

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



**PRCTICAL TRAINING REPORT (ADS 667)  
KONSORTIUM BUMI CONSULTANT AND SERVICE SDN  
BHD**

**ROSEMARY MENDUN ANAK LIMBING  
2015162725**

**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 : ROSEMARY MENDUN ANAK LIMBING

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.



---

**( ROSEMARY MENDUN ANAK LIMBING )**

## 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.

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## **CHAPTER 1**

### **INTRODUCTION**

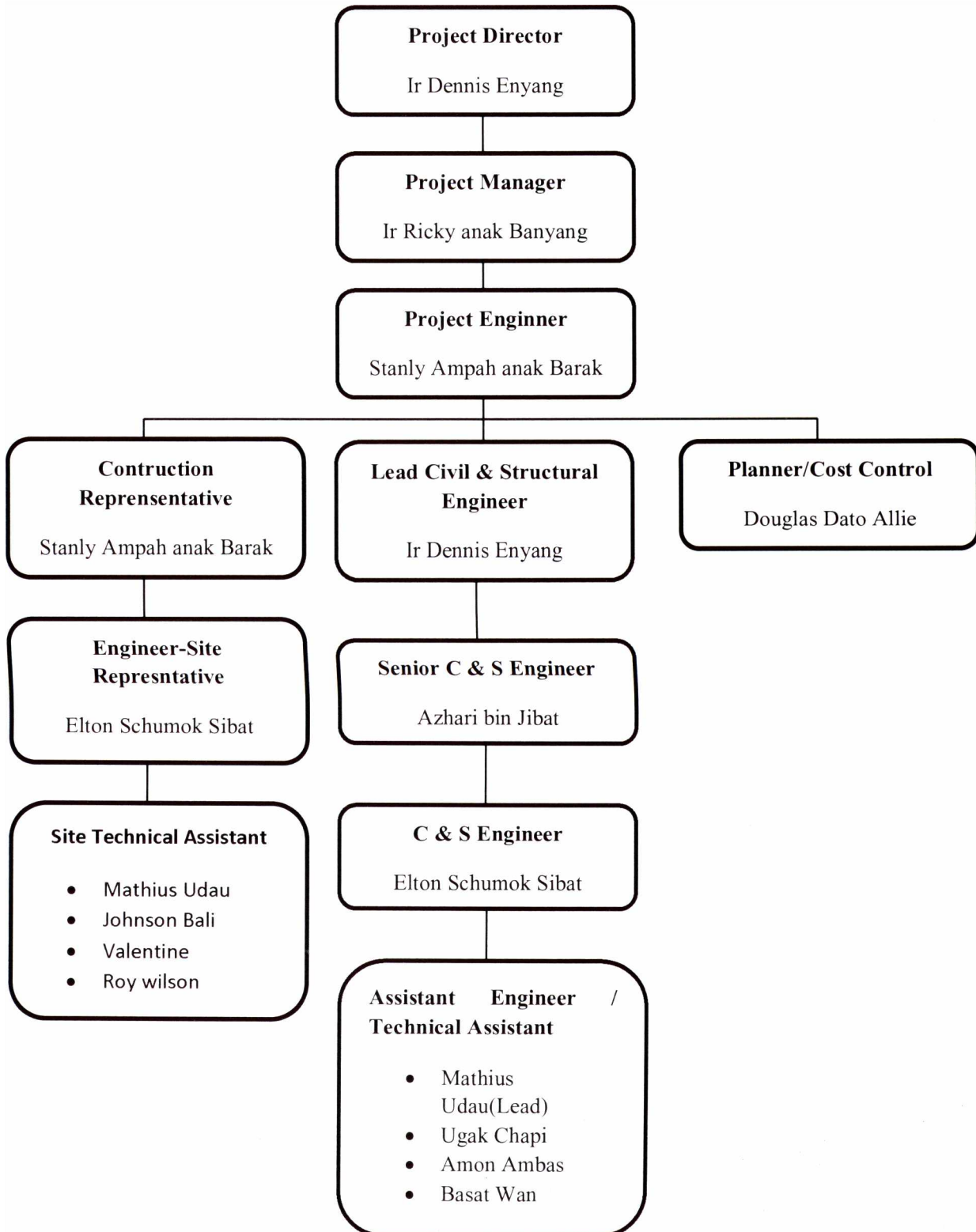
#### **1.0 Introduction**

This introductory chapter consists of several sections. The background of the establishments of Konsortium Bumi Consultant and Service Sdn Bhd will be in section 1.1, followed by its section 1.2 Organisational Structure. Section 1.3 will be the Mission of the organisation followed by its section 1.4 and 1.5 is the vision and objective. The functions of Konsortium Bumi Consultant and Service Sdn Bhd will be in section 1.6.

