for the best pricing with suppliers, prepared purchase orders, and sent copies to suppliers and to departments originating requests.
- Developed and implemented a system for tracking and managing office supplies, resulting in a 15% reduction in office supply costs.

Administration Department (3 Months)

- Prepared and sorted documents for clients and the local government council authority for submission use.
- Executed a record-filing system to improve document organization and management.
- Managing and maintaining various types of documents, including land survey reports, project files, client contracts, and legal documents. This involves organizing and filing documents, ensuring proper documentation, and compliance with relevant regulations.

Tadika Junior Elit Jaya MRC 3Q
Kindergarten Teacher

Serom 4, Tangkak
Aug 2022- Sept 2022

- Planned monthly lesson plan to help each student achieve learning objectives and managed to complete subject's syllabus on time.
- Created a positive and appropriate classroom environment that is conducive to learning that improved 90% of a student's productivity.
- Developed flash card teaching methods to help students and improved 80% of the student's memorizing ability.

Kilang Kuih Raya
Food Packer

Sungai Mati, Tangkak
March 2021-May 2021

- Developed a working style that enhanced teamwork and managed to increase 90% the number of foods packed in a week.
- Packed the food products into containers and prepare them for delivery by weighing and labelling with 80% of no defect product outcomes.
- Boosted the cleanliness of working area by regularly clean and mopped the area and gained A from BKKM.

Pasar Raya Mega
Cashier

Serom 4, Tangkak
Nov 2018-Jan 2019

- Carried out all transactions on cash register, including cash, checks, card payments, and refunds or exchanges with 90% no cash shortages.
- Provided a positive customer experience with fair, friendly and courteous service with 90% happy customer's feedback.

EDUCATION

UiTM Cawangan Melaka, Kampus Bandaraya Melaka

2020-2023

- Bachelor of Business Administration - BBA, Human Resources Management
- Current CGPA 3.6

Johor Matriculation College

2019-2020

- Science Stream Module II
- CGPA 3.33

SMK Tengku Mahmud Iskandar

2014-2018

- 1A+ 3A 1B+ 1B 3C+ (SPM)
- 6A 2B 2C (PT3)

LEADERSHIP EXPERIENCE & UNIVERSITY ACTIVITY

Kembara Amal ke Pulau Pinang

Pulau Pinang

EXCO Perhubungan Luar

2023

- Managed transportation and accommodation for Kelab Sukarelawan Zakat to Penang.
- Ensure that the accommodations are fully booked before the trip.

Webinar Issue in HRM: Encounter Economic Crisis 2023

Webex

EXCO Perhubungan Luar

2022

- Person in charge of handling panelists for the webinar.
- Have a regular meeting with the panellist to inform them about the program.

Explorace Charity Week

UiTM Bandaraya Melaka

Floor Manager

2022

- Ensured all the people in charge for each duty are ready for their tasks and managed to run the event smoothly without any problems occurs.
- Ensure that all activities carried out follow the time set in the tentative program and successfully finish the program 30 minutes earlier than the set time.

Colouring Contest and Sharing Sessions Charity Week

Mydin Ayer Keroh, Melaka

EXCO Multimedia

2022

- Collaborated with 2 committee members in making 2 event's posters to promote the program and managed to attract 40 participants to join the contest.
- Ensure that the bureau captures photos throughout the activity and successfully captures 300+ photos after the program ends.

PROJECT EXPERIENCE

Virtual – Melaka International Intellectual Exposition 2022 (V-MIIEX '22)

MELAKA

The Duo' Flux

2022

- Developed a water taps which consists of two water taps that flows clean water and soap water which suitable for any occasions.
- Produced a mock-up designs and prototypes for the product.
- Presented the design virtually with 80% Innovative Scores and 90% Ease of Use Scores.

SKILLS

- Technical: Microsoft Office, Adobe and Canva
- Functional: Project Management, Recruitment, Training and Development, Industrial Relations, Compensation and Benefit Management, Scheduling and Budgeting.
- Languages: Fluent in Malay and English

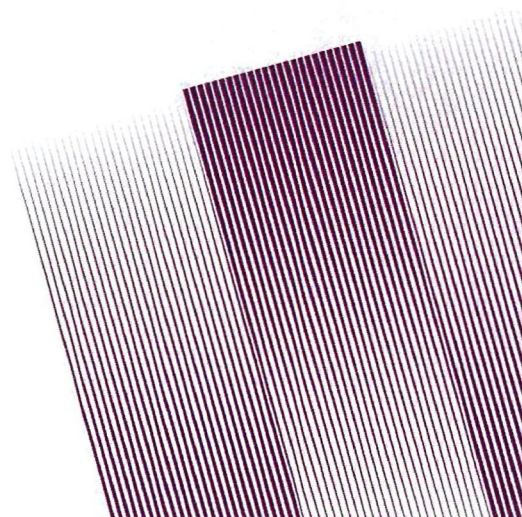
REFERENCES

Ms. Liew Ping Siang

Head of Account Department At Jurukur Tanahmas

Dr. Azhana Binti Othman

Senior Lecturer Faculty of Business Management



PART 3: COMPANY PROFILE

3.1 Company Name, Logo, Location and Operation Hour



Figure 1 Logo of Jurukur Tanahmas Sdn. Bhd.

Company name: Jurukur Tanahmas Sdn. Bhd.

Location: No 110 (1st Floor), Wisma Tanahmas, Jalan Abdul Rahman, 84000 Muar, Johor.

Operation Hour: Sunday to Friday (8:15 am – 5:30 pm)

3.2 Background of Establishment

Jurukur Tanahmas Sdn. Bhd. is a leading Malaysia's dynamic licensed land and engineering surveying company that specialized in providing comprehensive surveying and mapping solutions for a wide range of industries. With a strong presence in the industry, Jurukur Tanahmas has been serving clients in various sectors since its establishment. The company is located in Jalan Abdul Rahman, Muar and operates during regular business hours from Sunday to Friday from 8:15 am to 5:30 pm daily. Jurukur Tanahmas or also known as JT was founded in 2004 by Sr. Chua Wei Chen, a highly experienced land surveyor with a vision to offer cutting-edge surveying services to clients. He obtained his degree in Land Survey and a master's degree in Land Administration and Development from the University Technology of Malaysia (UTM). As a surveyor, he recognized the need for accurate land measurements and data in construction, development, and land planning projects. Thus, he obtained his Land Surveyor license under Act 458 (Rev 1991) and founded the company. Since its establishment and armed with more than a decade of industry experience, its aspirations of delivering practical, cost-effective solutions have grown alongside its commitment to bringing the best to its clients. Jurukur Tanahmas provides a wide range of innovative solutions. Their keen expertise and excellent working relationships over multidisciplinary professional services have garnered them a stable client base and an ever-expanding operations area. Over the years, the company has achieved several significant milestones, including noteworthy projects, certifications, and recognition for its exceptional work. These

milestones have contributed to the company's reputation and its position as a trusted surveying provider.

3.3 Corporate Vision and Mission and Core Objectives

3.3.1 Corporate Vision

To effectively provide a comprehensive range of innovative services in geospatial-related services in tandem with the nation's aspiration of attaining the status of a developed country.

