UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:

UNIVERSITI TEKNOLOGI MARA (UITM) CAWANGAN KELANTAN

18500 MACHANG,

KELANTAN, MALAYSIA

SPECIAL PROJECT:

ELECTRONIC RISK MANAGEMENT SYSTEM (e-RMS)

BY

KU MUHAMAD ZAIM FARHAN BIN KU MAT

2015182979

IM245 – BACHELOR OF SCIENCE (HONS)

INFORMATION SYSTEM MANAGEMENT

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

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FACULTY SUPERVISOR:

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REPORT SUBMITTED IN FULFILLMENT OF THE

REQUIREMENT FOR THE INDUSTRIAL TRAINING

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBUARY 2018 – 30 JUNE 2018

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DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

_____

Ku Muhamad Zaim Farhan Bin Ku Mat
2015182979

Date of submission: 12 July 2018

ACKNOWLEDGEMENT

Assalamualaikum w.b.t

I would like to express my special gratitude to my supervisor Sir Mohd Zafian Mohd Zawawi for gave me the chances to do this assignment. Next, i would like to thanks to my family who always comforting and advices me in completing this assignment. Besides that, for my fellow friend, who are support me to finish this assignment. Finally, i wish to thanks to everyone who encouraged and supporting me in finishing the assignment. Only Allah S.W.T can repay them.

Thank you

DEDICATION

Dedicated to my supervisors, my lecturers, all members of this group, all the classmates, all members of the family and all my friends those fully support my study.

ABSTRACT

Industrial training an important phase of a student life. This report writing is based on industrial training which had been completed by trainee from 1 February 2018 until 30 June 2018. The trainee has undergo 5 month of industrial training at UiTM Kelantan Branch Campus Machang in Quality Management Unit. Universiti Teknologi MARA Kelantan Kampus Machang, formerly known as MARA Institute of Technology, 9th branch campus was inaugurated on 01 July 1985 by YAB Tan Sri Dato 'Haji Mohamad bin Yaakob, the Chief Minister of Kelantan at that time. The establishment of UiTM is the result of close collaboration between UiTM and the Central Government. As a result of this collaboration, the Central Government has allocated 12 acres of land in Kijang Camp which is located about 8 kilometers from Kota Bharu town owned by Kelantan State Scout Council. The trainee has faced multiple types of challenges and experience during the internship period where the trainee has been given a various kind of task. The trainee was given responsibilities in Quality Management Unit where the trainee requires doing electronic publishing and developing systems that requires skills and creativity to think outside the box. The trainee has learn a lot during the internship period, which result in better improvement in lot of aspect such as discipline, skills and knowledge.

Keywords: *Electronic Publishing, Multimedia, system*

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1.0 INTRODUCTION

1.1 BACKGROUND OF ORGANIZATION

UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN

1.1.1 History of UiTM Cawangan Kelantan

Figure 1 ITM at Kem Kijang in 1985

Universiti Teknologi MARA Kelantan Kampus Machang, formerly known as MARA Institute of Technology, 9th branch campus was inaugurated on 01 July 1985 by YAB Tan Sri Dato 'Haji Mohamad bin Yaakob, the Chief Minister of Kelantan at that time. The establishment of UiTM is the result of close collaboration between UiTM and the Central Government. As a result of this collaboration, the Central Government has allocated 12 acres of land in Kijang Camp which is located about 8 kilometers from Kota Bharu town owned by Kelantan State Scout Council.

The work of renovating some of the old buildings and construction for new buildings was funded by the Central Government at a cost of RM 1.5 million. The first batch of 185 students were taken for the semester of July - December 1985 to take Diploma courses in Accounting, Diploma in Business Studies, Diploma in Bank Management and Diploma in Secretarial Science. In the early stages, the number of staffs was 71 people, 7 lecturers and 64 non-academic staff.

Fixed campus construction was started in 1993. The Central Government has allocated 200.32 hectares of land in Bukit Anjing, Machang to be as a permanent campus. The original name of Bukit Anjing has been elevated to Bukit Ilmu in accordance with its function which provides learning opportunities in various disciplines for Bumiputera. It was inspired by the late Dato 'Nik Abd. Rashid Nik Abd. Majid, former ITM Director on that time.

Figure 2 UiTM at Bukit Ilmu

The official transfer to Kampus Machang started on January 01, 1996. Kelantan UiTM Branch formerly known as ITM was upgraded to Universiti Teknologi MARA or simply UiTM on 26 August 1999. Now UiTM Kelantan Branch is expanding to meet the need to be the top University especially in Kelantan.

1.1.2 Logo

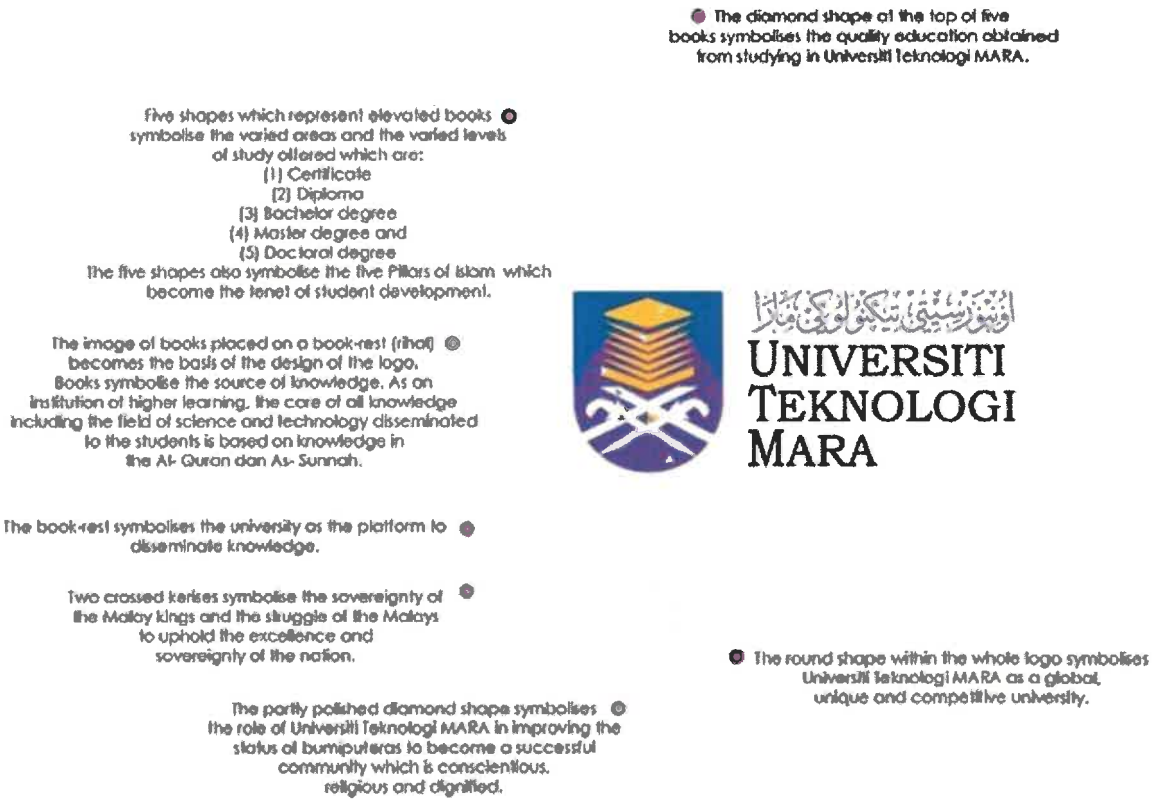


Figure 3 Logo

1.1.3 Motto

"Endeavour, Religious, Dignified"

1.1.3 Vision

To establish UiTM as a premier university of outstanding scholarship and academic excellence capable of providing leadership to Bumiputeras's dynamic involvement in all professional fields of world-class standards in order to produce globally competitive graduates of sound ethical standing.

1.1.4 Mission

To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.

1.1.5 Philosophy

Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

1.1.6 Objectives

- To provide maximum opportunities for bumiputeras to pursue professionally-recognized programmes of study in science, technology, industry, business, arts and humanities.
- To provide quality and innovative programmes of study relevant to current market needs and customer demands, and in line with policies of national development.
- To establish a human resource development programme as a tool for the assimilation of a value system within the university community.
- To ensure that UiTM graduates are adequately prepared to join the local as well as the global workforce.
- To establish UiTM as a center of excellence that is accountable for the effective and efficient management of its human resources, finances and assets in order to achieve its educational objectives, while playing its role as a catalyst in community development.