#### **1.1 Background of the Establishment of Konsortium Bumi Consultant and Service Sdn Bhd**

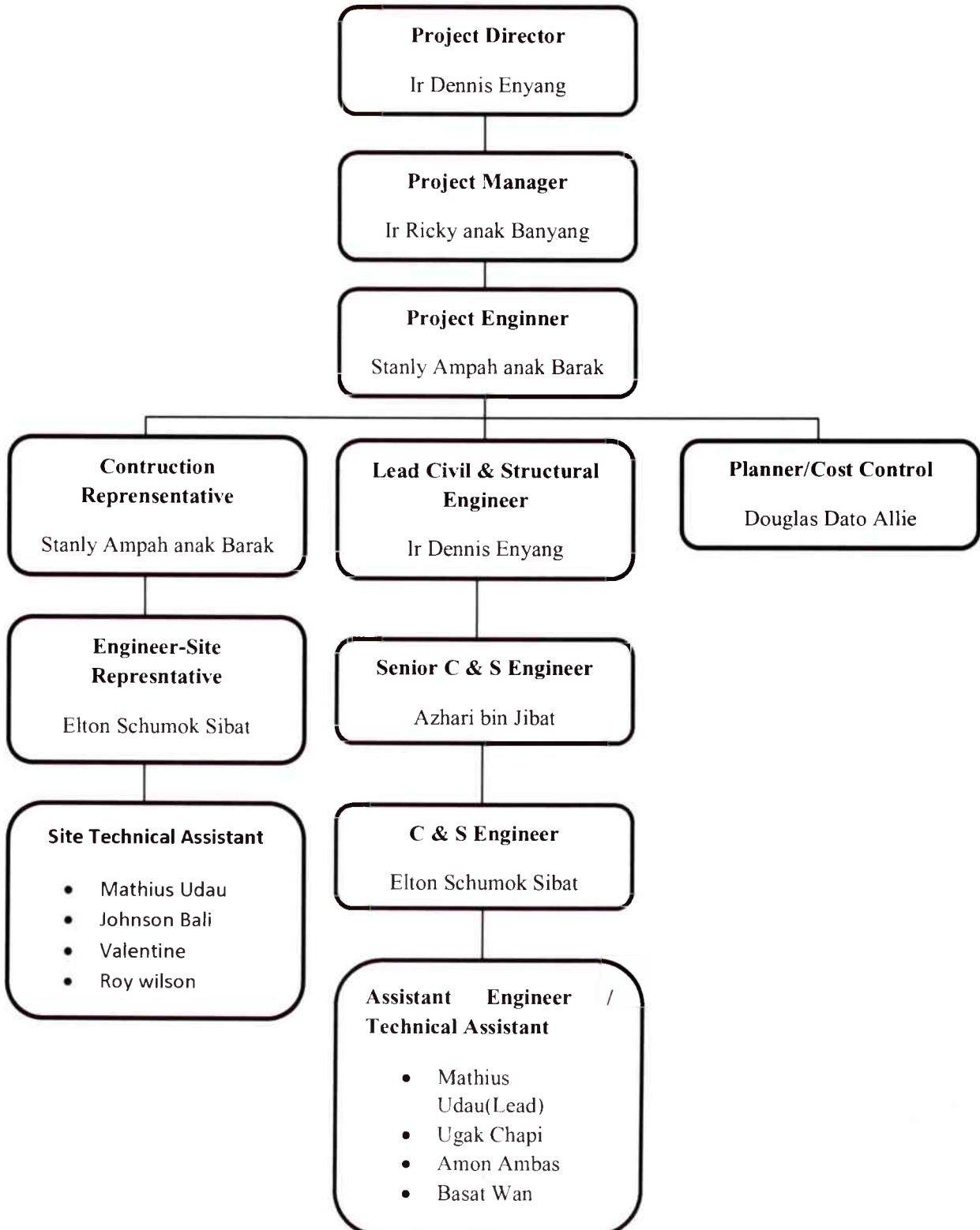
Konsortium Bumi Consultant and Services Sdn Bhd (KBCS) was established on July 2016 and incorporated in Kuching. The firm was founded by three dayak professional included Ar. David Hollis Tini (Director Of Architectures Department), Ir. David Sengalang (Director Of Civil And Structure) and Ir. Janang Bungsu (Managing Director). Therefore, KBCS is registered with the Ministry of Finance which they will provide comprehensive consultancy services in architectural, civil, structural, mechanical and electrical engineering. Beside that's, KBCS also registered with the Board of Engineers Malaysia (BEM) which they will performed as a multi-disciplined consultancy practice firm. Furthermore, KBCS was establish their subsidiary firm in Miri on June 2017 which is led by the project director Ir. Ricky Banyang and support by their staff in the firm.

## 1.2 Organisational Structure





## 1.2 Organisational Structure



### **1.3 Mission**

To continuously pursue the quest for quality and excellence, through synergistic teamwork and simultaneously achieving efficiency, functionality and innovation in design, construction and maintenances.

### **1.4 Vision**

To provide a platform for Dayak architects and engineers to excel in the architectural and engineering consultancy sectors.

### **1.5 Objective**

- i. To train and equip more young Dayak professional to ceompete in the consultancy and construction field.
- ii. To become an impact among school students through their outreach programmes.
- iii. To providing quality management systems and design to ensure that they meet the need of their clients and other stakeholders while meeting statutory and regulatory requirement related to their services based on ISO 9001: 2008 certification.