3.3.2 Corporate Mission

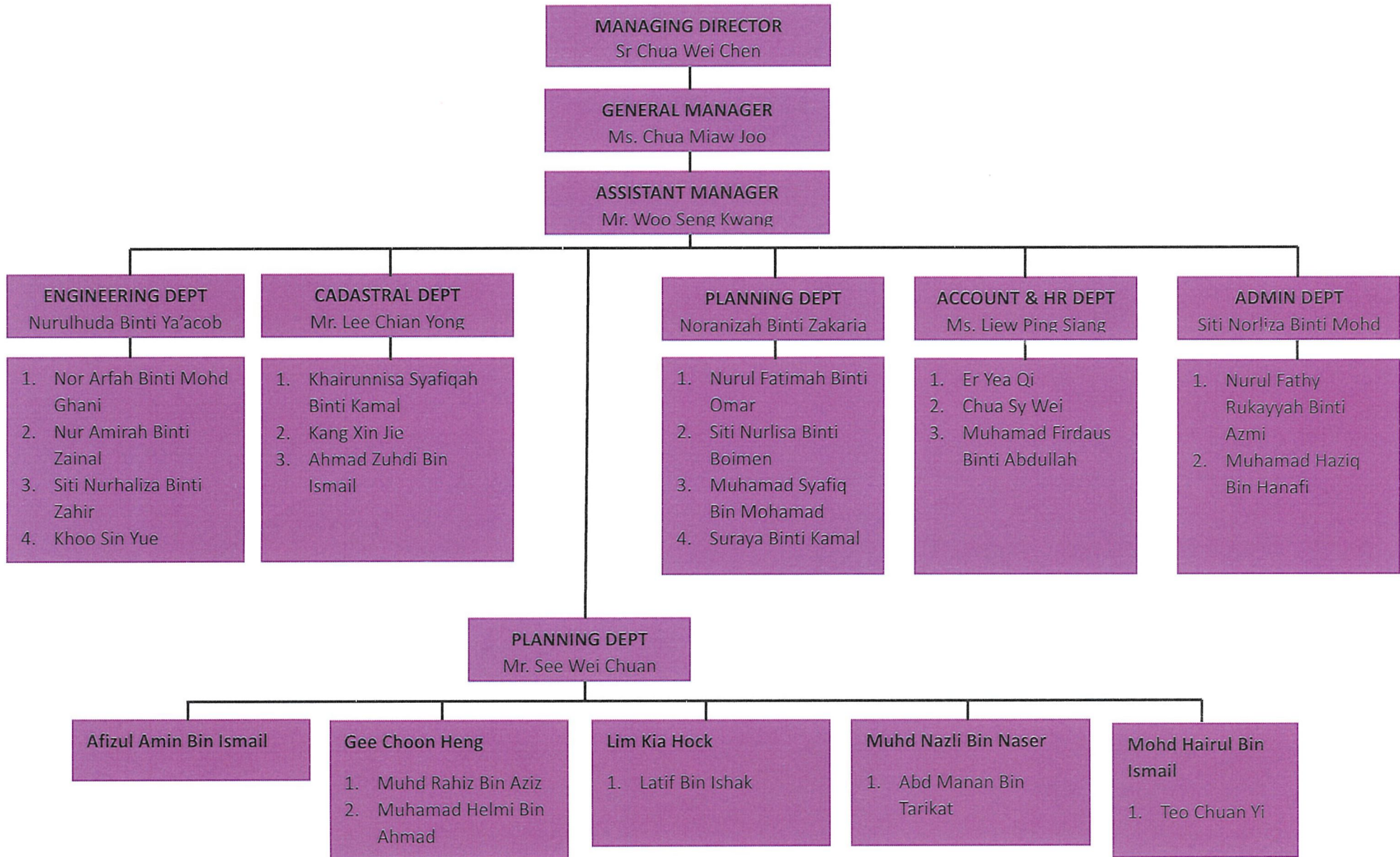
To build on traditions of Quality, Efficiency and Value in the surveying, mapping and provision of geospatial-related services to meet the needs of our clients and community.

3.3.3 Core Objectives

At Jurukur Tanahmas, they understand that success is determined by an amalgamation of factors. As a precision measuring business, they are committed to achieving success through careful adherence of their working principles. JT endeavour to be:

- Be accurate in measuring the improvement of performance in business, product, services, processes, organization and staff. Here, they emphasis on Quality, Innovation, Competitiveness, and Effectiveness help regulate our daily activities.
- Create long-term relationships with clients by quality response that is swift and relevant, enabling clients to be high-performance businesses.
- Give their best by developing the human assets in business, challenging them via the creation of a mutually conducive environment for growth.

3.4 Organizational Structure



3.5 Product or Services Offered

Jurukur Tanahmas offers a comprehensive range of land surveying services to meet the diverse needs of its clients. Their services include the consulting of land and housing development, as well as survey services in aerial, cadastral, engineering, GPS, hydrographic, mining, strata, and topographical assessments. As a consulting firm, they are also experts in providing accurate geospatial and information data.

3.5.1 Cadastral Survey

This survey seeks to establish and record the property boundary of real estate for the Land Title as required by Malaysian Land Law. Cadastral Survey also includes the Subdivision of the Building for the issuance of Strata Titles.

3.5.2 Land Consultancy

It involves offering professional advice, guidance, and expertise to individuals, businesses, and organizations regarding land-related matters. It possesses in-depth knowledge of land laws, regulations, and best practices, allowing them to assist clients in making informed decisions and maximizing the value of their land assets. Some of the land consultancies that they offered are Planning permission (KM), Change In Category Of Land Use, Layout and Surrender Back and Re-alienation (SBKS) Subdivision of Lands, Amalgamation of Lands, Subdivision of buildings and land parcels for Strata Title purposes and other related land matters.

3.5.3 Ground / Terrestrial Survey

The services that this company provides under Terrestrial Survey include the Topographical Survey where these surveys involve the measurement and mapping of the physical features and contours of the Earth's surface. Topographic surveys are crucial for land development projects, engineering design, and infrastructure planning. Other than that, they also provide Environmental Surveys which assess and monitor natural resources, ecosystems, and environmental impacts. This can include vegetation surveys, wetland delineation, habitat mapping, and environmental monitoring.

PART 4: TRAINING REFLECTION

Reflecting on my internship journey experiences during these 6 months, I had the privilege of immersing myself in a professional environment that provided me with valuable experiences and insights. The aim of this part of this internship report is to reflect on the internship training's durations, details, and the gains I have made, both in terms of intrinsic and extrinsic benefits. From the first day of joining this company to the last working day of my internship, each day held significance in my journey. Each working day provided an opportunity to engage with the company, contribute to projects, and collaborate with colleagues. My internship journey took place from 15 March 2023 to 18 August 2023 (24 weeks) where I am working from Monday to Friday from 8:15 am to 5:15 pm. The working hours provided for me to handle and settle my daily tasks allowed me to immerse myself in the tasks given and complete the task successfully.

During my internship, I had the opportunity to work in two distinct departments: Administration and Human Resources/Account Department. Each department presented unique areas of focus and responsibilities. I was assigned to work in the Administration Department for the first 2 months due to the position available at the moment. This department consists of 3 staff, which are the Head of Department and 2 admin assistants. At Jurukur Tanahmas, the Administration Department is the largest department and comprises personnel who look into the ins and outs of the business to ensure things run smoothly, the paperwork is set in order and the business is stable and continues to grow. The roles in this department include managing submissions, including follow-up and deadlines, dealing with government and client and client servicing. As for my task and responsibilities in this department, my main task was to prepare and sort paperwork for clients and the local government council authority for submission use. For example, to begin a certain project, I have to prepare paperwork to submit to the government as it is a crucial first step in getting government permission to make development on the land. The other example of paperwork that I need to prepare are Letter to the Owner which is to notify them to prepare the documents that we need for submission use, Qualify Title paperwork as the last step in the process of every land development project, Resubmission project paperwork to the government and prepared follow up report to update the owner about the project current status. Other than that, I was assigned to update the administration's system everyday. The purpose of updating the system is to make it easier for the staff to know each project's status as our company has more than 2000 projects ongoing at the same time. Thus, it was a big

honor for me as they trusted me to handle the system everyday as it is a sign, they had a big trust in my work quality. The Administration Department is one of the core backbones of this company, thus I was taught by my coworkers to submit the paperwork earlier than the deadlines to make sure the project can run smoothly without any problems.

For the next 4 months, I was transferred to Human Resources/Account Department. This department consists of 6 staffs which is Head of Account Department, Head of Human Resources Department, two Account assistants, Human Resources assistants and purchasing officers. At Jurukur Tanahmas, these two departments were combined together and acted as the financial backbone of the organization. This department manages the organization's finances and manages the people within the organization. As for me, I was assigned as a Human Resource and Purchasing Officers intern. During my internship, I was involved in a wide range of HR activities, enabling me to gain a comprehensive understanding of the department's functions. Firstly, as an HR Officer, my focus was on recruitment and selection, employee onboarding, performance management, training, and development. I am involved in handling staff's attendance daily and managing staff's leaves forms. In the recruitment process of new staff and internship students, I am involved in doing resume screening, arranging interview sessions, and handling new staff's induction process such as conducting a briefing session for new employee's documentation and bringing them to their respective departments. I learned about the importance of attracting and retaining talented individuals, ensuring their smooth integration into the organization, and fostering a positive work environment. Other than that, I am also assigned to be a purchasing officer. Purchasing officers play a vital role in an organization by acquiring products and services necessary for the business to run efficiently. As for my task and responsibilities as a purchasing officer, I must do stock check every day to make sure every supply is enough for the staff. The examples of stock supply that I usually handle are stationaries, papers supply, printers' maintenance, and a lot more. One of the first steps I must do is to identify potential suppliers. This includes researching, evaluating, and selecting vendors based on their capability to supply the required goods or services at a good price, quality, and delivery time. I have to negotiate with the suppliers including pricing, quantity and delivery schedules. After the negotiations are settled, I place the orders.

