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UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION (HONS) HUMAN RESOURCE



INDUSTRIAL TRAINING REPORT AT INFINECS SYSTEMS SDN.BHD
(1 March 2023 – 15 August 2023)

STUDENT NAME : NUR NAJWA BINTI MOHD FAUZI
STUDENT ID : 2021172883
PROGRAM : BACHELOR IN HUMAN RESOURCE MANAGEMENT (BA243)
COMPANY : INFINECS SYSTEM SDN BHD
ADVISOR : DR NUR ZAINIE BINTI ABD HAMID
COORDINATOR : DR NURSYAMILAH ANNUAR

Executive Summary

This executive summary outlines several significant pieces of information and insights that I learned during my internship at Infinecs System Sdn Bhd. From 23-February-2023 to 15-August-2023, I was assigned to the Talent & Acquisition department, with the primary goal of getting hands-on experience in my field of study and applying theoretical knowledge to real-world circumstances.

Throughout the internship, I was assigned several jobs, including recruitment, which allowed me to get insight into various elements of the organisation's operations. These included sourcing, resume screening, and arranging interviews.

One of my significant accomplishments during my internship was sourcing and hiring one graduate trainee, who is now employed at Infinecs. This task provided me with the opportunity to demonstrate my expertise in recruitment or sourcing.

Overall, my internship with Infinecs System Sdn. Bhd. was quite fulfilling. It has enabled me to bridge the gap between theory and practise, improve my abilities, and gain beneficial knowledge about the industry. This internship's information and experiences will certainly help my professional development and future endeavours.

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Student's Profile

(Updated Resume)



Company's Profile

*(Name, Location, Background, Vision, Mission, Objective,
Goal, Organizational Structure)*

About Company

1. *Background of the company*

Infinecs Systems was established on April 27, 2016, and commenced operations in November of the same year. Infinecs is a multinational electronic design services company headquartered in Penang. It was founded and is led by industry veterans (Infinecs System, 2022).

Infinecs is a prominent provider of value-added design development services in integrated circuit/semiconductor design, embedded systems design, and embedded software development in the region.

The company has made a name for itself in electronics design and development, and has gained the distinction of being the preferred partner of Fortune Global 500 corporations. Infinecs supports advanced System on Chip development by utilising cutting-edge technology such as the newest Processors and IP Cores architecture, as well as an industry advanced technology node.

Infinecs also works with regional companies and universities to develop new products and technology. Embedded system design and development for IoT applications, Artificial Intelligence (AI) / Machine Learning for security and monitoring systems, and RF energy harvesting solutions for 5G and Wireless Sensor usage are among the projects on the list.

About Company

2. Company Location

- Infinecs System has 3 branches all together.

HQ Malaysia

Level 2, Block C, Sains@USM, 10 Persiaran Bukit
Jambul, 11900 Bayan Lepas, Penang.

India

No.42, 1st Floor, 12th Main Road,
4th Block Jayanagar, Bangalore, 560011, India

USA

721 North Florence Court, Chandler, AZ 85226,
USA



About Company

3. Service Provided

- Services provided by Infinecs System Sdn Bhd includes design engineering services, IC design service, embedded systems and prototype and manufacturing support.

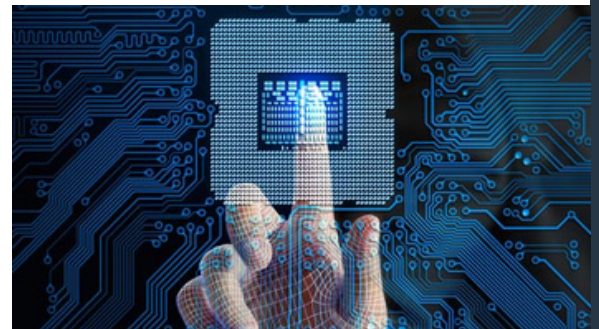


Company

Vision & Core Values

Vision

- Infinecs System Vision is to be a premier provider of Silicon to Systems Design Services & Solutions.



Core Value 1

- Their core values include contributing towards our vision with uncompromising integrity and professionalism.

Core Value 2

- They also aim to work together with passion, enthusiasm, individual respect to create a Great & Fun place to work.