1.1.7 Location

Figure 4 Location Maps

Figure 5 UiTM Campus Location

1.2 ORGAZNIZATIONSL STRUCTURE

Figure 6 Organizational Structure

1.2.1 Rector Office Organizational Chart

Figure 7 Rector Office Organizational Chart

2.0 ORGANIZATIONAL INFORMATION

2.1 DEPARTMENTAL STRUCTURE

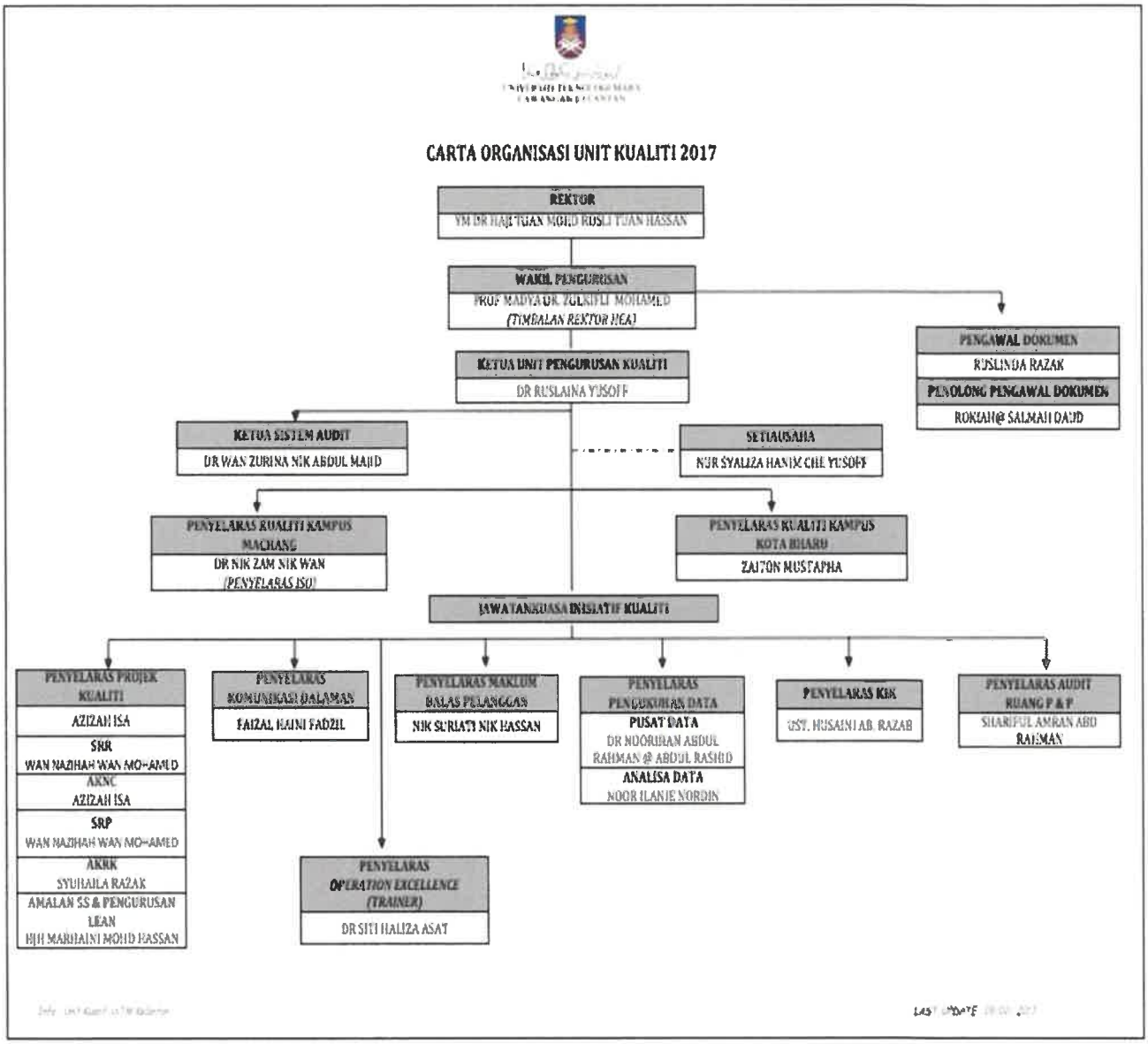


Figure 8 Departmental Structure

2.2 DEPARTMENTAL FUNCTION

2.2.1 INTRODUCTION

Unit Pengurusan Kualiti is the unit responsible for quality descriptions at Universiti Teknologi MARA Kelantan. As a quality unit, they are managed and support all quality-related activities conducted at the campus, department and faculty level, to ensure compliance with the Code of Practice for Institutional Audit (COPIA), Code of Practice for Program Accreditation (COPPA) and ISO 9001.

Figure 9 Unit Pengurusan Kualiti Office

2.2.2 PRINCIPLE OF UNIT PENGURUSAN KUALITI

i- UiTM Kelantan Branch is committed to conducting quality Diploma, Bachelor, Master and Doctorate PhD programs in order to produce professional and ethical subjects and meet market needs.

ii- UiTM Kelantan Branch will implement a professional, efficient, effective and responsible management system on program planning, program execution and continuous improvement to become a world-class university.

iii- The Kelantan UiTM Branch is committed to improving the socio-economic status of the local community by contributing to the diversity of expertise.

2.2.3 QUALITY OBJECTIVES UiTM BRANCH KELANTAN 2018

1.Ensure that all curriculum is in the course of the course being reviewed every 4 years for a program whose duration is 3 years or less and every 5 years for a program that is 4 years old.

2.Ensure that at least 90% of full-time undergraduate and graduate students graduate within a specified period (GOT).

3. (a) Ensure that the graduates' level of employment is 80% (Bachelor), 95% (Diploma) and 4.0% by 2020 (Self-employed).

(b) Reaching the ratio of 1:18 full-time students to each academic staff in 2020

4. (a) Achieving 50% academic staff involvement (30%) (30%) and 30% (Lecturer) in the field of scientific writing and publishing that year and indexed.

(b) Achieve 15% of the number of PhD / Professional qualified academic staff by 2020.

(c) Targeting at least 1 Academic Staff with a Professor level and at least 15 Associate Professors by 2020

5. The total value of the research grant reached RM250,000 in the current year.

6. (a) Implementing at least one high-impact community network program a year.

(b) The entrepreneurship and community programs implemented will benefit at least 1% of the affected groups.

7. Ensure zero accident cases in campus.

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 TRAINING ACTIVITIES

3.1.1. Answering call

Answering call from every department and helping the staff answering question involving quality policy that being adapted by UiTM Kelantan. Provide on call help for staff involving the office work. Making booking for staff. Helping staff to make call to participant for Bengkel Penulisan SRR and Bengkel KIK Zon Timur

3.1.2. Decorate office

Decorate office for EKSA (Ekosistem Kondusif Sektor Awam)

Figure 10 Creating EKSA Corner Board Using batik Lepas

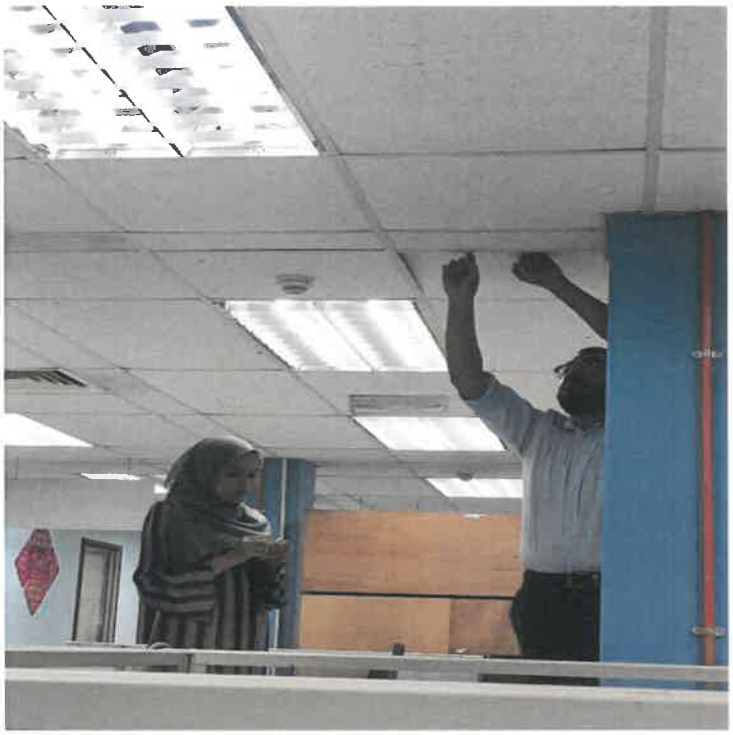


Figure 11 Setup place to hang up the Board

2.1.3. Create cover file

Create and update deteriorate file cover and files with new one to prevent the document and information kept in the file damage

Figure 12 Creating file cover

2.1.4. Rearrange file room

Rearranging the file room cabinet from old position to new one to give it more space and can kept more files in the room. The room is spacious but the wrong cabinet positioning make it look small. We also take out file that already exceed limit one-inch thickness and put it into box to give space to new files.

3.1.5. Design book cover

Figure 13 Design front and back book cover for Buku Pelaporan AKNC

Figure 14 Back cover Buku Pelaporan AKNC

2.1.6. Design policy background

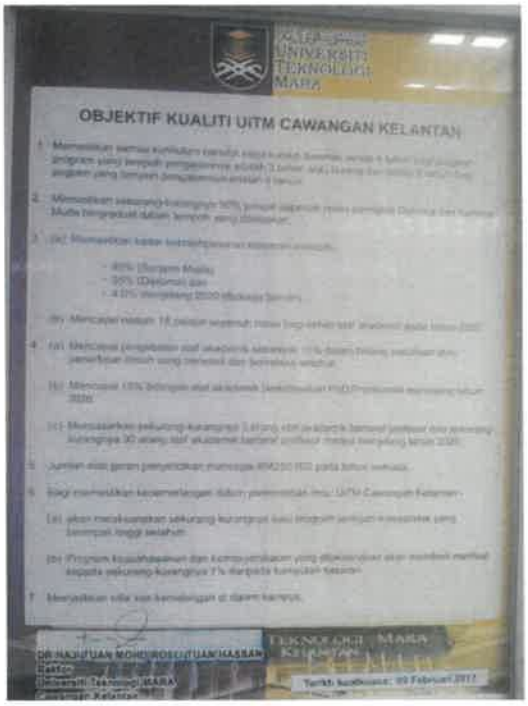


Figure 15 Design new background for updated polic

3.1.7. Send Claim form to financial

Send claim form to financial department. The claim form involving with lectures and staff who represent quality management unit for convention or meeting outside of Kelantan. The claim for also include with equipment bought for office use

3.1.8 Convocation Secretariat

Figure 16 Secretariat for UiTM 88th Convocation

Given responsible as secretariat for graduate's arrangement committee to make sure the student flow is smooth and following the given seat arrangement.

3.1.9 VVIP Usher

Figure 17 VVIP Usher

Given responsible to usher VVIP during UiTM Kelantan Hari Raya celebration with TNCA

3.1.10. Facilitator

Figure 18 With fellow facilitator

Figure 19 Giving tours around UiTM

Giving explanation and promote UiTM to high school student from SMK Wataniah Tanah Merah. Explain the reasons for UiTM establishment and how UiTM have help lots of Bumiputera to get Higher education.

