

**UNIVERSITI TEKNOLOGI MARA  
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI**



**PRCTICAL TRAINING REPORT (ADS 667)  
PRUDENTIAL ASSURANCE MALAYSIA BERHAD**

**DEXTER ANAK HENRY LIAP  
2015110519**

**JULY 2017-SEPTEMBER 2017**

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

Name of supervisor : MDM NOORFADHLEEN BINTI MAHMUD

Name of Student : DEXTER ANAK HENRY LIAP

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

---

( Signature )

Date:

## THE DECLARATION

### Declaration

I hereby declare that the work contained in this Practical Training Report is my own except those that which have been duly identified and acknowledge. If I am later found to have committed plagiarism or other form of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed.



---

(DEXTER ANAK HENRY LIAP)

## **ACKNOWLEDGEMENT**

First of all, I would like to thank and express my gratitude to the Almighty God that with His blessings and guidance, I able to do and complete this practical training report without facing too much problem and difficulties.

As a final semester of Degree student from Faculty of Administrative Science and Policy Study in Bachelor of Administrative Science (HONS), I have been assigned to make and complete a report for requirement of subject ADS667 Practical Training. After attended practical training program at Konsortium Bumi Consultant and Service Sdn Bhd for approximately eight weeks, preparing a report regarding of the tasks is part of requirements of this subject.

In this Acknowledgement Section, I would like to express gratitude and special thanks to Madam Noorfadhleen binti Mahmud, who is my Supervisor for ADS 667 Practical Training, for her guidance, encouragement, knowledge, advices and freedoms that she gave me before and during the process of completing this practical training report. Her mentorship is truly an inspiration to me.

Nevertheless, my Host Supervisor at Konsortium Bumi Consultant and Service Sdn Bhd, Mr Douglas Dato Allie a very committed, friendly, cooperative mentor and friends. I would like to thanks him for all the advices, experience and knowledge that he shared with me. He is a good example of private servant that really put his heart into his job and duty.

## TABLE OF CONTENT

CONTENT	PAGES
<b>CHAPTER 1 INTRODUCTION</b>	
1.0 Introduction	1
1.1 Background of the Establishment of Konsortium Bumi Consultant and Service Sdn Bhd	1
1.2 Organisational structure	2
1.3 Mission	3
1.4 Vision	3
1.5 Objective	3
1.6 Functions of Konsortium Bumi Consultant and Service Sdn Bhd	4
<b>CHAPTER 2 SCHEDULE OF PRACTICAL TRAINING</b>	
2.0 Introduction	5
2.2 Practical Training Schedule	5
2.2.1 Schedule of Practical Training	6-13
<b>CHAPTER 3 ANALYSIS</b>	
3.0 Introduction	14
3.1 Definition of Administration	14
3.2 Definition of Office Administration	15
3.2.1 Filing	15-16