



UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Perlis  
Kampus Arau

2023

# INDUSTRIAL TRAINING REPORT

1 MARCH- 15 NOVEMBER 2023

Prepared By:

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BA243

Company:

**Perbadanan Memajukan Iktisad  
Negeri Terengganu**



## EXECUTIVE SUMMARY

PMINT is a company where I had an internship for 6 months. Begin from 1 March to 15 August 2023. Which will last for 24 weeks in total. TERENGGANU STATE DEVELOPMENT CORPORATION (PMINT) was established on 1 April 1965 under the Terengganu State Government Enactment (No.3/1965). The main purpose of the establishment is to be the main agency of the state to implement and accelerate the development and socioeconomic progress in the State of Terengganu. (Terengganu, Laporan Tahunan dan Kewangan PMINT , 2020)

As far as I understand, PMINT has engaged in activities covering a very broad spectrum covering almost all sectors of the economy. Among them are property development, plantations, biotechnology, aquaculture, manufacturing, and services. Overall, PMINT activities are carried out in two ways, namely directly and through subsidiary companies. (PMINT, Latar Belakang Syarikat , 2023)

During my internship program, I was located under the management services department. The role of this department is to help companies run their business smoother. For example, opening a tender for a cleaning company, managing a driver, and booking a flight ticket for executives are part of management service department roles.

This department was led by Puan Hajah Wan Hanan bin Wan Ismail and Encik Mazlan bin Mohamad as her assistant, who is my supervisor. During my internship, I gained a lot of skills, especially communication skills and writing skills. PMINT also gives me a lot of opportunities to learn positive things and gain various knowledge about work life. (PMINT, Perbadanan Memajukan Iktisad Negeri Terengganu, 2023)

# TABLE OF CONTENT

ACKNOWLEDGEMENT .....	1
1.0 STUDENT PROFILE .....	3
3.0 DEPARTMENT & RESPONSIBILITY .....	6
4.0 SWOT ANALYSIS .....	8
5.0 DISCUSSION & RECOMMENDATION .....	14
6.0 CONCLUSION .....	17
7.0 REFERENCES .....	18
8.0 APPENDICES .....	20

## 2.0 COMPANY BACKGROUND



Figure 1: PMINT Building



Figure 2: PMINT Location

**TERENGGANU STATE DEVELOPMENT CORPORATION (PMINT)** buildings are located at the center of Kuala Terengganu city that is responsible for the development of Terengganu state. It has a few subsidiaries below which are PMINT.URUS, Permint Granite, P-Excell, Paya Bunga Hotel, etc. PMINT is also responsible for selling and renting houses, factories and shopping lots across Terengganu state.

## 2.2 Details

<b>Address</b>	PMINT, Jalan Sultan Ismail 20200 Kuala Terengganu, Terengganu
<b>Working Day</b>	Sunday - Thursday
<b>Working Hour</b>	8.00 AM - 5.00 PM
<b>Rest Day</b>	Weekend and Public Holiday

***Table 1: Details of Company***

## 2.3 Vision

Leaders, generators, and major contributors to the socio-economic development of the state of Terengganu.

