



اَوْنِيُوْكَسِيْتِيْ تِيْكَنُوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF BUSINESS AND MANAGEMENT
BACHELOR OF BUSINESS AND ADMINISTRATIVE (HONS.) HUMAN RESOURCE
MANAGEMENT (BA243)

HUMAN RESOURCE INTERNSHIP
HRM666



INDUSTRIAL TRAINING REPORT
1 SEPTEMBER – 9 FEBRUARY

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SUBMISSION DATE

28 JANUARY 2024

EXECUTIVE SUMMARY

These reports are prepared based on the 24 weeks of my internship experience as admin at G-Mart Toyota Taiping Sdn. Bhd. The internship date starts at 1 September 2023 to 9 February 2023 as a requirement for me completed my Bachelor of Business Administration Human Resource Management. This report will contain my profile and an overview of G-Mart Taiping Sdn.Bhd including company profile, vision and mission, services provided organizational chart and company layout.

This report will explain the specific tasks and responsibilities that were assigned to me throughout my six-month internship as an intern. In addition, I will explain the intrinsic and extrinsic benefits gained during my internship with this business. Finally, the discussion will cover the SWOT analysis, including recommendations to improve the performance of G-Mart Taiping. This analysis will help in identifying the company's internal strengths and weaknesses, as well as its external opportunities and threats.

Overall, my internship at the G-Mart Taiping Sdn.Bhd provided a comprehensive exposure to administrative aspects of the industry. And I confidents with skills and knowledge that I gained during my internship will be valuable and beneficial for my future professional endeavours.

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3.0 COMPANY PROFILE



Figure 1: Picture of The Branch



Figure 2: Company Logo

- Company Name: G-Mart Taiping Motor Sdn.Bhd
- Operation Hour: Monday – Friday (8:00 a.m. – 5:00 p.m.)
Saturday (8:00 a.m. – 1:00 p.m.)
- Contact Information: 05-847 5992
- Location

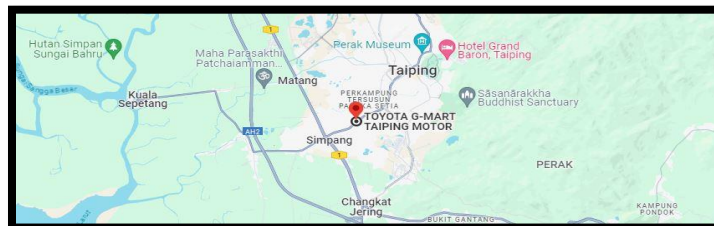


Figure 3: Company Location

Lot 5234-52345, Jln Perusahaan Batu 2 1/2, Simpang, 34700 Taiping, Perak