

PEJABAT DAERAH KECIL DAN TANAH GEMAS

MGT666
INDUSTRIAL TRAINING REPORT



**THE EFFECTIVENESS OF LAND AND TECHNICAL
MANAGEMENT IN PEJABAT DAERAH KECIL DAN
TANAH GEMAS**

PREPARED BY

N U R A F I F A H



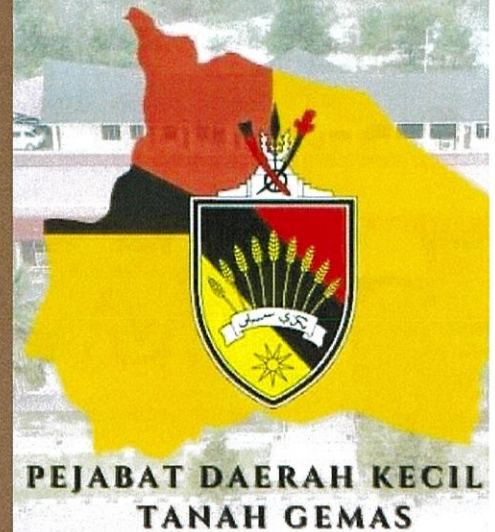
NUR AFIFAH BINTI MOHD KHALIS

2020897432

PA2226A



EXECUTIVE SUMMARY



Universiti Teknologi MARA programme, which includes my course, the Bachelor in Office System Management. Before receiving our degree, we must complete a six-month industrial training programs.

The report's purpose is this report details my six-month internship experience. This report lists every task and assignment that was assigned during the internship. The industrial training division of the faculty has given its approval to the chosen company. I made the decision to select the business closest to my home. I've been granted permission to enrol as a practical student at Pejabat Daerah Kecil dan Tanah Gemas.

The SWOT evaluation is an evaluation of the business performance should be included in the main report. It refer to the SWOT evaluation. The strengths, weaknesses, opportunities, and threats (SWOT) analysis results are presented.

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ACKNOWLEDGEMENT

I am very appreciative to Allah SWT for providing me with the chance and the fortitude to participate in and complete the six-month industrial training programme at Pejabat Daerah Kecil dan Tanah Gemas. I gained a lot of knowledge and continued to learn more about how other individuals operate and handle clients. In the course of my internship, I gained a lot of new experiences.

I want to express my gratitude to my supervisors at Pejabat Daerah Kecil dan Tanah Gemas Puan Nurhaziyah binti Ibrahim (Assistant Land Officer) for providing me with sufficient direction and support to aid me throughout the industrial training. I also appreciate the valuable experience and helpful ideas that were shared with me during the training period. . Without their assistance and support, I might run into some problems with the industrial training and completing my report.

Next, I want to thank the company's officials and employees for helping me with my training practise. I also want to thank my colleague and all the other employees who helped me during this training period by sharing their knowledge and offering support.

Last but not least, I would like to thank Mr. Helmy Fadlisham bin Abu Hassan, my faculty supervisor, for helping me prepare for the practical training and for giving up his valuable time to evaluate my work.

PEJABAT DAERAH KECIL &
TANAH GEMAS