

**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**



**AM228  
BACHELOR OF ADMINISTRATIVE SCIENCE (Hons)**

**PRACTICAL TRAINING REPORT  
BINTULU PORT HOLDINGS SDN BHD**

**JESSY JEBA ANAK DIO  
2013232376**

**MARCH-JULY 2015**

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL REPORT BY THE SUPERVISOR**

Sir Lt.Col Saiful Anwar Md Ali

I have reviewed the final and complete practical and approve the submission of this report for evaluation.

-----

(Signature)

Date:

## **ACKNOWLEDGEMENT**

Firstly, I would like to express my gratitude to my external supervisor Puan Siti Nurathirah Binti Ahmad from Bintulu Port Holdings Bhd, who always give supervision and support that she gave truly help me in the progression smoothness of the progressing of my internship program which is for every department that I have been rotate every week/month. They acting as a teacher that help me for managing, allocating, guidance and advise me thought this 6 week in BPHB.

Next, I am really appreciate to Bintulu Port Sdn.Bhd because allow me to done my internship program and helping me to adapt with the organization culture, working environment, rules and regulations especially at Human Resource Department (Practical Training Unit).

Besides that, I want to give thanks to my lecturer of this practical training, Encik Fairuz Hidayat Merican Wan Merican who gives me very useful advices and guidelines on how undergo with my practical training without experience.

My grateful thanks also go to all the Human resource Department of Bintulu Port Holding Berhad, a big contribution and hard worked from all them during the six week is very great indeed. All the tasks during the internship program would be nothing without the assistance and cooperation from all of them. Furthermore, this internship program also make me realized the value of working together as a team and a new experience in working environment.

Great deal appreciated go to the contribution of m faculty, Faculty of Administrative Science and Policy Studies that have encourage, supported and helped me in completing this practical training successfully.

## Table of contents

Clearance for the Submission of the Practical Report

Acknowledgement

### Chapter 1: Introduction

1.0	Introduction	1
1.1	Background of Bintulu Port Holdings Sdn Bhd	2 – 5
1.2	Mission and Vision of the Organization	6
1.3	Company Policy	7 – 9
1.4	Management Organization Chart	10

### Chapter 2: Schedule of Practical Training

2.0	Introduction	11
2.1	Log Book Summarization	11 – 15

### Chapter 3: Analysis

3.0	Introduction	16
3.1	Work Scope	16
3.2	Subject Related	17
3.3	Theoretical	17
3.3.1	Definition of Human Resource Planning and Recruitment	17
3.3.2	Human Resources Planning and Strategic Planning	17 - 18
3.3.3	Recruitment	18 - 19
3.3.4	Selection	20
3.3.5	Selection Process	20 – 21

3.3.6	Making Selection Decisions	21
3.3.7	Validation	22
3.3.8	Letter of Offer and Employment Contract	22
Chapter 4: Recommendations		
4.0	Introduction	23
4.1	SWOT Analysis	24
4.1.1	Strengths	24 – 25
4.1.2	Weaknesses	25 – 26
4.1.3	Opportunity	26 – 27
4.2	Recommendations	27 – 28
4.2.1	Recommendations to Bintulu Port Holdings Berhad (BPHB)	28 – 29
4.2.2	Recommendations to University Teknologi Mara (UiTM)	30
Chapter 5: Conclusion		
5.0	Introduction	31
5.1	Summary of Discussion of Each Chapter in the Report	31 – 32
References		33
Appendices		34 – 35

## CHAPTER 1

### INTRODUCTION OF THE ORGANIZATION

#### 1.0 Introduction

Sarawak, the largest state in Malaysia, covers an area of approximately 125, 000 which is about 37% of the total land area of the country. It is one of the two Malaysian states located on the island of Borneo. Its estimated two million populations reside in 11 administrative divisions, namely Kuching, Samarahan, Sri Aman, Betong, Sarikei, Sibuan, Mukah, Kapit, Bintulu, Miri, and Limbang. Bintulu's population of 200,000 comprise mainly Ibans, Chinese, Malays, Melanau, and other races making it a melting pot of colourful and rich cultural diversity like the rest of Malaysian society.

The official language is Bahasa Malayu while English, Iban and Mandarin including many different dialects are widely spoken among all the races. Islam is the official religion while non-Muslim are free to pursue their own religion such as Christianity Buddhism.

The discovery of large offshore natural gas reserve in 1968 had propelled Bintulu into a leading Industrial centre in Malaysia today. Gas reserve at the Central Luconia. Which is between 125km and 275km offshore of Bintulu Town, is estimated to have a total reserve of 42 trillion cubic feet

The landscape of sleepy fishing village has since been transformed into a modern industrial town with the construction of various mammoth projects mainly located within the Tanjung Kidurung Industrial Area.



### **1.1 Background of Bintulu Port Holding Berhad**

On 15<sup>th</sup> August 1981, Bitola Port Authority (Lembaga Pelabuhan Bintulu) under Bintulu Port Authority Act 1981 that has been made by the federal government to ensure its increasing growth rate and give a good facilities to handle many types of vessel within the region. But, Bintulu Port one of the most modern and efficient multi-purpose ports in South East Asia commenced its operation on 1<sup>st</sup> January 1983. In over just a decade it has demonstrated its ability to play an increasingly important role in Malaysia's external trade. The port is strategically located along the busy sea lanes between the Far East and Europe Trade on latitude 03 degree 16'N, longitude 113 degree 04' E on the north-east cost of Sarawak, Malaysia.

The port covers an area of 320 hectors and serves a fast-expending hinterland that includes the economic development region under the Bintulu Development Authority as well as the outlying regions in the resource-rich states of Sarawak and Sabah.

It is the only export gateway for Malaysia's bigge4st export revenue earner – liquefied natural gas (LNG) produced from the Central Lucanio Field, off the Bintulu coast. The port is also the single largest LNG export terminal in the world. In addition, it handle a growing volume of variety general cargoes, containerised cargoes, palm oil products, liquid and dry bulk cargoes.

Since its commencement of operations on 1<sup>ST</sup> January 1993, the Port has enhanced its operational capabilities considerably to provide greater capacity and capability to meet the needs of the port users. Comprising dedicated container terminal, multi-purpose terminal and other dedicated terminal to handle liquid, dry and break bulk cargo. These facilities are equipped with the latest and modern port equipment and other supporting facilities similar to those available at other world class port. Under the privatization act, Bintulu Port Authority has been given a license to a port operations company as operator port known as Bintulu Port Sdn Bhd (BPSB).

Following the privatization policy in 1993, Bintulu Port Authority was through restructured and in line with its main functions as a regulatory body. They play it role in overseeing all activities at the port including the use of the port facilities and operations. It's also to oversee and ensures the safety and security in port operation. Currently, BPSB is 100% owned by the public listed holdings company which is Bintulu Port Holdings Berhad. A sister company, Biport Bulkiers Sdn Bhd operates and manage edible oils bulking installation and the upcoming Samalaju Industrial Port Sdn Bhd will serve the industrial users at Samalaju Industrial Park.

