

UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES



PRACTICAL TRAINING REPORT:

KIBING GROUP (M) SDN BHD

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JANUARY 2017

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Date: 22/7/2017

Declaration form

I hereby declare that the work contained in this practical training paper is our own except those which have been duly identified and acknowledged. If we are later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against us under the Academics Regulations of UiTM's.

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TABLE OF CONTENTS

Chapter 1 : Introduction of the Organization

1.0 Introduction	1
1.1 Background of Kibing Group (M) Sdn Bhd	1
1.2 Milestone	3
1.3 Vision of Kibing Group (M) Sdn Bhd	4
1.4 Mission of Kibing Group (M) Sdn Bhd	4
1.5 Slogan of Kibing Group (M) Sdn Bhd	5
1.6 Company`s Core Values	5
1.7 Managerial Business Affair Division Chart	6

Chapter 2 : Schedule of Practical Training

2.0 Introduction	7
2.1 Duration of Internship	7
2.2 List of Activities in the Log Book	8
2.2.1 Week First	
2.2.2 Week Second	
2.2.3 Week Third	
2.2.4 Week Fourth	
2.2.5 Week Fifth	
2.2.6 Week Sixth	
2.2.7 Week Seventh	
2.2.8 Week Eighth	
2.2.9 Week Ninth	

Chapter 3 : Analysis

3.0 Introduction	16
3.1 Definition of Filing system management	16
3.2 Filing Objectives	17
3.3 Filing System Principles	18
3.4 Filing System Management and Documentation	18
3.5 Material that will not be included	19
3.6 Outdoor task	19

Chapter 4 : Recommendations

4.0 Introduction	21
4.1 SWOT Analysis	21
4.2 Strengths	22
4.2.1 Close Relationship between the Staffs	
4.3 Weaknesses	23
4.3.1 Lackof Security	
4.4 Opportunity	24
4.4.1 Staff Diversity	
4.5 Recommendations	25
4.5.1 Make a Back-Up File	
4.5.2 Increase the Security of File	

Chapter 5 : Conclusion

5.0 Introduction	27
5.1 Chapter 1	27
5.2 Chapter 2	28
5.3 Chapter 3	28
5.4 Chapter 4	29
5.5 Conclusion	30
Appendixes	

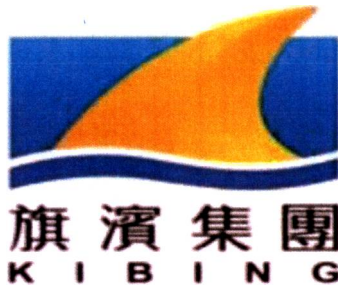
CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Introduction

This chapter explains about the background of the background of the organization, milestone, vision and mission of the organization, slogan of organization and company's core value of organization,. This also includes the Division structure.

1.1 Background of Kibing Group (M) Sdn Bhd



Kibing Glass is one of the leading glass manufacturers in China. It was founded in 1988 and listed in Shanghai Stock Exchange in 2011. The company employs 8,000 plus employees leading by the experienced management team. There are six production bases with twenty-one float glass lines located in Central and Southern China. With the large glass output of 12,800 tons (about 640 containers) totally per day, Kibing Glass meets the needs of architectural, residential, interiors, solar and other glass applications through stable lead time and reliable service.

Kibing Glass can offer more than twenty types of glass products. It includes Clear Float Glass, Tinted Glass, Photovoltaic Solar Glass (TCO Coated Glass), Low-Emissivity (Low-E) Coated Glass, Ultra Clear (Low-iron) Glass, On-line Solar Control Coated Glass, etc. It is also consistently developing the value added processed glass including Screen Printed Glass, Tempered Glass, Insulated Glass, Laminated Glass, and other high-quality glass.

Kibing Glass stands behind their products, its products are well certified by CSI (Certification Solutions International) for Australian market, CE (European Conformity) for European Market., and SGCC (Safety Glazing Certification Council) for USA Market.

With the intention to offer the best glass products and professional service to all of the global customers, Kibing Glass (Singapore) was established in January 2014. It owns the experienced local staff in Singapore and, with our supporting technicians from the headquarters in China.

After 20 years of operation, the company managed to venture in various development including real estate development and management, production of high quality raw material silica sand, glass material R&D, manufacturing of high end glass products as well as logistics transportation.

The goals of the company are to deliver the first class products and satisfied service to its valued customers. It would stay closed with all of its customers, grow and prosper with them through its professionalism and passionate.