## **1.6 Functions of Konsortium Bumi Consultant and Service Sdn Bhd**

There are several functions the Konsortium Bumi Consultant and Service Sdn Bhd included project investigation, feasibility studies, conceptual design, and contract administration and construction supervision.

## **CHAPTER 2**

### **2.0 Introduction**

This chapter focuses on the schedule of practical training that has been recorded in my log book which has been provided for me to be used daily during my practical training. The task and activities that has been recorded in my log book is based on the department that I have been assigned to which is the administration department and I am supervise by a Planner/Cost Control, Douglas Dato Allie. This chapter will further explain on the tasks and activities that I have carried out during my practical training.

### **2.2 Practical Training Schedule**

A practical training log book is provided for me and the purpose is to record every activities I have carried and done during my practical training in Konsortium Bumi Consultant and Service Sdn Bhd. The log book is checked and signed through initials by my supervisor, Douglas Dato Allie as prove that I have carried all the tasks and activities that is assigned to me. My practical training time range is in within seven week from 31 July 2017 until 14 September 2017. The following are my practical training schedule of the list of activities and tasks that I have carried during my internship in Konsortium Bumi Consultant and Service Sdn Bhd.

### 2.2.1 Schedule of Practical Training

<b>SCHEDULE OF PRACTICAL TRAINING</b>	
<b>WEEK ONE</b>	
<b>Date</b>	<b>List of Activities</b>
<b>31th July-4th August</b>	<p>1. On the first day of the internship, I was required to meet with the supervisor of the organization to report duty. I was introduced myself to the other staff in the firm</p>
	<p>2. The supervisor of the organization assigned me to administration and informs me on what task need to be done during the internship</p>
	<p>3. My supervisor was briefly exposed and informed about the organisation rules, work cultural, vision and mission</p>
	<p>4. My very first task is to read about the scope of my task and responsibilities in the firm. The details of the roles and responsibilities are as below:  A list roles and responsibilities in the Konsortium Bumi Consultant and Service Sdn Bhd included:</p> <ol style="list-style-type: none"> <li>1. To ensure all staff prepare weekly time sheet. Review and signed by Project Manager Mr Ricky Banyang for every Friday. Compile and delivered to Kuching by the end of the month.</li> <li>2. To issued Transmittal Note for Outgoing Documents and Maintaining Log accordingly (Whenever required).</li> <li>3. To maintain Personal Property Equipment (PPE) in order and documented</li> </ol>

<p>(Whenever required).</p> <p>4. Maintain Asset Movement Log (Whenever required).</p> <p>5. Compile Leave Application (Apply by staff).</p> <p>6. To ensure beverages stock in place- Office pantry (Frequently check).</p> <p>7. To ensure new employee fill up KWSP form and tax, submit to Kuching (If new staff appointed)</p> <p>8. To place an order for stationery and maintaining log (Upon request).</p> <p>9. To ensure office environment is safe, clean, and in order (Always check).</p> <p>10. To establish filing system (For new off set up)</p> <p>11. To issued letter whenever required.</p> <p>12. Any other job assign by superior.</p>
<p>5. Our Project Manager Mr Ricky anak Banyang was require me to keep the office key. As it one of my responsibilities to ensure office environment is safe, clean, and in order.</p>
<p>6. On 4 August, I was checking the beverages stock in the office pantry to ensure the stock is still available or not. Therefore, I have to make a check list in the book record of the beverages stock book.</p>

**WEEK TWO**

<b>Date</b>	<b>List of Activities</b>
<p>7<sup>th</sup>  August-  11<sup>th</sup>  August</p>	<p>1. I had brief meeting with Mr Douglas Dato Allie to discuss about duty today. He was assigned me to do a list of ordered stationery and maintaining log. Therefore, I need to key in all the data ordered stationery using Microsoft excel format</p>
	<p>2. My supervisor gives me the task to edit and compile each the CV of the applicant and the staff as follow the format his was given to me. Below is the</p>

format used to complete this task :



Name

Position

Born:

Nationality:

Marital status:

**QUALITIFICATIONS**

**PROFESSIONAL MEMBERSHIP**

**PROFESSIONAL COURSES**



**WORK EXPERIENCE**

3. Since I not familiar with the office equipment such as printer or Photostat machine. Therefore, I need to familiarize myself with this office equipment because I would use this equipment to complete my task.