Here are the three (3) subsidiary of Bintulu Port Holdings Berhad (BPHB). It are consist of Bintulu Port Sdn Bhd, Biport Bulkiers Sdn Bhd and Samalaju Industrial Port Sdn Bhd. Bintulu port SdnBhd geographically situated midway between Kuching, Sarawak and Kota Kinabalu, Sabah along the busy sea lanes of Intra Asia Trade with a deep sea harbour, Bintulu port is the import and export gateway for Sarawak and the Brunei, Indonesia, Malaysia, Philippines East ASEAN Growth Area (BIMP-EAGA) region.

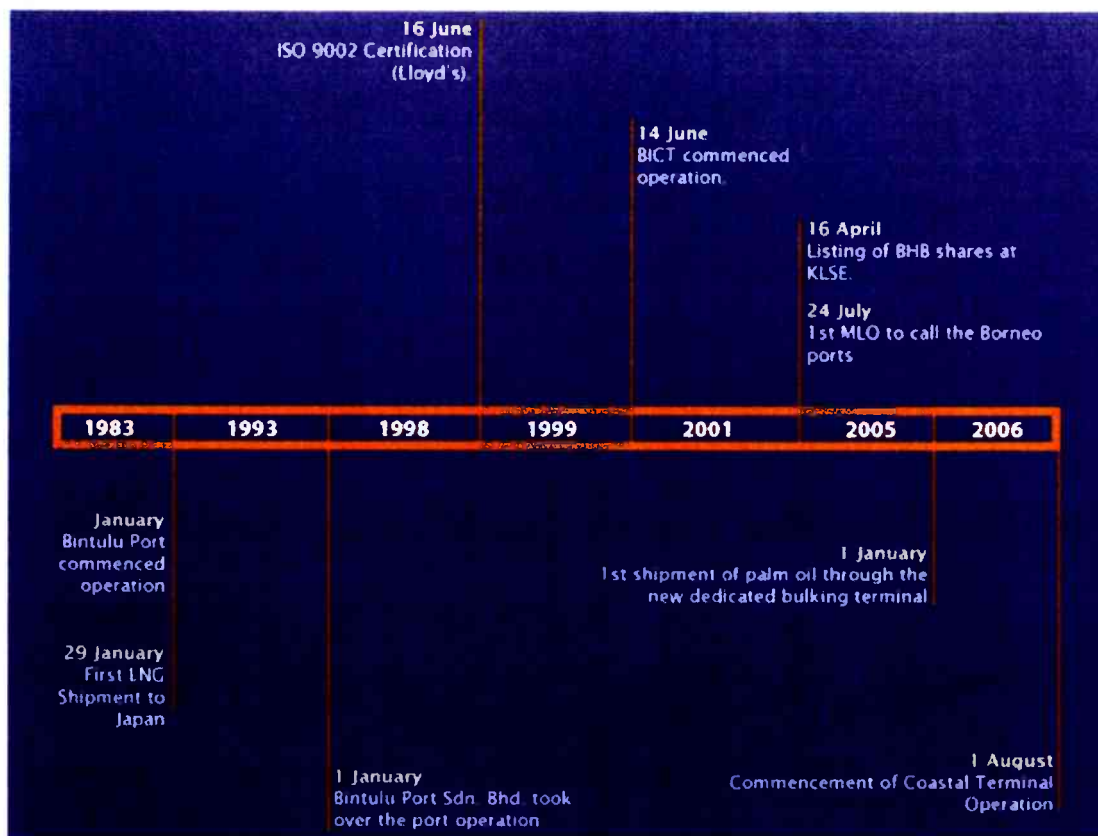
Today, it is East Malaysia's largest container port and nation's sole liquefied natural gas (LNG) export gateway and it is noted as currently one of the largest LNG export terminal



in the world. Cargo generated from its hinterland is expected to increase as the Sarawak Corridor for Renewable Energy (SCORE) initiatives are implemented, with additional shipment of aluminium, pulp and paper, silicon, manganese, fertilizer, downstream timber, and agro produce and product making its way to the dock. On the other hand, Biport Bulkera Sdn Bhd is the newest gem of Bintulu Port Holdings Berhad (BPHB) terminal is sited within the 2<sup>nd</sup> Inner Harbour of Bintulu Port, which is located along the busy sea lanes between the Far East and Europe on the north east coast of Sarawak, Malaysia. It's strategic location and association with Bintulu Port SdnBhd makes Biport Bulkera a preferred and ideal bulking and loading terminal in this region for a company who is looking for the superb facilities, faster turnaround of vessels, quality and safety of operations.

After that, Samalaju Industrial Port SdnBhd is located on the South China Sea and traversed by some of the world's busiest shipping lanes, Samalaju Industrial Port has officially started its operation in April 2014. In addition, Samalaju Industrial Port SdnBhd is compatible and able to meet the needs of developed and developing industries in Samalaju. The port is positioned to become a key for success of the SCORE. Thus, it will play a vital role in facilitating and managing the needs of the industries in SCORE.

## The corporate milestones



## **1.2 Vision and Mission of the Organization**

Here are the vision and mission statement of Bintulu Port Holdings Berhad

**Vision:** ‘A World-Class LNG Port and the Port of BIMP-AEGA’

**Mission:** to provide quality port services that meet customer expectations, ensure a competitive return on investment for the shareholders and benefit the stakeholders.

### **Our Values**

#### **1. Integrity**

We adhere to standards, regulations and conduct the business according to the highest ethics.

#### **2. Innovation**

We are committed in delivering effective solutions to each customer’s needs and continuously adopting new technology to maintain our competitiveness

#### **3. Customer Focused**

We provide safe and efficient services that meet customers’ expectations

#### **4. Quality People**

We are versatile personnel. We value teamwork and co-operation. We are committed to align our behaviour with the organizational goals

#### **5. Recognition**

We provide our personnel with challenging opportunities, emphasizing on individual initiative and creativity for career advancement

## **1.3 Company Policy**

### **1.3.1 Health, Safety and Environment (HSE) Policy**

Bintulu Port Holdings Berhad (BPHB) formulated Health, Safety and Environment (HSE) Policy. This policy is formulated based on the Company's Corporate Philosophy and National Legislation. The objectives of this policy formulated by Bintulu Port Holdings Berhad are as follows:

- To assist the company in achieving its vision of transforming Bintulu Port into A World-Class LNG Port and The BIMP-EAGA without sacrificing on health, safety and environment.
- To serve as a guide in providing a safe, efficient and quality port services which meet customer's expectation.
- To conduct our operation in accordance with sound health, safety and environmental principles.
- To minimize risk and pursue the goal of not endangering people and the environment on our entire endeavour.

However, these policies also have the execution. The company emphasizes the following principles:

- A systematic approach to HSE management designed to ensure compliance with applicable laws and other regulations to achieve continuous performance improvement.
- Strive to protect the health and safety of the people and environment.
- Promotes safety awareness, believes incidents are preventable, and promotes individual accountability for accident prevention.
- Include HSE performance in the appraisal of staff and rewards accordingly

- Requires port users, contractors and tenants to manage HSE in line with this policy.

Then, to ensure the success of this policy the management is responsible to provide a safe working environment to its employees and complying with safety practices by employees and port users shall be emphasized while stressing the balance between operational efficiency and safety requirements. Furthermore, in order to ensure the successful of this policy, their employees and customers have a right to express their concern on port safety through appropriate channels and also provide continuous HSE training and education shall be given priority to ensure attainment of this policy objectives. Therefore, Bintulu Port Holdings Berhad also aim to have a HSE performance that they can be proud of, to earn the confidence of customers, shareholders and stakeholders at large and contribute to sustainable development.