3.2 Special Project

3.2.1 Introduction

3.2.1.1 Introduction to Risk Management Unit

Risk Management activities defined as proactive comprehensive management in the activity of a program and likely to accept failure in the program. It is a process for identifying risks, analysing, determining preventive measures and evaluating the effectiveness of actions taken to avoid future losses. A good risk management plan will be a guide to how an organization such as a university manages potential risks either at work or in the environment. Without the existence of good risk management, the organization incurs high losses, the health and safety impacts that threaten and impair the reputation of the organization. To ensure that the risks are well managed, the first step is to ensure that each section / unit to ensure the risks are well managed, the first step is to identify each possibility / risk that will occur in each section / unit. This process involves several steps as below:

i. Identify all potential risks according to the 6 major risk classifications ie (refer to Table 1 for description):

a) Strategic risk

b) Financial risk

c) Legal / regulatory risk

d) Operational risk / Reputational risk / Major Project risk

ii. Identify sources / sources of risk. Risks can come from various sources such as:

a) Human

b) Process / System

c) Technology

d) Environment

iii. Determine the impact of risk either short-term effects or long term effects. Effects can be categorized into the effects of either:

a) Cost / Finance

b) Capacity / Operation

c) Performance / Ability to perform / Reputation

d) Safety

3.2.1.2 Vision and Mission

The university's risk management governance has begun with the establishment of the University's Management Risk Management Committee. The institute has started with the establishment of the University Strategic Management Council and the University Disaster Management Committee which has been approved by the 149th Board of Directors of the University on December 18, 2015. Thereafter, several committees were set up for helping the risk management of the university carry out its duties. Among the committees established are:

i. Risk Owners Committee

ii. Occupational Safety and Health Committee

iii. State Disaster Operations Committee

The following are the vision, mission and objectives of setting up the UiTM Risk Management Unit:

3.2.1.3 VISION

Be a University reference center in ensuring sustainability and safety that specializes in expertise, quality of work, integrity and accountability

3.2.1.4 MISSION

Collaborate with stakeholders in enhancing high-performance work culture to spark the excellence, sustainability and safety of the university

3.2.1.5 OBJECTIVES

i. Ensure a safe and conducive working environment
ii. Improve controls, processes and training to manage all risky aspects
iii. Ensure that all universities are prepared to cope with the disaster to protect UiTM's life, safety and property
iv. Cultivate risk literacy culture among UiTM citizens
v. Protect UiTM's reputation and image

POLICY

UNIVERSITY RISK MANAGEMENT

Risk is a barrier that affects UiTM's ability to achieve its objectives, management and activities as entrusted by customers and holders of it. Iltizam UiTM is to manage risks proactively and responsibly to ensure that the University's objectives are met

(Source: UiTM's 10th Malaysia Plan; clause 2.3.7.4)

OCCUPATIONAL SAFETY AND HEALTH

Universiti Teknologi MARA is committed to ensuring the safety and health of the working environment by creating a safe and healthy work culture for all UiTM citizens and all those who deal with UiTM in line with legal requirements and fulfilling social responsibility.

3.2.1.6 Project overview

Risk word are originated from Latin word 'risicare' meaning that the probability of action taken either gave positive impact or negative impact to the organization in making decisions. Risk is defined as the possibility or danger of loss, or the possibility of harm or loss. It is a threat or possibility that the actions taken will have an impact that affects the organization's ability to achieve its objectives (Mohd Nurfirdaus Wan Chik, Universiti Kebangsaan Malaysia).

An organization requires a systematic and formal system to control and report risks to the responsible party. This is to ensure that appropriate precautionary measures are properly implemented. Hence, the UiTM Kelantan Branch risk management unit has taken the initiative to develop a Risk Management System known as the Electronic Management System (e-RMS). I have been given trust to developed this system for the unit.

Back to the system, E-RMS is a system that have agile planning. We create user stories and issues, plan sprints and distribute tasks across your software team. Prioritize and discuss their teamwork in full context with visibility. Next, project estimating. Track progress over time to help the team become more accurate and at the same time making sure that risk faced are under controlled and have solution if it occurs in the future. This system also keep data about the past risk that have been countered so it can be reviewed and at the same time could help improve risk management and decision making.

3.2.1.7 Problem Statement

Risk management in projects involves identifying, quantifying, and managing risks. All projects have some measure of risk. Projects deal with the problem of being able to accurately estimate time and cost and even the smallest and simplest projects have some element of risk. It is impossible to remove all risks, so we try to identify and manage them to prevent project failure. A risk plan is the only way to obtain project approval, as it presents the risk as well defined and can be controllable.

Traditional risk management is too complicated, need precise to what particular of spend, and user need to key in, therefore it causes time consuming and inconvenience. Thus, it needed transform to more simple and auto fill-up method. This could help the organization to manage risk more efficiently.

3.2.1.8 Scope of Project

The scope of the system is about shifting the traditional ways of assessing risk to system assessing risk which is more convenience and faster. The system will provide users a wide range of solution such as who in charge in each department. The system will automatically access risk enter through the system and notified risk officer on what actions that need to be taken. The system also provides grading of the risk currently being faced whether it need high attention or not. The risk officer will be notified through email on each risk update in the system on what action need to be taken or the risk is under control.

3.2.1.9 Target Users

The targeted user of this system are mainly the staff of the UiTM Kelantan and risk Officer . they are the people that often deals with risk in their jobscope with limited time to handle and have a pack working schedule.

3.2.1.10 Tools used for Development

Item	Brand	Price
Hardware	Acer Aspire V5 laptop  This laptop was use to develop the system. Running in Windows 10 operating system, with 6GB RAM, and 700GB internal storage. The software that use to develop the system was be installed in the laptop.	RM 1999.00
Hardware	Maxis Broadband  Internet connection is require in developing the system. The Maxis Broadband use to make the	RM 78.00 per month

	internet connection available. With 10GB internet quota per month.	

Hardware	Seagate Backup Plus 2TB  This external hardisk is use to store additional data for saving space on the internal storage of the laptop. With 1TB storage, it can occupied a large amount of data store.	RM 199.00
Software	Adobe Photoshop CS6 This is editing software use for creating the image for the background and header of the system.	RM 1596.00 per annual
	\	

Software	Adobe Illustrator CS6  Adobe Illustrator is a software that be use to create and image and design use in the system.	RM 1596.00 per annual
Software	WampServer  WampServer refers to a software stack for the Microsoft Windows operating system, and consisting of the Apache web server, OpenSSL for SSL support, MySQL database and PHP programming language. This software was use to create the database and localhost for the system.	Free

Software	Google Chrome  Google Chrome use as a search engine and software to run the system and Php MyAdmin.	Free
Software	Adobe Dreamwaeaver  This is the software that enables the HTML programmer to build complex website using HTML, Javascript and server-side programming languages. It immediately renders the code in a design window.	Free (Already installed in the laptop)

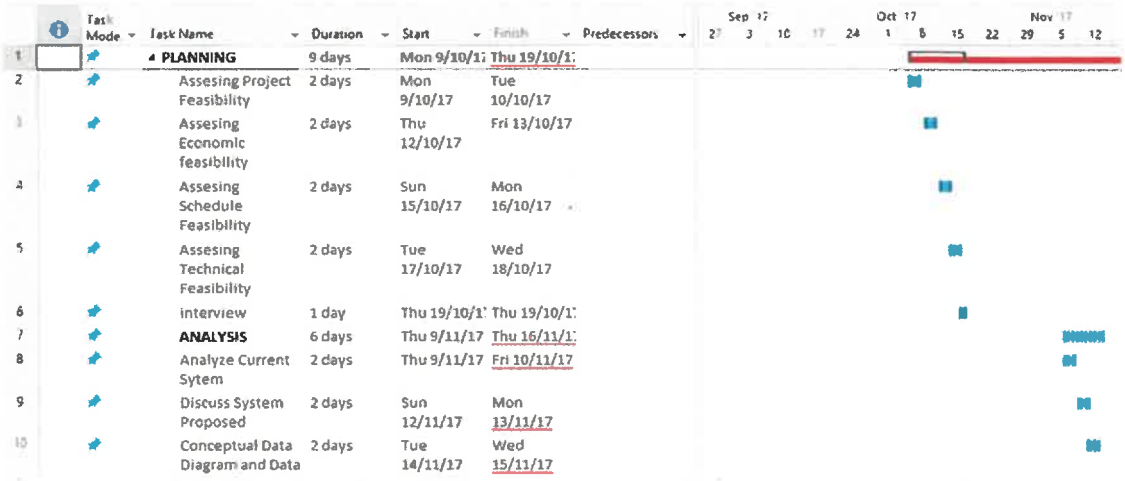
Software	Windows 10  Windows 10 is the operating system that installed in the laptop. The OS was important in order to make the others software worked and can be installed.	Free (Already installed in the laptop)
	TOTAL	**RM 5,903.60**

Table 1

3.2.1.11 Project Planning

Project planning is part of project management, which relates to use of schedules such as Gantt chart to plan and subsequently report progress within the project environment. Besides project planning in a procedural step in the project management, where required documentation is created to ensure successful project completion. Documentation includes all actions required to define, prepare, integrate and coordinate additional plans. The project plan clearly defines how the project planned, analyse, designed, implement and maintain.

Proceeding to the process of developing the system, the starting of the planning was by conducting the survey on the staff to get information necessary and needed in order to start the project based on what the staff needed in the system. In this stage the targeted staff from each department in UiTM Kelantan where interviewed. The respondents where interviewed to get their idea and perception on how risk management system should be in term of helping to make their work easier. Other than that, to get a better view on how online risk management system should work I also refer the articles and website as source of reference. To identify needed information. After the data collection complete the ttask of developing starts. Down here I inserted Gantt chart flow for the duration system developing.



