



اَبُو بَكْرٍ سَيِّدِي تَكْوِيْلُ مَارَا
UNIVERSITI
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UNIVERSITI TEKNOLOGI MARA (UiTM) ARAU, PERLIS

FACULTY BUSINESS ADMINISTRATION

**BACHELOR OF BUSINESS ADMINISTRATION (HONS.) HUMAN RESOURCE
MANAGEMENT**

**INDUSTRIAL TRAINING REPORT AT
HEIMAT JAYA DEVELOPMENT & CONSTRUCTION SDN. BHD.**

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EXECUTIVE SUMMARY

This report is about the experiences, activities, and occasions in which I participated during my six-month of internship as a Human Resources intern at the Heimat Jaya Development & Construction Sdn. Bhd. Kuala Terengganu, Terengganu. This company's main focus on constructing housing project and to guarantee that building projects are successfully finished within the restrictions of best quality, given period, and lowest cost possible. I began my internship on August 28th 2022 until February 9th 2023, which is about 24 weeks. Overall, doing an internship here has been such a great experience since they give me the chance to get involved and develop my talents so that I may utilize them in the future.

There are nine main section of this report. The first section is the preliminary pages which is overview of the executive summary, table of content, and acknowledgement. The next section is resume figure which is the highlight of student profile. The third section elaborates in detail about the company in term of the company profile, company background, company mission and vision, company social site and organizational chart. The following section explains the training's reflection which is about the working days and times, roles and responsibilities and intrinsic and extrinsic reward. Another section of this report which is the fifth section is S.W.O.T analysis of the company. It is the company's overview of the strength, weaknesses, opportunity and threat. The sixth section focuses on the weaknesses and recommendation in order to solve them. Next, seventh section involves the conclusion of the report while eighth section is references. Ninth section which is the last part of this report is the appendices.

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3.1 COMPANY BACKGROUND



Figure 2: Office building



Figure 3: Office

Heimat Jaya Development & Construction Sdn. Bhd is a construction company and it was incorporated on 26th April 1982 and registered in the same year as a wholly owned Bumiputera company. The owner of this company is Dato' Roslan bin Awang Chik who was president of TDM Berhad. It is located at 29 A, Mezzanine Floor, Wisma Awang Chik, Jalan Sultan Mahmud, 20400 Kuala Terengganu, Terengganu Darul Iman.

This company is also a civil engineering and building contractors which is a private limited company and has been existing for 39 years and based on business in Malaysia. It is supported by Bumiputera professional teams with experience and resources, registered with *Lembaga Pembangunan Industri Pembinaan Malaysia* (CIDB) as GRED 35 contractor and recognized as Bumiputera Contractor by *Pusat Khidmat Kontraktor* (PKK) *Kementerian Kerja Raya Malaysia*. Biz Direct provide entity name, business activity and more which connect through Heimat Jaya Development.

Heimat Jaya Development & Construction Sdn. Bhd is a subsidiary company of R.M.E Sdn. Bhd. which was incorporated on the 8th August, 1980. However, R.M.E Sdn. Bhd. was registered with Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) as GRADE G7 and a member of Guild of Bumiputera Contractor.

3.2 COMPANY SOCIAL SITE



Figure 2: Heimat Jaya Facebook page

<https://www.facebook.com/HJDCsb?mibextid=ZbWKwL>

3.3 COMPANY MISION AND VISION



- The mission of Heimat Jaya Development & Construction Sdn. Bhd is to become a great and successful construction company in future and strengthen the performance and quality of work to achieve high competitiveness in construction.
- To create a culture of safety with the goal of reducing accidents' incidence and severity.