### **1.3.2 Security Policy**

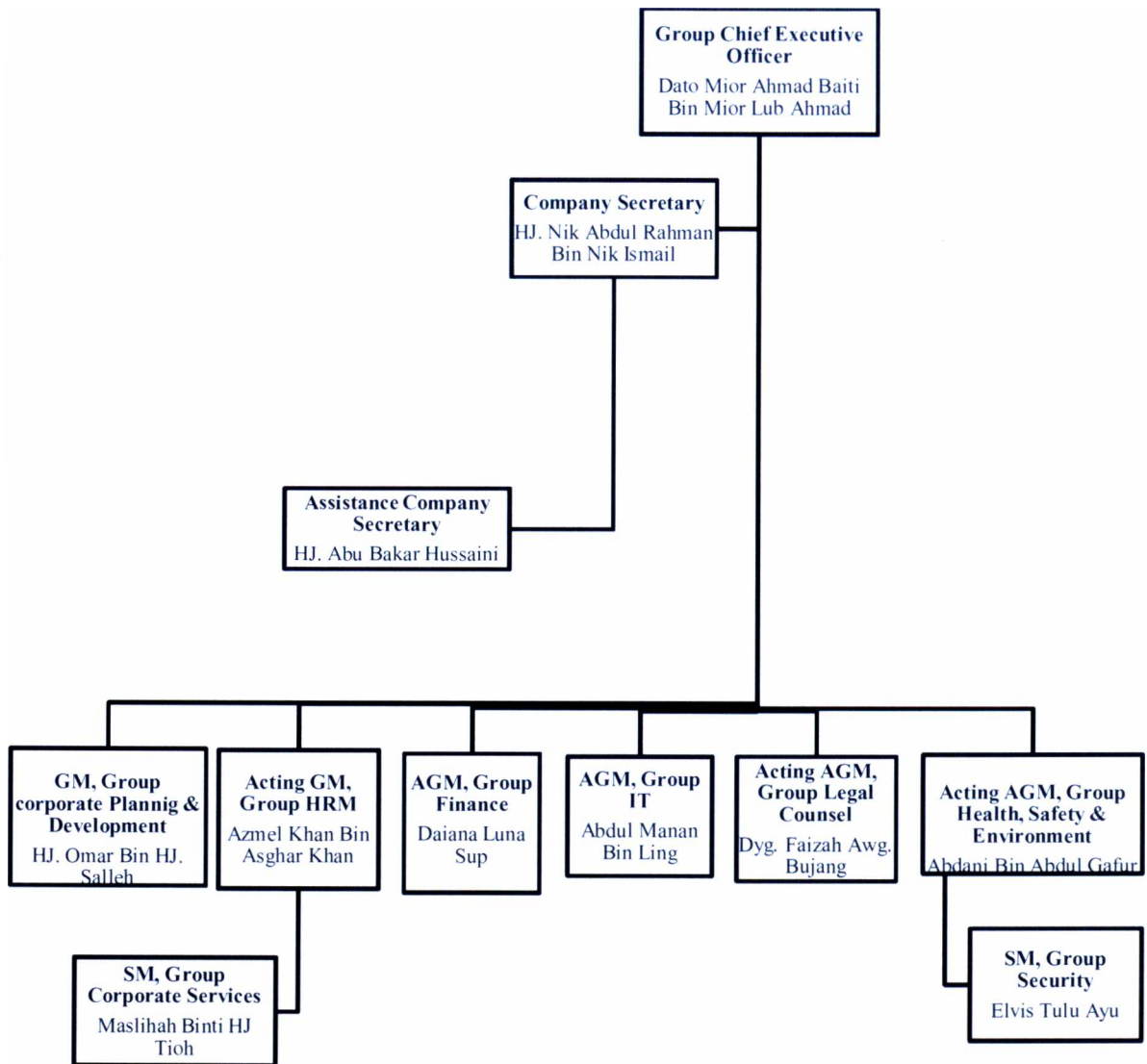
In this policy, Bintulu Port Sendirian Berhad (BPSB) is committed in providing secure working environment for employees and port users through proactive security measure designated to protect people, assets and operations against threats of injury, loss, damage caused by any criminal, hostile or malicious act. Here are the principles under this policy as follows:

- All security risks are manageable.
- Security is everyone's responsibility.
- Security threats facing the company will be regularly assessed and properly managed.

Therefore, the objective of Bintulu Port Holdings Berhad practice these policies are as follows:

- To comply with applicable law, regulations, standards and requirements pertaining to Security.
- To continuously improve security processes based on sound assessments of risks.
- To provide personnel with necessary knowledge, skill, experience and awareness on security risks and responsibilities to maintain security.
- To ensure employee's compliance to security measures including reporting of any security infraction.

#### 1.4 Management Bintulu Port Holdings Berhad



## **CHAPTER 2**

### **SCHEDULE OF PRACTICAL TRAINING**

#### **2.0 Introduction**

The second chapter will be the part of the report to explain or to summarize on daily training. All the data are extracted from the Log Book. This part consists of the description of jobs and tasks executed throughout the training weeks. In this chapter, I will summarize all the daily tasks assigned and have been done at Bintulu Port Holdings Berhad, by which I been placed under Human Resource Planning and Recruitment. I had been appointed by the General Manager of Human Resource Management, Encik Azmel Khan Bin Asghar Khan to be placed in the Human Resource Planning and Recruitment Unit, under Puan Siti Nurathirah Binti Ahmad.

#### **2.1 Log Book Summarization**

##### **Week 1 (20 January 2015 – 23<sup>rd</sup> January 2015)**

On the first day of my practical training, the first thing I did was report duty. I have been report duty to Encik Azmel Khan Bin Asghar Khan at Human Resource Department office. During the report duty I filled in two forms which were; “Borang Pengesahan Kehadiran Pelajar Latihan Praktikal” and “Borang Pemohonan Security Pass”. The “Borang Pengesahan Kehadiran Pelajar Latihan Praktikal” was then sent back to the faculty through fax. The main reason of the form is to make sure that I really obey the instruction and present to the office follow by the timetable that have been fixed.

After all the report duty thing done, I was placed in the Human Resource Planning and Recruitment Unit. I met my organization supervisor, Puan Siti Nurathirah Binti Ahmad. She then gives me a work to do. The first work she given to me was to create a data on all



resume that had been submitted to Bintulu Port Holding Berhad in 2014. I create the data using Microsoft Excel and categorized all the resumes according to their education level such as Penilaian Menengah Rendah (PMR), Sijil Pelajaran Malaysia (SPM), Sijil Tinggi Pelajaran Malaysia (STPM), Diploma and Degree holders. On the next day, I continued my work which is key-in all the resumes and mark all the resumes with number based on the number that generate in Microsoft Excel. After that, my supervisor asked me to put all the resumes that I have key-in in one cabinet according to their categories and their numbers. It is because, for the other days it will ease to access. On Thursday, I was attending safety briefing at Health, Security and Environment (HSE) Department. These briefing divided into two sessions. First session is briefing about the rules and regulations should be obeyed during or at the time in Bintulu Port area by Encik Fabian. Then, the second session is briefing about the Health and Safety Policy that been implemented By Bintulu Port Holding Berhad should be followed by all the staffs. At the end, I have an examination to justify whether we qualified to get safety personal passport and body pass. On Friday, I continued to key in the resumes in Microsoft Excel.

