



PEJABAT TANAH MARANG INTERNSHIP REPORT

Prepared by : Nur Aliesa binti Zainuddin
Matric No. : 2021858624
Program : HRM 666 (Internship Report)
Advisor's Name : Dr. Nurwahida binti Fuad
Supervisor's Name : En. Faizan bin Yusof

EXECUTIVE SUMMARY

My human resources internship (HRM666) requires me to write a report that highlights the experience I gained from my internship at Pejabat Tanah Marang. My experience working in the administrative and disposal departments is primarily what I included in this report. I was able to learn about land application in these two departments by using the e-Mohon system. I also wrote an official letter and memo that were used by this office.

Throughout my internship, I have dealt with a large number of applicants who have submitted land applications from the government, private institutions, and the general public. These individuals need assistance with land applications and want to know how their applications are progressing. This has helped me develop my problem-solving, multitasking, communication, and management skills in an indirect way.

Along with the SWOT, PESTEL and Cross Matrix analysis, their discussions, and an explanation, I also included a thorough overview of the company's background and details in this report.

TABLE OF CONTENT



1.

Executive
Summary



2.

Acknowledgement



3.

Student's
Profile

4.

Company's
profile

5.

Training's
Reflection

6.

Pestel Analysis
• Diagram
• Explanation

7.

Swot Analysis
• Diagram
• Explanation

8.

Cross Matrix Analysis
• Diagram

9.

Discussion &
Recommendation

10.

Conclusion

11.

References

12.

Appendices

COMPANY'S PROFILE

Name, Location & Background

PEJABAT TANAH MARANG



- located in Marang's town.
- Before 1985, the Marang District had only 4 sub-districts which are Rusila, Pulau Kerengga, Jerung, and Mercang with a combined population of 54,996.
- These sub-districts made up the district administration area. Two new sub-districts, which are Bukit Payong and Alor Limbat.

5 DEPARTMENTS:

- Department of land development.
- Department of transaction registration.
- Department of finance and administration.
- Department of enforcement
- Department of information technology.

COMPANY'S PROFILE

Vision and Mission



Vision

"Becoming an excellent organization in District and Land Administration Management at the National Level By 2020"

Mission

"Providing Efficient, Fair, and Effective Services via the Application of Effective Delivery Systems and Sustainable Human Capital Development in Compliance with Government Policies"