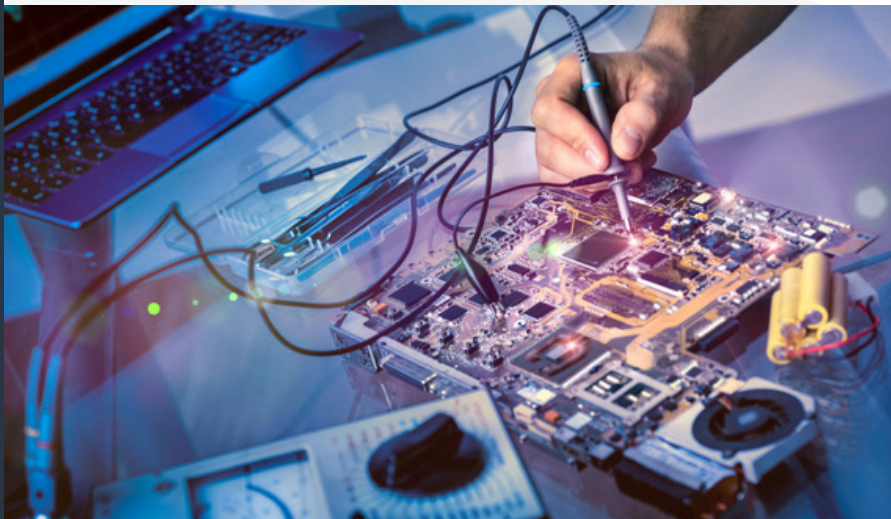


Core Value 3

- Provide opportunity for continuous learning and have meaningful contribution in the area of participating expertise to self and the community.

Core Value 4

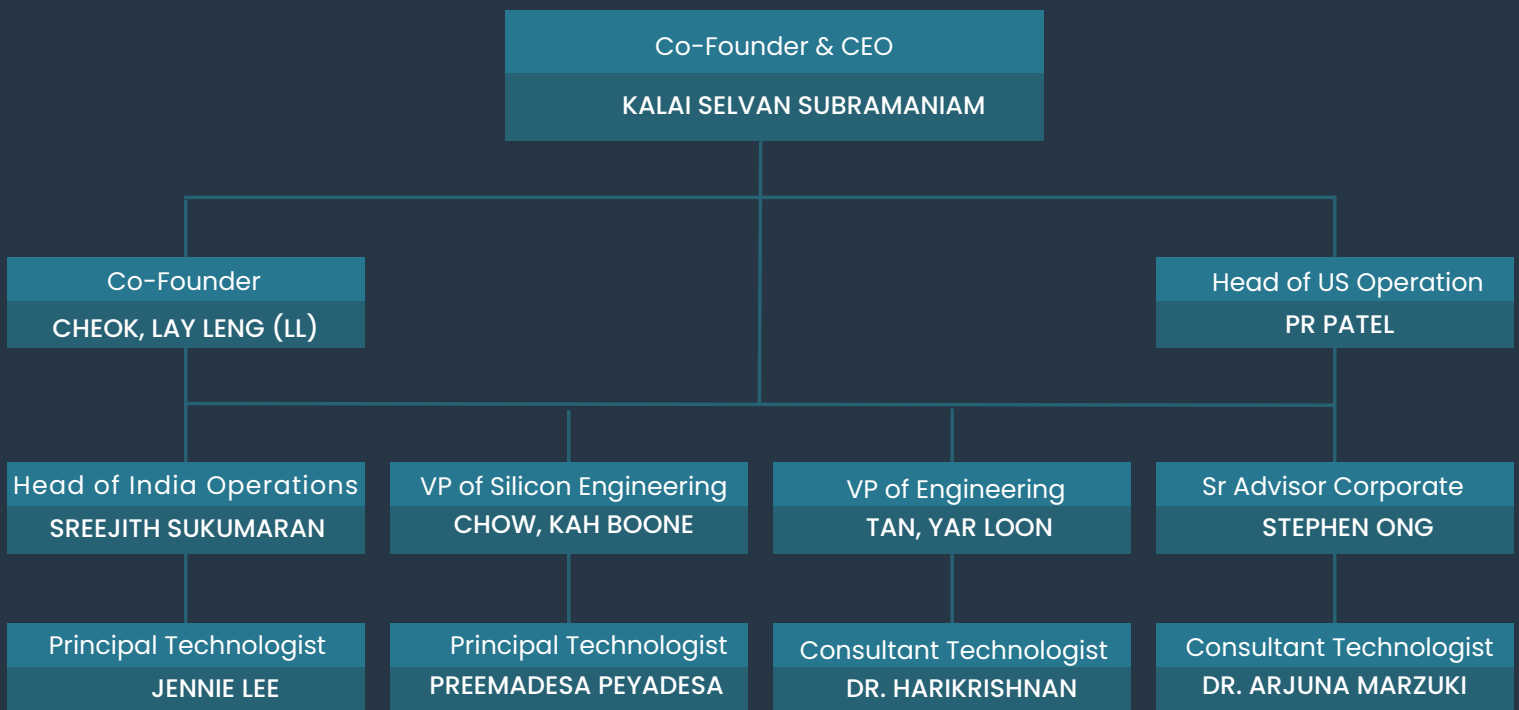
- Achieve operational excellence in all our business commitments to generate profits and growth as a mean to make the other values possible.