### **Week 2 (26 January 2015 – 30 January 2015)**

On Monday, I still continued key in the resumes in Microsoft Excel and marked the resumes according to the number that generate in Microsoft Excel. Then, after I finished key in the resumes in Microsoft Excel, I arranged all the resumes that has been marked with the number in the cabinet based on their categorized. On the next day, I been given a task by my supervisor to find resumes for Bachelor in Mechanical Engineering, Bachelor in Maritime Engineering, Diploma in Occupational Safety and Health, Bachelor in Accountancy, Diploma in Accountancy, Diploma in Civil Engineering and Certificate in Civil Engineering with CGPA 3.00 above only. Then, she teaches me how to do a screening and selecting the participant for the interview for any possible vacancy in the organization. On Wednesday,

helping the other trainee (Siti Rohaina Binti Kipli) to identified document and place it in the provided file according to its courses. After that, I have been given a task to modify and create new job application form for the organization. Before I done my task given, I was instructed by my supervisor to do a search for the sample of job application form from other organization or company as a guidelines to create a new job application form for the organization. On Friday, I still continued to create a new job application form. Then, I asked my supervisor to check on it. After that, I redo the job application form that I made based on the suggestion and correction that I have been detected and submit the form once again after I have been finished with the correction. Meanwhile, I waiting for the form been submitted to the General Manager Human Resource Management for more detail reviewed, I have been given a task to type a form for “Pemilihan Klinik Panel” for Bintulu Port Holdings Berhad (BPHB).

### **Week 3 (2<sup>nd</sup> February 2015 – 6 February 2015)**

On Monday, I still continued to modify on the job application form based on the comment given by my supervisor until it done. On the next day, after I had done with modify the job application form then, I key in the new resume been submitted to the organization in the data that I have done earlier. I also make a number on the resumes based their current list and classification based on education level. Then, in same day my supervisor had given a task to do a record of resignation list name for the year 2014 in Microsoft Excel 2013. On the next day, my supervisor had given a task to classify the document based on the department and sub-company under Bintulu Port Holdings Berhad (BPHB) and keep it into the file based on the department and Sub-company names. On Friday, my supervisor asks me to help in interview session that had conduct for post executive marketing for container department. My task during this interview session is help to organize the flow during the interview session.

#### **Week 4 (9 February 2015 – 13 February 2015)**

On Monday, I do last correction on the new job application form based on the comment given by my supervisor and Human Resources Department on the requirement for the form. After I finish on the correction of the form, then my supervisor given a task to keep a record in the date for the manager in all department in Bintulu Port Holdings Berhad on when they join Lembaga Pelabuhan Bintulu (LPB) and Bintulu Port Sdn Bhd in Microsoft Excel 2013. On the next day, I continue record the new resumes have been submitted to Bintulu Port Holdings Berhad in the record that I made in the first week according to the classification of education level. After that, I make a remark on the resumes based on the current list in the record data. On Wednesday, I helped Miss Noor Arwadina to organize the card in the envelope. Then, she also asks me for helped to do a filling on the medical record document of the staffs. On the next day, all the trainee giving a task to tidy up the conference room for “majlis Tahlil”. On Friday, the entire trainees attain the “Majlis Tahlil”, then we all tidy up the conference room after the events end.

#### **Week 5 (16 February 2015 – 20 February 2015)**

On Monday until Tuesday, I had no task given by my supervisor because she attains a seminar. On Wednesday, the entire trainee had given a task by the clerk at learning department to wrap a gift for souvenirs for the all staffs at Bintulu Port Holdings Berhad. Then, Thursday and Friday was a Chinese New Year. On that day it was a public holiday.

#### **Week 6 (23 February 2015 – 27 February 2015)**

On Monday, the entire entire trainee given a task to tidy up and prepare a room for the Key Performance Index (KPI) workshop. Then, we also have given a task to tidy up “Ruang Santai” after being used for the birthday party of the staff in Human Resources Department. On the next day, we also have given a task to tidy up the “Bilik Latihan Luar “for the second

day of Key Performance Index (KPI) workshop. On Wednesday, I have given a task to key in the record of AESP (NIOSH) for the refresher and classified according to their job titles in Microsoft Excel 2013. Then, the next day, I continued to key in the record for AESP (NIOSH) for the refresher in excel 2013 and also key in their status including their series number and expired date of their licence for NIOSH. On Friday, I still continue to key in the record of AESP (NIOSH) for the refresher including their status, series number and expired date for the license.

## **CHAPTER 3**

### **ANALYSIS**

#### **3.0 Introduction**

This chapter will analyze the practical report. This analysis was specifically focusing on one of the task as covered on the practical training handbook. This chapter also reflects the definition of concept of the specific area of the practical training. Demonstration of practical training and theoretical aspects as how the students relates all aspect learned in classroom at work place, and how students transforms knowledge gained at workplace to reinforce understanding on the concepts learned in classroom will be explained and describe.

#### **3.1 Work Scope**

During my practical training, there were quite number of new work experience that I has been discovered which is very essential for me to know. Before this, I was more on theoretical and classroom study only, but when I was on practical training, I was exposed to the real working environment. We need to apply all the theory and concept that we has study in classroom into practical during carried out the task we had assigned to.

During the practical training period, I was assigned under the Human Resource Planning and Recruitment Unit. This unit is closely engaged to manage the organization gets right people at the right time and right place. Therefore, most of the works I was assigned to were related to the human resource planning, recruitment and selection. I mainly involved in human resources management system in a computer based system which provides all the detailed related to present human resources inventory and help in monitoring the availability of human resources. I realize that during the training, I apply most of the knowledge I learned in Human Resource Management (ADM551), Industrial Relations (ADS465) and Management Information System (CSC408).

### **3.2 Subject Related**

In this part, I choose to focus on two subject which are; Human Resource Management and Industrial Relations. I apply most of communication skills in my job and it helps me indirectly to improve my soft skills. By observing staffs in this office I get to understand the importance of Human Resource Planning and Recruitment in Bintulu Port Holdings Berhad to achieve optimum utilization of existing human resources and planning for the future requirement.

### **3.3 Theoretical**

In this part, all the theories related are explained in detail before linking it with work experience.

#### **3.3.1 Definition of Human Resource Planning and Recruitment**

Human resources planning an analyzing organization's human resource needs under changing conditions and developing the activities necessary to satisfy these needs (Walker, 1980). However, according to Craft (1980), firms that practice human resource planning are more likely to know what specific characteristics they are looking for in applicants, and can therefore improve the quality of hiring decisions. This will help bring in the requisite quality of talent in the organization.

#### **3.3.2 Human Resources Planning and Strategic Planning**

Human resources should consider human resources planning and strategic planning for the whole organization. Besides that, human resources planning and strategic planning are link in a manner, so that major objectives and comprehensive plan is developed. Human resources planning provide inputs for strategic plan of the organization. It answers questions

like does the organization has required talent available to pursue its objectives. In these manner Human Resources planning is directly linked with strategic planning of the organization.