	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		**PLANNING**	9 days	Mon 9/10/17	Thu 19/10/17	
2		Assesing Project Feasibility	2 days	Mon 9/10/17	Tue 10/10/17	
3		Assesing Economic feasibility	2 days	Thu 12/10/17	Fri 13/10/17	
4		Assesing Schedule Feasibility	2 days	Sun 15/10/17	Mon 16/10/17	
5		Assesing Technical Feasibility	2 days	Tue 17/10/17	Wed 18/10/17	
6		interview	1 day	Thu 19/10/17	Thu 19/10/17	
7		**ANALYSIS**	6 days	Thu 9/11/17	Thu 16/11/17	
8		Analyze Current Sytem	2 days	Thu 9/11/17	Fri 10/11/17	
9		Discuss System Proposed	2 days	Sun 12/11/17	Mon 13/11/17	
10		Conceptual Data Diagram and Data	2 days	Tue 14/11/17	Wed 15/11/17	

Sep '17 | Oct '17 | Nov '17

Figure 20 Gantt chart

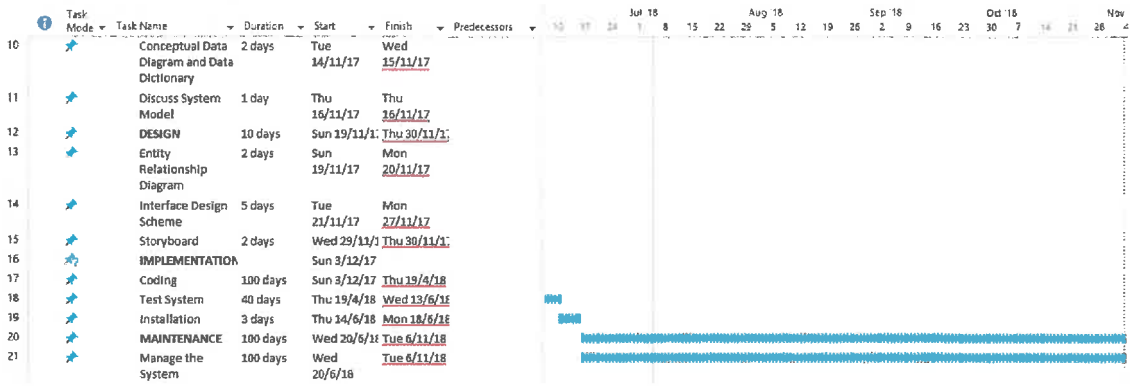


Figure 21

3.2.1.12 Significant of the project

The significant of this project is it will make the staff and risk officer could identify and assess the risk before anything happened much faster. E-RMs have a wide range of use it will not only function as risk grading but also will provide suggestion for the officer on what to do when it comes with the same risk that have been assessed. E –RMS will focus more on giving alert to the officer on new risk entered in the system for further action. Provided functional requirements such as user friendly interface and easy to be used. The staff could also view the risk entered for future research and development.

3.2.2 Literature

3.2.2.1 Literature review

Risk management is the process of identifying, assessing and controlling threats to an organization's capital and earnings. These threats, or risks, could stem from a wide variety of sources, including financial uncertainty, legal liabilities, strategic management errors, accidents and natural disasters. IT security threats and data-related risks, and the risk management strategies to alleviate them, have become a top priority for digitized companies. As a result, a risk management plan increasingly includes companies' processes for identifying and controlling threats to its digital assets, including proprietary corporate data, a customer's personally identifiable information and intellectual property.

Since the early 2000s, several industry and government bodies have expanded regulatory compliance rules that scrutinize companies' risk management plans, policies and procedures. In an increasing number of industries, boards of directors are required to review and report on the adequacy of enterprise risk management processes. As a result, risk analysis, internal audits and other means of risk assessment have become major components of business strategy.

Risk management standards have been developed by several organizations, including the National Institute of Standards and Technology and the ISO. These standards are designed to help organizations identify specific threats, assess unique vulnerabilities to determine their risk, identify ways to reduce these risks and then implement risk reduction efforts according to organizational strategy.

The ISO 31000 principles, for example, provide frameworks for risk management process improvements that can be used by companies, regardless of the organization's size or target sector. The ISO 31000 is designed to "increase the likelihood of achieving objectives, improve the identification of opportunities and threats, and effectively allocate and use resources for risk treatment," according to the ISO website. Although ISO 31000 cannot be used for certification purposes, it can help provide guidance for internal or external risk audit, and it allows organizations to compare their risk management practices with the internationally recognized benchmarks.

The ISO recommended the following target areas, or principles, should be part of the overall risk management process:

The process should create value for the organization.

a) It should be an integral part of the overall organizational process.
b) It should factor into the company's overall decision-making process
c) It must explicitly address any uncertainty.
d) It should be systematic and structured
e) It should be based on the best available information.
f) It should be tailored to the project.
g) It must take into account human factors, including potential errors.
h) It should be transparent and all-inclusive.
i) It should be adaptable to change.
j) It should be continuously monitored and improved upon.

The ISO standards and others like it have been developed worldwide to help organizations systematically implement risk management best practices. The ultimate goal for these standards is to establish common frameworks and processes to effectively implement risk management strategies.

3.2.3 Methodology

3.2.3.1 Introduction

Methodology of System Development is a standard procedure that being adapted by every organization in developing system starting from planning, analyze, design, coding, testing and maintenance. In the process of developing e-RMS, we only use the three level of System Development Life Cycle that is, Planning Analysis and Design. The first three step is to determine the reason why the system need to be develop, analyze the system function and designing the interface of the system itself.

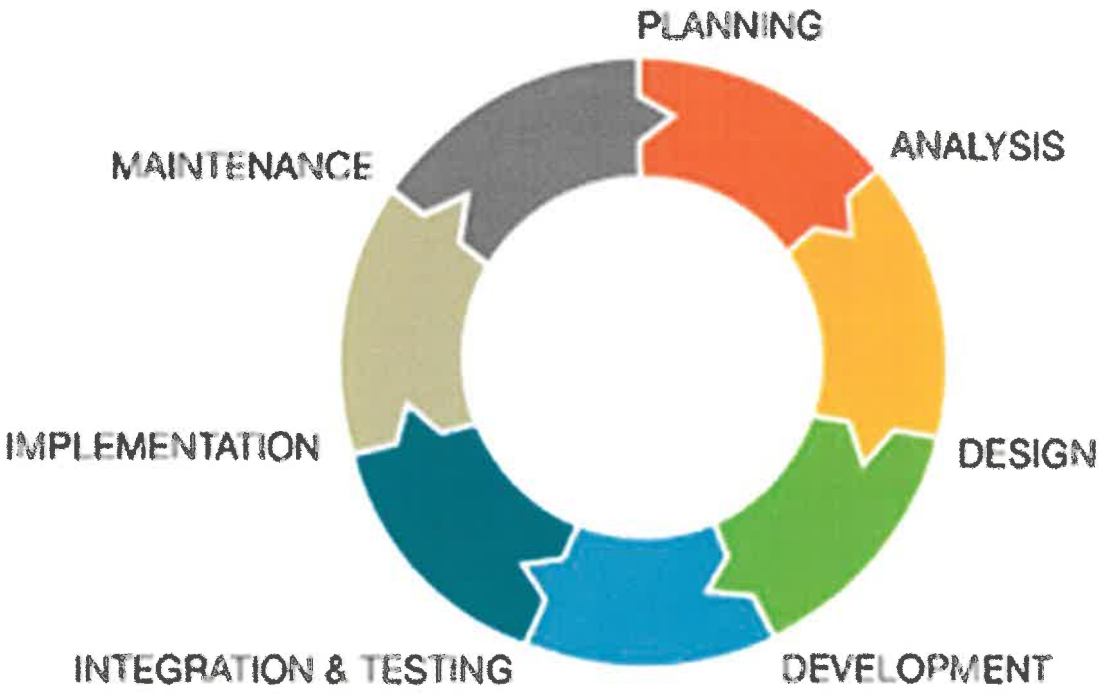


Figure 22 System Development Lifecycle Phase

3.2.3.2 Planning

Before we develop e-RMS, we have collected some surveys from the staff at each department of UiTM Kelantan Branch. We targeted every department because each department have their own risk that need to be handle. The correspondence that we interviewed faced all most the same problem when they have to control and report the risk to the responsible person.

3.2.3.3 Analysis

Next, we ask their opinion if we develop a system that could solve the problem they faced and help them to control risk faster and smarter and also could help them to lower the risk they faced before it getting worse. Their response was supportive and say that it is a good idea and suitable for them that have a pack working schedule. It quite supportive response and make us more eager to develop the system to solve their problem.

Before we start to develop the system, we went to library and search more information that could help us in developing the system. We went to meet our supervisor to get some advice to develop the system. He suggests to find more correspondence to support the purpose of the system build and could provide more concrete proof why the system is good and applicable for the society.

e-RMS is a system that helps to detect, control and asses risk within the organization to help risk officer to handle the risk faced via online that will be delivered to the attention of person responsible for action to be taken. By using e-RMS managing risk won't be a problem anymore, they could spend their weekend at their own comfort and start cooking when the goods arrived.

3.2.3.4 Design

3.2.3.4.1 Logical Design

e-RMS is a straight forward and user-friendly system. The design and interface of the system will be created using hypertext pre-processor (PHP) and combination of WordPress and JAVA. This programming language are suitable for all kind of operating system such as windows and Macintosh (MAC).

3.2.3.4.2 Physical Design

By using PHP, JAVA and WordPress, the interface of the system will be more user friendly because the language is easy to use, build and reconstruct to meet the specification and function that need to be on the system.

3.2.4 Analyze Existing Design

3.2.4.1 Analyse current design

E-rms is similar to RiskID , one of the risk management system that we used as reference before we develop our system. We have gather many other systems that related to risk but we choose RiskID because it have similar function that we want to have in our system and the system is widely used by corporate organization compare to others. We analyse on how it works and help to ease the staff work in the organization.

RiskID was design to make ease of the staff daily works to nanalyze and control risk. The system is mainly focused on the people that work and deals with riskin their department. For this project, the department involves are department in UiTM Kelantan branch. The system has a user friendly interface and easier to use. The system also come in mobile platform android and iOS version. The user could use their smartphone to analyse and assess risk even though they are not in the office.