Working as an Intern at Jurukur Tanahmas, I encountered various challenges that tested my adaptability, problem-solving skills, and ability to work under pressure. However, it also offers a unique opportunity for personal and professional growth. While the role may

seem administrative in nature, it provides numerous intrinsic benefits that can shape my career trajectory and foster personal development. Firstly, I managed to develop and enhance several crucial skills necessary for a successful career in HR. My communication skills improved significantly as I interacted with employees, conducted interviews, and facilitated training sessions. I learned to effectively convey information, actively listen, and adapt my communication style to different audiences, and I would say this internship makes me more confident to talk to people and express my opinion. Also, collaborating with colleagues on various projects and assignments helps me strengthen my problem-solving skills and taught me to remain calm and resilient in the face of adversity. Moreover, my internship allowed me to develop strong organizational and time management skills. Balancing multiple tasks and deadlines became a regular part of my routine, and I learned how to prioritize and manage my time efficiently. These skills not only improved my productivity but also equipped me with the ability to handle complex projects and meet deadlines effectively. Lastly, my internship allowed me to appreciate the value of teamwork and collaboration. Working alongside my coworkers, I witnessed the power of effective collaboration in achieving departmental goals. I learned to effectively contribute to team projects, leverage diverse perspectives, and build relationships based on trust and respect.

My internship experience has been transformative, not only in terms of professional development but also in terms of personal growth as I gained and learned a lot of new knowledges. The challenges I encountered during my internship pushed me out of my comfort zone, allowing me to discover my strengths and areas for improvement. I developed a greater understanding of the significance of confidentiality, as HR professionals handle sensitive employee information that must be always safeguarded. I learned to uphold ethical standards and ensure the privacy and security of employee data, contributing to trust and confidence within the organization. Moreover, my internship taught me the value of networking and building professional relationships. I had the opportunity to connect with industry professionals and experienced mentors who provided guidance, feedback, and valuable insights. This exposure broadened my perspective and expanded my professional network, which will undoubtedly prove beneficial in my future endeavors. Additionally, my internship fostered a deep sense of self-awareness. It helped me identify my passions, strengths, and areas where I need to further develop my skills. This self-awareness will guide my career choices and enable me to align my future goals with my strengths and interests.

Other than that, my internship journey also offers me a lot of valuable extrinsic benefits. Firstly, even though my position in this company is only as an internship student, I was never excluded in every benefit that this company offer to its employees. I was entitled to every bonus that the other workers received and I am also included in every company trip that was held this year. As for examples, the events that I managed to participate during this internship are Annual Grand Dinner 2023, Cameron Highland & Ipoh Trip, Durian Trip to Raub Pahang, and Run for Peace. All of these events are such a meaningful experience for as I can get to experience the excitement of being part of organizations. Other than that, this internship also offers valuable industry exposure, allowing me to gain insights into the field of human resources. By working within an HR department, I have the opportunity to observe and participate in various HR processes. This firsthand experience provides me with a solid understanding of HR practices, policies, and strategies employed by organizations. Also, this internship allows me to expand my professional network within the industry. Being close to my other coworkers can provide me an opportunity to mentorship opportunities, job recommendations, and future collaborations. Lastly, this internship also makes me gain to enhances my employability and strengthens your resume. The skills acquired during my internship makes me more attractive candidate for HR job opportunities.

In conclusions, my internship experience has been an invaluable opportunity for personal and professional growth. It provided me with practical skills, industry knowledge, and a deeper understanding of the field. Through this experience, I have honed my communication, problem-solving, and organizational skills, enabling me to contribute effectively in a professional setting. I am grateful for the challenges I faced during my internship as they have taught me valuable lessons and helped shape me into a more resilient and adaptable individual. This experience has affirmed my passion for the industry and has further solidified my career aspirations. As I move forward, I will carry the lessons, skills, and experiences gained from my internship, using them as a foundation for my future endeavors. I am confident that the knowledge and personal growth achieved during this internship will propel me toward a successful and fulfilling career in my chosen field.

PART 5: SWOT ANALYSIS

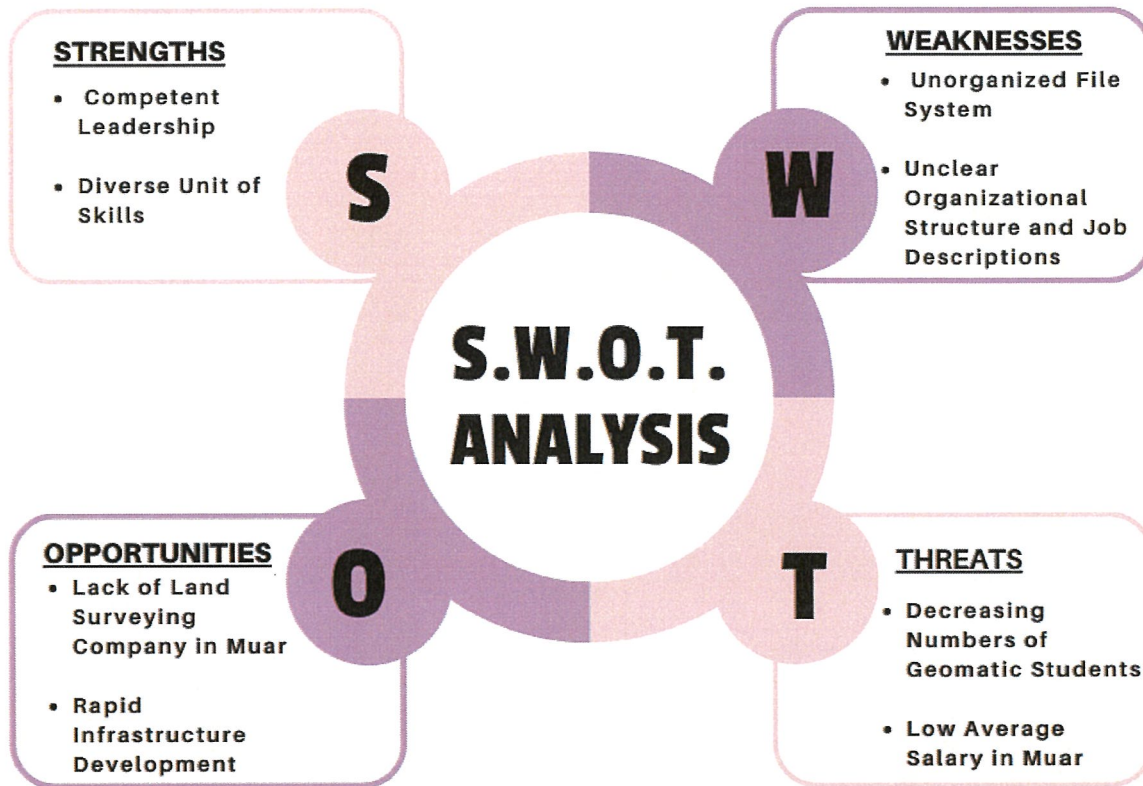


Figure 2 S.W.O.T Analysis of Jurukur Tanahmas Sdn Bhd

PART 6: DISCUSSION AND RECOMMENDATION

6.1 Strength (S)

6.1.1 Competent Leadership

Leadership competencies are leadership skills and behaviors that contribute to superior performance. By using a competency-based approach to leadership, organizations can better identify and develop their next generation of leaders (Brooks, 2021). The managing director of Jurukur Tanahmas, Sr. Chua Wei Chen is the backbone of the company where everyone in this company was look up to him in every decision they going to make. This is because he believed that to build a team that consists of a number of competent leaders, he needs to be one first and he also believes that being a competent leader can influence and enhance his employee performance. From my observation while doing an internship in this organization, Sr. Chua Wei Chen provides a clear direction and set achievable goals for his teams. In the field of land surveying, he believed that being a competent leader is essential to

ensure the successful completion of projects and the growth of his company. For example, to start a new project, he always involved in every meeting with the client to make sure he has a thorough understanding of the projects even though he does not need to attend the meeting with the client since he has a very great team that can he trust and depends. He reviews project requirements, client expectations, and any regulatory or legal considerations alongside his staff. It can be seen that his presence in every meeting were influence his staff greatly in terms of working attitude. Other than that, he has clear and concise communication. He communicates project objectives, timelines, and client expectations in a clear and concise manner. He ensures that all team members have a common understanding of the goals, as well as the steps required to achieve them. Also, Sr. Chua Wei Chen's competent leadership traits can be seen when he always monitors progress and provides feedback to his staff. He utilizes tools such as progress reports, and regular check-ins to stay informed about the status of the project and provides constructive feedback to help team members improve their performance and stay aligned with the project goals. His leadership affected his staff significantly where all of the head of departments in this company were practices the same leadership method as him. This is truly a remarkable effect that he made as a leader when his leadership helped him build a powerful team.