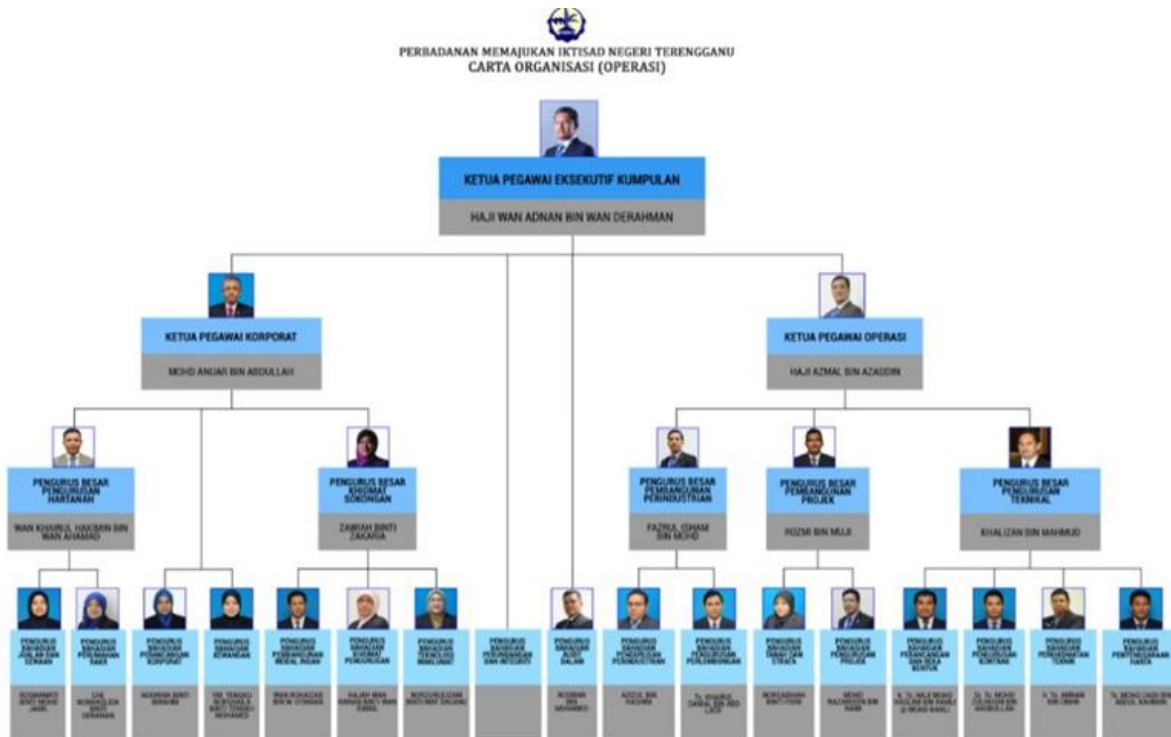
## 2.4 Mission

To develop various resources and sectors for the economic development of Terengganu towards the well-being of the people.

## 2.5 Motto

Customers' needs and satisfaction are our priority.

## 2.6 Organizations Chart



**Figure 3: PMINT Organization Chart**

Based on the Organization Chart, Executive Officer are divided to 2 unit which Corporate Executive Officer that consist of two unit which is General Manager of Property Management and General Manager of Support Services while Operation Executive Officer consist of 3 unit which is General Manager of Industrial Development, General Manager of Project Development and General Manager of Technical Management. (PMINT, Latar Belakang Syarikat , 2023)

## 3.0 DEPARTMENT & RESPONSIBILITY

My internship lasts for 6 months from 1 March to 15 August 2023. During my practical training period, I work on standard working hours which start from 8.00 AM to 5.00PM. I was placed under the Management Services Department which is managed by Puan Hajah Wan Hanan Binti Wan Ismail and assisted by Encik Mazlan bin Mohamad. There are 6 other workers under the Management Services Department and 1 Internship student which is me.



The Management Services Department roles are divided by two which are Procurement Unit and Administrative Unit. Their main roles are to provide support services in managing matters related to the administration of the Department such as Department's Vehicle Management, Office security control, departmental utility bill management, officer's bill refund claims and renovation management and office equipment. Besides, this unit is also responsible for managing the procurement of supplies & services in accordance with the policies, circulars, and regulations in force.

My responsibility in this department as internship staff is to manage the receipt, distribution, and delivery of the department's mail. Sometimes, I was given the task to distribute memos and letters from my department to others, especially to executive officers. Next, my role is to help my manager to coordinate and prepare the annual budget for the department. Sometimes she asks me to do some calculations to prepare the annual budget for the cleaning contract. In addition, I also help my manager to sort and fill data in the company system.

### **3.1 Training Reflection**

During my internship period, I learned various valuable things. Especially communication skills, management skills, interpersonal skills, etc. In detail, every task that I've done teaches me valuable things that might give me benefits in the future, especially when I join the workforce someday. Besides, when I had my internship here, I learned a lot about how to communicate with people with higher level positions such as my manager, supervisor, etc. Then, I realized that communication is a core thing in the workplace.

As someone that has introverted traits, I found out it is so difficult to blend in with my co-workers. I took a long time to adapt to the surroundings and put my fears aside. Of course, I find it so difficult to have a conversation with people that are older than me but gladly I manage to face my insecurities. Not to forget, all my coworkers are friendly and pleasant enough with me. They help me a lot with chores that are assigned to me, they answer my questions nicely and give various advice and tips to make sure I excel in doing my task.

Besides, I still remember there was a time I had been scolded by my boss because of the company system failure that made my data that I already key-in in a few months are gone.

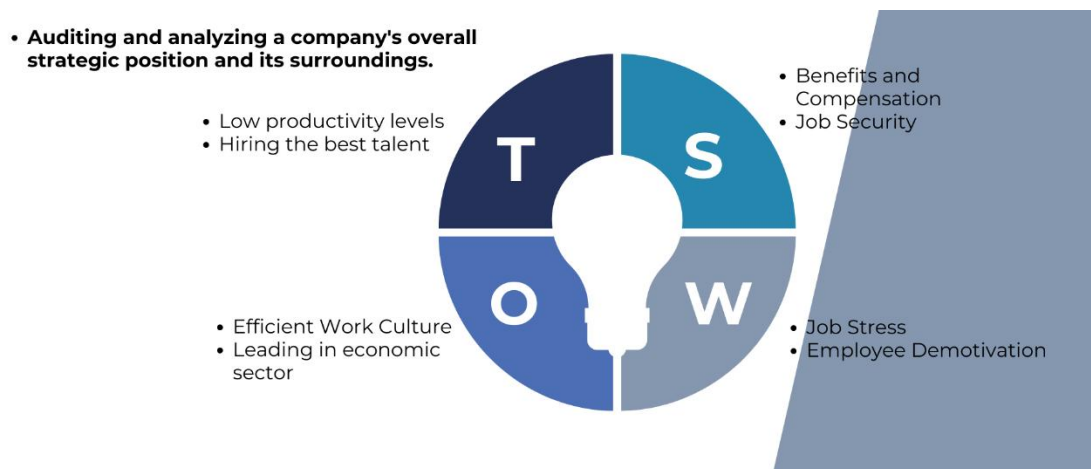
Of course, I need to face my boss and defend myself, but I need to take responsibility for my mistakes. That day, I needed to work overtime until 7.00 PM to redo the key-in from the beginning.