After finished analysing the system, we found out that the function of the system in term of access, organizing, review, controlling and assigning risk conclude the whole system of how the company itself functioning. For E-rms we initiate the system the system used worldwide to be used in UiTM Kelantan environment by organizing it in the way that can be accept by staff and solved problem.

3.2.4.2 Context Diagram

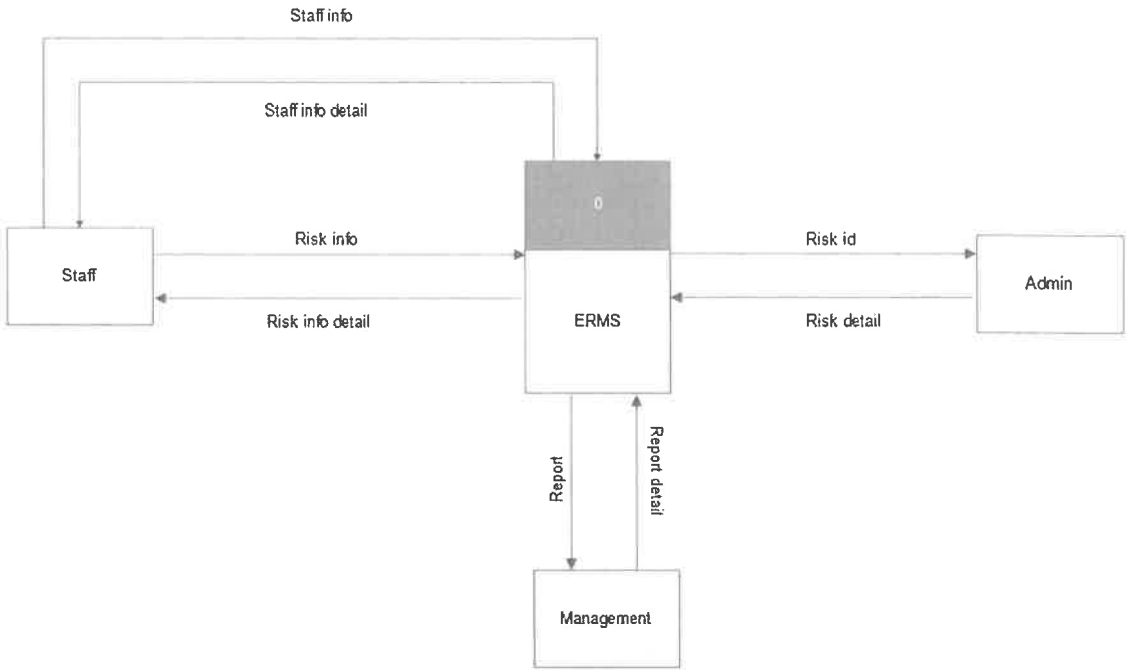


Figure 23

3.2.4.3 Data Flow Diagram

Figure 24

3.2.5 Design

3.2.5.1 Database

According to Leake and Hughes, database is a collection of information that is organized so that it can easily accessed, managed and updated. Data is organized into rows, columns and tables that is indexed to make it easier to find relevant information.

3.2.5.1.1 Entity Relationship Diagram

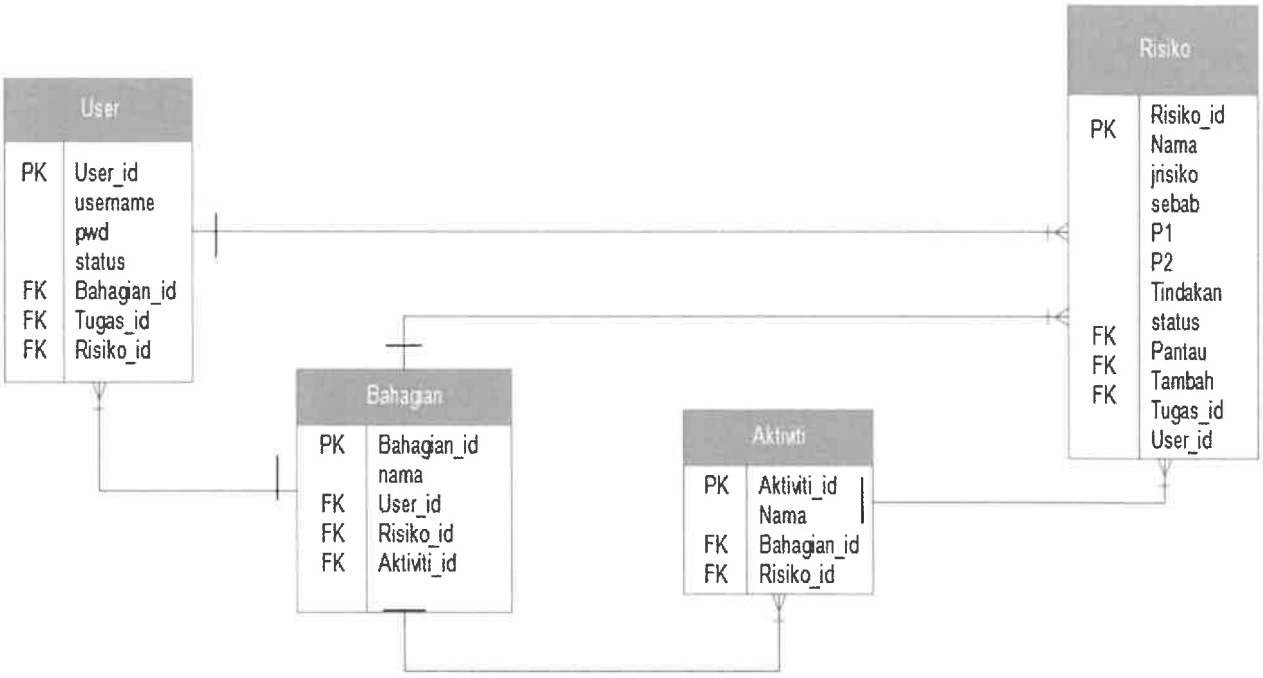


Figure 25

3.2.5.1.2 Data Dictionary

Table 2 Department table

Table name	Attribute name	Content	PK or FK
Tbl_bah	Id	Unique id number	PK
	Nama	Department	FK

Table 3 Risk table

Table name	Attribute name	Content	PK or FK
Tbl_risiko	Id		PK
	Nama		FK
	Jrisiko		
	sebab		
	P1		
	P2		
	Tindakan		
	status		FK
	Pantau		
	Tambah		
	Tugas		
			FK

Table 4 Job table

Table name	Attribute name	Content	PK or FK
Tbl_tugas	Id		PK
	Nama		FK
	User		FK

Table 5 User table

Table name	Attribute name	Content	PK or FK
Tbl_user	Id		PK
	Username		
	Pwd		
	Status		
	Nama		FK
	Bahagian		FK