Other than that, the leadership applied by director of Jurukur Tanahmas, Sr. Chua Wei Chen, was highly recommended to other organizational. He understands the importance of recognizing and rewarding exceptional performance where he acknowledge employees' achievements, provide constructive feedback, and offer rewards and incentives for outstanding work. This recognition reinforces positive behavior, boosts morale, and encourages his staff to maintain high levels of performance. Every year, the company will provide numbers of events and activities as a reward to celebrate his staff. For example, this year Jurukur Tanahmas has prepared 3 company trips which are Cameron Highland and Ipoh Trip, Durian Trip to Raub Pahang and Bandung Trip. The expenses of the company trip are 100% sponsored by the company and the staff only have to enjoy the trips to the fullest. Jurukur Tanahmas also prepared number of outstanding awards to acknowledge their staff. The award usually were announce during Annual Dinner that held every year. Eventually, rewards in organizations provide numerous advantages to employees. They serve as powerful motivators, enhancing job satisfaction, increasing productivity, and contributing to overall organizational success. By recognizing and rewarding employees' achievements and

contributions, organizations can attract and retain top talent, create a positive work environment, and drive employee engagement (Kumari, 2021).

Jurukur Tanahmas currently have a very good and dependent leader which is their managing director, Sr. Chua Wei Chen which makes it one of the strengths of the company. However, I would like to propose my recommendation to Human Resources Department on how to expand this strength to other employees. Human Resource departments play a crucial role in developing such competent leadership among employees. One strategy that HR departments can employ to expand leadership in this company is the implementation of a **comprehensive leadership development program**. This program, designed and administered by the HR department, would identify employees showing leadership potential, providing them with targeted training and experience to develop their skills. Identifying potential leaders is the first step toward creating a leadership development program. HR departments can use various tools and techniques such as performance appraisals, 360-degree feedback, and observational assessments to identify employees with leadership potential. Once potential leaders are identified, the next step is to develop their leadership skills. The training that I think suitable for Jurukur Tanahmas is mentoring and coaching. This is because, the ratio of senior and junior staff is almost the same. Thus, the senior staff that has more experiences can be a mentor to junior staff. Mentoring and coaching can be particularly effective, offering potential leaders the opportunity to learn directly from existing leaders within the organization. This not only provides a practical understanding of leadership but also helps to reinforce the organization's culture and values (Browne, 2021).

6.1.2 Diverse unit of skills

In an organization, a diverse unit of skills refers to a group or team composed of individuals who possess a wide range of expertise, knowledge, and capabilities. These individuals bring different skills and backgrounds to the table, contributing to a diverse skill set within the unit (Kekezi, 2021). At Jurukur Tanahmas, each employee in every department has a good set of skills that contribute a huge success in every project in their respective department. From my observation, every department consists of employees that came from different professional experiences, and levels of education. By bringing together people with varied skill sets, organizations can benefit from a broader range of ideas, approaches, and solutions. This diversity helps foster collaboration, adaptability, and a more comprehensive

understanding of complex challenges (J.Distefano, 2021). When they are working together as a team, complement each other's strengths and weaknesses, leading to increased efficiency and effectiveness in achieving team goals. As an example, during the redevelopment project in Batu Pahat, Johor, the project required a multidisciplinary team of professionals, including land surveyors, landscape architects, engineers, and urban planners. The success of the project relied not only on technical expertise but also on the diversity of skills within the land surveying team. The team consisted of professionals with different backgrounds, such as civil engineering, geomatics, architecture, and urban planning. This diversity of skills allowed the team to approach the project from various perspectives and collaborate effectively with other professionals involved in the redevelopment. The land surveyors department worked closely with the engineering department and town planning department to ensure the accurate mapping of the land and they conducted topographic surveys, measured elevations, and identified any potential challenges that could affect the design and construction process. By bringing together a diverse unit of skills, the team of Jurukur Tanahmas contributed to the successful transformation of the land. The diverse skills within the land surveying team facilitated effective communication and coordination with other professionals involved in the redevelopment. Thus, this example of events that happen in this company during my internship shows that the diverse unit of skills is one of the greatest strength of Jurukur Tanahmas that contributed to the success of the organizations.

In order to expand this strength, Jurukur Tanahmas should **fostering a positive working environment** that promotes diversity and inclusivity. Embracing diversity, including diverse skill sets, has proven to be a valuable asset for organizations striving for growth, innovation, and success (Zam, 2021). Even though this company already has a team that consists of a great unit of skills, but HR Department should take action by promoting skills diversity in the organization. This is to make sure all employees are having an awareness about how diverse skills can affect a lot of things positively. To promote skill diversity, Jurukur Tanahmas must first establish a culture of inclusivity. This involves creating an atmosphere where all employees feel valued, respected, and empowered to contribute their unique perspectives and abilities. They should foster an environment that appreciates and celebrates differences, be it in terms of race, gender, age, ethnicity, or educational background. By acknowledging and embracing diverse skill sets, they can tap into a broader range of talents and experiences. Other than that, Jurukur Tanahmas can actively celebrate and recognize the diverse skills and achievements of their employees. This

can be done through regular appreciation and recognition programs that highlight and reward individuals' contributions. By showcasing diverse talents and accomplishments, they not only create a positive working environment but also inspire others to embrace and develop their own unique skills. Also, collaboration and teamwork are essential components of a positive working environment. HR department of this company can create cross-functional teams comprising individuals with diverse skill sets and backgrounds. Encouraging employees to work together in a collaborative manner promotes the sharing of knowledge and skills, leading to increased skill diversity within the organization (Farisi, 2021). Also, they must recognize the importance of work-life balance and provide flexible work arrangements. Offering flexible schedules allows individuals with varying skills and backgrounds to thrive. By accommodating diverse needs and promoting a healthy work-life balance, Jurukur Tanahmas can foster an environment where employees feel valued and motivated to contribute their unique skills. Thus, creating a positive working environment that fosters skill diversity is crucial for organizations seeking to thrive in today's competitive landscape. By cultivating a culture of inclusivity, promoting equal opportunities and embracing organizations can attract, retain, and empower individuals with a wide range of skills.

6.2 Weaknesses (S)

6.2.1 Unorganized File System

The first weakness that I found at Jurukur Tanahmas is their **unorganized file system**. This company has more than 6000 projects in the process and also projects that have been completed. To make it easier for employees to distinguish each project, they use a file system in which each project has its physical file where all documents were kept in the file and numbered from number 1 to number 6500. These files are arranged in the file room to make it easier for employees to take the file to use it. However, employees become frustrated when they cannot find the project files they want to use, especially in urgent situations. This is because, when the file has been taken by another employee first, the employee needs to find the file from desk to desk. This is because the room does not have a system where to use the file, they need to record the name of who uses it. From my observation, an unorganized file system can have a detrimental effect on employee productivity in this organization. An unorganized file system leads to excessive time wastage for the employees. When files are scattered and misplaced, employees have to spend valuable time searching for them. This unnecessary search effort not only results in frustration but also diverts employees' attention

from their core tasks. During my internship, I experienced this situation almost every day where I have to look for the files from desk to desk in every department in order to complete my task. If the task was urgent, I have no choice but to ask for permission from my supervisor to extend the submissions. Also, an unorganized physical file system contributes to a cluttered and disorganized workspace in every department. Piles of papers, scattered documents, and overflowing filing cabinets create a chaotic environment that hampers concentration and focus. This is because they have to keep the document that needs to be filed due to the reasons, they cannot find the file which results in all documents from different projects were mix up together. This situation has given a huge impact on employees in Jurukur Tanahmas. The frustration and inefficiency caused by an unorganized physical file system can negatively affect employee morale and job satisfaction. When employees struggle with disorganization, it can make them feel undervalued, overwhelmed, and unproductive. This, in turn, can lead to a decrease in job satisfaction, lower levels of engagement, and an increased risk of employee turnover (Tutar, 2023).

