



اَبُو سَيِّدِي تَكْوَلُو كَي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Perlis
Kampus Arau

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PEJABAT TANAH KUALA TERENGGANU

INTERNSHIP REPORT

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1 SEPT 2023 - 9 FEBRUARY 2024

EXECUTIVE SUMMARY

This report encapsulates my six-month internship at Pejabat Tanah Kuala Terengganu, undertaken from 1 September 2023, to 9 February 2024, as a mandatory requirement for my academic program. The document reflects the experiences and insights gained during this internship. This report has been prepared from the experience gathered during the period of internship.

Primarily, I collaborated with the human resources and record team, focusing on updating and maintaining the personal files of all employees. This encompassed recording activities such as medical certificates, allowances, and training certificates, among others.

In the administration department, my responsibilities extended to prepared official letters for various government and private agencies. Additionally, I played a role in composing memos for communication within Pejabat Daerah and Tanah Kuala Terengganu, disseminating information about events, meetings, and other pertinent matters to all employees.

The report further includes a comprehensive company profile, a SWOT analysis, reflective insights, recommendations, and a conclusive summary. This culmination of experiences and analyses serves to provide a holistic overview of my internship journey at Pejabat Tanah Kuala Terengganu.

Reflecting on the internship, it provided a valuable opportunity for practical knowledge, communication skill development, and technical expertise. Despite initial challenges, I successfully adapted to the work environment and navigated through the diverse responsibilities.

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2.0 COMPANY PROFILE

2.1 NAME AND LOCATION

Company's Name	PEJABAT TANAH KUALA TERENGGANU
Address	Kompleks Seri Iman, Jalan Sultan Mohamad, 20692 Kuala Terengganu, Terengganu.
Contact Number	09-6222966
Founded	1947
Sector	Land Registration
Operations Days	Sunday - Thursday
Operations Hours	Sunday – Wednesday: 8.00 am – 5 pm Thursday: 8.00 am – 3.30 pm
Websites	http://pdtkt.terengganu.gov.my
E-mail	ptkt@terengganu.gov.my

Table 1: The Company's Detail

Pejabat Tanah Kuala Terengganu is one of the government bodies that serves as a place to manage all matters pertaining to land whether for private lands, land belonging to the Authority or land belonging to the government. The Land Registry Office in Terengganu is the state authority for land registration and land information in Terengganu, Malaysia. It operates under the Department of Director General of Lands and Mines (JKPTG) and follows the National Land Code 1965.

Located at Kompleks Seri Iman, Jalan Sultan Mohamad, 20692 Kuala Terengganu, Terengganu. The complex is joined by two offices which is District and Land of Kuala Terengganu (Pejabat Daerah dan Tanah Kuala Terengganu). Their operation hours for are Sunday- Wednesday are 8.00 am – 5.00 pm. Meanwhile on Thursday is 8.00 am – 3.30 pm.

2.2 COMPANY LOCATION

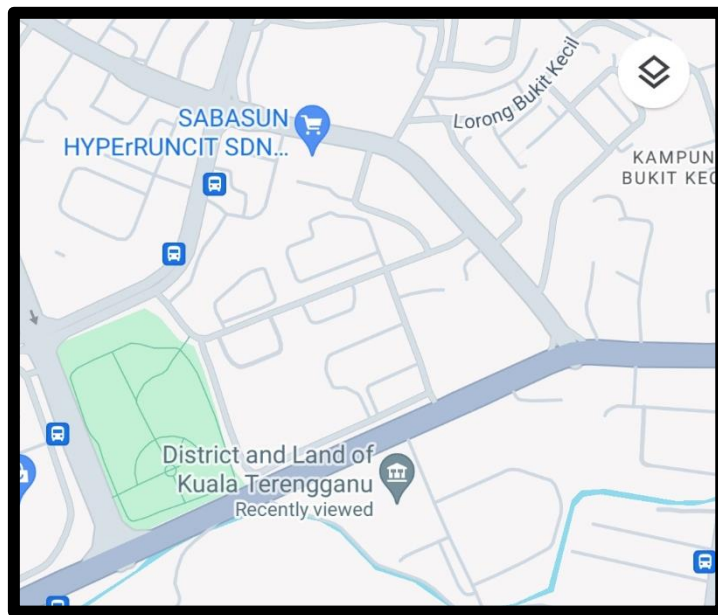


Figure 1: Location of District and Land of Kuala Terengganu

2.3 History of the Organization and Background



Figure 2: History of Pejabat Tanah Kuala Terengganu

In 1947, the first Pejabat Tanah was created and located by Padang Paya Bunga, which is the current Sultan Ismail Nasiruddin Shah Stadium site. Then, on 1955 Pejabat Tanah Kuala