Of course, after the incident I feel so down and stressed but with the help and support of my coworkers I'm able to bounce back and work as usual. Then, I realized that there is a common scenario in the workplace that I need to adapt if I want to join the workforce in future. Being scolded by higher position people is a normal thing to adapt to. Surely that was a priceless experience for me once in a lifetime as an internship student.

## 4.0 SWOT ANALYSIS

Strengths, Weaknesses, Opportunities, and Threats are also known as SWOT. Strengths (S) and Weaknesses (W) are factors that are internal to you and, to some extent, under your control.

SWOT Analysis is the most well-known method for auditing and analyzing a company's overall strategic position and its surroundings. Its primary goal is to find the methods that will result in a company-specific business model that best aligns an organization's resources and skills to the needs of the environment in which the firm operates.



**Figure 4: Company SWOT Analysis**



## **4.1 Strength**

### **4.1.1 Benefits and Compensation**

Benefits that are offered by PMINT towards their company are stable salary and annual salary increase, maternity & paternity leave, annual leave, home, and cost of living allowance etc. and 10 % off allowance in buying a first house for a PMINT employee. (CARI LINK)

### **4.1.2 Job Security**

The next company strength is Job Security, PMINT is owned by Terengganu state government. So, this company will not go through risk of bankruptcy because of its owned. Based on PMINT Enactment, the fund and the resources of the cooperation shall consist of by Terengganu Government or donated by The Government. (Endut, 1965)

## **4.2 Weakness**

### **4.2.1 Job Stress Among Employees**

Next is Company Weaknesses, major weaknesses of PMINT company are Job Stress among employees. Staff shortage in the HR department happens almost every day and dumping of duties and work among employees occurs and that affects the percentage of efficiency among employees. Based on my observation and experience during internship, I can conclude that employees here are facing excessive workload problems. I also need to stay at the office until night to help other employees finish the task given. I think this problem needs to be settled immediately because it can influence employees' job performance.

### **4.2.2 Employee Demotivation**

Employee demotivation occurs when employees feel not interested and lose their will to complete their task. Losing interest and lack of enthusiasm makes productivity and job performance decrease and can affect the whole team and also organization goals. There are many reasons under this issue but among them are because of excessive workload and stress. Based on my observation and conversation with the worker, Encik

Nazrihisyam bin Ibrahim, He faced a stressful moment when he needed to work outside of working hours. Based on his experience, He need to bring back heavy documents to his home to continue his undone task at the office.

### **4.3 Opportunities**

#### **4.3.1 Efficient Work Culture**

Next, I will discuss Company Opportunity, after doing some observation. I could identify the PMINT opportunity. Which is Efficient work culture among staff. It is because, When the dumping of work can be reduced, there is an increase in efficiency and work management among employees. In result, Improvements in company productivity and governance can run smoothly. PMINT can create a better work culture when this company can hear their employees' heartfelt problems and settle these problems. This is because identifying employees' problems and settling this issue faster can make the work culture more efficient and smoother.

#### **4.3.2 Leading in Economic Sector**

As we know, as we know, PMINT is involved in so many sectors such as property, mining. food industry, tourism and more. The opportunity of this company to be a leader in determining Terengganu success are unquestionable. As an example, PMINT are assigned by the state government to lead in property since 1 April 1965.

### **4.4 Threats**

#### **4.4.1 Low Productivity**

I could identify that a major Threat of PMINT is Low Productivity. It is because, Uncommitted and poorly motivated employees will cause the company's productivity to decline which is Demotivate among employees can cause company's objectives unattainable. Based on my observation, Productivity in this company is not efficient enough because of shortage staff issues. Sometimes, Sometimes, task given cannot been settled immediately because of some employees are taking day off even though the task is a simple one.

#### 4.4.2 Hiring the Best Talent

Hiring the best talent can be a tough task for the company. It is because there are so many applicants out there that apply for one position. As my observation, PMINT faces hundreds of applications when job vacancies are opened on their website, despite internal staff also fighting for the same position. PMINT HR department needs to evaluate many applications.