To overcome this weakness, my recommendation for Jurukur Tanahmas is to **implement a file-tracking software system (FTS)** in the file room to achieve an organized file system. Considering the volume of physical files in this company, HR Department can collaborate with IT Department to develop a file-tracking software system in order to enhance file organization, accessibility, and overall productivity within organizations. File Tracking System is a web application that manages all the file's movement at any time from one desk/room to another one and helps in managing the flow of files efficiently (Kumbhare, 2020). The system follows a procedure of file unique numbering and enables file management, file status monitoring and file movement tracking. It also has a very powerful search form to locate a file and analysed the history of the movement of that file. In terms of software selection, I would like to suggest Jurukur Tanahmas use software that offered barcode scanning functionality. According to (Omogbe, 2020), implementing a barcode scanning system allows for efficient and accurate tracking of files. Each file is assigned a unique barcode, enabling easy identification, retrieval, and tracking of its location and movement within the file room. Prior to implementation, Jurukur Tanahmas has to assign unique barcodes to each file, ensuring accurate tracking within the software system. This software can be installed in the file room where when the employees want to take the files from the files room, they have to scan the barcode and enter their name. This way, the next employees that want to use the same file, they can easily locate the file using the system. This

system saves a lot of time because they do not have to look for the file from desk to desk which consume so much time. Employees can quickly locate and retrieve files using barcode scanners, eliminating the need for manual search efforts. This reduces time wastage, increases productivity, and allows employees to focus on more critical tasks. To make sure the success of the system, HR Department should arrange comprehensive training for employees on how to use the file-tracking software system. They can provide employees with access to the file barcode tracking software system and guide them through practical exercises. This will allow them to become familiar with the system's interface, practice scanning barcodes, retrieve files, and update file statuses.

6.2.2 Unclear Organizational Structure and Job Descriptions

According to (Ahmady, 2022), organizational structure refers to the framework that outlines how activities, tasks, and responsibilities are organized, coordinated, and allocated within an organization. In simpler terms, organizational structure is the way in which an organization arranges its employees, departments, and resources to achieve its goals and objectives. It determines the flow of communication, the division of work, and the coordination of activities. From my observation, Jurukur Tanahmas has an **unclear organizational structure and job descriptions**. The employees keep changing from one department to another department in a short period of time. According to a case study entitled Impact of working environment on employee's productivity: A case study of Banks and Insurance Companies in Pakistan (Awan, 2015), he stated that each time employees are transferred to a new department, they will face disruptions in their workflow and has to navigate a steep learning curve to understand new processes, systems, and team dynamics. These transitions result in reduced productivity as they struggle to adapt and catch up with the demands of the new role. This is what happen in Jurukur Tanahmas when they keep asking their staff to change their department. From my observations, this is happening because of the workload in certain departments. Instead of recruiting more workers, they just transfer employees from the department that has less workload to the respective department. When the employees keep changing their departments, it will be resulting in they are being confused about their actual job descriptions. Job descriptions serve as blueprints for employees, outlining their responsibilities, tasks, and expectations (Ahmady, 2022). When job descriptions lack clarity, it can be seen the employees felt a struggle to understand their specific roles and responsibilities. Thus, I can conclude that one of the reasons that contribute

to this weakness is because of the shortage of workers in certain departments. Each department in Jurukur Tanahmas has not more than 6 people. For example, the administration department in this company is the busiest department since they have to deal with a lot of paperwork of more than 5000 projects than ongoing but there are only 3 staff in the department. During my internship, I get the opportunity the witnessed situations when employees from the planning department have to be transferred to the CAD department due to the workload in the CAD department.

When the amount of workload is disproportionate to the number of workers, it can have a detrimental effect on the organizational structure. In order to enhance employee performance that can simultaneously increase organizational performance, I recommend Jurukur Tanahmas **recruit more workers** for departments that have a big amount of workload. By recruiting more workers, this company can bring in individuals with specialized skills and expertise that align with the specific needs of the company. By recruiting more workers, organizations can expand their overall workforce capacity. This helps in distributing the workload among a larger number of employees, reducing the burden on existing staff members (Inegbedion, 2020). The first step that HR Department should do is to assess each department's workload. This step is to identify which department is in need of more workers. Once the assessment is complete, HR needs to establish the exact workforce requirements to address the increased workload. This involves identifying the specific skills, qualifications, and experience needed for each role. HR should collaborate closely with department managers and team leaders to gain a comprehensive understanding of the tasks and responsibilities involved. By defining the requirements clearly, HR can streamline the recruitment process and attract candidates who possess the necessary expertise. Recruiting additional workers provides an opportunity to bring in individuals with specialized skills and expertise. This allows organizations to build a more diverse and talented workforce capable of handling a broader range of tasks. Hiring workers with specific skill sets and knowledge enables the organization to tackle complex projects and challenges more effectively (Inegbedion, 2020). Thus, recruiting more employees can help organizations have an organized organizational structure and all employees are clear with their job description. This is because they do not have to keep switching departments just to cover the workload from another department.

6.3 Opportunities (O)

6.3.1 Lack of land surveying company in Muar

Firstly, the opportunities of Jurukur Tanahmas is **the lack of land surveying company in Muar**. Jurukur Tanahmas is located in Muar, Johor where there are only two land surveying companies in this town which are Jurukur Tanahmas and Jurukur Prima. To compares between these two companies, Jurukur Tanahmas has more remarkable background and projects than Jurukur Prima since this company has more than 10 years of experience in this industry. The closest district to Muar which is Tangkak also does not have any land surveying company. The lack of competitors in the land surveying business can potentially increase talent recruitment in this company. When there is a lack of competitors, the demand for land surveying services may outweigh the available supply of skilled professionals. This situation creates an opportunity for Jurukur Tanahmas to attract talented individuals who are seeking employment in the field. With limited competition, organizations can position themselves as desirable employers, offering competitive compensation packages, career growth opportunities, and attractive benefits to attract top talent (Donald, 2022). During my internship in Jurukur Tanahmas, the number of job applicants applied for geomatic vacancy in the company is not less than 6 candidates a month. This shows that Jurukur Tanahmas has a good opportunity in recruiting new talents especially new graduates to join the workforce and be part of the team since the competition is less. Other than that, with fewer competitors, Jurukur Tanahmas have more bargaining power when it comes to recruiting talent. They offer higher salaries, better benefits, and improved working conditions to entice qualified surveyors to join their teams. This increased bargaining power gives them an advantage in attracting experienced and skilled professionals who may be looking for better opportunities in the industry. Also, Jurukur Tanahmas have an opportunity to build a strong employer brand within the land surveying industry. They emphasize their unique selling points, such as a positive work culture, opportunities for growth, and a focus on employee well-being, and successfully make their company as desirable employer of choice.

In order to maximise this opportunities, Jurukur Tanahmas must adopt innovative strategies to attract and retain skilled future candidates. As for my recommendation, I suggest HR department of Jurukur Tanahmas **foster partnerships with educational institutions** in order to attract students to start their working journey with them. By collaborating with local educational institutions such as University Malaya (UM), University Teknologi Malaysia

(UTM), University Tun Hussien On Malaysia (UTHM), Kolej Poly-Tech MARA, and a lot more, this company can enhance the industry's visibility, develop a skilled talent pool, and create long-term relationships that benefit both parties. According to an article journal entitled Human Resource Inventory of Geomatic Graduates: a Case Study of Universiti Teknologi Malaysia by (Mohd Faisal, 2019), their research shows that geomatic students of UTM show deep interest in working within a licensed land surveyor firm with figures of 277 graduates in 2018. This is because Licensed land surveying companies are typically accredited and recognized by professional surveying associations or regulatory bodies. Joining such companies allows geomatics graduates to be associated with reputable organizations that adhere to industry standards and best practices. To establish successful partnerships, Jurukur Tanahmas should proactively reach out to educational institutions offering land surveying programs such as internship placement or Hands-on training to the students, initiating discussions with academic leaders, attending career fairs, and participating in industry-focused events on campuses. Other than that, Jurukur Tanahmas can do internship and co-op programs to provide invaluable opportunities for students to gain practical experience and develop a deeper understanding of the land surveying industry. These programs can offer real-world exposure to students. Thus, this partnership is a stepping stone for Jurukur Tanahmas to retain talents to work with them and maximize this opportunity. It is easier for the company to arrange its strategies since they do not have to compete with other organizations in retaining new talents, especially fresh graduates.