Organizational Structure



KALAI SELVAN
Co-Founder & CEO



Training's Reflection

Duration

- My internship period is 6 months which started from 1st of March 2023 and will be ended on 15th of August 2023. However, I was asked to start early which on 23rd of February 2023. For the working hours, I will be clock in at 8:30 AM/9:00 AM and clock out at 5:30 PM/6:00 PM. Infinecs Systems have only five working days which is from Monday to Friday.

Department

- During my internship, I was put under the Talent & Acquisition team. Talent & Acquisition team responsible for hiring, sourcing or recruiting candidates from various sources of niche professional websites such as LinkedIn, Facebook & Job Street. Under this department I also needed to communicate with the hiring manager, candidates and also clients.



Roles & Responsibility

Tasks/Assignments

- Hiring graduate trainees (GT) and interns.
- Sourcing for GT, interns, and experience candidates.
- Scheduling all interviews between candidates which includes GT and interns with hiring managers.
- Doing meeting minutes
- Doing weekly report of GT and interns and shared with hiring managers.
- Participating in Career Fair (USM Career Fair 2023, UTP Career Fair)
- Doing proposal for career fair (APU, UTP, MMU, UNIMAP, USM)
- Entering/ transferring new or current workers into SAP Fieldglass system.
- Sending weekly reminder to all engineering managers for Infinecs Engineering weekly meeting.
- Doing CV conversion for client



Gains

(Intrinsic & Extrinsic Benefits)

Intrinsic Benefits

- Throughout my internship, I gained much new knowledge such as how to source candidates using LinkedIn.
- I learned the proper format to generate an offer letter.
- Get to improve my knowledge in Microsoft Excel, I learn how to fully utilize formulas such as XLOOKUP, SUMPRODUCT, IF and many more.
- Experience in handling and participating in university programs such as career fairs.
- Able to improve my communication skills.
- Able to screen resume and used Applicant Tracking System (ATS).

Extrinsic Benefits

- For the extrinsic benefit, I gained monthly allowance from Infinecs System Sdn Bhd



SWOT Analysis

Topic: Recruiting a skilled workforce in Infinecs System Sdn Bhd

- Recruiting a skilled workforce can indeed be a challenge for many organizations which include Infinecs System Sdn Bhd. A skilled workforce can be defined as a group of individuals who possess the knowledge, expertise, and abilities required to perform specific tasks or jobs effectively (Hughes et al., 2019). Recruiting a skilled workforce in Infinecs System Sdn Bhd can be an issue as semiconductor industry has limited sources of candidates. The following is the SWOT analysis that I have analyze and observe throughout my internship with Infinecs System Sdn Bhd.

STRENGTHS

- Get support from India team to source for excellent candidates.
- Has a capable Talent & Acquisition team

S

WEAKNESS

- Hard to source for skilled candidates
- Lack of team members under the recruitment team.

W

OPPORTUNITIES

- Expand company networking trough career fair and exhibition.
- Build good connection & networking with key partners

O

THREATS

- Emerging competitors
- Cost of hiring new engineers

T



Discussion & **Recommendation**

Strengths

1. Get support from India team to source for excellent candidates.

- Infinecs System Sdn Bhd receives assistance from its India partner, particularly in the recruitment of talented candidates. The Malaysian recruitment team would maintain regular and clear communication channels with India's Talent and Acquisition team. This is done to ensure that both teams are on the same page in terms of recruitment objectives, job requirements, and candidate profiles. This will also assist in avoiding confusion and ensuring a smooth recruitment process.

2. Has a capable Talent & Acquisition team

- Talent management and organizational sustainability are intrinsically related and can have a substantial impact on each other's success (Mujtaba & Shujaat Mubarik, 2021). Infinecs System is fortunate to have a very dedicated and successful recruitment team. Their commitment and experience have considerably aided in attracting and retaining top professionals. Our recruitment team members continually go above and beyond to understand hiring needs, find individuals proactively, and provide a smooth and enjoyable applicant experience.

Weakness

1. Hard to source for skilled candidates that match with client's needs.

- There are many candidates with great skills and experience, however, it is quite a challenge for Infinecs System Sdn Bhd to source for candidates that match with the client's needs. The client's need may be varies in terms of expereinces and skilled which cause a delay in the recruitment process.