KIBING GROUP (M) SDN BHD

Kibing Group (M) Sdn. Bhd. is Kibing Group first overseas production base. It was set up on October 2014 in Taman Tuanku Jaafar, Seremban, Negeri Sembilan. The company intends to invest in the construction of Low-E coated glass production line with daily capacity of 600 tons, and 600 tons diversified high-grade glass production line. Glass products that Kibing Group (M) Sdn Bhd offers Clear float glass which is a sheet of glass made by floating molten glass on a bed of molten tin. This method gives the sheet uniform thickness and very flat surfaces.

1.2 Milestone

- 2005:** Ningbo Kibing Investment Co., Ltd. carried out its merging and acquisition plan in Zhuzhou, successfully acquired Zhuzhou glass factory the largest glass production plant in Southern China. Zhuzhou Kibing Glass Group Co., Ltd. was established later on as a modern glass manufacturing corporation with its own R&D, production and marketing.
- 2007:** Kibing set up Zhangzhou Kibing Glass Co., Ltd., a wholly owned subsidiary of Zhuzhou Kibing Glass Group in Dongshan Island, so as to acquire the high-quality quartz sand and ocean transport resources of Dongshan Island in Fujian.
- 2010:** Zhuzhou Kibing Glass Group Co, Ltd. reformed its shareholding system to become a Corporation and renamed as Zhuxhou Kibing Group Co., Ltd.

2011: Heyuan Kibing Silicon Co., Ltd. was established in Guangdong Province to process low iron silica sand for the development of solar low iron glass. Zhuzhou Kibing Group Co., Ltd was listed on the main board of Shanghai Stock Exchange.

2012: Zhuzhou Liling Kibing Glass co., Ltd. was established on January but all the construction finished and the operation was started on 2015.

2013: Fujian Kibing (the holding company of Kibing group) acquired the glass production line and assets of Zhejiang Glass Co., Ltd. and established Shaoxing Kibing glass Co., Ltd. and its two subsidiaries: Changxing Kibing Glass Co. Ltd and Pinghu Kibing Glass Co., Ltd.

2014: Kibing Singapore was established to develop overseas market, develop new sales network and explore new profit growth point. Including establish Kibing into an international brand.

After conducting research on member states of ASEAN Free Trade Zone kibing Group combined with the company's overseas expansion strategy, Kibing Group (M) Sdn Bhd was established in Malaysia.

1.3 Vision of the Organization

Vision of Kibing Group (M) Sdn Bhd is to be a Global Leader in Glass Manufacturing

1.4 Mission of the Organization

Mission of Kibing Group (M) Sdn Bhd is to manufacture safe & value added glass products that exceed market expectations and society.

1.5 Slogan of the Organization

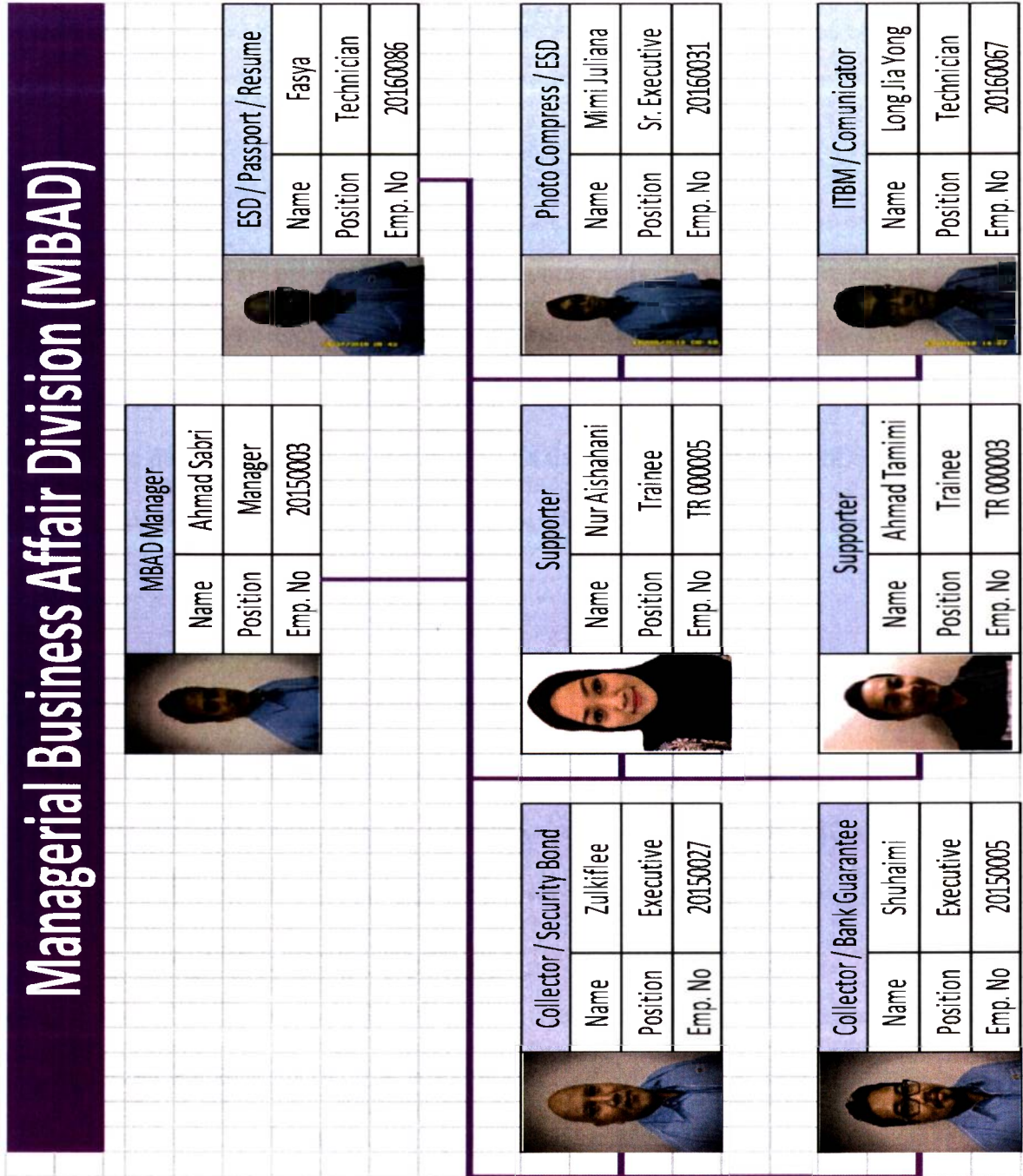
Care and Integrity are our everyday life.