6.3.2 Rapid Infrastructure Development

As the world continues to urbanize and populations grow, there is an increasing demand for new **infrastructure development** and land surveying company plays a critical role in the initial stages of these projects by providing accurate data on land boundaries, topography, and existing structures. Infrastructure development in the land surveying business refers to the process of planning, designing, and constructing various physical structures and facilities that are essential for the functioning and growth of a society or community (Papp, 2022). Infrastructure development is an opportunity for employees of Jurukur Tanahmas to face new projects and challenges that will test their abilities and skills. This is because, as the demand for quick and efficient project execution increases, land surveyors must adapt to a lot of challenges. For example, rapid infrastructure development often comes with tight timelines. Land surveyors must work efficiently to collect and process

data promptly, ensuring that their surveys align with the project's timeline. They may need to use advanced surveying technologies and streamline their workflows to meet strict deadlines without compromising accuracy. This challenge can help them in enhancing their planning and preparation skills. Before starting a project, they should thoroughly assess project requirements, scope, and timelines. Creating a detailed schedule with milestones and deadlines will help in managing time effectively. Other than that, with rapid development, the risk of errors increases. Land surveyors must implement quality control measures to ensure the accuracy and consistency of their work. Small mistakes can have significant consequences on infrastructure projects, leading to costly delays or even safety hazards. Thus, all of these challenges of rapid infrastructure development are an opportunity that can help in enhancing the employees of Jurukur Tanahmas' skills and abilities.

As for the recommendation, in order to tackle the opportunity of rapid infrastructure development, I would suggest HR Department of Jurukur Tanahmas to **monitor industry trends**. The HR department should continuously monitor industry trends and best practices in the infrastructure sector. The motives of this action are to help Jurukur Tanahmas staying ahead of industry trends, seizing opportunities and maintain a competitive edge. Firstly, when they actively monitor industry trends, they can be aware of emerging technologies. The land surveying industry has witnessed significant technological advancements in recent years. These advancements, such as the use of drones, LiDAR, and GIS technologies, have streamlined surveying processes, improved accuracy, and increased efficiency (Badera, 2019). Thus, training plays a crucial role in helping employees overcome technological advancements and equips them with the knowledge and skills needed to embrace new technologies and adapt to changes. For example, they can conduct workshops to introduce employees to the latest technological advancements in land surveying. These sessions can provide an overview of the tools and their applications, creating awareness about the benefits of adopting new technologies. Training workshops can provide hands-on training opportunities that allow the employees to practice using new technologies in real-life scenarios. As employees gain practical experience, they learn shortcuts and best practices that improve their speed and efficiency in using the tools. This, in turn, enhances productivity and contributes to the overall success of the land surveying business (Mahadevan, 2019).

6.4 Threats (T)

6.4.1 Decreasing numbers of Geomatic students

“The world’s second oldest profession” is a popular term if people talked about career as a land surveyor. One of the factors that contributed to the **decreasing numbers of Geomatic students** is there might be misconceptions about land surveying, such as it being solely fieldwork or repetitive tasks, without considering the diverse and evolving aspects of the profession (Moore, 2023). According to a case study entitled Human Resource Inventory of Geomatic Graduates: a Case Study of Universiti Teknologi Malaysia by (Choon, 2015), in the early 1970s, this Degree of Geomatic strives to deliver a quality educational experience in land surveying. The case study examines the Geomatic graduates at Universiti Teknologi Malaysia (UTM) from 1978 until the first quarter of 2015. The key finding of this case study can be proof of the decreasing numbers of geomatic graduate students in Malaysia. After the year 1995, the number of geomatic graduates each year became inconsistent and showed undulating patterns. This variation is attributed to different figures of student enrolment each year. Notably, there was a significant increase in the number of graduates in the years 1996 and 2000, reaching 88 and 101 graduates, respectively. This increase was a result of additional student enrolments in 1991 and 1995 to meet the higher demand for land surveyors in the job market. However, there were dramatic drops in the number of graduates in 2001 and 2006. This decline was due to the transition period from a four-year to a five-year mode of study duration. The study also notes that the number of graduates for 2015 was particularly low, with only six graduates. This case study shows that the number of geomatic students drops dramatically which is a huge threat to the land surveying business.

Firstly, a declining number of geomatic graduates means there will be fewer new surveyors entering the workforce. With a shortage of young talent, organizations may struggle to find individuals with the necessary skills and expertise required to fill critical roles. The young generation tends to be eager to learn and develop new skills. Their learning agility allows them to quickly acquire knowledge and adapt to evolving industry trends and technologies (Schroth, 2019). Also, with a smaller pool of fresh graduates entering the field, there may be a lack of new ideas and innovative approaches in land surveying practices. This could potentially hinder the adoption of new technologies and advancements in the industry. Their abilities, coupled with their unique viewpoints and determined principles, have the potential to revamp outdated business procedures, enhancing agility, and facilitating

streamlined operations. According to a Dell Technologies study, 80% of Gen-Zers express a desire to engage with cutting-edge innovations such as artificial intelligence, and an even greater percentage consider an employer's level of innovation when evaluating job opportunities. Their eagerness to adopt technology can drive transformation initiatives and pave the path for progress (Racolța-Paina, 2021).

To overcome this threat, I recommend Jurukur Tanahmas to **promote land surveying career** to attract young talent to pursue their studies in this field. Even though land surveying plays a fundamental role in infrastructure development, urban planning, and environmental conservation, this field is often overlooked by the younger generation, who may not be fully aware of its significance and potential as a rewarding career (Kaylee, 2023). In today's digital age, leveraging online presence can be a powerful tool for land surveying businesses to engage and inspire the youth to pursue studies in this field. Firstly, Jurukur Tanahmas can create educational content creation such as articles and videos that showcase the exciting aspects of the profession. They can explain the importance of land surveying in real-world projects, highlight technological advancements, and share the success stories of young surveyors who have made a significant impact in their careers. By providing valuable educational content, businesses can pique the interest of young individuals and encourage them to explore the possibilities within land surveying (Muduli, 2021). Secondly, they can fully utilize social media platforms. Social media is a powerful tool for reaching a vast audience, especially the younger generation. According to (Simmon, 2023), 54% of Gen Zers reported spending four or more hours on social media each day, while only 4% of Gen Zers use social media for less than one hour daily. Thus, social media is a good choice to post informational information and approach them. Jurukur Tanahmas can maintain active profiles on platforms like Instagram, Twitter, LinkedIn, and Facebook to engage with the youth. They can share captivating images of surveyors in action, behind-the-scenes glimpses of fieldwork, and testimonials from experienced professionals. Engaging posts can spark curiosity and foster a sense of admiration for the profession, prompting young minds to consider land surveying as a potential career path (Muduli, 2021). Thus, the decreasing number of geomatic students surely is a big threat to this company because it can affect the recruitment of new talents. However, the company can promote this field by utilizing the online presence. By crafting engaging content and utilizing social media land surveying businesses can inspire and attract a new wave of passionate surveyors. Embracing the digital landscape not only

benefits individual businesses but also contributes to the growth and sustainability of the land surveying industry as a whole.

6.4.2 Low average salary in Muar

The Muar town is a historical town and the capital of Muar District, Johor. This town is one of the largest towns in Johor compared to the town in another district. However, despite being the largest town in Johor, they offer a **low average salary** to the workforce. A low average salary refers to a situation in which the typical or average wage earned by individuals in a particular area, industry, or occupation is relatively low compared to other regions or sectors (Schnabel, 2019). According to the website Muar, Malaysia Salary by (Payscale, 2022), the average salary in Muar is RM30k per year which is relatively low compared to the big city. There are several reasons why Muar has a low average salary. Firstly, Muar has a limited number of industries and businesses, resulting in fewer job opportunities. There are only 2 big international companies in Muar which is VTech Communications (Malaysia) and STMicroelectronics. There are also a few small companies alongside these two such as Seimitsu Plastic Industries, Takaso Rubber Products, and Nee Soon Teknik Sdn Bhd. With fewer employers, there is reduced competition for labor, leading to lower demand for workers. When the demand for labor is low, employers may not feel the pressure to offer higher salaries to attract and retain employees. Also, Muar town typically has a lower cost of living compared to larger cities. As a result, employers may offer lower salaries because the local expenses are generally lower, and they believe that employees can maintain a reasonable standard of living with less income. When they use the lower cost of living as a reason behind their low salaries, they can narrow their profit margins compared to larger companies in urban areas. By offering lower salaries based on the lower cost of living, these businesses can manage their labour costs more effectively and remain financially sustainable. Other than that, limited access to resources can be a significant reason why organizations in small towns offer low average salaries. Small town organizations may have limited financial resources. This can be due to factors such as a smaller customer base, lower sales revenue, or reduced access to funding and capital. With limited financial means, organizations may find it challenging to allocate more funds to employee salaries.