### **3.3.3 Recruitment**

Recruitment is the process of locating potential applicants and encouraging them to apply for existing or anticipated job opening. During this process, efforts are made to inform the applicants about requirement of the job, qualification required to perform the job and career opportunity available to the candidate in the organization. On the basis of availability of present human resources in the organization or outside the organization to fulfil any vacancies. These decisions are made on the basis of organization's human resources policies, and the requirement of the vacancy to be filled. The following are the type of recruitment:

- a) Internal recruitment
- b) External recruitment
- c) Online recruitment

#### **❖ Internal recruitment**

Many organizations have a policy to filling up a position in their organization through promotion and transfer. By filling vacancies in this way, an organization can capitalized on the investment it has made in recruiting, selecting, training, and developing its current employees. There are many advantages from recruiting form within and it has been observed that such policies contribute to overall growth of the organization.

During my practical training, I learnt it is important for the organization such as Bintulu Port Holding Berhad provides other employees an opportunity to develop and take up higher roles. For instance, during my practical training, I learnt that the organization should provide the opportunity for their employees in order to improve in their morale and commitment towards the organization such as used promotion as a reward for past performance.

❖ External recruitment

If there are no suitable candidates available in the organization, the organization have to go for external recruitment. External sources of recruitment include: educational and training institutes, executives search agencies, employment exchange, casual callers, labour contractors, placement agencies, employee referrals, advertisement in media, advertisement on the website etc.

During my practical training, my supervisor Pn NurAthirah is a one who responsible to make an advertisement as soon as possible for the vacancies in Bintulu Port Holdings Berhad to ensure any potential applicants is reached.

❖ Online recruitment

The organization used of both corporate and commercial website for recruitment. E-recruitment is one of the website had been use as a search engine for recruitment process.

During my practical training, I learnt that, there are another alternative in recruitment. It is more effective for apply for the vacancies in organization. it also very systematic ways for recruitment.



### **3.3.4 Selection**

Selection is the process of choosing the individuals, out of the total pool of candidates who have requisite qualification and competence required for the job to be filled in the organization. Some selection method can be used for internal recruitment such as promotion or transfer, selection mainly refers to the selection of applicants from outside the organization. On the other word, selection is considered as a negatively activity as it aims to select the best candidate, hence rejecting the others. It also concerned with selecting the right candidates from pool of available candidates.

### **3.3.5 Selection Process.**

Selection is a long process; it begins with preliminary interview of the applicant and ending with the offer for employment. The selection process is differs in different organizations. The selection process is also different for different jobs. Preliminary screening of applicants is done to ensure that they meet the basic criteria for selection such qualification, age and experience. The candidates who clear the preliminary screening are subjected to different tests to determine their suitability. These test include aptitude test, personality test such as self sufficient, neurotic tendencies, sociability, introversion, locus of control self confidence. Recently, organizations have introduced the concepts of “Assessment Centres” to assess the suitability of the candidates.

#### **❖ Assessment Centres**

Assessment Centres use variety of testing techniques that allow the candidates to demonstrate, under standardized conditions, the skill and abilities which are most essential for success in a given job. Besides that, the an assessment centre use a set of comprehensive procedure in which multiple assessment technique such as situational

exercise and job simulation (business games, discussion, reports and presentation) are used to evaluate individual employee for variety of manpower decisions. Judgements are made by observation of behaviour of participants specifically developed assessment simulations. An assessment centre is a method of predicting future performance by using simulations and other technique to measure a candidate's ability to handle future responsibilities. Once all the tests are completed and the candidate passes, the candidate is required to appear for medical test and physical examination. On completion of all these stages he is given offer of employment document.

### **3.3.6 Making Selection Decisions**

Selection decisions need to be firmly based on the selection criteria defined at the beginning of the process, and made as soon as possible after the last candidate has been seen. All those involved in the decision need to be clear about the agreed weightings for each part of the process if they were judged to be of differing value to the decision.

One method of collating all the information is to produce a matrix with all the candidates across the top and with each of the selection criteria down the side. The boxes in the matrix are then filled in with the data collected. When the matrix has been completed, the results can be summarized against each candidate:

- A – Exceeds all criteria
- B – Meets all criteria, and exceeds some
- C – Meets all criteria
- D – Meets most criteria
- E – Meets few criteria

### **3.3.7 Validation**

Most companies invest large sums of money in their selection of employees, but few validate the effectiveness of this investment. Validation depends on selection data being retained that show differences of this investment. Validation depends on selection data being retained that show differences between those appointed, at the time of appointment. A grading system, similar to the above matrix, can be used but probably with slightly more grades. If more than one selection tool has been used, it is important to retain separate data from each. The performance of each candidate who was employed can then be assessed at a point in the future. The criteria used may be appraisal results, salary increases, promotions, one-off assessments, or whatever criteria are relevant to the organization and the job. Initial rating on each selection tool can then be compared with ultimate job performance and correlated to show to what extent selection assessments predict job performance.

### **3.3.8 Letter of Offer and Employment Contract**

Letters of offer should be sent as soon as possible after the decision to appoint has been made, even if the offer is subject to satisfactory references. The letter could be preceded by a telephone call to ensure that the preferred candidate is still interested in the position. Speed is essential as the best candidates may have other offers.

Speed of reply and response is also important in enabling the employer to approach another candidate if more than one were considered to be employable. Letters of offer need not contain detailed information; title of position and salary offered are the key matters of concern to potential appointees at this stage. Other matters such as hours of work and holidays will have been discussed during the interview, and these and other additional job details can be confirmed in the contract of employment.

## CHAPTER 4

### RECOMMENDATIONS

#### 4.0 Introduction

Chapter 4 will highlight the strengths and weaknesses with examples of the jobs or tasks assigned during practical training (as discussed in chapter 3). This chapter also required students to provide solution and recommendations for the improvement of the organizations.

As I have been attached under Human Resource Planning and Recruitment of the Bintulu Port Holdings Berhad, I have learnt a lot about the strength of the organization. Through my practical training, I have been exposed to the real situation of working environment where I must be practice the disciplined of the attendance, attire, punctuality and the important things is to accomplished the task within the period without delaying the task that had given to me.

Besides that, I also learned on how to make good interaction with the staffs in the Unit. This is the important part to practice in any organization. There are several of management in the organization starting from the Board of Director, the top management and the staffs. It is important to have a good communication with all the staffs by respecting them regardless their job position.

Lastly, through this practical training, I learned on how to have a good relationship with the other staff. It is important for me to have a good relationship to not only to the supervisor, but also the other staff especially to the top management too gain the opportunity if any the job vacancy in this Unit for the fresh graduate. Throughout this practical training also, it exposed me on how to practice our disciplined and also gained the experience in the environment working condition.

## 4.1 SWOT Analysis

The SWOT analysis is conducted based on the direct and indirect experience that I have undergone during the six weeks of my practical training at Bintulu Port Holdings Berhad. Among the main criteria studied is the ability of the training to meet the program objective, the raining atmosphere and environment, training task its process and interaction involved throughout the whole training period.