**WEEK THREE**

<b>Date</b>	<b>List of Activities</b>
<b>14th August-18th August</b>	1. I was requiring keeping the file document to the right place into the filing cabinet as our new furniture arrive today. Beside that's, the other staffs were arranging the entire table, chair, stationery and other office equipment. After that, I had vacuum the entire office to make sure its environment is clean.
	2. On 16 July, we having soft opening of our new office building in our office lobby. All staff is involved including part time employee. Beside that's, we had

	<p>prayer to bless this new office building at 9:00 am. After that, my supervisor was called me to meeting in his office. In the meeting session he had explain to me about the staff time sheet. Therefore, he asks me to collect the time sheet from all the staff in the firm and compile it for every Friday. It's because my Project Manager Mr Ricky anak Banyang will sign the time sheet for every week by Friday.</p> <p>3. Compile project report “Provision of Sarawak Shell Berhad Lutong Main Office (LMO) Building Integrity Studies” and keep it into their provided fail.</p> <p>4. Collect the time sheet from each staff in the firm and recorded staff name in my check list for who had delivered their time sheet. Therefore, I meet our project manager to sign all the staff time sheet.</p>
<b>WEEK FOUR</b>	
<b>Date</b>	<b>List of Activities</b>
<b>21st August-25th August</b>	<p>1. On 21 August, my tasks today are to edit and compile the resume of the key player for their tender “Provision of Engineering, Procurement, Construction and Commissioning for the Improvement of MLNG Process Satu Liquid Disposal System (LDS) at Petronas LNG Complex, bintulu, Sarawak, Malaysia (“works’). Below is the format used to complete this task:</p>



**Attachment 3 : Resume Template**

**PERSONAL PARTICULARS**

NAME	
NATIONALITY	
DATE OF BIRTH	
RACE	
PASSPORT/ID NUMBER	
GENDER	
MARITAL STATUS	
LANGUAGE SPOKEN & WRITTEN	
EDUCATION	

**TRAINING / COURSES ATTENDED**

1.

**WORKING EXPERIENCE**

<b>Company Name :</b>	
<b>Duration</b>	
<b>Position</b>	
<b><u>Description</u></b> <b>Project Involved:-</b> <ul style="list-style-type: none"><li>•</li></ul> <b>Work Scopes:-</b> <ul style="list-style-type: none"><li>•</li></ul>	

2. Write the transmittal note to Persafe Engineering Sdn Bhd. The title of transmittal note is “Local Design for the Integrity Analysis of Temporary Steel Structure for T-5470 Firewater Tank”. This transmittal note is to acknowledge Mr Solomon Malang.

3. Collect and compile the data for engineering execution plan. This engineering execution plan list of the data we need to collect and compile as below:

- Basic of Design
- Front End Engineering Design (FEED)
- Work Flow
- Software used

	<ul style="list-style-type: none"> <li>• Certified True Copy of registration as a multi-disciplines Engineering consultant with Board of Engineers, Malaysia</li> <li>• One Professional Engineer (PE) for Civil CV &amp; Professional Certificate</li> <li>• One Professional Engineer (PE) Mechanical CV &amp; Professional Certificate</li> </ul>
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**WEEK FIVE**

<b>Date</b>	<b>List of Activities</b>
<b>28th August-1st September</b>	1. I had start the day with check the environment security and check the beverages stock on 28 August. Beside that's, my Host supervisor Mr Douglas Dato Allie asks me to collect the data of one professional engineer (pe) for civil CV and professional certificate and one professional engineer (pe) mechanical CV & professional certificate from our Project Manager and Project Director
	2. Briefly meeting with my host supervisor also as my team work Mr Douglas Dato Allie. We had discussed about our task of the tender "Provision of Engineering, Procurement, Construction and Commissioning for the Improvement of MLNG Process Satu Liquid Disposal System (LDS) at Petronas LNG Complex, Bintulu, Sarawak, Malaysia ("works')".
	3. Compile all the document into the right file. I had made the level for each file according to the project title.
	4. I was collect the time sheet from each staff in the firm because from 31st August 2017-Thursaday to 1st September 2017-Friday is public holiday for Merdeka celebration and Hari Raya Haji.

**WEEK SIX**

<b>Date</b>	<b>List of Activities</b>
<b>4th September-8th September</b>	1. Compile all the time sheet from week 31 until week 34. I need to photocopy all the time sheet because we will keep the copy set and the original we will delivered to Kuching as the record for them. After that, I need to compile the

	time sheet and keep it in one file as our own record.
	2. I had asks the new employee to fill up all the form need included KWSP form and tax before submit to Kuching. The new employee was report duty by today. His name is Elton Schumok Sibat Anak Simon.
	3. Type and compile the data related to the Fire fighting system topic. There are eight sub topic included in this title of Fire fighting system. Below is the sub topic list: <ul style="list-style-type: none"> <li>1. Water supply and storage</li> <li>2. Sprinkler systems</li> <li>3. Wet pipe automatic sprinkler system</li> <li>4. Dry pipe automatic sprinkler system</li> <li>5. Types of sprinkler heads</li> <li>6. Fusible solder type</li> <li>7. Bulb types</li> <li>8. Carbon dioxide</li> </ul>

**WEEK SEVEN**

<b>Date</b>	<b>List of Activities</b>
<b>11th September-14th September</b>	1. My task on 11 September to edit the another CV of the staff who as a new key player for the tender "Provision of Engineering, Procurement, Construction and Commissioning for the Improvement of MLNG Process Satu Liquid Disposal System (LDS) at Petronas LNG Complex, Bintulu, Sarawak, Malaysia ("works")". His position for this project is as a Mechanical/Piping Engineer.
	2. Make a form template for API Standard 610/ISO 13709, Test Data Summary and Vibration limits for overhung and between-bearings pumps. The form

example as below:

TEST DATA SUMMARY				
Customer		Curve No.		
Purchaser		Test date		
Purchase order No.				
Item No.		Certified by:		
Pump serial No.		(Vendor representative)		
Size and type		Witnessed by:		
No. of stages		(Purchaser representative)		
Overall Pump Performance (Table 14)				
	Rated	Tested	Actual deviation ±/-%	Acceptance tolerance ±/-%
Flow				
Head				
Power				
NPSHR				
Shutoff head				
Speed, r/min				
Pump Construction Data				
Stage 1		Series stages		
Impeller diameter	mm (in)	Impeller diameter	mm (in)	
Impeller pattern No.		Impeller pattern No.		
No. of varies		No. of varies		
Volute/diffuser pattern No.		Volute/diffuser pattern No.		
Blade tip clearance (5.1.17)	%	Blade tip clearance (5.1.17)	%	

3. Check the beverages stock and make sure the office environment is clean and safe. Beside that's, I need to return back the office key to our project manager since it was my final week to practical in their firm. My last task is to help the new colleagues to do the form template for the measurement of velocity of ultrasonic pulses in concrete and cover meter test by using Microsoft excel.

## **CHAPTER 3**

### **ANALYSIS**

#### **3.0 Introduction**

This chapter focuses on one particular task that I have done the most during my practical training which is handling tender of administration. It will explain both the theoretical and practical terms of the task that I have chosen. Hence, this chapter will explain on the definition of administration, definition of office administration and filling. Based on the area in which University and Faculty expects practical training to be provided and achieved is matter related to administration. Among the types of job that related to administration under the scope in Bachelor in Administrative Science (BAS) are office administration, file management and process flow. During my practical training period, I have indirectly learned about office administration.

#### **3.1 Definition of Administration**

Administration is the activities involved with managing and organizing the work of a company or organization. It is refer to the group of individuals who are in charge of creating and enforcing rules and regulation or those in leadership position who complete important tasks. According to Keith Henderson (n.d), administration is the arrangement of men and materials in the rational carrying out of purposes.

## **3.2 Definition of Office Administration**

Office administration is the process of activities the day by day operations of an office. It is related to financial planning, record keeping & billing, personnel, physical distribution and logistics within an organization. Therefore, the task of administration is usually the responsibility of an office administrator or manager. According to Pankag (2014) the responsibilities of office administrator is depending on the general operating structure of the organization which they task may focus on a few core task or involve the management of a range of functions. For example, manage filing system and correspondence (letter or email).

### **3.2.1 Filing**

In theoretical terms, filing is the process of arranging and storing records so that they can be located whenever required. According to Zane Quibe (n.d), “filing is the one of the activities in the record management program which involves systematically classifying, coding, arranging and placing of record in storage”. Beside that’s, filing is performs as a library function which by storing the record for the future reference. Meanwhile, filing also defined as the placing of document and papers in acceptable container according to some set arrangement so that any of these may be located quickly and conveniently when required by Terry (n.d).

In practical term, in Konsortium Bumi Consultants & Service Sdn Bhd (KBCS), filling the document in the firm must follow to organizational or business ethics especially in handling KBCS project document. It is because each document must filling based on their tender or

project. Based on, Ethics in administration subject I have been learn where organizational or business ethics is morality of right or wrong which related to choices as influenced and guide by values, standard, rules, principle and strategies associated with organization activities or business. Through this ethics in administration subject I have learn, I would to follow the rule, principles and strategies which required by the KBCS organization during my practical training to complete my task. Therefore, I must make sure that files are located in the most right place as require by our project manager Mr Ricky anak Banyang. For example, keep all files in the same shelf or cabinet, or keep all administrative records in the Administrator's office and project files with the project managers. Beside that's, I also must follow to rule to keep the file follow the four filling system that they require include filling by date, filling by topic, filling by number and filling by alphabetical order. I have been manage filling the document such as employee time sheet, project document, maintain asset movement log, leave application and beverages stock file.

## **CHAPTER 4**

### **RECOMMENDATIONS**

#### **4.0 Introduction**

This chapter focuses on pointing out the strength and weaknesses of the task I have elaborate in the previous chapter which is administration. Therefore, I will point out in detail the strength and weakness of the particular task based on the organization. I will provide as well, a few recommendations in my own opinion. As for that description, SWOT Analysis will be adapted to illustrate the explanation, and in this case for Konsortium Bumi Consultants & Service Sdn Bhd.

#### **4.1 SWOT Analysis**

SWOT analysis is a sample yet useful framework for analysing the strengths and weakness of task that were assigned to me. This analysis is conducted based on my seven weeks of practical training task and experiences at Konsortium Bumi Consultants & Service Sdn Bhd. From the studies I have done it will included the main criteria such as the ability of the training to meet University and Faculty expectation, the training environment, the task and its process, and other related aspects like outcome and issues emerged.