Recommendation:

- Invest in employer branding (Mikkola & Valo, 2020): Create a strong employer brand that positions Infinecs System as a desirable and respectable company for qualified candidates. To recruit top talent, emphasise the company's values, culture, career advancement prospects, and employee feedback.

2. Lack of team members under the recruitment team.

- Sourcing for candidates with a critical position especially for engineering position is quite challenging as we may encounter with various candidates from different background, skills and experience. Lack of team members under the recruitment team is one of the weakness as we do need some time to screen candidates before forward it to the hiring manager and proceed with next process of recruitment.

Recommendation:

- Optimise the recruitment process (Luisa et al., 2022): To save time and effort, reduce manual labour, and automate portions of the recruitment process. Use applicant tracking systems (ATS) to manage applicant data, applications, and communication more effectively. To free up time for the team, automate repetitive procedures such as initial resume screening.

Opportunities

1. Expand company networking through career fair and exhibition.

- Infinecs System develops connections with universities through participating in the career fairs, industry presentations, and apprenticeship programmes. We also participate as guest speakers or in panel discussions to increase our awareness and identify our organisation as a preferred employer.

Recommendation:

- Follow up with interested candidates: Following the event, promptly contact candidates who have shown an interest in your company. Send personalized emails thanking them for their time and showing our continued interest in their candidature. Keep them updated on the following steps in the hiring process (Myong Jae et al., 2019).

2. Build good connection & networking with key partners

- Infinecs System frequently maintains contact with connections created at target companies. We also share industry insights, provide updates on our company's accomplishments, and introduce new solutions that may be of interest to key partners. One of the opportunities is to keep the lines of communication open so that we can maintain the relationships we've built with our important partners, which can help us stay top-of-mind when project opportunities arise.

Recommendation:

- Use current networks to seek referrals from people within the target companies. Make connections to gain insights into potential business prospects by leveraging professional networks, industry groups, and business partners (Juhani et al., 2022).

Threats

1. Emerging competitors

- Emerging competitors, also known as new or up-and-coming competitors, are businesses or organisations that are relatively new to a market or industry and are beginning to develop recognition and offer a potential threat to established companies (Maurizio Garraffo & Lamria Siregar, 2021). The semiconductor market is continuously changing, and new competitors appear on a regular basis. This means that candidates have a variety of employers to choose from, which poses a threat to the Infinecs System because we need to compete with competitors for the best talent.

Recommendation:

- In order to differentiate our company from competitors, we need to drive technological innovation and invest in research and development (Edwin & Ratil Armando, 2023). Maintain our position at the forefront of developing industry trends and technologies. Create and display advanced semiconductor designs, architectures, or manufacturing techniques that distinguish products from competitors.

2. Cost of hiring new engineers

- Hiring expenses that are too high can be a significant concern for enterprises, affecting profitability and competitiveness. Hiring one candidate, particularly for an engineering role, can be expensive because an applicant may seek high pay, benefits, and other perks.

Recommendation:

- To reduce the cost of recruiting more workers, companies can improve workforce productivity by improving employee training programmes to acquire new skills and increase productivity (Raphael Papa Kweku et al., 2022). Encourage a culture of continual learning and give employees the opportunity to improve their abilities, which can lead to increased efficiency and productivity.

Conclusion

The internship at Infinecs System Sdn Bhd was a transforming and enjoyable opportunity that provided me with significant knowledge, practical skills, and a deeper understanding of my topic of study. Throughout the internship, I got the opportunity to work on a variety of projects, collaborate with business experts, and contribute to the organization's overall aims and objectives.

The internship experience exposed me to organisational culture, dynamics, and industry trends.

I'd want to offer my heartfelt appreciation to everyone who has helped and mentored me throughout this internship, especially the management and my supervisor at Infinecs System Sdn Bhd. I would also want to thank my academic coordinator and advisor, Dr Nursyamillah and Dr Nur Zainie, for providing me to involve myself in this internship and for their ongoing support and guidance.

In conclusion, my internship at Infinecs System Sdn. Bhd. was an important experience that considerably improved my personal and professional development. I am thankful for the opportunity, knowledge, and skills I have gained over this time. The internship not only strengthened my academic foundation but also provided me with practical skills, a professional network, and a greater sense of responsibility.



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Myong Jae, L., Patrick, L., & Belinda, D. V.-L. (2019). *Hospitality and tourism career fairs: how important are they and how well do they work?*.