1.6 Company's Core Values

With passion, Kibing Group Malaysia Believe "I CARE"

- Integrity, We do the right thing legally, ethically and morally.
- Customer, We focus on building win-win relationships with our customers.
- Accountability, We take responsibility for our actions and results without excuses.
- Respect, We respect and celebrate our diversity and work together as effective team.
- Excellent, We constantly learn, innovate and strive for excellence.

1.7 Managerial Business Affair Division Chart



CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 Introduction

This chapter explains on the report and summarizing the daily training extracted from the log book that has been given to the students by the lecturer in charge of practical training before the beginning of the practical training. It will explain under first week of training based on the date until the end of the training. In this section, the duration of internship and activities during practical training shall be discussed thoroughly.

2.1 Duration of Internship

KIBING group (M) Sdn Bhd was one of my choices to do my practical training. It is because this company is considered to be near to my house which is only a 20 minutes drive from home. Moreover, this company welcomes the intern students to do their internships at their place as they would like to have apprentice learning in their company. Fortunately, they have expertise in each department to guide the intern students on doing the assigned tasks. The internship started from 18th January 2017 until 17th March 2017. During the nine weeks of internship, I was assigned to the Managerial Business Affairs Division and I was supervised under Encik Sabri throughout my practical training at company.

2.2 List of Activities in the Log Book (Weekly Basis)

2.2.1 18th January – 20th January 2017 (1st Week)

My first week, for this week I went to company was three days since my first day of internship was started on Wednesday, 18th January, as the company wanted me to start on this particular day. I first reported myself as a practical student at Kibing Group (M) Sdn Bhd at the Human Resource Department to see the head of Human resources Department, Encik Idzham. Once I sat in his office, she asked me to fill certain forms and briefed me on which department I would be assigned to and who would be my host supervisor. One of staff on Human Resources Department was in charge on my registration, Encik Saiful was scanned my thumbs since the company used a thumb print system. This was for me to access in order to get in the company and also to get the food in cafeteria since the company provided lunch for all employees in the company. Encik Shaiful mentioned to me to do a CIMB account which later the account number should be given to the Human Resources for their use of paying my practical allowances. I was entitled to get RM10 allowance per day.

Next, we moved from Human Resources Department to the Managerial Business Affair Division. The office of Managerial Business Affair Division was in the same building with Human Resources Department but in the second floor. I was first introduced by Encik Shaiful to Encik Sabri whom my host supervisor throughout my whole internship and also the manager of Managerial Business Affair Division. Encik Sabri who is my supervisor and also the manager of my division introduced me to the rest of the staffs in the office. I was also introduced by Encik Sabri to the Quality Department and Warehouse department since we shared the same office on the second floor. The first day was not really much of work to be done as I was trying to get comfortable and to get along.