#### 4.5 SWOT MATRIX



Figure 5: SWOT Matrix

#### 4.6 PESTEL ANALYSIS



Figure 6: PESTEL Analysis Diagram

#### **4.6.1 Political Analysis**

##### **I. Political Stability**

Political Stability gives an impact and makes citizens feel free to buy property. As we can see, Development under the current state government that focuses on development makes citizens interested in buying property in Terengganu. As example, no riots or protests the government happened in Terengganu.

##### **II. Tax and Incentive by Government**

Next, is Tax and Incentive by Government. State government gives incentives through the application of E - Perumahan where Terengganu citizens can own their dream house with a few regulations. PMINT is assigned by the state government to manage over 17, 486 units of Rumah Awam Kos Rendah (RAKR) all over Terengganu. Home application can be done online through PMINT website with minimum age is over 21 years old can apply for e - Perumahan despite their marital status.

#### **4.6.2 Economic Analysis**

##### **I. Economic Growth**

PMINT Economy factor is Economic Growth. It is because, The Terengganu economy has shown positive rates since last year. (Amran, 2023) Terengganu economy patterns are also increasing since 2019. Graf shows, the higher GDP, the higher the purchasing power that affects the increasing demand of RAKR house. As example, in 2020 PMINT was given the responsibility by the state government to manage and develop 25 industrial areas in the state with the status of Terengganu government owned. (Terengganu, Laporan Tahunan dan Kewangan PMINT , 2020)

#### **4.6.3 Social Analysis**

##### **I. Income Rates**

The increase in the rate of income sources makes more and more people able to buy a property. Employment levels and average salary levels tremendously influence the purchasing power of an economy. (Ingram, 2019)

The more people who are employed, the more money they earn and the more money they must spend on products and services. As example, since 2018, over 9,147 fresh graduates are finally employed that makes unemployed rates among Terengganu fresh graduates decrease below 4.0 in 2019. (Sulaiman, 2020)

#### **4.6.4 Technological Analysis**

##### **I. Emerging Technology**

Next is Technology Analysis. Emerging Technology is one of the factors of influence PMINT companies. Along with the rapid economic growth, PMINT has opened various branches of the sector including mining, quarrying, tourism, transportation and so on. (PMINT, Perbadanan Memajukan Iktisad Negeri Terengganu, 2023) Besides, PMINT has introduced various online services to facilitate its property buyers. As example, sales & rental application for individuals or companies for PMINT projects online which called (e-Mohon), An application developed to enable the public to apply for a position at Perbadanan Memajukan Iktisad Negeri Terengganu (PMINT). Applicants can apply for a position if there is an advertisement for vacancies in PMINT within the stipulated period which is called (e-SPP). (Terengganu, Laporan Tahunan dan Kewangan PMINT , 2020)

#### **4.6.5 Environmental Analysis**

##### **I. Waste Disposal**

The following step is an environmental analysis, followed by waste disposal. Waste disposal is the collection, processing, recycling, or dumping of human waste items. (Rafferty, 2023) Waste is categorized according to its source and content. Reduce, reuse, and recycle activities are also used in the PMINT workplace culture. Every floor of the PMINT building has 3R bins. Furthermore, PMINT adopted EKSA, a re-branding of 5S practices, as one of its components to encourage actions aimed at establishing a green

environment through a culture of green practices. (Terengganu, Apa Itu EKSA?, n.d.)

#### **4.6.6 Legal Analysis**

##### **I. Labor Act**

The last PESTEL Analysis is Legal. All employees of PMINT companies are protected under the labor act and PMINT circular. Every PMINT employee is restricted under this act and circular. (Kadar Dan Syarat Tuntutan Elaun, Kemudahan Dan Bayaran Kepada Pegawai Perkhidmatan Awam Kerana Menjalankan Tugas Rasmi , 2002) As an example, every bidder and PMINT officer shall sign an 'Integrity pact' or an agreement not to do acts of corruption. In the execution of a contract as well as outline the actions that can be taken in the event of a breach of the 'pact' or the contract. In addition, according to PMINT enactment no Enact.7/86 14. "There may be paid out of the fund of the corporation to each member such travelling, lodging or other out of pocket". An officer who is required to perform official duties outside the office in the state is eligible to claim allowances, facilities and payments by rates and conditions. (Endut, 1965)

## **5.0 DISCUSSION & RECOMMENDATION**

### **5.1 Strength + Opportunities (Benefits and Compensation + Efficient Work Culture)**

Compensation is something that is received by employees in a company as reward for their hard work and for completing their task. Compensation is important because it can boost employee motivation to finish their work and maintain their performance at the workplace. (Employee Compensation: What it is, Types & How It Works, 2023)

From what I can see in S1+O1, the PMINT company offered a lot of compensation and benefits towards its employees. As we know PMINT is owned by the Terengganu state government, so the job stability and job salary are secured. Besides, PMINT also gives benefits to their retired employees by giving pensions and paying for their healthcare such as dialysis



bills and hospital bills for monthly checkups. (Terengganu, Laporan Tahunan dan Kewangan PMINT , 2020)

Efficiency is when an employee or person can finish their task in a short period of time with minimal mistakes and cost. To achieve efficiency, employees must have enough skills, knowledge, and source to accomplish their task efficiently. (12 Simple Strategies To Improve Work Efficiency, 2022)

In my observation and experience at PMINT, this company has a conducive workspace. This company has a complete source to make tasks easier. Such as strong internet connection with 6 Mbps, comfortable and huge size of space and personal cubicles even though I am just an internship student here.