<https://www-webofscience-com.ezaccess.library.uitm.edu.my/wos/woscc/full-record/WOS:000578980300004>

Raphael Papa Kweku, A., Elizabeth Cornelia, A.-P., Emmanuel Afreh, O., & Paul Mensah, A. (2022). *Trainees' aversions of employee training programs*.

<https://www-webofscience-com.ezaccess.library.uitm.edu.my/wos/woscc/full-record/WOS:000815530400001>

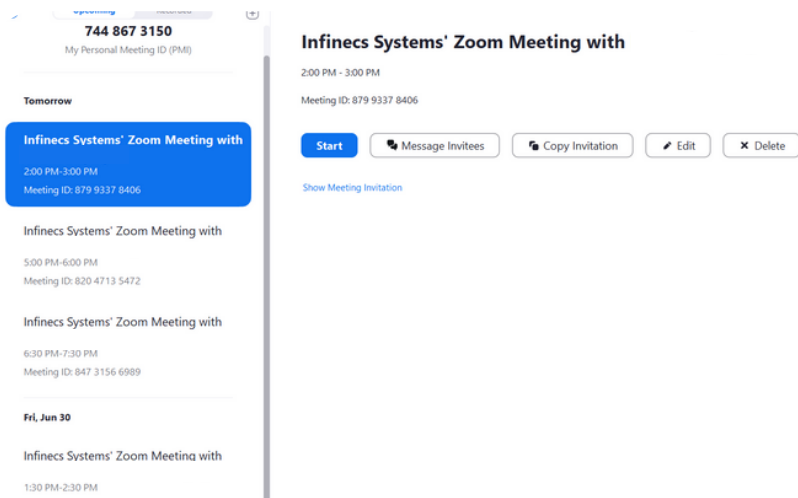
Appendices

Participate in USM Career Fair



USM Engineering Campus, Nibong Tebal, 12th April 2023

Arrange Interviews between candidates and hiring manager



Schedule interview through ZOOM between candidates and hiring manager

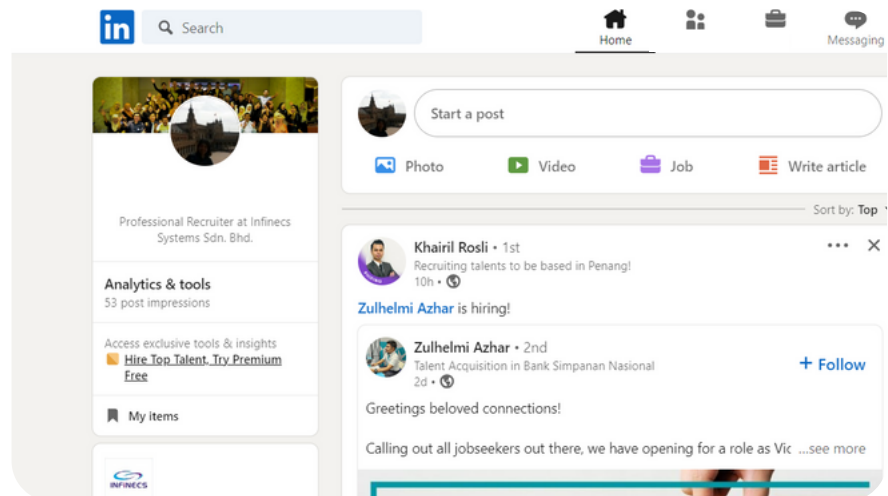
Appendices

Update data to masterlist

	PROPER NAME CONVERSION	RESUME/CV	DATE RECEIVED
		Irfan Noordin	26-May-2023
aimi		Nur Mieza Syamimi Binti Ahmad Shuhaimi	26-May-2023
		Muhalmin Mohd Hashim	26-May-2023
		Wan Nursharina Binti Hayadee	26-May-2023
		Gladys Yeo Shu Ling	26-May-2023
		Safinah Nor Binti Jusoh	26-May-2023
		Rubenthra Sugumaran	29-May-2023
		Soon Yi Von	29-May-2023
		Jia Fu Ooi	29-May-2023
		Ahmad Shahir Bin Ahmad Nor	29-May-2023
		Teoh Hsiao Tian	29-May-2023

Hiring Masterlist- to keep all data for new applicants

Sourcing



Sourcing for candidates using LinkedIn/ Job Street

Document Information

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Similarity	2%
Analysis address	nurzainie60.UiTM@analysis.ouriginal.com