Next, Pn Mimi Juliana was briefed to me and another trainee on the scope of work, overview of the process and also the function and usage of Managerial Business Affairs Division in the meeting room. Pn Mimi Juliana gives an explanation on the scope of work. Since this is the first branch of Kibing Company based in Malaysia, the building was still under construction and the site which is the place of processing the glass was still in progress. Our division was in charge of the process of applying the expatriate who is the current worker of Kibing in China. The expatriate was divided into two which are the HQ and installer. Hq was the current worker who work in Kibing Company at China was in charge to guide and monitor the employees on the flow of processing glass. Next is installer who is the person was installing the machine used by the company. Other than that, Pn Mimi Juliana was explained on Expatriate Service Division System which is the applications of registration for expatriate and all the important document of expatriate need to submit on here in order to get the title of eligible expatriates. Expatriate Service Division was handling by Immigration department of Malaysia. This system will be handling by me and another trainee, Tarmimi. On first week, Pn Mimi Juliana only gives me an exposure and overview the process before learn and do it for real next week.

2.2.2 23rd January – 27th January 2017 (2nd Week)

On my second week as an intern student at Kibing Group (M) Sdn Bhd, I was given an explanation and learn on how to prepare the important document for applications expatriate that need to submit on Expatriate Service Division System (ESD). Firstly, I was asked by Pn Mimi Juliana to prepare a list name of all Hq and installer according to the listed company for my reference in order to know the progress of each expatriate day by day. I was

learned to prepare a bank draft and petty cash form. This form was submitted to the Financial Department in order to get the money that used as a payment in applying a working permit for expatriate.

Encik Sabri was assigned me a task on preparing managerial business affair slide every week and need to submit on Thursday morning. This slide was used as a presentation by Encik Sabri to inform the progress of expatriate every week to the Managing Director. This slide contains about how many expatriate had been approved and rejected, the duration of approval and arrival of expatriate and also the budget of needed and the financial had been used every week.

Next, Purchasing Department was informed to our division that Production Department was needed 54 persons of Hq members at site. I was prepared a name list of Hq members and also open a new applications on Expatriate Service Division System. Next step, I was learning to recompile the passport of 54 Hq members. The passport need to recompile and check properly before submitting on Expatriate Service Division because there is possibility that Immigration will rejecting if the passport was not fulfill the requirements. Other than that, I also submitted the certificate of expatriate to Institute Terjemahan dan Buku Malaysia (ITBM) for translation of certificate since the certificate of expatriate in chinese. All the data of expatriate was in Chinese but the requirements of Expatriate Service Division Systems have to be in English. I have to cooperate with our translator, Long Jia Yong in translate all the data. Pn Mimi Juliana also informed me to record and key in data of expatriate and the progress of approval in systems and file for future needs and as a reference of our record.

In Kibing Group (M) Sdn Bhd, every department had to do a presentation of the progress on every Thursday at 10 am. Every week only a few departments will do a presentation according to their turn but certain departments were not included in presentation because of the confidential information of company. The attendance of this presentation was compulsory to all employees but exclude to the certain employees such as a few of employees of safety department had to monitor the safety system. For this week, the presentation is from production departments which are Melting and Warehouse.

On Friday, Pn Mimi Juliana explained to me that every Friday will be the Total Productivity Maintenance Day (TPM) which is the purpose is to manage TPM activity in order to work towards achieving company direction. Total Productivity Maintenance is an activity to improve the process conditions, line performance and area according to the standard given. TPM steps that need to passed in order to ensure the process, line and area are in good condition are initial cleaning, followed by eliminate Source of problem and establish the cleaning inspection and lubrication standard. On the last day of this week, the employees were given a leave an earlier on Friday since the Chinese New year on Monday. The company was provided one box of oranges for each staff includes the Malay staff.

2.2.3 30th January – 3rd February 2017 (3rd Week)

First day of this week, it was a public holiday on 20th February 2017 for the Chinese New Year celebration. On the next day, I was continued my tasked on recompile the passport of Hq members and submitted on Expatriate Service Division once I was finished. I also upload a few documents such as letter and certificate and necessary document on Expatriate Service Division System.

In this week, I also learned on prepared a closing statement which is claim form for claiming an expenses. The closing statement and also a necessary document have to photocopy and filling the document on the file for future needs. I also prepared a letter and schedule of Hq members who is a higher position of Hq member to visit and observe the progress of production line. The schedule was included the daily routine of The Hq members during in Malaysia. I also prepared and updated all the date on Managerial Business Affair slide for the meeting and attend the weekly presentation on Thursday. The presentations for this week were Batching Department and Utility Department.

Encik Sabri was assigned on preparing the job description of technical expert and technical consultant of each division in Production Department. In order to describe the job of technical expert and technical consultant, I had to know the process of glass from the first step input becomes an output.