To conclude, I have had a pleasant experience with co-worker here that are so welcoming since the beginning of my internship until today. We had strong chemistry and teamwork until we could complete tasks together without any unpleasant feelings with each other. Other staff here are also ready to help me if I have problems regarding tasks given by my supervisor and bosses.

## **5.2 Weaknesses + Opportunity (Job Stress + Employee Demotivation)**

The combination of a high level of demand in a single job and lack of control over tasks and situations could lead to job stress in the workplace. Even though job stress is influenced by many reasons, the main five reasons are long hours of work, excessive workload, job insecurity and conflict with other co-workers.

The huge symptoms caused by job stress are fatigue, drop in work performance, depression, anxiety, and sleep problems. This episode can last for one week or more. It is important for a person to recognize the main stressor and the issue they are facing to cater to the problems from the core.

Based on my observation and experience during internship, I can conclude my W1 + O1 is that employees here are facing excessive workload problems. I also need to stay at the office until night to help other employees finish the task given. I think this problem needs to be settled immediately because it can influence employees' job performance.

Employee demotivation occurs when employees feel uninterested and lose their will to complete their task. Losing interest and lack of enthusiasm makes productivity and job performance decrease and can affect the whole team and organization goals. There are many reasons for this issue but among them are because of excessive workload and stress.

Based on my observation and conversation with the worker, Encik Nazrihisyam bin Ibrahim, He faced a stressful moment when he needed to work outside of working hours. Based on his experience, He need to bring back heavy documents to his home to continue his undone task at the office.

### **5.3 Weaknesses + Threats (Employee Demotivation + Hiring the Best Talent)**

Employee demotivation can be caused by several stressors such as excessive workload, losing interest in the job, misunderstanding between workers and toxic work culture. Employee demotivation can be solved by promoting an efficient work culture and positive surroundings among employees. (Dr. Cathy Bush and Dr. Tara Peters, 2020)

Hiring the best talent is an important step to determine company success. It's because employees are like the backbone and an important part of company success. By hiring the best talent, companies can minimize many things in terms of cost, time, and energy. (Raffalae Breschi, Davis Carlin, & Bill Schaniger, 2018)

Employee demotivation can be linked with hiring the best talent. It is because selecting the best talent among applicants can determine a company goal and future. Couldn't deny hiring the best talent can be the most challenging task for recruiters. The best talent is the one who can determine and be able to carry the company vision and mission.

It is because based on my observation in W1 + T1 and interview with other co-workers in my department they face an excessive workload almost every day. Based on my interview with Cik Normaslinda binti Mohd Arifin as clerk position. The amount of workload receives everyday makes her feel burnout and stress. Sometimes, she needs to come again to the office from 8:00 P.M until midnight to complete a given task. Especially when there is an important meeting tomorrow. In addition, Encik Rahmat Bin Ramli, junior civil servant also receives tons of work to be done especially when a meeting is held.

Because of these weaknesses, productivity among workers is low because of the stress among workers. PMINT workers need more time to complete the task assigned by their manager. Besides, small tasks also cannot be done in a short time because of the shortage of staff.

## 6.0 CONCLUSION

In conclusion, PMINT gives me valuable knowledge and there are many things I have learned here that are too many to mention. I feel blessed that I have the chance to pursue my internship here. I get to learn about business and office management when I'm here. For example, I learn how to manage and do filing in a correct way, and it helps me to be a systematic and responsible person which helps me to train my own self.

I believe every company has its own strengths, weaknesses, opportunities, and threats. The biggest strength of this company is Job and Compensation and Job Security. The weakness of this company is Job Stress and Employee Demotivation, but the opportunities of this company are efficient work culture and the weaknesses of threats of this company is hiring the best talent. However, I believe PMINT can counter all these problems someday to gain their employee and customer trust.

During my internship period here, I gained a lot of communication and interpersonal skills. I learn how to communicate with different types and backgrounds of people. For example, during my internship I learned how to communicate with customers, co-workers, and people with higher levels. Day by day, I manage to face my fear of facing strangers because I'm an

introverted person. During this last month of internship, I feel kind of sad because I know one day, I will leave this company. Surely, I have created many memories here with staff and friends.