Sources included in the report



URL: <https://www.infinecs.com/index.php>
Fetched: 7/20/2023 7:41:00 AM



Entire Document

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION (HONS) HUMAN RESOURCE INDUSTRIAL TRAINING REPORT AT INFINECS SYSTEMS SDN.BHD (1 March 2023 – 15 August 2023)

STUDENT NAME : NUR NAJWA BINTI MOHD FAUZI STUDENT ID : 2021172883 PROGRAM : BACHELOR IN HUMAN RESOURCE MANAGEMENT (BA243) COMPANY : INFINECS SYSTEM SDN BHD ADVISOR : DR NUR ZAINIE BINTI ABD HAMID COORDINATOR : DR NURSYAMILAH ANNUAR

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Acknowledgement I would like to express my sincere thanks and appreciation to everyone who helped and directed me through my internship experience and the completion of this internship report. First and foremost, I want to express my gratitude to Infinecs System Sdn Bhd for giving me the opportunity to intern at their prestigious company. I am grateful to my supervisors, Mohd Rozi Bin Abd Razak and Muhammad Khairil Azizi Bin Rosli, for their advice and mentorship throughout my internship. Their invaluable insights, unwavering support, and critical feedback have all played an important role in developing my understanding and improving my skills in the industry. In addition, I'd like to thank my academic institution, Universiti Teknologi MARA (UiTM) Arau, Perlis, for their encouragement and support. I am grateful to my advisor and coordinator, Dr. Nur Zainie and Dr. Nursyamilah, for their assistance and for providing me with the knowledge and skills that have proven helpful during my internship. Finally, I'd like to express my gratitude to my family and friends for their constant support and understanding throughout this internship period. Their passion, encouragement, and belief in my abilities have been a constant source of inspiration for me.

Student's Profile (Updated Resume) 01

NUR NAJWA BINTI MOHD FAUZI Final Year Student in Bachelor of Human Resources Management (Honors) Penaga, Pulau Pinang +6017-5096168 najwafz2000@gmail.com <http://www.linkedin.com/in/najwafauzi> EDUCATION 2021-2023 Bachelor in Human Resource Management (Honors), UiTM Arau, Perlis. Current CGPA: 3.69 Related coursework: Recruitment & Selection, Compensation & Benefits, Industrial Relations Strategic Human Resource Management, Organizational Behavior, Human Resource Development, Employment Law, Change & Organizational Development 2018-2020 Diploma in Business Studies, UiTM Merbok, Kedah. CGPA: 3.85 2012-2017 Sijil Pelajaran Malaysia (SPM), SMK Telok Air Tawar. 6A 2B WORK EXPERIENCE Mar 2023 – Aug 2023 Internship Infinecs System Sdn Bhd Related works: Recruitment, sourcing experience candidates using LinkedIn, manage to hire graduate trainees and interns, scheduled interview between candidates and hiring managers, using SAP Fieldglass, minute meetings, participate in Career Fair, and CV conversion. AWARDS 2021-Present Bachelor in Human Resource Management (Honors) Dean Award (Semester 2-5) 2018-2020 Diploma in Business Studies Vice Chancellor Award VOLUNTEER EXPERIENCE/LEADERSHIP Dec 2022 Field Trip for Organization Development Safety Committee Explorace: Sports and Psychology Registration and Certificate Committee Nov 2022 Webinar Linked in: How to Make Professional Profile Participants Webinar: Issues in Human Resource Participants SKILLS Microsoft Word Formatting and page setup, creating/modifying tables, and making graph/chart. Microsoft PowerPoint Working on custom slides/templates, adding hyperlink/action buttons Microsoft Excel Creating pivot tables, applying formulas such as XLOOKUP, IF, SUMPRODUCT, data finding/sorting/filters. LANGUAGES Malay Native Speaker English Fluent PERSONAL QUALITIES • Self-motivated and enthusiastic with strong working ethic. • Easy to adapt to new environment. • Positive attitude and discipline. • Flexible and can work well in a team as well as independently. REFERENCES Dr Sharifah Khairol Musairah Senior Lecturer UiTM Kampus Arau Phone: 013-4289728 Email: skmusairah@uitm.edu.my Miss Nik Azlina Senior Lecturer UiTM Kampus Arau Phone: 019-4493279 Email: nikazlina@uitm.edu.my

Company's Profile (Name, Location, Background, Vision, Mission, Objective, Goal, Organizational Structure) 04

About Company Infinecs Systems was established on April 27, 2016, and commenced operations in November of the same year. Infinecs is a multinational electronic design services company headquartered in Penang. It was founded and is led by industry veterans (Infinecs System, 2022). Infinecs is a prominent provider of

100%

MATCHING BLOCK 1/3

W

value-added design development services in integrated circuit/semiconductor design, embedded systems design, and embedded software development

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About Company 2. Company Location MYS IND USA Infinecs System has 3 branches all together.