2.2.4 6th February – 10th February 2017 (4th Week)

In this week, I went to the site where the process of float glass had been done it and learn the overall process. This is for me to understand the scope of job each section more details. Firstly, the first process I learn was batching which is the place on preparation of raw material for melting such as the silica sand, dolomite, limestone and else. All the raw materials will be mixed before melting it. The next process is melting that deliver the batch materials to the furnace hold bin to melt it. Then will be followed by the forming process that divided into two which are tin bath and annealing. Next process is Cutting and Cold End. The last process is warehouse which is the finished goods will be stored in there. After learned the process, I start drafted the job description for each process and recheck it with my manager,

Encik Sabri before submitted to the Expatriate Service Division System. On 9th February 2017, it was a public holiday for the Thaipusam celebration. Since the public holiday was on Thursday, the presentation was postponed to next week. I also went to the site with the translator, Long Jia Yong to collect and deliver the passport to expatriate.

2.2.5 13rd February – 17th February 2017 (5th Week)

In this week, 33 persons of new installer need to apply on Expatriate Service Division System. I was added a new application of expatriate on Expatriate Service Division System and submitted the necessary document that required by the Immigration Department for each expatriate such as a contract agreement. I also make a list name of new installer and record it in the systems for future needs and reference. As usual, I updated a current status of expatriate on Managerial Business Affair slide and attended the weekly presentation by Batching and Safety Department. I also recheck and organized the data that had been recorded on file to ensure the data was organized according to the standard.

2.2.6 20th February – 24th February 2017 (6th Week)

In this week, I was prepared a petty cash and a document needed for the urgent expatriate to speed up the process because sometimes there is an emergency situation between the processes. Next, I record all the transaction and money has been used this week to submit at Finance Department. I also follow up the latest data on arrival and approval expatriate since Kibing Group was urgently needed Hq members and installer to light up the production line. This is because of an opening ceremony for Kibing group will be held soon.

Next, I also prepared an application and acceptance letter for the expatriate to give Immigration Department of Malaysia the agreement between Kibing Group, the Contract Company and Immigration Department of Malaysia itself. There were 4 types of letter that consist of letter application, letter of offer, acceptance letter, and confirmation letter. Other than that, I also prepared job description for hq members and listed all the responsibilities of their job to Kibing Group. As usual, there were a weekly presentation and this week was presented by safety department and production department.

For this week, on Friday, 24th February was held an outdoor activity which is Futsal Competition inter division (MD Cup) at All Star Futsal Senawang. Every month the company will do at least one activity of Social & Recreation.

2.2.7 27th February – 3rd March 2017 (7th Week)

This week, information of new installer has to apply for upcoming expatriate for the Production department necessity to recheck the machine before opening ceremony. I was open a new application on Expatriate Service Division system and compile a few documents that required by Immigration Department of Malaysia. I also translate a few resume from mandarin to English in order to follow the standard given. I was given this task because of the translator for our department went to China for a meeting with our manager. Since it's quite difficult to translate, it takes a few days to translate and I have to go to the site to recheck with the translator in Production department. I was recheck all the upcoming, approval and arrival expatriate and update on MBAD slides for the presentation on Thursday. Next, the last day of this week I was record all the data and also organize the data to ensure all of it has been recorded and organize in order to ease in access and retrieve the data.

On Tuesday, 28th February, I was taking an unpaid leave because I was unable to go work due to have a diarrhea on that day.

2.2.8 6th March 2017 – 10th March 2017 (8th Week)

Since this is the second last week of my internship, I was required to finish my entire task and recheck all the filling whether in system or file before leave. This is to ease the next person who will in charge my position to do a task without confuse. I also had a meeting with my manager, Encik Sabri to present on the latest of expatriate status during my internship in here.

This week I was attend a meeting with Human Resources Department for an opening ceremony tank light up that will be held on Monday, 20th March. Human Resources Department was briefing the task that will be handled by our department to help them in order to finish it before the opening ceremony. I was ordered to design an invitation card for VIP & Guest the opening ceremony. I was prepared a list of all VIP's name that will be invited and organize the invitation cards.

2.2.9 13rd March – 17th March 2017 (9th Week)

For the last week of my internship, I was continued on finish my entire task before leave. The new members of our department that will be replacing my place were reported on this week. I was in charge in order to give an overview of company, short trip around the company and also explain on the task and job description to new member. I guide the new member on doing the flow of task to ensure the new member understand the task before I

hand over the entire task to her. For the last day, the staff generously spare some of their times to conduct a small farewell party for me. There are foods and drinks prepared by the staffs. Encik Sabri started the party with a short appreciation speech and thanks for choose to complete industrial training at Kibing Group (M) Sdn Bhd.

CHAPTER 3

ANALYSIS

3.0 Introduction

This chapter clearly defines concept, theory and circular in job description. In that report the trainee should analyze and focuses on the task that trainee had done. Besides that, this chapter also should reflect definition of concept. Demonstration of practical and theoretical aspects how students relates all concepts learned in classroom at work place and how students transforms knowledge gained to reinforce understanding on the concept learned in classroom. Thus, the trainee should relate the task and the theory that they had learn in classroom. During my internship in Kibing Group (M) Sdn Bhd, most of my time was spent on doing the filling system and i will discuss on filling system.