## 7.0 REFERENCES

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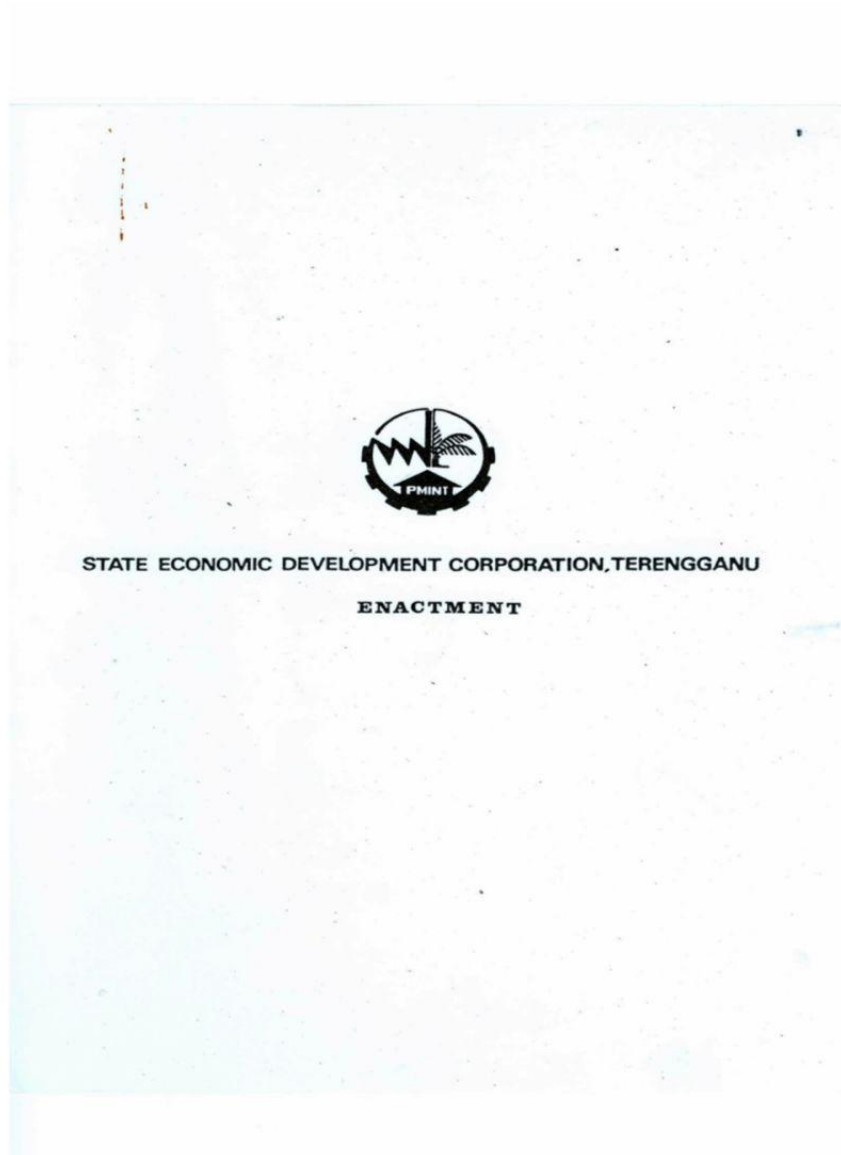
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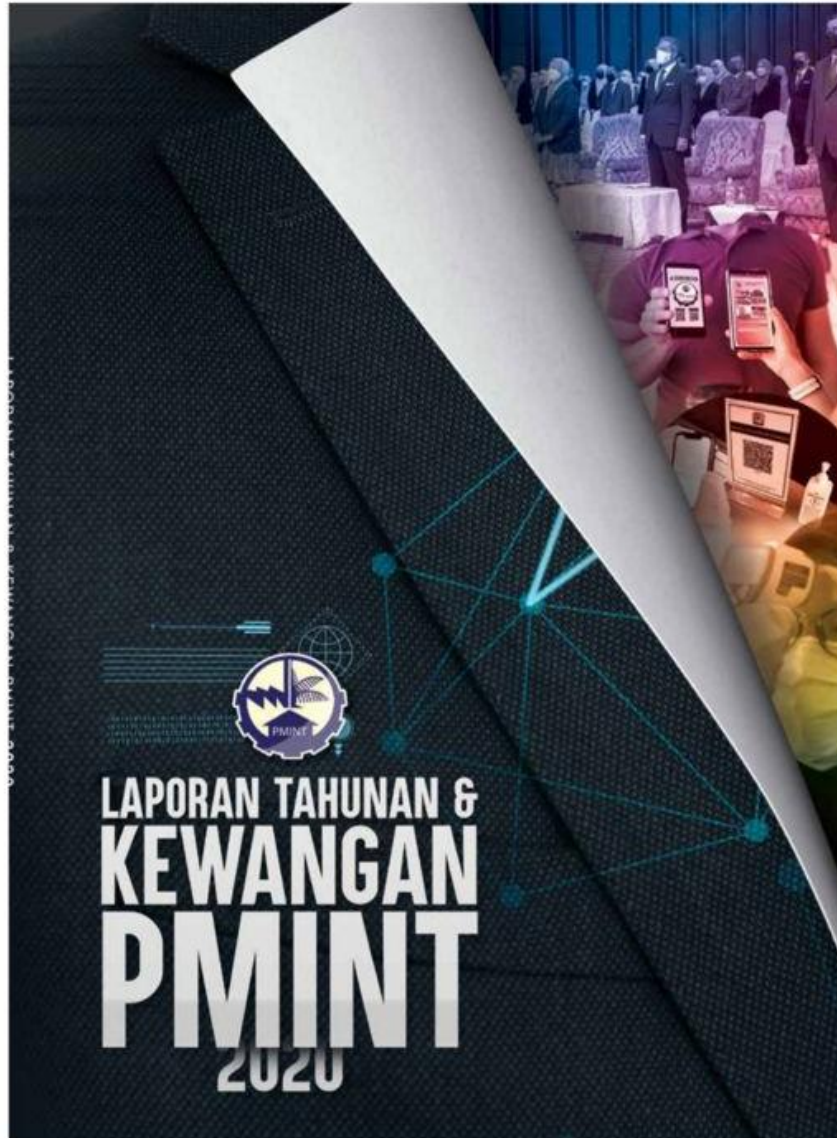
## 8.0 APPENDICES