#### 4.1.2 Strengths

- **Acquiring new knowledge, skills and experience**

During my practical training period, I have able to gain a lot of new knowledge valuable experiences relating to administration aspect in office of private organisation department. In my personal perspective and perception the private organisation department has difference approaches due to different function, roles, interest and management. It is difference with the government organisation which their administration is focus to fulfil the society interest while the private organisation is focus on the profit target. Beside that's, I have chance to experience the reality of working environment while run my task from the theoretical subject that I have learned during lecture under this organisation. For example, I had compiled the entire project document to keep in filling which is one the office administrator task with ethical in administration by follow the rule of the organisation.

- **Improvement towards communication and interactions skills**

During my practical training period, I was assigned by my supervisor to run another office administrator task to collect all the time sheet from all the staff in the organisation before filling the time sheet document. Therefore, I need to deal with other staffs to complete my tasks. Beside that's, I have to improve my communication and interaction skills especially when deal with the Chinese part time staff because I need to speak mandarin to communicate with them. Through this task I have learned about what is time sheet purpose since it is was my first time to run the task related to the employee time sheet and keeps it in filling.

### **4.1.3 Weakness**

- **Lack of Office Equipment**

I had realised that Konsortium Bumi Consultants & Service Sdn Bhd having issue relating to not enough office equipment. It is difficult for me to run my task to keep the file document due to insufficient of cabinet or rack but my supervisor was informed me since my first day of training and he was advise me to keep the entire file into the box provided while waiting for the new cabinet delivered by the supplier. Even so, it was not serious issue for me.

- **Centralization of Administration Department**

Since Konsortium Bumi Consultants & Service Sdn Bhd Miri is new branch they have to depend on the Kuching branch to make any decision. Eventhough, I want to make an order to purchase office stationery but I must get the approval from them before to do so. Beside that's, the leave applicant form need to summit to Kuching branch for the record but sometime it will lead to misunderstanding. For example, Kuching branch staff of office administrator was make a record for the leave applicant form but under the other staff name that are not applied for the leave.

## **4.2 Recommendation**

### **4.2.1 Improving of Office Equipment**

I would like to make a recommendation to Konsortium Bumi Consultants & Service Sdn Bhd to install more office equipment especially filing cabinet or racks. I understand there might be limitations of fund because the only operate for a few months before start my internship in their organisation, but if possible I really recommend this organisation to improve their equipment. It is because the number of file document keeps increasing and there is not enough space to keep the box. Beside that's, it will make them easier to search the file document in the future when the file document keep into the proper cabinet.

### **4.2.2 Decentralization of Administration Department**

I would like to make recommendation Konsortium Bumi Consultants & Service Sdn Bhd Miri to be decentralization. It is because more procedure to complete the task will waste time. For example, I need to wait for Kuching approval to make an order of the office stationery which it will take a few days sometime but we are need the stationery immediately. Beside that's, Konsortium Bumi Consultants & Service Sdn Bhd Miri branch should keep their own record of the staff leave applicant form to avoid the misunderstanding with the staff in the Kuching branch.

## **CHAPTER 5**

### **CONCLUSION**

I have chosen Konsortium Bumi Consultants & Service Sdn Bhd as my practical training organization. It took me two months to complete my training and I have completed my training successfully. Everything that I have done and received will be concluded according to each chapter.

Based on chapter 1, I have introduced the organization that I have chosen to conduct my practical training. Introduction of the organization includes background, organization structures, vision and mission statement, objective and function of Konsortium Bumi Consultants & Service Sdn Bhd. All information are facts and taken from reliable sources.

Based on chapter 2, I have explained on my schedule during my practical training. The schedule is explained according to each week for the whole two months. I have conducted my training for 7 weeks and therefore, I explained the activities that I have carried out in those 7 weeks in Konsortium Bumi Consultants & Service Sdn Bhd.

Based on chapter 3, I have explained on one particular task that I am assigned to do most, which is handling tender counter service. Therefore, I explain on the definition of administration, definition of office administration and filling. Furthermore, I also include the explanation regarding the real situation happen in Konsortium Bumi Consultants & Service Sdn Bhd.

Lastly in chapter 4, I point out the strength and weakness of the task in general meanwhile I also point out on the strength and weakness of tender administration in Konsortium Bumi Consultants & Service Sdn Bhd. Along with that is a recommendation that I made as a

suggestion on how to improve certain areas that are lacking in the organization's administration. In conclusion, I have learned and received a lot of information as well as knowledge from my practical training. From knowing the organization, to learn and experience based on actual working experience is very challenging. However, I cherish it as a good experience as I am exposed to real working situation. Practical training has really given me a positive impact on how to deal with the real working world.