3.1 Definition of Filing System Management

Filing system management is system to record management and it is applying the principles of record management to both paper and electronic records and it is practice by Kibing Group (M) Sdn Bhd in their office file management. Record management according to National Archives of Malaysia is filed of management responsible for the efficient and systematics control of the creation, receipt, maintenance, use and disposition of records including process of capturing and maintaining evidence of and information about business activities and transactions in the form of records (Sukana bt. Suadi, 25 February 2017). File management is actually defined as the process of classifying, sorting, keeping, controlling

and indexing the file for the purpose of detection when necessary. File management is important to ensure the easy use of information and record and also to ensure that records are able to be retrieved easily when the officer needed.

A well designed filing system must make filing less difficult, tedious, and unattractive which at the same time offers a quick and easy filing and retrieval of information with a minimum of wasted time and effort. Higher productivity and lower costs are the main benefits of good file management. The right filing system produces important tangible results and eliminates costs associated with poor procedures. It is most likely to be cost-savings when the time used is less frequent retrieval of filing equipment are systematic, easy refer, accessible, and secure.

3.2 Filing Objectives

The basic objective of a good filing system is to be able to find the record you need quickly and economically, regardless of its format. Thus, the goal of a good filing system is to provide quick access to information. It is also to establish and maintain control over the files which it will be much easier during the training of new personnel. Filing system's objective is to also the personnel on retrieving the files easily and quickly especially during the legal and audit retention requirements. Another filing system's objective is also to get the government recognition in the MS ISO AWARD.

3.3 Filing System Principles

To ensure a well-planned filing system, a few principles had been made, such as:-

- Ensure the integrity and continuity of record keeping despite of changes in office personnel
- Make filing less difficult, tedious, and unattractive whether in system or files.
- Quick and easy filing and retrieval of the files with less time being used.
- Provide clear and simple file categories
- Be expandable and flexible enough

3.4 Filing System Management and Documentation In Kibing Group (M) Sdn Bhd

In Kibing Group (M) Sdn Bhd, there are five methods of filing that consist of filing by category, by alphabetical order, numerical order, by geographical order and by date order. All of the job descriptions of file management have been strictly established and followed by the organization. The organization uses all the methods of filing because it is easy for them to find out the document needed and in order to recognize the documents. There are several file cabinets, file shelves which are to place all the files. The organization has a specific room in order to place the cabinet. In order to fetch and find intended files, the officer or clerks can enter the room to find any documents needed for future references.

The responsible ones need to separate the document referring to the reference number in file management so that it will be easy for the staff to find them. For all the confidential documents, they are kept safely and stay confidential. For Managerial Business Affairs Division, certain documents were confidential which cannot be accessed easily by others without permission of my manager, Encik Sabri. Every cabinet of the files has their own specific

file that has been kept manually and systematically. Each of the file cabinets is labels with the code of the files whether it is numerical and color-coded. This is to differentiate the file types from one another. It is essential for the intended clients and users to easily find those files and helps them to complete their task efficiently.

Next, the second method is in computer system. For this company, there are one hard disk drives which is contains of folder for all department that shared and can access by all department. Each of data will be recorded on the system by category, by production department, by date for each company. This method is easier and faster for the officers to find information of each expatriate. For all the confidential files, will be recorded by the senior executive, Pn Mimi Juliana. Confidential files will need a password to access and all the staff has a password to access that files.

3.5 Material that will not be included

Filing system management was includes a records even though the information was creates and receives in office by the officers and employees, regardless of its paper or electronic format, is considered as a record. But there is certain or some record that should not be included to file. For examples of materials that should not be file include worksheets, drafts, extra or duplicate copied of documents and many else. This is because the material will be kept by the officers for convenience and future reference and also these materials can be disposed at any time. Most employees kept these materials in file system just for reference in a period of time. After the time is past, the materials will not be needed.

3.6 Outdoor Task

Outdoor task is the programmed or activity conducted by the individuals, groups, or organization outside the particular place without deflecting from the scope of their aims and objectives. In an organization, outdoor activities are the activities carrying out outside the organization building which aim to accomplish goals and objectives. Different company or organization may have different outdoor task.

Outdoor task is included in the job specification that has been conceptualized and designed in a way to meet the needs of the organization. The requirements are clearly set by including them in the job description of the organization (Harrison, 2012). Basically, outdoor task can be conducted individually or by grouping. This means that, the responsible one will go and visit the site of the task that needs to be managed. The outdoor task in Kibing Group (M) Sdn Bhd that I had been joined is Futsal competition between department and visit and submitted the donation from company to the worker who had been injured.