These are some documents and sources that I used to get information about the company.



**Source 1: PMINT Enactment**





*Source 2: PMINT Annual Report*

WP1.4



**KERAJAAN MALAYSIA**

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**Kadar Dan Syarat Tuntutan Elaun, Kemudahan Dan  
Bayaran Kepada Pegawai Perkhidmatan Awam  
Kerana Menjalankan Tugas Rasmi  
(Tidak Termasuk Tentera Dan Polis)**

**(Kuat kuasa 1 Januari 2022)**

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**PERBENDAHARAAN MALAYSIA**

***Source 3: Malaysian Treasury Circular***

These are document and task I had made through my internship period.



Picture 1: Hari Raya Poster

**PERBADANAN MEMAJUKAN IKTISAD NEGERI TERENGGANU**

MESYUARAT JAWATANKUASA PENGURUSAN TERTINGGI  
PMINT KALI 7/2023  
PADA 26 JULAI 2023 (RABU)

**CADANGAN JUALAN KOMPUTER RIBA DAN EXTERNAL HARD-DISK TRANSCEND KEPADA MANTAN PENGURUS BAHAGIAN KHIDMAT PENGURUSAN (PUAN HAJAH WAN HANAN BINTI ISMAIL) SECARA JUALAN TERUS.**

**1. TUJUAN**

Kertas cadangan ini disediakan bagi mendapatkan kelulusan Mesyuarat Jawatankuasa Pengurusan Tertinggi PMINT berkaitan Cadangan Jualan Komputer Riba dan External Hard-Disk Kepada Mantan Pengurus Bahagian Khidmat Pengurusan.

**2. LATAR BELAKANG**

2.1 Secara dasarnya, setiap pegawai PMINT disediakan satu komputer meja bagi kegunaan tugas rasmi. Walaupun begitu terdapat pegawai yang memohon penggunaan komputer riba dan ianya perlu mendapat kelulusan pengurusan tertinggi.

Document 1: Meeting Minutes

PERBADANAN MEMAJUKAN IKTISAD NEGERI TERENGGANU	
MINT MESYUARAT JAWATANKUASA PELUPUSAN ASET PMINT KALI KE 1/2022	
Tarikh :	19 September 2022
Masa :	9.00 Pagi
Tempat :	Bilik Mesyuarat Tingkat 10 Menara PMINT
<b>Hadir:</b>	
Puan Zawiah Binti Zakaria	- Pengerusi
Puan Hajah Wan Hanan Binti Wan Ismail	
Enck Zaidi Bin Abdul Rahman	
Puan Norzulizam Binti Mat Dagang	
Enck Mazlan Bin Mohamad	- Setiausaha
<b>Tidak Hadir:</b>	
Engku Mohd Hariff Bin Engku Mohd Hamzah	
<b>Tidak Hadir Dengan Maaf :</b>	
Puan Rosmawati Binti Jamil	
Y.M Tengku Norshaha Binti Tengku Mohamed	
<b>AGENDA MESYUARAT</b>	
1.0 UCAPAN Pengerusi	
1.1	Pengerusi memulakan mesyuarat dengan bacaan surah Al-Fatihah dan mengucapkan terima kasih kepada semua ahli mesyuarat yang dapat hadir pada mesyuarat kali ini.