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# APPENDIX



UNIVERSITI TEKNOLOGI MARA  
CAWANGAN SARAWAK

**PRACTICAL TRAINING  
LOG BOOK**



1. Student's Name : ROSEMARY MENDUN ANAK UMBING
2. Date & Place of Birth : 02/10/1993
3. UITM I/C No. : 2015162725
4. Course : \_\_\_\_\_
5. Year : 2017 Part 5
6. Home Address : NO. 3840, EPR KIDUKONG, PHASE 4, JALAN  
TANJING KIDUKONG, 91000, BINTULU, SARAWAK.
7. Address During Practical Training : LOT 11601, LITE AVENUE, JALAN  
INTERHILL 14, 98000, MIRI, SARAWAK.
8. Place of Training : KONSORTIUM BUMI CONSULTANT AND SERVICES  
SDN BHD  
LOT 1501, 1<sup>st</sup> FLOOR, JALAN MACHINDA, LUDONG
9. Name of Supervisor In-Charge : \_\_\_\_\_
10. Duration of Training  
From : 24 JULY 2017 To : 15 SEPTEMBER 2017

**FOR OFFICE USE ONLY :**

11. Remarks : [Dean / Course Tutor]

\_\_\_\_\_

\_\_\_\_\_

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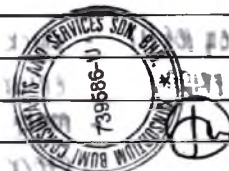
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\_\_\_\_\_

\_\_\_\_\_

Date	Exact Nature Of Work Done	Supervisors Remarks
31/07/17	- reported myself to my host supervisor	
MONDAY	- having a short meeting with my host supervisor	
	- Learning about organisation rules, work cultural, vision and mission.	
	- I had appointed by my host supervisor as a administrator	
01/08/17	- briefly meeting with Mr Douglas Datu Alie (Planner/	
TUESDAY	(Asst Controller)	
	- purpose of the meeting is to explain about my task and responsibilities	
02/08/17	<u>First task : Reading</u>	
WEDNESDAY		
	A list roles and responsibilities in the Konvendum Bumi	
	CONVENDUM and service sdn bhd included:	
	1. To ensure all staff prepare weekly time sheet. Review and signed by project manager for every Friday. Compile and delivered to Kuching by the end of the month.	
	2. To issue Transmittal Note for outgoing documents if maintaining log accordingly. (when required).	
	3. To maintain personal property equipment (PPE) in order and documented (when required).	
	4. maintain asset movement log whenever required).	
	5. compile leave application (apply by staff).	
	6. To ensure beverages stock in place - office pantry (frequently check).	
	7. To ensure new employee fill up KHRP form and tax, submit to Kuching (if new staff appointed).	
	8. To place an order for stationery and maintaining log (upon request).	
	9. To ensure office environment is safe, clean and in order (always check).	
	10. To establish filing system (for new off set up).	



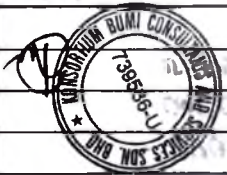
Date	Exact Nature Of Work Done	Supervisors Remarks									
	11. To Issued letter whenever required.										
	12. Any other job assign by superior.										
03/08/17 THURSDAY	<ul style="list-style-type: none"> <li>- Start to do routine activities to check the office environment whether it is clean and safe</li> <li>- It is important to ensure environment is safe, clean and in order</li> <li>- important responsibilities were give to me to do keep the office key</li> </ul> <p>Purpose of this task is to ensure that I always alert about the office security and make sure that I can run my tasks with responsible.</p>										
04/08/17 FRIDAY	<ul style="list-style-type: none"> <li>- check the beverages stock in the office pantry to ensure the stock is available or out of stock.</li> <li>- make a check list and book record of the beverages stock</li> <li>- packing the entire <del>the</del> into the box</li> </ul>										
01/08/17	- brief meeting with Mr Douglas & Pato Alice										
MONDAY -	- I had assigned by him to do list of ordered										
08/08/17	stationery and merchandising log.										
TUESDAY	<ul style="list-style-type: none"> <li>- TASK FOR TODAY : key in all the data included in ordered stationery using Microsoft excel format.</li> <li>- format and to complete this task</li> </ul>										
	<table border="0"> <tr> <td>NO</td> <td>Description</td> <td>Quantity</td> </tr> <tr> <td>1</td> <td>PEN-FABER CASTELL 1475 CUCKYS, BALL PEN (40/5)</td> <td>1</td> </tr> <tr> <td>2</td> <td>envelope - (giant, 115 b, 400 x 12-6IN.</td> <td>50</td> </tr> </table>	NO	Description	Quantity	1	PEN-FABER CASTELL 1475 CUCKYS, BALL PEN (40/5)	1	2	envelope - (giant, 115 b, 400 x 12-6IN.	50	
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1	PEN-FABER CASTELL 1475 CUCKYS, BALL PEN (40/5)	1									
2	envelope - (giant, 115 b, 400 x 12-6IN.	50									



Date	Exact Nature Of Work Done	Supervisors Remarks
09/06/17	- simple meeting and brief discussion with my	
WEDNESDAY	host supervisor Mr Ricky anak Banyang.	
	- He check my tasks which is the list of ordered stationery that I had done for him	
	<u>First task today</u> : Familiarising the trainee with daily equipment in the office.	
	<u>Equipment / tools involved</u> :	
	1) fax machine	
	2) photostat machine	
10/06/17	MY TASK today: look at the pic format for the KBSC and so	
THURSDAY	Below the format used to complete this task:	
	<b>KBSC LOGO</b>	
	Name:	
	Position:	Experience
	Etn:	Summary
	Nationality:	
	Marital status:	
	Qualification	
	Professional membership	
	Professional course	
	Working experience	
11/06/17	- brief meeting with my host supervisor.	
FRIDAY	- he give me the entire applicant and staff cv in the firm	
	- i need to edit and compile the cv as follow the KBSC format he give before.	
	- due date for this tasks on 14/06/17 - Monday	

