



INTERNSHIP REPORT

Fairwork (M) Sdn Bhd

14 August 2023 - 9 February 2024



PREPARED BY

Aida Syufina BT Fazilan
2021112753

ADVISOR

Dr Fazreena Mansor

EXAMINER

Ms Azeni Abu Bakar

Executive Summary

The internship at Agensi Pekerjaan FairWork People Connect Sdn Bhd was a great learning opportunity that explored the complexities of the workforce management and recruitment industry. I started my internship early as requested from the company, 14th August 2023 until 9th February 2024. I was assigned to report under Talent Acquisition Department, Mrs. Dona Aiman. Then I was assigned to report under Mrs Syafiqah Zakuan, Human Resources Department as Mrs Dona resigned.

During the internship, I gained knowledge of Fairwork business's operations and culture, highlighting its dedication to matching talented people with valuable organizations. I participated in the entire hiring process, administrative work, event planning, payroll administration and supporting ad hoc tasks to make sure the operation runs smoothly. This internship is a good opportunity for me to grow my knowledge and develop skills as the employee is willing to share their knowledge and provide me with HR practitioner experiences. From the experiences, I met a lot of people, non-executive and executive, which I learned and improved my social and professional communication skills.

SWOT analysis is used to measure the effective strength, weakness, opportunity, and threat of Fairwork. The company's commitment to continual improvement was emphasized by highlighting recommendations for ongoing education and technology integration. Overall, the internship at Agensi Pekerjaan FairWork People Connect Sdn Bhd provided a comprehensive view of the business and greatly supported personal and professional development.

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3.0 Company Profile

3.1 Name, Location, Background

We Help You Find the Right Ones

We connect right people to the right position so you can focus on what you do best.

Name

- Fairwork (M) Sdn Bhd
- Agensi Pekerjaan Fair Work People Connect Sdn Bhd

Registration Number

202101011903 (1412202-A)

Location

E-22A-3, Bay Avenue, Lorong Bayan Indah 2, 11900 Bayan Lepas, Penang

Working Hours

8:00 am – 5:00 pm

Type of Business

Staffing and Recruiting

Background

Fairwork is a Malaysia-based specialized staffing and recruitment company that provides comprehensive hr solutions to streamline and simplify the complexities businesses encounter in the contemporary landscape.

Website

<https://fairwork.com.my/>