Thus, the low average salary in Muar can have an impact towards Jurukur Tanahmas. Firstly, low average salaries may deter skilled and experienced professionals from seeking employment in Muar. This can make it challenging for Jurukur Tanahmas to attract and

recruit top talent. This is because, one of the primary factors influencing a candidate's decision to accept a job offer is the salary package. A competitive salary not only helps attract the best talent but also demonstrates an organization's recognition of the value it places on its employees (Arif, 2019). Many candidates may prioritize higher-paying positions in big cities to meet their needs and expectations. Graduates and skilled workers from smaller towns may seek better job prospects in larger cities due to the lure of higher salaries and career advancement opportunities. This trend can contribute to a "brain drain" in smaller communities, leaving organizations with a scarcity of local talent (Arif, 2019). Secondly, the employees of Jurukur Tanahmas might have a plan to leave for opportunities in larger cities or areas with better-paying jobs. High turnover can be detrimental to organizational stability and productivity, as frequent departures require continuous recruitment and training of new staff. Low salaries can lead to financial discontent among employees. When employees feel that their compensation does not adequately reflect their skills, experience, or contributions to the organization, they may seek higher-paying opportunities elsewhere (Cao, 2018).

Thus, to overcome this threat, I recommend Jurukur Tanahmas to **increase their compensation package**. The average salaries of Jurukur Tanahmas are indeed low compared to industry standards, so they have to consider increasing their compensation rates. They may not be able to do this all at once due to budgetary constraints, but they can create a strategic plan to gradually increase salaries over time. Firstly, the initial step in strategic compensation planning is benchmarking salaries. Jurukur Tanahmas must conduct an in-depth analysis comparing its salary rates with industry standards, accounting for variables such as location, company size, and job roles. This benchmarking process provides the organization with a clearer picture of where they stand and lays the groundwork for formulating a structured approach to enhance the compensation package (Cullen, 2022). Secondly, after the benchmarking process, they can gradually increase the base salary. This plan needs to be communicated transparently with the employees, enhancing their trust in the organization's commitment to ensuring fair compensation. In this process, HR Department also can make decisions based on employee performance reviews. They can increase the salaries of employees that have good performance throughout the years. Higher salaries serve as a reward for hard work, innovation, and dedication. Recognizing and compensating for exceptional performance can motivate employees to maintain high levels of productivity and commitment to the organization (Ali, 2021). Thirdly, Jurukur Tanahmas can supplement the base salary with an incentive program. Incentive programs such as bonuses, profit sharing, or

stock options can be tied to performance, ensuring that employees are rewarded for their contributions. Such an approach can increase employee motivation and align their personal goals with the organization's objectives (Ali, 2021). The example of incentive program that Jurukur Tanahmas can offer is employee benefit packages. Employee benefits packages can be an attractive strategy to compensate for lower salaries. Jurukur Tanahmas can negotiate for better health insurance plans, retirement savings options, childcare support, or other perks. Comprehensive benefit packages can effectively sweeten the overall compensation package, making the organization more appealing to potential candidates and encouraging current employees to remain loyal (Arif, 2019). Thus, overcoming the challenge of low average salaries in an organization requires a thoughtful and strategic plan. A well-designed compensation packages can attract and retain top talent, boost employee engagement, and improve overall organizational performance, enabling the company to thrive and succeed in a competitive business landscape.

PART 7: CONCLUSIONS

Throughout my internship journey, I had the invaluable opportunity to delve into the practical aspects of my chosen field and gain hands-on experience that complements my academic knowledge. This internship has been a significant milestone in my personal and professional development, allowing me to apply theoretical concepts to real-world scenarios and sharpening my skills in various areas. During my time at Jurukur Tanahmas, I was fortunate to work with a team of skilled professionals who not only guided and mentored me but also encouraged me to take ownership of tasks and projects. Their unwavering support and constructive feedback have been instrumental in shaping my understanding of the industry and enhancing my abilities as a young professional.

Working alongside the HR professionals at Jurukur Tanahmas, I have witnessed first-hand the significance of cultivating a positive work culture that fosters employee engagement, productivity, and overall well-being. From recruitment and onboarding to talent development and employee relations, I have been exposed to the various facets of HR management and the complexities involved in ensuring a harmonious and motivated workforce. One of the most important takeaways from this internship is the critical role that effective communication and empathy play in HR. I have learned that by actively listening to employees' concerns and needs, HR professionals can create an inclusive and supportive environment that encourages open dialogue and enhances overall job satisfaction.

As I envision my future in the HR field, I am inspired to become a well-rounded HR professional who not only excels in operational aspects but also contributes to shaping and implementing strategic HR policies. Over the next five years, I see myself pursuing further education and certifications to strengthen my knowledge base and keep up with the ever-evolving HR landscape. In the immediate future, I plan to leverage the knowledge gained during this internship to secure a position in an esteemed organization where I can contribute effectively to HR initiatives and make a meaningful impact. I aspire to be part of a dynamic team that values innovation, fosters professional growth, and advocates for a culture of continuous learning. In the long term, I aim to take on leadership roles within the HR domain, where I can drive positive change and implement innovative HR practices that enhance employee experiences and organizational outcomes. My ultimate goal is to be recognized as an HR thought leader, contributing to the advancement of the HR profession and influencing best practices across the industry. Thus, I am deeply grateful to the HR team at Jurukur

Tanahmas for their guidance and mentorship throughout this internship. Their support has been instrumental in shaping my perspective and reinforcing my passion for the HR field. As I conclude this report, I eagerly anticipate the exciting journey ahead, filled with opportunities to make a difference and create a positive impact on the lives of employees and the organizations I serve.

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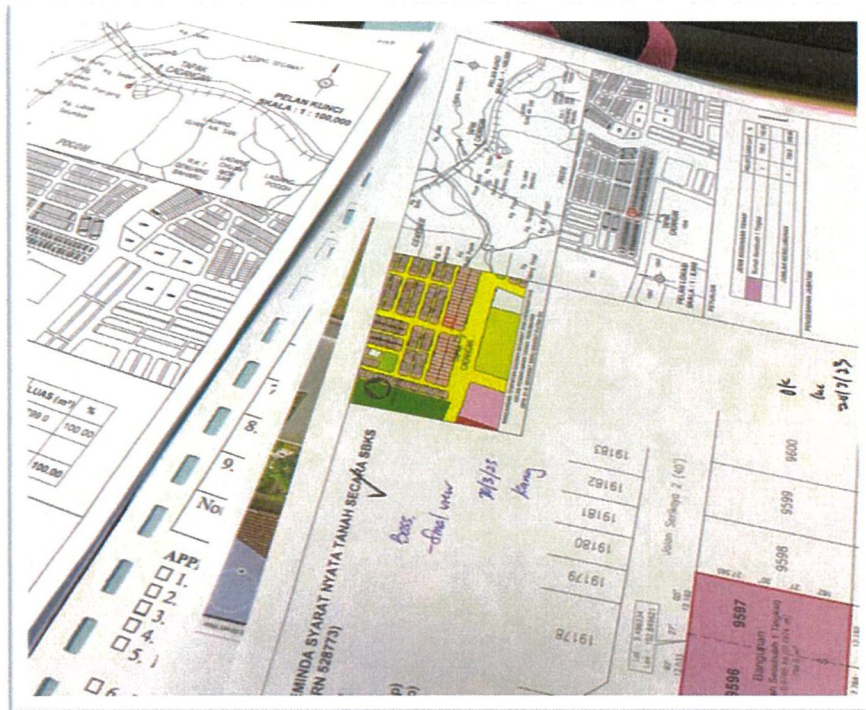
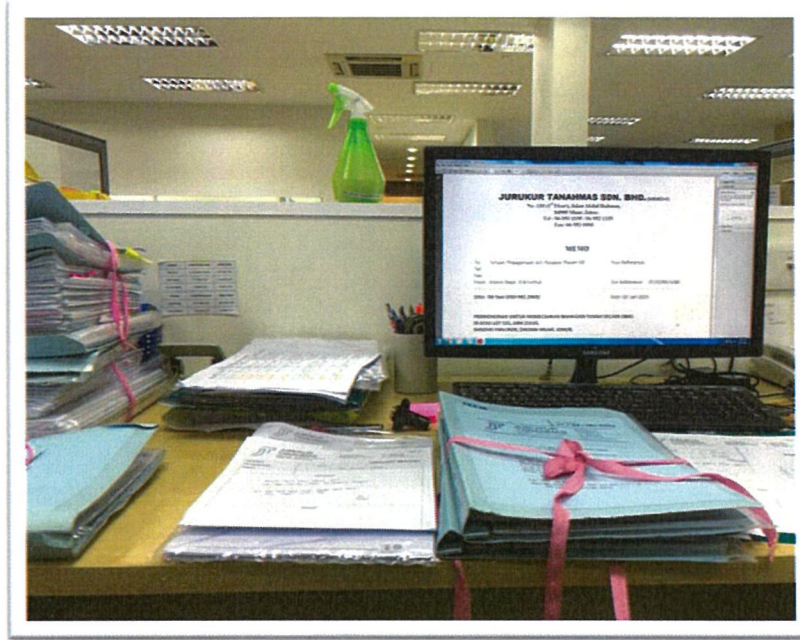
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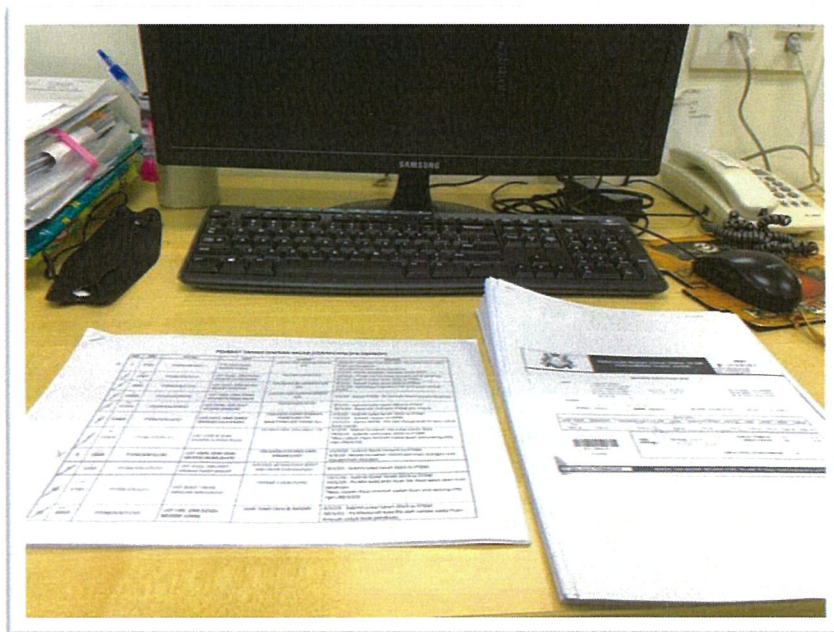
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PART 9: APPENDICES