Document 2: Meeting Minutes

**PERBADANAN MEMAJUKAN IKTISAD NEGERI  
TERENGGANU**

**MINIT MESYUARAT JAWATANKUASA  
PENGURUSAN ASET ALIH KERAJAAN (JKPAK) PMINT  
KALI KE 3/2022 DAN 4/2022**

**Tarikh** :  
**Masa** : 2.30 petang  
**Tempat** : Bilik Mesyuarat Ahli Lembaga Pengarah,  
Tingkat 14, Menara PMINT

**Hadir :**

Tuan Haji Wan Adnan bin Wan Derahman  
Hajah Haslina Laili binti Mohamad  
Haji Azmal bin Azaddin  
Encik Rozmi bin Muji  
Encik Wan Khairul Hakimin bin Wan Ahamad  
Encik Fazrul Isham bin Mohd  
Encik Khalizan bin Mahmud  
Encik Mohd Nazarudin bin Nawi  
Hajah Wan Hanan binti Wan Ismail  
Encik Ir. Ts. Amran bin Omar  
Puan Rosmawati binti Mohd Jamil  
Che Norhaslidabinti Deraman  
Encik Rosman bin Mohamed  
Puan Noorina binti Ibrahim  
Encik Mohd Zaidi bin Abdul Rahman  
Encik Wan Rohaizab bin W. Othman  
Sr.Ts. Mohd Zulhusni bin Hasbullah  
Encik Azizul bin Hashim  
Puan Norzurulizam binti Mat Dagang  
Puan Nor Shahrina binti Sarifudin

**Document 3: Minute Meeting**



**Document 5: Audit Report**

**PERKHIDMATAN MENCUCI DAN MEMBERSIH TERMASUK KERJA-KERJA  
BERKAITAN DI MENARA PMINT JALAN SULTAN ISMAIL, 20200, KUALA  
TERENGGANU**

PERKARA	KETERANGAN
Kontrak Semasa	Pada 1 Mac 2022, PMINT telah melantik KOPERASI PEMIN TERENGGANU BERHAD untuk menjalankan Khidmat Mencuci dan Membersih Termasuk Kerja-Kerja Berkaitan di Menara PMINT.
Tamat Kontrak	Pada 28 Februari 2023, tempoh kontrak KOPERASI PEMIN TERENGGANU BERHAD telah tamat
Penyumbangan Kontrak	PMINT telah bersetuju untuk melanjutkan kontrak KOPERASI PEMIN TERENGGANU BERHAD bagi tempoh 2 bulan sehingga 30 April 2023, bagi melaksanakan kerja-kerja pelantikan kontraktor yang baru
Kaedah Pelantikan	Bermula tahun 2023, pelantikan kontraktor bagi menjalankan kerja-kerja pembersihan di menara PMINT tidak lagi dapat dilaksanakan secara Sebuluhaga. Proses pelawaan tender terbuka perlu dilaksanakan
Faktor Perubahan	Berikutan kenaikan kadar gaji minimum pekerja menjadi RM1500 sebulan, kos keseluruhan pelaksanaan pembersihan Menara PMINT telah mencecah RM600,000.00 menyebabkan kaedah lantikan kontraktor perlu melalui proses tender terbuka
Pengalaman	Bahagian Khidmat Pengurusan merupakan bahagian yang dipertanggungjawabkan untuk menguruskan perolehan bagi Bekalan dan Perkhidmatan PMINT tidak mempunyai pengalaman dalam menguruskan perolehan secara tender terbuka

PERKARA	KETERANGAN
Tarikh Buka Tender	19 Mac 2023
Taklimat Tender	22 Mac 2023 (Dewan Besar Tingkat 3)
Kehadiran Kontraktor	Seramai 9 buah syarikat telah hadir pada sesi taklimat tender dan telah membeli dokumen tender
Jualan Dokumen Tender	22 Mac 2023
Tutup Jualan Dokumen Tender	5 April 2023
Tutup Penyerahan Tender	12 April 2023
Mesyuarat Jawatankuasa Penilaian Tender	20 April 2023

**Document 4: Meeting Slide**

**DAFTAR RISIKO  
BAHAGIAN KHIDMAT PENGURUSAN**

BEL.	INSIDEN RISIKO	NEBAMAKMALKALINT				IMPAK (a+b+c+d)	TAHAP RISIKO	KOD TAHAP RISIKO (WARNA)	
		(a) Menengah	(b) Rendah	(c) Menengah	(d) Rendah				
1	Bertalu pencemaran dalam bangunan	2	3	3	3	3	6	Sederhana	
2	Kabocoran dan kehilangan dokumen rasmi jabatan	2	2	2	3	2	2.25	4.5	Rendah
3	Bertalunya kebakaran di premis bangunan	1	1	1	2	1	1.25	1.25	Rendah
4	Ketamahan dalam urusan pemeriksaan aset jabatan	3	3	-	2	2	2.33	6.99	Sederhana

Disedahkan oleh,

Disahkan oleh,

**Document 6: Risk Registration**



Event that I joined during my internship period..



**Picture 1: Hari Raya Celebration**



**Picture 2: My internship friends**



**Picture 3: My co-workers during Hari Raya**



**Picture 4: GCEO Open House**



***Picture 5: Ceramah “Palestin Di Hati” during Ramadhan***



***Picture 6: Farewell party with my internship friends***