### 4.1.1 Strengths

❖ Awareness of responsibilities

When the staff of any department aware of their responsibilities, it is surely make the customer easy to communicate to spoke out to aid them in trouble such in term of financial. Through this practical training, it could be benefit to the department especially to prevent the social welfare among the public that need on help.

❖ Acquire new knowledge and experience

Throughout the training period I able to gained a lot of new knowledge and valuable experiences which related to management, production, quality control, communication skill, attire and punctual timely towards the task given to me. I also have learned on how to respect each other especially towards our supervisor on how they teach and given advices to completing the task in the period of time successfully.

❖ Improved communication and social interaction skills.

Most of the training task are involved of the interaction and need me to communicate with supervisor and other staff. Through this practice, I can improved my communication and social skills and respect them on how I face-to-face towards the person who is more superior to me such as my supervisor and the top management.

❖ Implementation of 5S

Practicing 5S is really help in creating a good environment in the work place. When every files is being put in order it will make the process of tracking the record manually is quite easy. For every month, the organization will practice the 5S before end of office hours. I believe that each organization should practicing 5S in order to create a good environment in the work place. When the worker is comfortable with environment in the work place, they certainly can become an effective and productive worker.

#### **4.1.2 Weaknesses**

❖ Unstructured training program

Although my overall training is successfully done well, however the training conducted by Bintulu Port Holdings Berhad was not being well structured and coordinated. The tasks given to me were mostly depending on my supervisor decision. Sometimes, I have been given overload task and at some period of time I do not have any work to do for the whole day. Most of the task I had done was key-in and recording the files that less important or needs towards the organization. This may be because of the duration of practical training, where the organization does not really put trust on us to handle big or important project for their organization. In additions, this also because of Bintulu Port Holdings Berhad not allowed the outsider (internship students) to handle certain task that are supposed to be performed and handle by the permanent staff due to the some tasks or documents are strictly confidential for outsiders.

❖ Attitude some of the staff

During my practical training, there are some of the staff are bias. They sometimes mistreat internship student who come latest rather than who longer through the practical training. It meant my supervisor unfair in given a task, sometime they give less or nothing to do to other students under their supervision. It is because they assuming that student did not know how to do the tasks without given their opportunity to show it.

#### **4.1.3 Opportunity**

Having the chance doing the practical training in Bintulu Port Holdings Berhad especially under Unit Human Resources Planning and Recruitment is a big opportunity for me to learn more and understand more about the working life.

Based on my experience doing the practical training there, the task given to me allows me to meet a lot of people in working environment. Although the task given to me just small part of the real job done in Unit Human Resources Planning and Recruitment, it brings big impact to me. I was exposed to people from other organizations because Human Resources Planning and Recruitment is dealing with many new people who have come as new employees.

Through my experience there so many things I have to know and to improve. My supervisor, Puan NurAthirah had taught me a lot in management information system such as how to use Microsoft Office. She also exposed me to social with important person, communities and other company staffs. For instance, my supervisor taught me how to do a preliminary screening for the applicants through their resume that are meets the requirement

and qualifications and skills are needed. I also have an opportunity given my supervisor to help to organize the flow during the interview session for the post Executive Marketing.

As a student, it such a great opportunities I have being exposed to important people and having a chance to talk with them. It does boost my confident level too when these people give good comments on how well I can carry myself among them although I am just a practical trainee.

#### **4.1.4 Threat**

The possible threat that might occurs is that immature and irresponsible staff may use the opportunities that they have while dealing with the public by leaking of confidential information regarding any of the important people. These unethical manners have been greatest threats.

#### **4.2 Recommendations**

This internship was a very brilliant programme and also it does serve its purpose to strengthen and enhance the relationship between UiTM and other agencies, either on private sector or public sector. This programme also exposed the students to the working life environment and further enhances the ability in understanding the practical aspect of administration.

Indeed, this organizations turns out to be excellent experience and remarkable advantage to gain invaluable knowledge, experience and technical expertise. In reality, it has nurture and supplements the handy knowledge and skill to the students. Even though, not all the work assigned is strictly related to the student's field of studies, the theoretical knowledge



and non-academic setting with the application in the private organization has been successfully relate to one another. What's more is that the excellence in all its activities that serve the service to satisfy the public needs and wants are strictly highlighted in this organization.

#### **4.2.1 Recommendations to Bintulu Port Holdings Berhad (BPHB)**

First recommendation is to redesign jobs. It means that redesigned jobs to make the work process smoother as when clerk can take her responsibility for keeping the documents, filling or do the administration task. Job can be redesign to produce greater satisfaction for the employee as when clerk is given freedom to make a decision that used to require the supervisor's approval. A job is made up of a set of tasks and it carries a given amount of authority or desecration. Job redesign typically involves varying the scope. Some jobs may be too broad by containing too many tasks. Having to move back and forth constantly from one another gives rise to errors and waste time. So, it is better for the Unit Human Resources Planning and Recruitment to redesign jobs or responsibility as it can help to reduce the overlapping of task among the employees.

Second recommendation is to recruit or select more competence and skills employees to join the unit. This is because Unit Human Resources Planning and Recruitment is lack of employees with competencies and skills. I see there is only four permanent staff in this unit. However, only one out of four staffs is having knowledge on how to use kaizenhr System to key-in any program under this unit. Therefore, Unit Human Resources Planning and Recruitment should recruit more employees into the unit so that it can help to reduce the burden of the staffs to be done and it is difficult to do the task in one day as there is lack of competencies and skills staffs. The recruitment should be conduct to attract more candidates

who already possess to master the essential knowledge, skills and attitudes. Besides that, job requirements should be relevant and accurately described.

Third recommendation is empowering the employee. Employee morale takes time to build. The impact of employee participant on the quality of decision, the quality of decision, the quality of services and customer satisfaction is not immediately evident. Empowerment of the worker is encouraged them not so much by objectively demonstrable payoffs as by its promise as a solution to more immediate problem of customer dissatisfaction with the services and the demoralization of the private sector work force. It proceeds on the basis of some hard evidence but there is needed a work ethic on the basis of some team building and sense of ownership raise morale and improve performance and that worker has a valuable contribution to make if allowed the authority to do so.

#### **4.2.2 Recommendations to University Teknologi Mara (UiTM)**

UiTM should increase the period of practical training for the students. This is because in only 6 weeks students are not being able to learn everything from the organization. They only learn of few of it. By extend the period of practical training among the students it can help them to be prepared in working environment in the future. For instance, extend period of practical training for 3 months or 6 months. The reason is students take time to learn something new. It is not easy for them to learn just for 6 weeks of practical training. A new environment during the practical training can help them in giving guidance on how to face the real working environment in the future. This is because during practical training there is a lot of knowledge can be gain and new experienced to be learned. For example, in Human Resources Planning and Recruitment unit, I do learn a lot of new knowledge and experience from my supervisor such as requirement and selection candidate based on the competence and skills that organization needed.

Besides that, UiTM lecturer's visit is very important since it will mark to progress of the attachment program. This is because the student will prepare for their best during the lecturer's visit. Hence, the visit should be conducted more frequent. This will enable the lecturer monitor the student directly and it will easier for them to give advice to the student. Hence, the student will be more concerned about the attachment and they will not take it for granted.