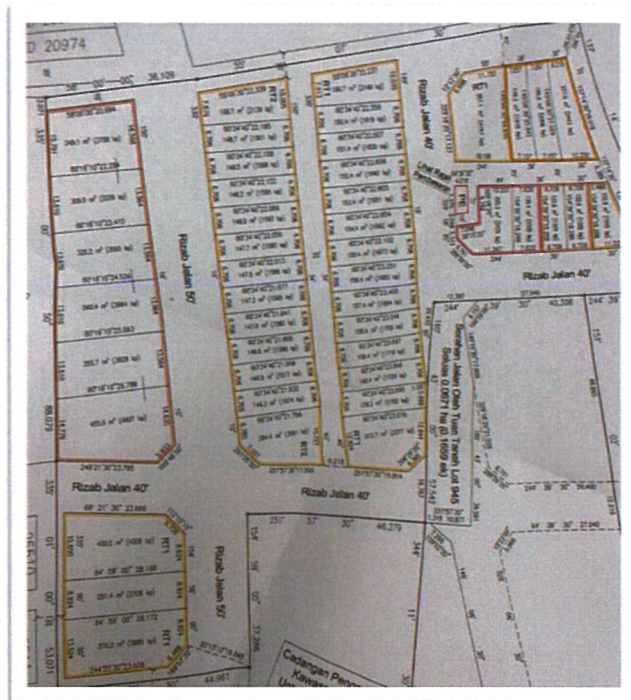
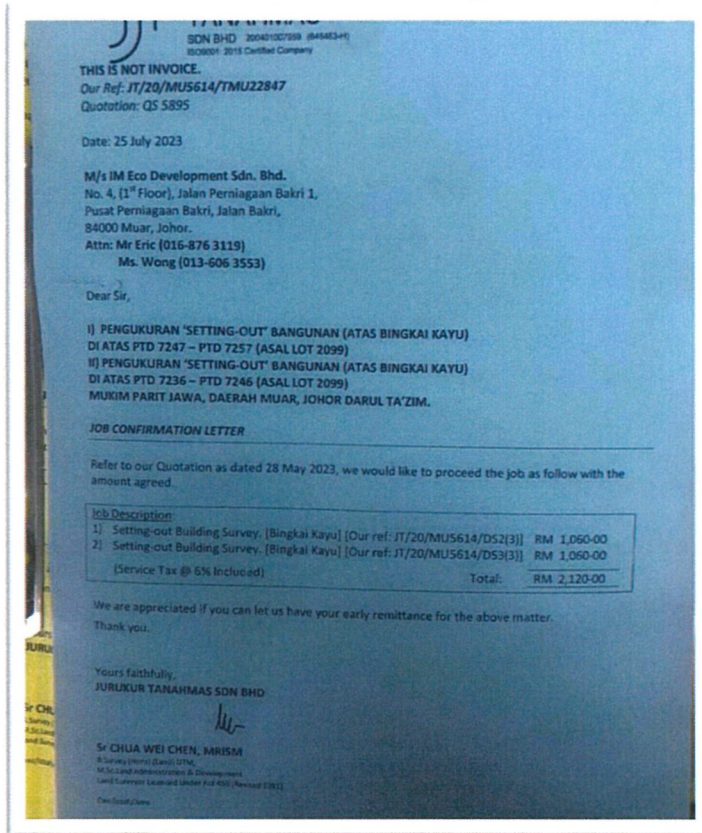
- Sample of Works

1. Administration Department





2. Account / HR Department



030622-05-0030 H/p: 011-3142 6184 Address: Kampung Paya Panjang, Bukit Pasir 2nd Contact: H/p:	DEPARTMENT: PROJECT DEPARTMENT SIR: CHUK WIS CHEN S. RYAN
Adleen Najeeha Binti Awaludin 030626-01-1164 H/p: 017-796 4179 Address: Taman Keroma Citra, Jalan Joneh, 84000 Muar, Johor. 2nd Contact: H/p:	DEPARTMENT: CIVIL DEPT SIR: PIA NURHUSNA BINTI YS ACIB
Muhammad Zuhilmece Bin Zulkiflee 020905-04-0161 (21 years old) H/p: 011-1998 2862 Address: Kampung Masjid Tanah, Melaka 2nd Contact: H/p:	DEPARTMENT: CIVIL DEPT SIR: PIA NURHUSNA BINTI YS ACIB
Muhammad Abdel Bin Subhani 020617-04-0407 (21 years old) H/p: 019-929 7685 Address: Kampung Kemangan Tun Dr Ismail 2, Muar 2nd Contact: H/p:	DEPARTMENT: CIVIL DEPT SIR: PIA NURHUSNA BINTI YS ACIB
Muhammad Zilri Bin Ansan 020729-02-1385 (21 years old) H/p: 019-209 1009 Address: Kampung 1908, Kampung Sungai Besar, Bukit Pasir 2nd Contact: H/p:	DEPARTMENT: CIVIL DEPT SIR: PIA NURHUSNA BINTI YS ACIB

A	B	C	D	E	F
ikh dan Masa Penghantaran :					
ayaran Asas					
Basic Charge (RM) :			2,600.00		
Professional Charge (RM) :			1,764.20		
recomp Amount (RM) :			3,000.00		
ayaran Bagi Lot					
Survey Type	Usage Type	Area Size	Unit	No of Lot	Amount
SURVEY OF LAND FOR BUILDINGS	CHARGES FOR SURVEY OF LOTS(INDUSTRIAL)	263.0	SQUARE METER	1	2,050.00
SURVEY OF LAND FOR BUILDINGS	CHARGES FOR SURVEY OF LOTS(INDUSTRIAL)	3829.6	SQUARE METER	1	2,772.00
SURVEY OF LAND FOR BUILDINGS	CHARGES FOR SURVEY OF LOTS(INDUSTRIAL)	3992.5	SQUARE METER	1	2,810.00
SURVEY OF LAND FOR BUILDINGS	CHARGES FOR SURVEY OF LOTS(INDUSTRIAL)	5909.6	SQUARE METER	1	3,570.00
TOTAL				4	11,202.00
Lain-lain Bayaran (termasuk garisan azimuth, sambungan dan kawalan)					
Charge Type	Unit	Quantity	Amount		
CHARGE OF SURVEY OF AZIMUTH CONNECTIONS AND CONTROLS(INDUSTRIAL)	METER	160	1,200.00		
RE-ESTABLISHMENT OF OLD BOUNDARY MARKS FOUND MISSING	BOUNDARY MARK	4	2,000.00		

- Company's Event

1. Cameron Highland and Ipoh Trip



2. Annual Grand Dinner 2023



3. Jurukur Tanahmas x Harmony Studio Sport's Day