3.2.5.2 Interface design

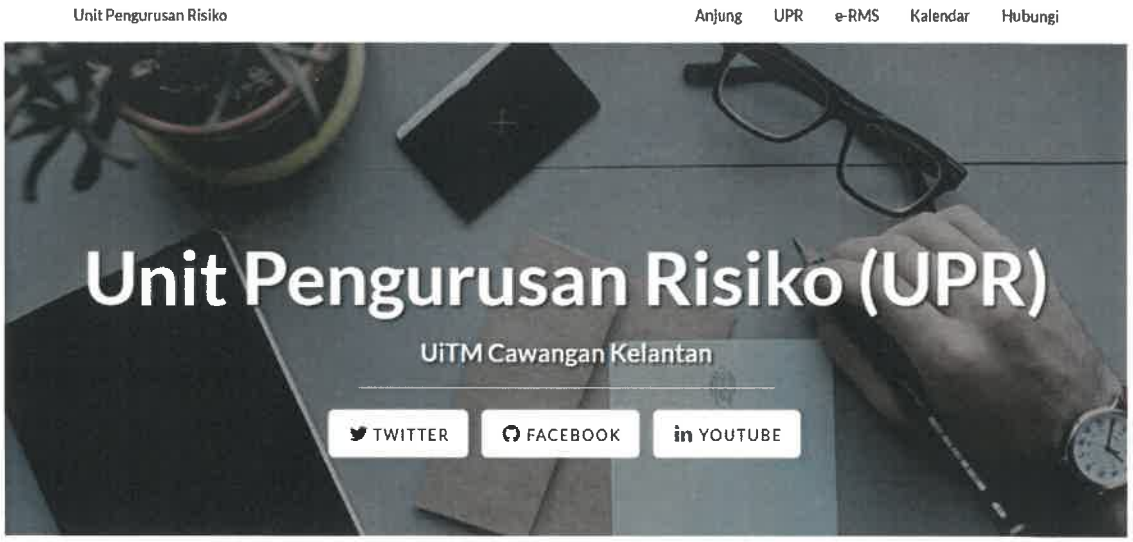


Figure 26 Front page of the system

Figure 27 Log in page for risk officer and issues owner of the system

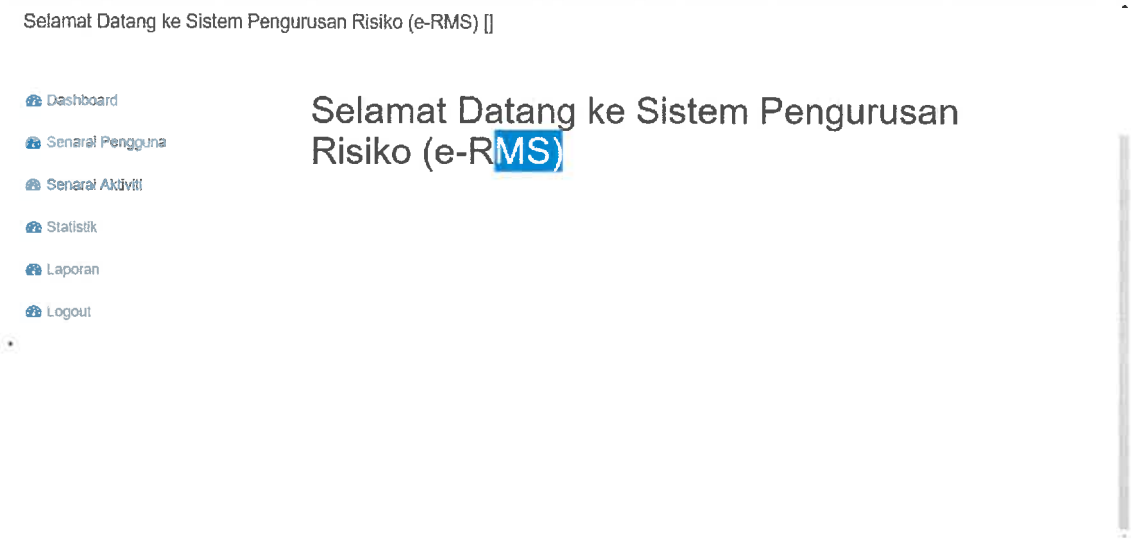


Figure 28 Risk officer and issue owner dashboard

3.2.6 Implementation

3.2.6.1 Introduction

Implementation is the fourth phases in system development lifecycle. According to (Alwan, 2015), implementation is when the majority of the code for the program is written, and when the project is put into production by moving the data and components from the old system and placing them in the new system via a direct cutover. Before proceeding into this phases, we must ensure that we are completely understand about the system requirements and specifications because this is the most important phases to ensure the system are coded according to the design that has been agreed by client.

Implementation is the most expensive and time consuming in System Development Lifecycle (SDLC) because it involves the real development of the system by using many programming languages. In this phases, the actual code are written and if the system contains hardware, then the implementation phase will contain configuration and fine-tuning for the hardware to meet certain requirements and functions. Besides that, there is energy consuming also for this phases because our team required many team members involved in this phases. We already delegate the task for system development, because for every task such as database designer, programmer, and system design, we will delegate according to its position one not limited to one people only to ensure the system can be finished according to the timeline.

3.2.6.2 Five Major Activities Involved in Implementation Phases

3.2.6.2.1 Coding

According to ("What is Coding? 15 Facts for Beginners", 2015), coding can be defined as set of instructions (or rules) that computers can understand and it might be helpful to think of code as a recipe. In developing the Examination Management System, our programmer is using multiple programming languages such as C++, Hypertext Markup Language (HTML), Hypertext Preprocessor (PHP), and also JavaScript. Our programmer are using multiple programming language is to ensure all function in the system can work properly according to the system requirements. Our programmer will referred to the documentation before start the coding process, to ensure we are following the requirement needed. We also will refer to the Data Flow Diagram,

Context Diagram and also Entity Relationship Diagram to manage the data and flow of the system so that it will be easier for programmer which one should come first in the system.

3.2.6.2.2 Testing

After coded for the system, system analyst will responsible in order to testing the system. To run the test, coding phases must fully complete for the whole system. System analyst will be conducting the user acceptance test (UAT) to ensure all module and features in the system running properly and ready to be installed. Testing is about investigate or try the coding that has been completed and it can be done individually, for the part of a larger program and this system need to be execute. After that, the system can be tested by actual user of the system and this is similar to the pilot project. In this phase, we will collect the feedback from user in term of its design, function, and also modules. So our team's members are available to improve and fix the system before it is launched and installed to client.

3.2.6.2.3 Test Plan

Test plan is the detailing systematic to testing the system by machine. This testing plan is to understanding the workflow of the system. In test plan, it is to enhance the communication among all the people involved during testing the application software in the test plan have the objective such as:

i. First thing that user need to access is choose their category whether admin, issues owner or staff. The system must be successful to operate from all aspects such as interface, login button, logout button, and also the connection with database.

ii. The system must be run smoothly and no failure of all system button and other function. This is because we want to avoid from having complaints about the system.

3.2.6.2.3.1 Type of Testing

i. Testing Unit

In testing unit, we will test for each module existed in the system. Such as assign issue owner module, assign date, time, venue of risk module and other. This module is important because it is related with the objective of the system. If this module is not functioned, then we will not achieve the objective.

ii. Testing Integration

For the testing integration, the button in the system must be function in order to avoid problems in the system. The system need to verify and test the system before launched the system. The function such as fill up the detail for the examination is inserted into databases to ensure it can be retrieved again by admin and also user.

3.2.6.2.4 Supporting Documents

In developing the system, we are using certain references as guidelines in order to develop a good system. We are referring our documentation that has been completed in the planning phases, internet sources, journal and also diagram such as Data flow, context diagram and Entity relationship diagram.

3.2.6.2.5 Testing Requirements

To test the system that has been developed, there is some requirement needed to test the system such as software and hardware to ensure the system are compatible with client.

3.2.6.2.5.1 Hardware

a. Computer

We are using HP brand for the computer in order to develop the system. According to (Beal, 2014), computer can be defined as a programmable machine. The two principal characteristics of a computer are: It responds to a specific set of instructions in a well-defined manner and it can execute a prerecorded list of instructions (a program).

b. Printer

According to (Beal, 2014), a printer is an output device where it accepts any input such as text and graphic from the computer and transfers the information as an output to paper. Printers are regardless in size, speed, sophistication, and cost. The use of printer will make us easier for the printing process especially for the testing phases, and also documentation.

3.2.6.2.5.2 Software

a. Wamp Server

Wampserver refers to a software stack for the Microsoft Windows operating system, created by Romain Bourdon and consisting of the Apache web server, OpenSSL for SSL support, MySQL database and PHP programming language.

PHP as our main language in our system, it is an interpreted computer programming language. This PHP is will allow the programmer to create the content that can be connected to the database.

b. Adobe Photoshop

Adobe Photoshop is a raster graphics editor developed and published by Adobe Systems for Windows and OS X. Photoshop was created in 1988 by Thomas and John Knoll. It can edit and compose raster images in multiple layers and supports masks, alpha compositing and several color models including RGB, CMYK, Lab color space (with capital L), spot color and duo tone.

3.2.6.3 Installation

3.2.6.3.1 Installation Details

After the coding has been tested by user and system analyst, the next process is installing the system into client organizations. Before installing the system, we must monitor the performance of the current computer that is used by client to ensure it is compatible with the system. After that, we will ensure the computer is secure and safe from any threats then we will install the system.

3.2.6.3.2 Audiences

Audiences for this system are the staff in risk management unit, issue owner and also staff of UiTM Kelantan. Risk officer is able to key in the risk faced by their department, grading the risk a.nd alert issues owner for each risk key in the system. Issue owner and risk officer can use the system as source of reference when facing the same risk.

3.2.6.3.3 Hardware for Client

i. Computer

ii. Keyboard

iii. Mouse

iv. Printer

3.2.6.3.4 Software for Client

i. Wamp Server

ii. Windows Operating System

iii. MySQL

3.2.6.4 Training

We will organize training for risk officer in each department to train them in order to use the system and understand how the system works. If they understand the concept of the system, then they are able to use the system effectively without any mistakes. Besides that, we will provide user manual for risk officer and issue owner so they are able to refer the manual in using the system. The user manual can be used as:

i. A surface or introduction to subject matter prior to training.

ii. Act as a guidance to be followed during training.

iii. Can be a reference after done the training.

3.2.6.5 Support

3.2.6.5.1 Online Help

Online help work to assist user in the use of the system and also can be used to present information on a broad range of subjects. User is able to solve the problems by using online help if there are conflicts occur during using the system.

3.2.6.5.2 Help Desk

Help Desk is a resource intended to provide the customer or end user with information and support related to a company or institution's products and services. The purpose of a help desk is usually to troubleshoot problems or provide guidance about the system so that our client is able to use the system 24 hours a week.

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3.2.7 Maintenance

3.2.7.1 Introduction

Maintenance is the last phases in system development lifecycle in order for handling the residual errors that may exist in the software even after the testing phase. This phase also monitors system performance, rectifies bugs and requested changes are made. Besides that, maintenance also includes implementation of changes that software might undergo over a period of time, or implementation of new requirements after the software is deployed at the customer location. Once the system are operates in by client, our team members must maintain they system to ensure it is fully functioned and there are no problems occurs in the system especially during working time. The system will be fixed by developer if there are bugs or error when the system is used by client. It is important that procedures and guidelines for system maintenance be put in place and followed to avoid the chaos and expense of a system that functions inadequately or no longer serves the business needs for which it was built.

Process provides the guidelines for the long-term enhancement aspect of system maintenance:

i. How to assess and design system upgrades resulting from business changes

ii. How to build and test the upgraded system to assure that it satisfies the new business needs

iii. How to seamlessly transition the upgraded system into the current production environment.

In this phase, the technical support also needed to assist for the maintenance of hardware, software and other technical aspects. Their responsibility includes:

i. Identify hardware, software and server environment.

ii. Install platform software.

iii. Set up technical environment.

iv. Provide technical support for platform software and hardware.

v. Work with the Quality Team during testing and configuration of the system.

vi. System backup and recovery.

vii. Maintain Database and communication servers.

There are differences between the methods used in order to maintain hardware and the system itself:

i. Hardware Maintenance

The purpose of maintaining the hardware is to ensure the system can keep running and being process by computer. Hardware is the important equipment to run the system and in order to keep the system running, the hardware also should be maintained by the client by using new specifications of hardware.

ii. System Maintenance

System maintenance is directed at maintaining the applications software. Software maintenance includes all modifications of a software product after it has been turned over to operations.

3.2.8 Conclusion

In conclusion, the project of —Electronic Risk Management System (e-RMS) will be one of the useful system that manage to help user and organization to save time by tracking past risk and assessing new risk faced. With this system, user can create more wealth compare to not a user using this kind of application product. It works just perfect in sense of input, and therefore won 't affects longer time using on this application. Besides that, user able to allocates their history risk that have being handle to determine precaution suitable to be adapt when facing the same risk in the future, rather than trying to find solution for the same risk. It could also help to reduce work and time taken to handle the risk.