## **CHAPTER 5**

### **CONCLUSION**

#### **5.0 Introduction**

This is the end of the practical report. In this chapter, all presented in the first chapter until the fourth chapter are going to be summed up briefly.

#### **5.1 Summary of Discussion of Each Chapter in the Report**

As in chapter 1 has highlighted on the introduction of the organization in details whereby the background of the Bintulu Port Holdings Berhad, vision, mission and values, organizational policies and organization charts were included. The information about attachment working place was briefly explained in which it comprises the functions and the activities of the unit.

Chapter 2 has concentrated on the daily routine of the tasks done during my practical training in Human Resources Planning and Recruitment. As a reflection from the practical logbook, the daily task and activities done were summarized and discussed briefly in this chapter. The task was discussed based on the unit of my attachment where for the first weeks until last weeks of my practical training with Human Resource Planning and Recruitment unit. Through all this unit, I was able to learn a lot of things which will give more preparation for the working condition in the future.

Chapter 3, I explained on analysis regarding the relationship between the subjects that related with my tasks during my practical training. I have been choosing two subjects which are Human Resource Management (ADM551), Industrial Relations (ADS465). The relationship between the subjects is very important as it shows on how the student can apply

the tasks they had learnt during the practical training. Besides that, the student also may learn something new in the workplace. Though linking the relationship between the subjects and the tasks, it can give me clear objectives and purposes of the tasks that given to me.

As in chapter 4, I highlight the recommendations of the chapter 3. Under this chapter, I had explained the strengths, weaknesses, opportunity and threats of the organization and the suggestion or recommendations for both of the organization which is towards the Bintulu Port Holdings Bhd and towards UiTM itself. The identification of the strengths and weaknesses were to be stated accordance to the real experience and direct observation by the trainee during the practical training. As to improve the performance on human resource planning and recruitment, several recommendations were to be suggested for this organization. There recommendations are hoped to be considered in reducing the weaknesses, therefore, Bintulu Port Holding Berhad can organize their system in planning and also recruitment in systematic way in the future.

As an overall, by having a practical training in Bintulu Port Holdings Bhd under Human Resources Planning and Recruitment unit give a lot of experience and knowledge which is useful for me in the future. Through this intership program it exposure the students on real working environment and reality in doing work practically as it is theory that we have learn in university. Practical training also helps the students to be prepared to deal with the public and work as team in one organization as it was interesting experience for their future of work life.

## References

An, C. H. (2008). *Human Resource Management in Asia*.

Armstrong, M. Human Resource Management.

## Appendices

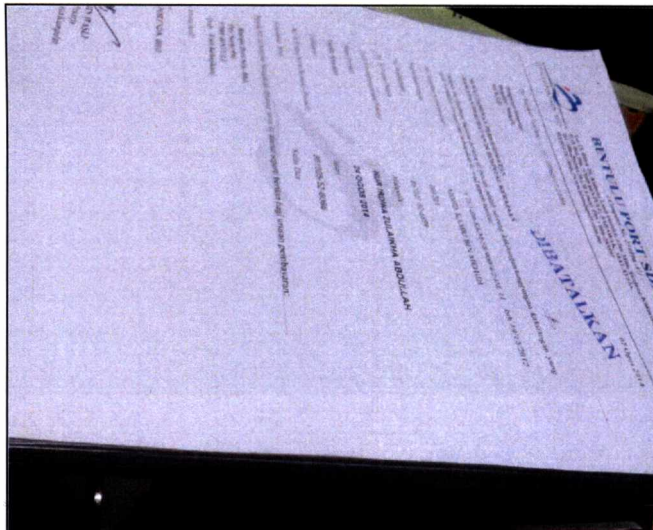


Figure 1: The documents for filling.



Figure 2: During filling the document

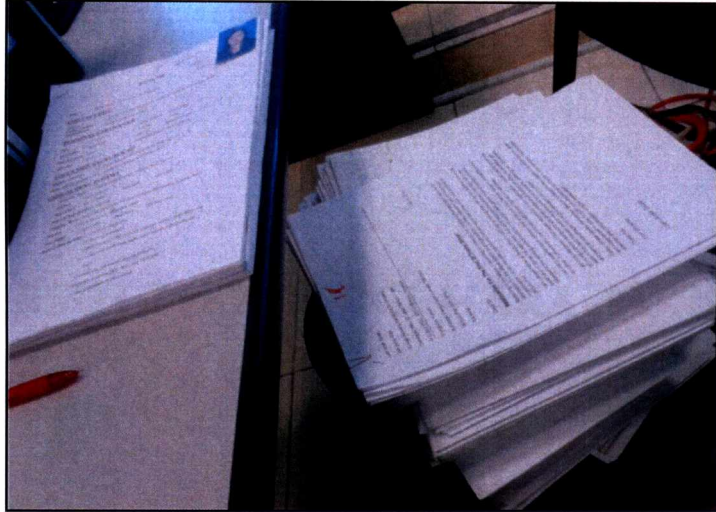


Figure 3: The resume that had been key-in.





**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**PRACTICAL TRAINING**

**LOG BOOK**

## **Instructions**

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

### **Student's responsibilities for keeping log book up-to-date**

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the details required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that;

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your Training Officer for retention on your return to UiTM and this will later be handed to the Faculty for grading.

### **Recording**

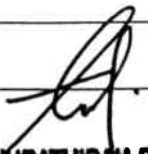


The log book should contain the following information:


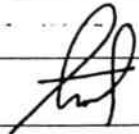
1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comments on the work being undertaken and your considered opinion as to its value as training.

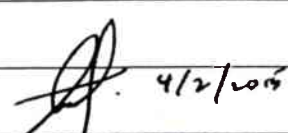
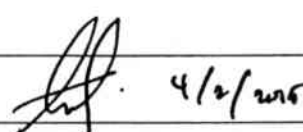
1. Student's name: JESSY JEBA ANAK DIO
2. Date & Place of Birth: 14 OCTOBER 1991 - HOSPITAL SIBU
3. UiTM No.: 2013232376
4. Program: BACHELOR IN ADMINISTRATIVE SCIENCE (HONS)
5. Year: ..... Part: 5
6. Home address: RH. OBAY, SG LIRAI, ULU BACLINGIAN SELANGAU  
96000, SIBU, SARAWAK.
7. Address during practical training: KEMENA PUTERA
8. Place of training: BINTULU PORT HOLDINGS BERHAD
9. Name of Supervisor in-charge: SITI NURATHIRAH BINJI AHMAD
10. Duration of training : From: 20 JANUARY 2015 to 27 FEBRUARY 2015



FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)  
.....  
.....  
.....  
.....  
.....  
.....  
.....