75%

MATCHING BLOCK 2/3

W

Level 2, Block C, Sains@USM, 10 Persiaran Bukit Jambul, 11900 Bayan Lepas, Penang. 721 North Florence Court, Chandler, AZ 85226, USA No.42, 1st Floor, 12th Main Road, 4th Block Jayanagar, Bangalore, 560011, India 06

About Company 3. Service Provided Services provided by Infinecs System Sdn Bhd includes

88%

MATCHING BLOCK 3/3

W

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They also aim to work together with passion, enthusiasm, individual respect to create a Great & Fun place to work. Their core values include contributing towards our vision with uncompromising integrity and professionalism. Vision & Core Values Core Value 1 Company Core Value 2 Vision Infinecs System Vision is to be a premier provider of Silicon to Systems Design Services & Solutions. 08

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Organizational Structure KALAI SELVAN Co-Founder & CEO Co-Founder Head of India Operations

Principal Technologist Head of US Operation Consultant Technologist VP of Silicon Engineering VP of Engineering Principal Technologist Sr Advisor Corporate Consultant Technologist Co-Founder & CEO KALAI SELVAN SUBRAMANIAM CHEOK, LAY LENG (LL) SREEJITH SUKUMARAN JENNIE LEE PR PATEL DR. HARIKRISHNAN CHOW, KAH BOONE TAN, YAR LOON PREEMADESA PEYADESA STEPHEN ONG DR. ARJUNA MARZUKI 10

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Topic: Recruiting a skilled workforce in Infinecs System Sdn Bhd Recruiting a skilled workforce can indeed be a challenge for many organizations which include Infinecs System Sdn Bhd. A skilled workforce can be defined as a group of individuals who possess the knowledge, expertise, and abilities required to perform specific tasks or jobs effectively (Hughes et al., 2019). Recruiting a skilled workforce in Infinecs System Sdn Bhd can be an issue as semiconductor industry has limited sources of candidates. The following is the SWOT analysis that I have analyze and observe throughout my internship with Infinecs System Sdn Bhd. STRENGTHS WEAKNESS THREATS OPPORTUNITIES Get support from India team to source for excellent candidates. Has a capable Talent & Acquisition team Hard to source for skilled candidates Lack of team members under the recruitment team. Expand company networking trough career fair and exhibition. Build good connection & networking with key partners Emerging competitors Expensive direct labors 14 Discussion Recommendation 15 &

Strengths Get support from India team to source for excellent candidates. 1. 2. Has a capable Talent & Acquisition team Infinecs System Sdn Bhd receives assistance from its India partner, particularly in the recruitment of talented candidates. The Malaysian recruitment team would maintain regular and clear communication channels with India's Talent and Acquisition team. This is done to ensure that both teams are on the same page in terms of recruitment objectives, job requirements, and candidate profiles. This will also assist in avoiding confusion and ensuring a smooth recruitment process. Talent management and organizational sustainability are intrinsically related and can have a substantial impact on each other's success (Mujtaba & Shujaat Mubarik, 2021). Infinecs System is fortunate to have a very dedicated and successful recruitment team. Their commitment and experience have considerably aided in attracting and retaining top professionals. Our recruitment team members continually go above and beyond to understand hiring needs, find individuals proactively, and provide a smooth and enjoyable applicant experience. 16

Weakness Hard to source for skilled candidates that match with client's needs. 1. 2. Lack of team members under the recruitment team. There are many candidates with great skills and experience, however, it is quite a challenge for Infinecs System Sdn Bhd to source for candidates that match with the client's needs. The client's need may be varies in terms of expereinces and skilled which cause a delay in the recruitment process. Sourcing for candidates with a critical position especially for engineering position is quite challenging as we may encounter with various candidates from different background, skills and experience. Lack of team members under the recruitment team is one of the weakness as we do need some time to screen candidates before forward it to the hiring manager and proceed with next process of recruitment. Recommendation: Recommendation: Invest in employer branding (Mikkola & Valo, 2020): Create a strong employer brand that positions Infinecs System as a desirable and respectable company for qualified candidates. To recruit top talent, emphasise the company's values, culture, career advancement prospects, and employee feedback. Optimise the recruitment process (Luisa et al., 2022): To save time and effort, reduce manual labour, and automate portions of the recruitment process. Use applicant tracking systems (ATS) to manage applicant data, applications, and communication more effectively. To free up time for the team, automate repetitive procedures such as initial resume screening. 17