Date	Exact Nature Of Work Done	Supervisors Remarks
14/08/17 MONDAY	<ul style="list-style-type: none"> <li>- briefly meeting with my host supervisor.</li> <li>- He check all the cv that I had done.</li> <li>- There is no problem in the cv in completed edit and compile.</li> <li>- He asks me to get ready to do another cv at my time.</li> </ul>	
15/08/17 TUESDAY	<ul style="list-style-type: none"> <li>- Project manager Mr Ricky anak Banyang was announce that we will move to our own office by today.</li> <li>- All the staff work as teamwork to keep all the company belonging to the new office building.</li> </ul>	
16/08/17 WEDNESDAY	<ul style="list-style-type: none"> <li>- start the day with my routine task to ensure the office environment is clear and safe.</li> <li>- we had prayer to blessed our new office at 9:00 am.</li> <li>- Mr pangka dato Alie was explain to me about the time sheet during our short meeting in his office.</li> <li>- He asks me to collect the time sheet from staff every friday.</li> </ul>	
17/08/17 THURSDAY	<p>My task today is to compile the project document report "Provision of Sarawak Shell Berhad Lutong Main office (LMO) Building Integrity" and keep it into their provided file.</p>	
18/08/17 FRIDAY	<ul style="list-style-type: none"> <li>- collect the time sheet from each staff in the firm.</li> <li>- make a record for who already delivered the time sheet in the book record.</li> </ul>	

Supervisors Remarks	Exact Nature Of Work Done	Date
	my task today : edit and compile cv / resume	21/08/17
	of the key player for the tender revision of engineering, procurement, construction and	Monday 22/08/17
	commitment for the improvement of all in progress and report	Tuesday 26/08/17
	System (IOS) at pattern and complex, Sinhlu, Sarawak, Malaysia (work)	Wednesday 28/08/17
	Excel the format used to complete this tasks:	Thursday 29/08/17
	Attachment 3: Repair template	Friday 30/08/17
	PERSONAL RELEVANTS	Saturday 31/08/17
	Name:	Sunday 01/09/17
	Nationality:	Monday 04/09/17
	Date of birth:	Tuesday 05/09/17
	Religion:	Wednesday 06/09/17
	Gender:	Thursday 07/09/17
	Marital status:	Friday 08/09/17
	Language spoken:	Saturday 09/09/17
	Education:	Sunday 10/09/17
	TRAINING COURSES ATTENDED	Monday 11/09/17
	WORKING EXPERIENCES	Tuesday 12/09/17
	Company Name:	Wednesday 13/09/17
	Duration:	Thursday 14/09/17
	Position:	Friday 15/09/17
	Description:	Saturday 16/09/17
	Project involved:-	Sunday 17/09/17
	Work scores:-	Monday 18/09/17
	- The date for this task is on 17/09/17 - Thursday	Tuesday 19/09/17





Date	Exact Nature Of Work Done	Supervisors Remarks
24/08/17 Thursday	- Submit my task to the project manager - write the transmittal note to passoff engineering sin and.	
25/08/17 Friday	- complete tasks with my partner Mr Douglas & Dato Mlie - the task is to collect and compile the data for engineering execution plan	
28/08/17 Monday	- check the environment <del>security</del> - check the beverages stock - continuing work last week to collect the data for engineering execution plan - collect and compile one professional engineer (pe) for civil cv and professional certificate & professional engineer (pe) mechanical cv.	
29/08/17 Tuesday	- briefly meeting with my partner teamwork Mr Douglas Dato Mlie. - discuss about the scope of work where we need complete and compile the data accordingly.	
30/08/17 Wednesday	- compile all the document into the right file. - make a level for each file according to the project file. - collect on the time sheet because 31/08/17 and 1/9/17 is public holiday.	
31/08/17 Thursday	Public Holiday - National Day.	
01/09/17 Friday	Public Holiday - Hari Raya Haji	
04/09/17	SEA Games Victory Special Holiday	

Date	Exact Nature Of Work Done	Supervisors Remarks
05/09/17	- Compile time sheet (week 31 until week 34)	
THURSDAY	- photocopied time sheet	
	- keep the time sheet into file.	
06/09/17	- write a short note related to fire fighting system.	
WEDNESDAY		
11/09/17	- edit resume as require by client	
MONDAY	-	
12/09/17	- fire fighting system (edit)	
TUESDAY		
13/09/17	- edit cv	
WEDNESDAY	- test data summary	
	- Table (vibration limits for overhung & between bearing pumps.	
	- API standard 610/ISO 13709.	
14/09/17	- collect time sheet.	
THURSDAY		





### COMMENT

She showed great progress when she ran the assignment. Even in term of uncomfortable facilities as our off recently established but she was able to adapt and undertake various initiatives to take responsibility. She also very hardworking.