3.2.8.1 Future development

In the future there are few ideas that could be implement in the system:

a) In term of security design for future, Electronic Risk Management system may implement a login authentication such as QR code scanner; this function may bring more security confidence to user.
b) Include image processing method, therefore the risk form that take by the camera or scan can be converted into text and auto generate the risk faced and description of the risk with grading.

4.0 Conclusion

4.1Application of Knowledge, Skills, and experience in undertaking the task

During the training the trainee have applied the knowledge and skills learnt from System Analysis and Design I and II subject in order to develop system for his special project for Risk Management Unit. THE TRAINEE also have explored different sources of PHP coding and database that could be use in system development such as XAMP for database and open sources PHP coding such as Eclipse, Dreamweaver and VB.net.

Other knowledge and skills that the trainee have learn during, his studies are for electronic publishing where the trainee was assign to design book cover for AKNC report and new posters for Quality Objective to be hang up at every department in UiTM Kelantan.

Furthermore, the trainee has also adapted to the unit on how to handle good record keeping behavior so that the file they create won't be redundant and deteriorate due to the pesticides or human mistakes. the trainee also advises the staff not to use the file room other than it assign usage to make sure the record is secure.

Lastly, the trainee has gained a lots of new experience during the training that make him realize that working environment won't be fun if you're too strict or too shy to ask thing that you don't know. Communication plays an important role during the internship. What the trainee also learn from the training is never loves your job because your employee never loves you. Come early and leaves on time.

4.2 Personal thoughts and opinion

The trainee feel that the organization provides lots of opportunities and supportive environment. The supervisors, and staff are friendly and easy going. But in his opinion the organization must give their staff a lots of training in term of using the computer simple trouble shooting and software handling. Because based on my observation the staff especially the elderly they don't know whether the problem of their computer sometimes they accident plug of the monitor cable they

reported to the technician saying that their computers dead. This situation I saw have took away the technician time from other important things and waste of time.

Another thing the trainee thought could be improve at the unit, currently the unit only have one clerk but she needs to handle other two units that is Strategic Planning Unit and Risk Management Unit. The staff facing loads of work and the trainee afraid it could make the staff stress and at the same time causing health illness.

Next, the knowledge provided by the faculty is necessary and useful during the training. However, there are few things that maybe need to reconsider such as using the word excel, the trainee have never being teach on how to use work excel and can we do with it. It's a new experience for me to learn using word excel

4.3 Lesson learnt

During the five months training the trainee have learnt a lot and improve a lot in term of discipline, punctuality and communication skills with the staff and top level management. The trainee has been more discipline in term of work and time management. How the trainee did it? Basically it because the trainee receives multiple task on one time that need to be submitted with limit time period. It has help him to learn work faster and at the same time make no mistake or less.

In term of punctuality because of the working time starts at 8.00 a.m the trainee need to wake up early to drive from his house to UiTM around 35 kilometers duration of 45 minutes. Because if the trainee woke up late he will be stuck in congestion due to road he drives have a lots of school by the roadside.

Lastly, communication skills. the trainee is more brave to speak with people from higher level of education and background. Lots of thing the trainee learnt about communication skills throughout the training. Sometimes we need to change the tone of our voices when speaking with top level management compared to how we speak to other staff.

4.4 Limitations and Recommendation

Limitations that the trainee found during the training are miscommunication from the top level management to the staff. This situation often occurs in the unit due to communication through social apps such as WhatsApp. Because the staff couldn't really understand the direction given. Supposedly direction should be given verbally to prevent miscommunication. This situation has led to time wasting because sometimes the staff need to leaves late to finish the job given.

Next, computers software malfunction. Most of the time software installed in the office malfunction because it was not installed properly during installation. The software often crash and could not be used. This occurs due to not using a genuine software. It is very dangerous because pirate software not only could harm the computers but also may led to data loss due to virus attack or malware. The organization itself must be willing to spend money to buy a genuine software so it would be time consuming to finished work on time.

Furthermore, provide training and courses annually for staff involving computers trouble shooting and software handling. It's another way to make sure that the staff are competent and at the same time could help reduce cost of hiring outside technician for unnecessary trouble shoot.

Lastly, add more staff. Currently the organization facing lack of workforce due to staff retirement and there's a lot of unattended position. This situation could slower the organization function as the person in charge have retired. Adding more staff could help reduce staff stress due to work loads.

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APPENDICES

LOG BOOK

INSTRUCTIONS

1) This book is issued to you to record your assignments and activities during industrial training.

2) All entries must be regularly recorded by trainee and initialed by the Supervisor.

3) All entries are made in ink, except sketches.

4) The book must be handed to your Industrial Training Coordinator upon completion of attachment.

PERSONAL DETAIL

1. Name : KU MUHAMAD ZAIM FARHAN B. KU MAT
2. Student ID : 2015182979
3. Programme : IM 245
4. Semester : 6
5. Home Address :
6. Tel No (HP) :
7. Email :

ORGANISATION INFORMATION

1. Full Name & Address :
2. Department :
3. Supervisor :
4. Position :
5. Tel : HP :
6. Email :

FOR OFFICE ONLY

Remarks :

DATE : 11/02/2018 (Jum)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~- Lapor diri~~	
~~- Penerangan skop kerja~~	
- Reporting to the Organization	
- Briefing on job scope	
• By supervisor	
- Go through ~~to~~ file classification guide book for file rearrangement in record room	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 04/02/2018 (S)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Discussion with Dr Marziana to develop e-RMS (Electronic Risk Management System)	
- Organize file in Bilik Terotai	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 05/02/2018 (M)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Create file cover for SKP file	
- develop CD and DFD for ERMS	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 06/02/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- File arrangement	
- Create file border	
-	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 01/02/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat	
- Create border.	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 08/02/18 Thu

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat letters	
- Place letters into lecturers Pigeon holes	

DATE : 11/02/18 5

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat and highlight name to the letters receiver.	
- Send out all the letters to unit and lecturers Pigeon hole	

DATE : 12/02/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat	
- Print MKSP letter	
- Send letter	
- Punch letter into file	

PRACTICAL TRAINING
LOG BOOK

DATE : 13/02/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat	
- Print for Kak Mul	
- Set up Password for Dr Hatirah pc	
- Receive letter from Unit Misi	

DATE : 14/02/18 W

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Tempah Bilik Meeting	
- Photostate	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 15/02/18 Thu

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- MC accident	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 16/02/18

S

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- CNY Holiday	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/02/18

M

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostate Meeting minutes	
- Send out letter	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/02/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate	
- Organize place for Thursday Programme	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 21/02/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate letters	
- Farewell ceremony for intern students from UTeM	
- Bough + Nasi Pagi'	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/02/18 Thu

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Programme with SMK A Watanian. Machang	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 23/02/18 5

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Rearrange and check Student name for convocation.	
- Answer phone call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/02/2018

M

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- reviewed convocation	
student name and arrangement	
- Photostate	
-	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 27/02/2018

4

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate	
- Answers Call	
- Create cover and back bone file	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 28/02/2018 W

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Booking Meeting room	
- Photostate	
- Answer Phone calls	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 1/03/2018 Thu

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Discuss with Dr Marziana about the system improvement to be reviewed on Selasa	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 09/03/2018

S

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate letter	
- Answer calls	
- Create cover file	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 05/03/2018

M

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Create file cover and backbone for self review report	
- Photostate letter	
- Send letter to hea	
- Binding report	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 06/03/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print letter for Tengku Adida	
- Photostate	
- remove file cover	
- Answer calls	
- Prepare booklet for MKSP	
- Recreate quality unit organizational chart	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 07/03/2010

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Answer Phone calls	
- Photostate	
- send letter for money redeem to financial department	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 08/03/18

Thy

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print letters for Tg Adida	
- Answer Phone call.	
- Rearrange Picture for report	

DATE : 10/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Helping Tengku Adida for convocation commitee layout	
- Answer Phone call	
- Print out Buletin PEWANI for tengku Adida	

DATE : 12/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Edit organizational Chars for quality Committee	
- Edit welcoming speech for Buletin PEWANI	
- Answer Phone calls	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 12/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Edit Picture for Buletin Pewani	
- Edit and reprint Gerak cara Istiadat Konvokesyen UiTM Kali Ke 88	
- Photostate letter for Dr Marziana.	
- Arrange booklet for printing	
- Edit front page for pewani	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat letter	
- Answer phone call	
- Send book and letters trip	
form for Dr. Ain and	
Ustaz Husaini to Financial	
department	
- Edit and reprint contents	
draft Buletin PEWANI for	
Tengku Adida	

DATE : 15/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate letter	
- Reedit Tengku Adida	
Pewani magazine	
- disseminate file for	
retention period	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 18/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
· Answer Call	
- print documents	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 19/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- create file cover	
- Answer call	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 13/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Disseminate file for retention period	
- Reprint sidang VIVA	
- Answer phone call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat	
- Answer phone call	
- Meet sir zaf for consultation	
- Edit video for PEWANI	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/02/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Handle music and montage video for PEWANI Programme - photostate. - cut A4 paper	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 21/02/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Cut A4 paper into A5 - photostate - deliver letter to Finance - shred unwanted document	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 22/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- cut A4 paper to A5	
- photostate	
- retrieve letter	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 23/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate	
- Answer calls	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate	
- Send book financial to Finance department	
- Print out Draft 4 Convocation flow	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 27/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Edit Draft 5 convocation flow	
- Retrieve file to dispose	
- Retrieve financial book	
- Decorate office	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 28/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Create EKSA Board	
- Create file holder	
- Photostat	
- Answer call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 27/03/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Decoration for EKSA	
- Photostat	
- Desiminate letter to Head department and KPP	
-	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 01/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print out Draft 5 Convocation	
flow	
- photostate	

DATE : 02/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Create cover file	
- EKSA decoration	
- photostate	
- Answer call	

