



اَوْنُوْرْ سِيْطِيْ تِيْكَوْلُوْكِ مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

Fakulti  
Pengurusan  
dan Perniagaan

**INDUSTRIAL TRAINING REPORT  
AT PEJABAT FELDA WILAYAH  
KUANTAN**

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## **PART I**

### **EXECUTIVE SUMMARY**

Here at Pejabat FELDA Wilayah Kuantan, I began my unforgettable and enlightening six-month industrial training. In order to fulfill the requirements of the Bachelor of Business Administration (BBA) honors degree program, Department of Accounting, Faculty of Business and Management (FBM), Universiti Teknologi MARA (UiTM), Arau, Perlis, I have completed an internship at Pejabat FELDA Wilayah Kuantan, under the Administrative Unit (Human Resource Department). This report provides a brief overview of my 24-week internship experience, which I undertook from August 2022 to February 2023.

There are eight chapters in this report. The introduction and objectives are covered in the first chapter of this report. The second chapter, is the student profile with the most recent résumé attached. The third chapter discusses some theoretical concepts about the Profile of Pejabat FELDA Wilayah Kuantan in order to comprehend the internship placement in which the internship is conducted. The fourth chapter discusses my reflection and the lessons I learned from the training. The fifth chapter then discusses the SWOT and PESTLE analyses, which help businesses determine their competitive position and develop their strategic plans. The discussion and suggestions made by the SWOT analysis are covered in the sixth chapter. Also, the seventh chapter discusses the conclusion and overview of the entire industrial training experience and is followed by references that are addressed in chapter eight.

My first three months of employment will be spent working in the human resources division, and my second three months will be spent in either the procurement or finance division. Here, I acquired up a variety of abilities and expertise, including teamwork, communication, interpersonal skills, punctuality, and more.

## INTRODUCTION

For any program at Universiti Teknologi MARA, including my course in Bachelor of Business Administration (Hons.) Human Resource Management, industrial training is one of the prerequisites for graduation. We must complete a six-month industrial training program, which consists of 24 weeks, before we can earn our degree. Students have the chance to learn through industrial training and well use of their theoretical knowledge in practical settings. Industrial training is crucial for acquiring the practical and technical skills required in the human resources industry as well as for preparing for the future workforce.

Applying what you have learnt in the learning session to what is practical is the goal of industry training. It also strives to support and enable students to engage in real-world work. Students are also introduced to collaboration, friendly interactions with coworkers, responsibility, and confidence in their given jobs. Beside, students also can learn to obey the regulations that must be followed in the organization or department by participating in the training program. Also, to prepare students to write technical reports once the training program is through, they should treat the daily report like a stage of the experience. I shall therefore discuss my internship at the Pejabat FELDA Wilayah Kuantan in this industrial training report.

Moreover, for undergraduate students enrolled in the Bachelor of Business Administration (Honors) Human Resource Management (BA243) at Universiti Teknologi MARA, there is a special closing program called Hasta La Vista, which translates to "Till we meet again. Giving undergraduates the ability to enhance their education and prepare for the workforce is the main objective of the Hasta La Vista program. Also, this program allow human resource undergraduates to share their knowledge and experience during the 24 weeks undergoing industrial training.

## **PART III**

### **COMPANY'S PROFILE**

#### **3.1 FEDERAL LAND DEVELOPMENT AUTHORITY (FELDA)**



TUN Abdul Razak Hussein formed the Federal Land Development Authority (FELDA) on July 1, 1956, and are governed by the Land Development Ordinance of 1956 (Act 474) in an effort to improve the social and economic situation of the rural area's impoverished residents. The government of Malaysia established FELDA as a land development and relocation organization with the initial intention of eliminating poverty and managing the movement of rural poor areas into newly developed regions (colonies, settlements, or schemes) through the growth of cash crops and production of oil palm and rubber.

The government had faith on FELDA to stand on its own two feet and evolve into a statutory authority that can generate its own income to support various development through a variety of businesses through involvement in a differentiated range of economic development and business activities in 1990, when FELDA was no longer actively seeking out new settlers. Also, FELDA has developed a number of private corporate entities such as FELDA Holding Berhad, followed by FELDA Plantation Sdn Bhd and FELDA Global Ventures (FGV) in an effort to generate income while securing the whole value chain of its essential business.