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
JAN 2015	- Key-in resume in excel 2013	
	- categorized <sup>all</sup> resume according to the education level. (SPM, PMR, STPM, Diploma, sijil, Degree)	
JAN 2015	- continuing key-in resume in excel 2013 - categorized all the resume according to the education level	 4/2/2015
JAN 2015	- list the resume with number according to number that generate in excel 2013.	<b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bintulu Port Holdings Berhad
JAN 2015	- Attending safety briefing at Health and safety Environment (HSE) department:	
	i) session 1 : BPP security officer briefing on the rules & regulations that should be followed during or at the time in Bintulu Port (Inspector Fabian)	
	ii) session 2 : Health & safety briefing	
	iii) examination	
	iv) Get safety personal passport and body pass	 4/2/2015
	- continue on key in resume in excel 2013	<b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bintulu Port Holdings Berhad
JAN 2015	- continuing key-in resume in excel 2013	
	- according to their education level to	
	- ensure all the resume that submitted to Bintulu port Holding are in systematic.	 4/2/2015
		<b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bintulu Port Holdings Berhad

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
JAN 2015	<p>- continuing key-in resume in excel 2013 based on education level (SPM, PMR, STPM, sijil, Diploma, Degree, master)</p> <p>- create a list number for all resume according to the list name in excel 2013 that been created.</p>	
<p>JAMHA ITING HARIHARUM ITIE SITI NURATHIRAH BINTI AHMAD Executive HR Planning &amp; Recruitment Globe Port Holdings Berhad</p>	<p>- Arrange all the resume that <sup>has</sup> been listed with the number in the cabinet based on their categorize (SPM, PMR, sijil, STPM, Diploma, Degree, master).</p>	<p> 4/2/2014 SITI NURATHIRAH BINTI AHMAD Executive HR Planning &amp; Recruitment Globe Port Holdings Berhad</p>
JAN 2015	<p>- Given a task by supervisor - in charge (SITI NURATHIRAH) to find resume for:</p> <ul style="list-style-type: none"> <li>i) Bachelor in mechanical engineering</li> <li>ii) Bachelor in maritime Engineering</li> <li>iii) diploma in occupational safety &amp; health (DOSH) (CGPA 2.00 above only)</li> <li>iv) Bachelor in accountancy</li> <li>v) Diploma in accountancy</li> <li>vi) Diploma in civil Engineering</li> <li>vii) Certificate in civil engineering</li> </ul>	
JAN 2015	<p>- Helping other trainee (Siti Rokaina BT Kipli) to identified document and place it in the provided file according to its courses</p>	<p> 4/2/2014 SITI NURATHIRAH BINTI AHMAD Executive HR Planning &amp; Recruitment Globe Port Holdings Berhad</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
JAN 2015	<p>- Given a task by Pn. SITI NURATHIRAH to modify on job application form for BPHB.</p> <p>- search for sample of job application form from other organization/company as a guideline to modify a forms.</p>	 4/2/2015 <b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bintulu Port Holdings Berhad
JAN 2013	<p>- Given a task to modify job application form.</p> <p>- search from other sources/company the job application form as a guideline to make an amendment of the form for BPHB</p> <p>- make a form for "penilaian panel klinik" for BPHB.</p>	 4/2/2015 <b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bintulu Port Holdings Berhad

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2 FEBRUARY 2015	- still continue to modify the job application form based on the comment given by the supervisor (Pn. Siti Nurathirah Bt. Ahmad).	 <b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bunkai Port Holdings Berhad
FEBRUARY 2015	- done with job application form (modify).	
FEBRUARY 2015	- keep in new resume been submitted to the BPHB in excel 2013.	
FEBRUARY 2015	- list / numbering the resume based on the current list / no. and their classification (Spm, Diploma, sijil, degree).	
FEBRUARY 2015	- given a task by supervisor to keep in HR record of resignation list names in excel 2013.	 <b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bunkai Port Holdings Berhad
5 FEBRUARY 2015	- classified the document based on the department and sub-company under BPHB	
FEBRUARY 2015	- keep it into the file based on the department and company names.	<b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bunkai Port Holdings Berhad
FEBRUARY 2015	- help to organize the flow during the interview session for post executive marketing (container).	
FEBRUARY 2015	- help to organize the flow during the interview session for post executive marketing (container).	<b>SITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning & Recruitment Bunkai Port Holdings Berhad

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
FEBRUARY 2015	<p>- continued to do a correction on the 'new form' for job application based on comment given by the supervisor and HR Department on the requirement for the form.</p> <p>- Given a task to keep in the date for the manager in all department in BPHB on when they join Lembaga Petabukan Bintulu (LPB) and Bintulu Port Sdn. Bdn (BPSB) in excel 2013.</p>	<p><b>ITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning &amp; Recruitment Bintulu Port Holdings Berhad</p>
FEBRUARY 2015	<p>continue record new resume have been submitted to BPHB in excel 2013</p> <p>- label the number based on the list in excel 2013</p>	<p><b>ITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning &amp; Recruitment Bintulu Port Holdings Berhad</p>
FEBRUARY 2015	<p>- Help Ms. Noor Arwadhina inserting a card in envelope.</p> <p>- task given by Ms. Noor Arwadhina to do a filling medical record document.</p>	<p><b>ITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning &amp; Recruitment Bintulu Port Holdings Berhad</p>
FEBRUARY 2015	<p>- Tidy up the conference room for "majlis Taklif."</p>	<p><b>ITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning &amp; Recruitment Bintulu Port Holdings Berhad</p>
FEBRUARY 2015	<p>- Attend majlis Taklif</p> <p>- Tidy up the conference room after the events (majlis taklif)</p>	<p><b>ITI NURATHIRAH BINTI AHMAD</b> Executive HR Planning &amp; Recruitment Bintulu Port Holdings Berhad</p>



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
FEBRUARY 2015	- NO TASK	
<del>DATE</del> FEBRUARY 2015	<del>NO TASK</del> NO TASK	
FEBRUARY 2015	- wrap gift for souvenirs	SITI NURATHIRAH BINTI AHMAD Executive HR Planning & Recruitment Bintulu Port Holdings Berhad
<del>FEBRUARY 2015</del> FEBRUARY 2015	<del>NO TASK</del> PUBLIC HOLIDAY (CHINESE NEW YEAR)	
FEBRUARY 2015	- tidy up and prepare a room for the workshop KEY PERFORMANCE INDEX	
	- tidy up the "Ruang santai" after being used for birthday party.	SITI NURATHIRAH BINTI AHMAD Executive HR Planning & Recruitment Bintulu Port Holdings Berhad
FEBRUARY 2015	- continue to tidy up the BUK KATIHAN Luat for the 2nd day workshop.	
		SITI NURATHIRAH BINTI AHMAD Executive HR Planning & Recruitment Bintulu Port Holdings Berhad
FEBRUARY 2015	- key in the record of AESP (NIOSH) for the refresher in excel 2013.	
	- classified according to their job names.	SITI NURATHIRAH BINTI AHMAD Executive HR Planning & Recruitment Bintulu Port Holdings Berhad

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
FEBRUARY 2015	<p>- continue to key in the record of AESP (NIOSH) for the refresher in excel 2013.</p> <p>- key in their status including their series no. and expired date.</p>	<p><b>SITI NURATHIRAH BINTI AHMAD</b>  Executive HR Planning &amp; Recruitment  Bina Puri Holdings Berhad</p>
FEBRUARY 2015	<p>- continue to key in the record of AESP (NIOSH) for the refresher in excel 2013.</p> <p>- continue to key in their status including their series number and expired dates.</p>	<p><b>SITI NURATHIRAH BINTI AHMAD</b>  Executive HR Planning &amp; Recruitment  Bina Puri Holdings Berhad</p>