DATE : 05/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Deliver KIK letter to participant	
- Photostate	
- Print out letter	
- Answer call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 08/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Laminate signage for convo	
- Photostate	
- Send letter to faculty Pigeon hole	
- Luminant namecard	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 03/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Draft letter for KIK	
- Photostate	
- Answer call	
- Format laptop	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 04/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- install word on Dr Marzieh laptop	
- print out final draft Kanva before printing	
- Print letter	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 9/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Convo preparation at Dewan Pro	
- Laminate Signage	
- Print Out	

DATE : 10/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Rehearsal for convocation	
- Setting up place for graduate	
- Arrange layout	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 11/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Convocation	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 12/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Convocation	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 15/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate	
- Prepared letter	
- Prepared file cover	
- Answer phone call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 16/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Send letter for Mapping Metting	
- Scan and emailed letter	
- Fax letter	
- Retriere PEKANI Magazine	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 11/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print letter for Pr Hatinah	
- Photostate	
- Answer call	
- Re-edit Pewani montage	
- Re arrange quality file	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 18/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Program Professor bersama penjawat awam 8:00 - 1:00	
- Finalize montage PEWANI Before submit to Tg Adida	
- Emailed montage to Puan Rohaizam	
- Shred outdated letter	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 19/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Clean up and rearrange convocation equipment	
- Gave montage video to Tg adida	
- Format ~~ter~~ Tg adida laptop and phone	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Set up projector and laptop for Dr maziana for risk management meeting	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 23/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Design book cover for AKM report	
- Recreate organizational chart	
- Answer calls	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 24/04/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- HRDA preparation for KIK	
- Photostate slide for KIK participant	
- Sent out letter to pigeon hole	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 25/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Bengkel KiK 8.00 a.m - 4.00pm	
- Print Surat	
- photocopy question	
- give water to participant	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 26/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Bengkel KiK	
From 8.00 am to 1.00 pm	
- Print letter	

DR. RUS
Unit Pe
UiTM Ca

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 27/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Jamuan perfisahan	
- Photostate paperwork	
- Answer call	
- Sent Ph Claim	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 30/04/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate letter	
- Distribute to pigeon hole	
- Sent Ph Claim to financial	
- Punch file	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 02/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Rebinding SRR report of faculty	
- photostate	
- Send pb to financial	
- Send request form for stationery to financial	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 03/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- photostate	
- Answer call	
- Binding SRR report for FPM	
- V	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 06/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Filing document	
- create cover file	
- photostate document	
- sent letter to pigeon hole	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 07/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- send form budget to finance	
- photostate	
- Answer call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 08/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Decorate exhibition corner	
- print notes fo Tg adidu	
- Answer calls	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 09/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
14th Of E (Voting leave) SAVING Country	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 10/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Voting leave	

DATE : 13/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
(Voting Leave	

DATE : 14/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Banquet in Administrative unit	
- ReiAct explorace	
- setup place fo SRR	

PRACTICAL TRAINING LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 15/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Asisting Norzalida for bengkel penulisan SRR	
- send list ~~name~~ name to staff	
- Distribute feedback form	

PRACTICAL TRAINING LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 16/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Shred document	
- Assisting staff for SRR	
- Clear place for SRR	

PRACTICAL TRAINING LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 11/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print document	
- Answer call	
- Create organizational chart	

PRACTICAL TRAINING LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 20/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat letters	
- Answer calls	
- filing	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 21/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Scan document	
- prepared file	
- Asisting staff	
- Answer calls	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 22/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print document	
- Answer call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 23/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Assisting Staff	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 24/05/8

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Prepare file AKMC.	
- Print letter	
- Photo State document	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 27/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Scan document for Tg Adida	
- Booking flight	
- Create list name for Bengkel	
- Urusetia bengkel	
- Send banting to each department	
-	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 28/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostat feedback form	
- Assisting staff	
- photostate question paper for Dr Ain	
- Scan document for Dr Ain	

DATE : 29/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
NIL SAK DATA	

DATE : 30/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Answer call	
- comb binding Buku	
Pelaporan AKNC	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 31/05/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Answer call	
- Print document	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 03/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

Nurul Quran

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 04/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Send PB to financial department	
- Photostate documents	
- Assisting staff when needed	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 09/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Answer call	
- Saved document	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 06/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Create Book Cover	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 09/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 10/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Reorganiz working table	
Photo state document	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 13/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Answer call	
- Helping staff	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Print document	
- insert student marks into system for Tg Adida	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 13/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Assisting staff	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 14/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Arrange Bilik terapi - Answer call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 21/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : 22/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Photostate	
- Print document	
- Design Book cover	
AKNC.	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE : ~~25~~/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Design Book cover	
- submit design	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : ~~26~~/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Design Objektif	
Kualiti	
print	
Answer call	

PRACTICAL TRAINING
LOG BOOK
UNIVERSITI TEKNOLOGI MARA

DATE : 27/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
~~Pengke~~ Grand Father Funeral	

DATE : 28/06/18

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Disseminate design to each department	

PRACTICAL TRAINING LOG BOOK
UNIVERSITI TEKNOLOGI MARA

ATTENDANCE

NO: | NAME: Ku Muhamad zaim Farhan B. Ku Mat **2**

DEPT: Unit Kualiti | EPF:

I/C: | AGE: 23 | SEX: Male

	HOURS:	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16							
17							
18							
19	07:41			17:02			
20	07:54			17:01			
21	07:56			17:02			
22	08:14						
23							
24							
25	07:55			17:00			
26	07:57			17:01			
27	08:05			17:02			
28	07:55			17:00			
29							
30							
31							

UNIVERSITI TEKNOLOGI MARA

NO: | NAME: Ku Muhamad zaim Farhan B. Ku Mat **1**

DEPT: Unit Kualiti | SECT:

FOR THE MONTH OF February YEARS 2018

Date	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily
1	08:44			15:34			pf
2							
3							
4	07:44			17:05			
5	07:54			17:02			
6				17:04			
7	07:50			17:04			
8	07:54			15:32			
9							
10							
11			07:52	17:02			
12	08:00			17:02			
13	07:54			17:04			
14	08:00			17:01			
15							

NO:	NAME:	2
DEPT:	EPF:	
I/C:	AGE:	SEX:

	HOURS:	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18							
19				17:01			
20				17:03			
21				17:12			
22				17:13			
23							
24							
25				16:53			
26				17:03			
27				17:01			
28				17:05			
29				15:33			
30							
31							

UNIVERSITI TEKNOLOGI MARA

NO:	NAME: Ku Muhamad zaim Farhan B. Ku Mat	1
DEPT: Unit Kualiti	SECT:	

FOR THE MONTH OF March YEARS 2018

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2				15:36			
3							
4				17:00			
5				17:02			
6				17:05			
7				17:06			
8				15:32			
9							
10							
11				17:01			
12				17:10			
13				17:03			
14				17:04			
15				15:37			

NO: NAME: Ku Muhamad Zaim Farhan B. Ku Mat 1

PT: SECT:

OR THE MONTH OF APRIL YEARS

	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	08.00	05.00					
2	08.00	05.00					
3	07.50	05.00					
4	07.45	05.00					
5	07.50	05.00					
6							
7							
8	08.00	05.00					
9	07.50	05.00					
10	07.50	05.00					
11	08.00	05.00					
12	08.00	05.00					
13							
14							
15	07.50	05.00					

NO: NAME: 2

DEPT: EPF:

I/C: AGE: SEX:

	HOURS:	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07.50	05.00					
17	07.55	05.00					
18	07.55	05.00					
19	07.54	05.00					
20							
21							
22	07.40	05.00					
23	07.50	05.00					
24	07.50	05.00					
25	07.50	05.00					
26	07.50	05.00					
27							
28							
29	07.40	05.00					
30	07.50	05.00					
31	07.50	05.00					

UNIVERSITI TEKNOLOGI MARA

NO: | NAME: **2**

DEPT: | EPF:

I/C: | AGE: | SEX:

	HOURS:	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	0.8:00	04.30					
17	08.00	04.30					
18							
19							
20	07.45	04.30					
21	07.45	04.30					
22	07.50	04.30					
23	07.56	04.30					
24	07.51	04.30					
25							
26							
27	09.00	04.30					
28	07.50	04.30					
29							
30	08.00	04.30					
31	07.40	04.30					

NAME: Ku Muhamad Zaim Farhan B. Kumut **1**

SECT:

MONTH OF MAY YEARS

RNING	AFTERNOON		OVERTIME		Daily Total
OUT	IN	OUT	IN	OUT	
04.30					
04.30					
04.30					
04.30					
04.30					
04.30					
04.30					

UNIVERSITI TEKNOLOGI

NO:	NAME:			2
DEPT:		EPF:		
I/C:		AGE:	SEX:	
	HOURS:	DATE	AMOUNT	
ORDINARY TIME				
OVERTIME				
LESS				
		NET WAGES		

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18							
19							
20							
21							
22							
23							
24	[illegible]			17:04			
25	0753			17:03			
26	[illegible]			17:02			
27							
28				15:24			
29							
30							
31							

UNIVERSITI TEKNOLOGI MARA

NAME: Ku Muhamad Zaim Farhan B. Ku Mat **1**

...nit Kualiti | SECT:

...MONTH OF Jun YEARS 2018

...RNING	AFTERNOON		OVERTIME		Daily Total
OUT	IN	OUT	IN	OUT	
[illegible]					
	[illegible]				

CERTICICATE ACCOMPLISHMENT

اونيۏرسيتي تيکنولوجي مارا

UNIVERSITI TEKNOLOGI MARA
CAWANGAN KELANTAN

Sijil Penghargaan

Dengan ini mengesahkan bahawa

KU MUHAMAD ZAIM FARHAN BIN KU MAT
(No.KP 950628-03-5495)

Telah menamatkan Latihan Industri dengan jayanya

di

Unit Pengurusan Kualiti
(Universiti Teknologi Mara Cawangan Kelantan)

dari

1 Februari 2018 – 30 Jun 2018

.....

DR.HJ.TUAN MOHD ROSLI TUAN HASSAN
Rektor