Opportunities Expand company networking trough career fair and exhibition. 1. Infinecs System develops connections with universities through participating in the career fairs, industry presentations, and apprenticeship programmes. We also participate as guest speakers or in panel discussions to increase our awareness and identify our organisation as a preferred employer. Infinecs System frequently maintains contact with connections created at target companies. We also share industry insights, provide updates on our company's accomplishments, and introduce new solutions that may be of interest to key partners. One of the oppourtunities is to keep the lines of communication open so that we can maintain the relationships we've built with our important partners, which can help us stay top-of-mind when project opportunities arise. Recommendation: Recommendation: Follow up with interested candidates: Following the event, promptly contact candidates who have shown an interest in your company. Send personalized emails thanking them for their time and showing our continued interest in their candidature. Keep them updated on the following steps in the hiring process (Myong Jae et al., 2019). 2. Build good connection & networking with key partners Use current networks to seek referrals from people within the target companies. Make connections to gain insights into potential business prospects by leveraging professional networks, industry groups, and business partners (Juhani et al., 2022). 18

Threats 2. Cost of hiring new engineers Hiring expenses that are too high can be a significant concern for enterprises, affecting profitability and competitiveness. Hiring one candidate, particularly for an engineering role, can be expensive because an applicant may seek high pay, benefits, and other perks. Recommendation: Recommendation: Emerging competitors 1. Emerging competitors, also known as new or up-and-coming competitors, are businesses or organisations that are relatively new to a market or industry and are beginning to develop recognition and offer a potential threat to established companies (Maurizio Garraffo & Lamria Siregar, 2021). The semiconductor market is continuously changing, and new competitors appear on a regular basis. This means that candidates have a variety of employers to choose from, which poses a threat to the Infinecs System because we need to compete with competitors for the best talent. In order to differentiate our company from competitors, we need to drive technological innovation and invest in research and development (Edwin & Ratil Armando, 2023). Maintain our position at the forefront of developing industry trends and technologies. Create and display advanced semiconductor designs, architectures, or manufacturing techniques that distinguish products from competitors. To reduce the cost of recruiting more workers, companies can improve workforce productivity by improving employee training programmes to acquire new skills and increase productivity (Raphael Papa Kweku et al., 2022). Encourage a culture of continual learning and give employees the opportunity to improve their abilities, which can lead to increased efficiency and productivity. 19

Conclusion The internship at Infinecs System Sdn Bhd was a transforming and enjoyable opportunity that provided me with significant knowledge, practical skills, and a deeper understanding of my topic of study. Throughout the internship, I got the opportunity to work on a variety of projects, collaborate with business experts, and contribute to the organization's overall aims and objectives. The internship experience exposed me to organisational culture, dynamics, and industry trends. I'd want to offer my heartfelt appreciation to everyone who has helped and mentored me throughout this internship, especially the management and my supervisor at Infinecs System Sdn Bhd. I would also want to thank my academic coordinator and advisor, Dr Nursyamillah and Dr Nur Zainie, for providing me to involve myself in this internship and for their ongoing support and guidance. In conclusion, my internship at Infinecs System Sdn. Bhd. was an important experience that considerably improved my personal and professional development. I am thankful for the opportunity, knowledge, and skills I have gained over this time. The internship not only strengthened my academic foundation but also provided me with practical skills, a professional network, and a greater sense of responsibility. 20

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Appendices Participate in USM Career Fair Arrange Interviews between candidates and hiring manager USM Engineering Campus, Nibong Tebal, 12th April 2023 Schedule interview through ZOOM between candidates and hiring manager Appendices Update data to masterlist Sourcing Hiring Masterlist- to keep all data for new applicants Sourcing for candidates using LinkedIn/ Job Street

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ENDORSEMENT OF OUR ORIGINAL REPORT

Coordinator

Unit Jaminan Kualiti Akademik (UJKA)
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02600 Arau
Perlis

Sir

**ENDORSEMENT OF OUR ORIGINAL REPORT FOR PROPOSAL/DISSERTATION/THESIS/PROJECT PAPER/
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With reference to the work of the candidate below:

Name : Nur Najwa Binti Mohd Fauzi

Matric No. : 2021172883

Faculty : Faculty of Business and Management

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Title : Industrial Training Report at Infinecs Systems Sdn Bhd

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..... rtation/project paper/ assignment of the above candidate has fulfilled requirement.

DR NUR ZAINIE ABD HAMID

Pensyarah Kanan

Fakulti Pengurusan dan Perniagaan

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17/08/2023

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