CHAPTER 4

RECOMMENDATION

4.0 Introduction

This chapter is discussing and analyzing the strength and weaknesses of task assigned during practical training as discussed in chapter three. It also includes the recommendation and that can be implemented to overcome the weaknesses as the level of improvement. The first section in this chapter is the SWOT analysis and strength of the organization which is section 4.2, followed by section 4.3 which is the weaknesses and section 4.4 is opportunity of the organization. The last section is section 4.5 which is recommendation.

4.1 SWOT Analysis

The SWOT analysis is made up of an assessment of strengths, weaknesses, external opportunities and threats from the competition. SWOT analysis is a technique for comparing or matching an organization's internal strengths and weaknesses with opportunities and threats found in the external environment. Through this chapter also, I have suggested some recommendations to assist the organization on making improvements and to overcome the obstacles in their tasks.

4.2 Strengths

4.2.1 Close Relationship between the Staffs

One of the strength of doing practical training in Kibing Group (M) Sdn Bhd is there has close relationship between the staffs in the organization. It means that, the staffs in the organization are close to each other where they can communicate and implementing the task together. There are strong teamwork, cooperation and good communication skills among them so that it can make they will become easier to communicate each other. It is important because a good communication skill can make they are able to understand to each other while communicating in term of the explanation, language, or the body language where include in both verbal and non-verbal communication.

In term of relationship, the organization also organized some activities that can make the organization members are gathered also in outside the organization activities instead of only implemented the internal activities of the organization which are the tasks and work responsibility. Every month will had two activities in outside organization. In example, during the period of practical training, there is an activities have been implemented which is 'Futsal tournament, inter division'. All these kind of activities were able to give the opportunity to the organization members to get close to each other because if there is no activity, they will just doing their own task and may be have no time to know and get close to each other.

The close relationship between the staffs also considered as the strength in the organization because it can help the organization to have better performance. It means that, the members of the organization will communicate well in performing any task because there is no problem with the relationship among them so that they can help and ask for to help among

each other. It is because they will feel more comfortable to ask for any help because they are a good relationship between them that can make there become easier to cooperate. Thus, it will directly affect the performance of the implementation of their task because when they can perform the task together without any problem, the task can be implemented faster and there will be the best quality that they are able to implement instead of implementing the task alone without ideas sharing and cooperation.

4.3 Weaknesses

4.3.1 Lack of Security

Sharing data among multiple geographically dispersed user introduces a lot of security risks. In terms of spread sheet data, while many spread sheet programs provide basic security options, they are not always used, and even when they are used, they are insufficient for robust data sharing among users.

The file becomes lack of security because of file sharing. In organization, it is a common issue when the staffs share their file in one computer. But, it may give a risk to the user because it is easy for the others to copy the information in the file or delete the file. In some case, maybe some of the staff will take advantage to the file and use it for their own purposes. The sensitive or private data should not have access to all people. Besides that, some of the file can bring in virus to the other file and it make a lot of the file cannot be open through the computer. For example, if the format any of the file is changed, then the programs dependent on this file. So, we need to know in advance all the programs which are using this file and change in the entire place.

Similarly, changes in storage structure, or accessing the data, affect all the places where this file is being used. We have to change it entire programs. That is smallest change in the file affect all the programs and needs changes in all them.

4.4 Opportunity

4.4.1 Staff Diversity

In Kibing Group (M) Sdn Bhd, The staffs were all from different of races and religion which consists of Malay, Chinese, Indian and others. In fact, some of the non-Chinese staff is able to communicate in Chinese which shows how they all are to bond with each other after so long. From here, I can mostly relate to the concept of 1Malaysia as everyone works under the same roof even came from different root. One special thing about having more than just a couple of race in the office is that they all are able to celebrate every festive celebration of their colleagues. This shows how they have created a special bond and understanding among themselves especially when it is about other's cultures. Despite of coming from different races and religion, they put it all aside to be professional during the work time in order to be more efficient while doing their tasks. Hence, they have created a harmonious and peaceful environment of working where they all can do their daily tasks in a good way.

4.5 Recommendation

4.5.1 Make a Back-Up File

Making a back-up file is an essential element of data management. Regular back-up protect against accidental or malicious data loss due to hardware failure, software or media

faults, virus infection or malicious hacking, power failure and human errors. Backing-up involves making copies of files which can be used to restore originals if there is loss of data. Choosing a precise back-up procedure depends on local circumstances, the perceived value of the data and the levels of risk considered appropriate. Where data contain personal information, care should be taken to only create the minimal number of copies needed. For example, a master files and one back-up copy. Back-up files can be kept on a networked hard drive or stored offline such as recordable CD/VCD, removable hard drive or magnetic tape. Physical media can be removed to another location for safe-keeping.

