

BACHELOR OF BUSINESS ADMINISTRATION (HONS.)  
HUMAN RESOURCE MANAGEMENT (BA243)



# INDUSTRIAL TRAINING REPORT (HRM 666)

**INTERNSHIP PERIOD:** 01/09/2023-09/02/2024

**NAME:** ANIS NAZIFAH BT ASMADY FATIMAN

**GROUP:** RBA2436B

**STUDENT ID:** 2021121741

**ADVISOR:** MISS ZULAIHA BINTI AHMAD

**EXAMINER:** DR NUR ZAINIE BT ABDUL HAMID

# Table of Contents



## **Executive Summary**

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## **Acknowledgement**

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## **Student's Profile**

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## **Company's Profile**

COMPANY PROFILE

PETRONAS BACKGROUND

COMPANY VISION, MISSION AND GOAL

ORGANIZATIONAL STRUCTURE

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## **Training Reflection**

3.1 Duration of internship Placement

3.2 Duration: Specific date, working day, and time

3.3 Department allocated during internship placement

3.4 Job roles and responsibilities

3.5 Intrinsic & Extrinsic Benefits Gained

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## **SWOT Analysis**

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## **PESTEL Analysis**

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# Table of Contents



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**Conclusion**

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**References**

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**Appendices**

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# EXECUTIVE SUMMARY

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In the realm of Organisational Development and Design (ODD), Petroliam Nasional Berhad (PETRONAS) offered a stimulating internship experience. Experiencing ODD in action, contributing to ongoing projects, and comprehending the function of ODD in a multinational oil company such as PETRONAS were the main goals of the internship. Using a variety of techniques and procedures, such as Microsoft Outlook, Microsoft Excel, and MyCareerX, the internship delivered significant findings and understandings crucial to the field of ODD. Using Microsoft software efficiently, corporate communication and presentations, and email interaction in a professional manner were among them.

Plenty of valuable lessons were learned throughout the internship, especially in areas like handling data, developing a business case, position benchmarking, and change management. Unavoidably, difficulties arose. These included the intricate organizational structure of PETRONAS, a tight deadline, and a high level of communication with the Account Management (AM). Nevertheless, each difficulty offered a chance for development and learning, leading to creative problem-solving and flexible approaches.

To sum up, the internship at PETRONAS in the ODD department was a priceless opportunity to become entirely involved in practical ODD duties, leading to important discoveries, lessons learned, and practical suggestions. The experience cultivated a stronger awareness of the role of ODD in determining the future of a worldwide energy company such as PETRONAS, in addition to improving practical skills.

PETRONAS





# COMPANY'S PROFILE



## Company Name

**Petroliam Nasional Berhad (PETRONAS)**



## Location

**Level 62, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia / +603 2331 2056**



## Operation Hour

**It is required for employee to come to work for 8 hours per day. Employee can check in between 7 to 10 in the morning and check out at 4 to 7 in the evening.**

**“PETRONAS SEES THE ENERGY TRANSITION AS AN OPPORTUNITY AS MUCH AS IT IS A RESPONSIBILITY TO PRODUCE OIL AND GAS ALONGSIDE CLEANER ENERGY SOLUTIONS AS DIFFERENTIATED PRODUCTS THAT ARE SAFE, RESPONSIBLY PRODUCED, COST-OPTIMISED AND EMISSION-ABATED FOR OUR CUSTOMERS. I AM PROUD TO SHARE THAT PETRONAS MADE SUBSTANTIAL PROGRESS DURING THE YEAR IN REVIEW AND STRENGTHENED OUR PORTFOLIO IN ORDER TO BE WELL-POSITIONED TO CONTINUE CREATING LONG-TERM SUSTAINABLE VALUE.”**



**Datuk Tengku Muhammad Taufik**  
President and Group Chief Executive Officer