For best back-up procedures, consider whether to back-up particular files or the entire computer system (complete system image) the frequency of back-up needed. After each change to a data file or at regular intervals strategies for all systems where data are held, including portable computers and devices, non-network computers and home-based computers organizing and clearly labelling all back-up files and media.

4.5.2 Increase the Security of File

In every organization including Kibing Group (M) Sdn Bhd have an issue of insecurities. Physical security, network security and security of computer systems and files all need to be considered to ensure security of data and prevent unauthorized access, changes to data, disclosure or destruction of data. Data security arrangements need to be proportionate to the nature of the data and the risks involved. Attention to security is also needed when data are to be destroyed. Data security may be needed to protect intellectual property rights, commercial interests, or to keep personal or sensitive information safe.

In my opinion, the organization should protect the security of computer systems and files. Firstly, by locking computer systems with a password and installing a firewall system and it can protect servers by power surge protection systems through line-interactive uninterruptable power supply systems (UPS). Besides that, the staff should implement password protection of and controlled access to data files such as no access, read only, read and write or administrator-only permission, controlling access to restricted materials with encryption, imposing non-disclosure agreements for managers or users of confidential data. Lastly, by not sending personal or confidential data via email or through File Transfer Protocol (FTP), but rather transmit as encrypted data.

CHAPTER 5

CONCLUSION

5.0 Introduction

This chapter will summarize all the discussion of each chapter in the practical training report. Besides that, this chapter will also discuss on the experience in doing tasks and jobs that have given by the organization.

5.1 Chapter 1

In chapter 1, I have been explained about the organizational background of Kibing Group (M) Sdn Bhd and also the milestone of organization. Besides that, I also identified vision and mission of the organization, slogan and core values of organization and the department structure. Here are the details:

5.1.1 Background of Kibing Group (M) Sdn Bhd

5.1.2 Milestone of Kibing Group (M) Sdn Bhd

5.1.3 Vision of Kibing Group (M) Sdn Bhd

5.1.4 Mission of Kibing Group (M) Sdn Bhd

5.1.5 Slogan of Kibing Group (M) Sdn Bhd

5.1.6 Company's Core Values

5.1.7 Managerial Business Affair Division Chart

5.2 Chapter 2

In chapter 2, I have explained about the tasks and jobs that I did during practical training which consists of nine weeks all together, based on my practical training daily tasks it was written on the Log Book. The task given to me were consistent to the guidance provided by the faculty. I am able to apply what I learnt in the classroom and to relate to the theory into practice. Through the schedule, we know the responsibilities given to the students while they in the industrial training. Therefore, it is a valuable experience that I can get through my practical training. Here are the details:

5.2.1 Duration of internship

5.2.2 List of activities in the logbook

5.3 Chapter 3

Chapter 3 is discussing the analysis of the task was assigned to me. I explained about the most important task that I did during my practical training. It was such an interesting experience and had lot of opportunity and working with other people. It specifically focuses on one area of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects. The chapter three consists of:

5.3.1 Definition of filing system management

5.3.2 Filing Objectives

5.3.3 Filing System Principles

5.3.4 Filing System Management and Documentation at Kibing Group (M) Sdn Bhd

5.3.5 Material that will not be included

5.3.6 Outdoor Task

5.4 Chapter 4

In chapter four, the trainee had make recommendation and suggestion based on weaknesses that had list out in analysis done in Chapter 3. The recommendation helps the improvements in term of the process to conduct the employee satisfaction survey in the organization. Hence, the trainee can enhance the knowledge on how get more accurate information in handling the survey and gain knowledge to applied it in working environment as processing the data from the survey is the task that is most done by the trainee during practical training. The chapter 4 consists of:

5.4.1 SWOT Analysis

5.4.2 Strength

5.4.3 Weaknesses

5.4.4 Opportunity

5.4.5 Recommendation

5.5 Conclusion

Therefore, this chapter explains on the summary of every chapter that has been discussed on every chapter on highlighting the main points and some benefits I gain from my practical training. Practical training is one of the important parts of the learning process among the students. As the student of Bachelor Administrative Science (BAS), most of the subjects learnt are theoretical subjects so that by having practical training, student can apply this theories that has been learn into the practical. It is very important to the student to gain understanding instead of only learn the theories part.

By having practical training, it became as the complement to the theories that have been learn where the students are able to get the experience on the real working environment in term of communication, handling the task and the teamwork. All these elements are very important especially for the fresh graduate student that will firstly work in any organization. It is because the knowledge, skills, ability, and experiences are very important to support each other to have a strong working ability. So that the student need to learn before enter any organization as the employee in future.

Appendix I
Pictures of Practical Training



