



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
ERA BIO ADVANCE (M) SDN BHD**

**NO2-2, JALAN PJS 8/18, SUNWAY MENTARI, 46150, PETALING JAYA,
SELANGOR, MALAYSIA**

SPECIAL PROJECT: HEBOOSTYLE WEBSITE AND MOBILE APPLICATION

BY:

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UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 FEBRUARI 2017 – 30 JUNE 2017

INDUSTRIAL TRAINING REPORT
PROGRAMMER DEPARTMENT ON ERA BIO ADVANCE (M) SDN BHD

SPECIAL PROJECT: HEBOOSTYLE WEBSITE AND MOBILE APPLICATION

BY:

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FACULTY SUPERVISOR

SIR MOHD IDZWAN BIN MOHD SALLEH

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN
01 FEBRUARI 2017 – 30 JUNE 2017**

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CHAPTER 1: INTRODUCTION

INTRODUCTION

Subject IMC690 Industrial Training provides work experience pre -professional with specific tasks and responsibilities. Subject IMC690 can also help students to gain experience in the world of work after graduation and students apply what they have learned in class. The training must be completed by students with 12 credit hours given by the faculty in 5 months. Era Bio Advance (M) Sdn Bhd is the place of the industrial training. I have started the industrial training on 1st February 2017 and end the industrial training on 23 June 2017. During the industry training, students will be exposed to daily tasks constantly performed by employees who remain. Students should get the chance to discover something new during the industrial industry. Other than that, students must participate in and contribute energy and estimates in the activities undertaken by the governing body. This industrial training will be the added value to the student after the graduation and when applying the job.

The objective of this industrial training is:-

- i.** To provide an experience to the final year student about the work life.
- ii.** To encourage and stimulate a personal career interest that helping as a bridge between university and the world of work.
- iii.** To improve the student soft skills at the organization.
- iv.** The student can apply the skills and knowledge about the Resource Center management in the industrial training organization.
- v.** To help students improve their value after graduation.

During the industrial training I have been supervised by the supervisor from the organization, faculty and supervise me in industrial training. Faculty supervisor that has been assigned to the trainee is Sir Idzwan Mohd Salleh. The organization supervisor Madam Rosnani Ab Rahman as a Admin Executive at Era bio Advance.

Background of the Organization

Era Bio Advance (EBA) Sdn Bhd is a company that run a chain of health products that are mainly used in hospitals and end user . Other than that Era Bio Advance also provide service for create a website and apps for client. Upon request, EBA is spreading its wings by marketing its product range among ordinary consumers. With modernization, the Company EBA wants to market their products through online network. Therefore, to fullfill their aim, EBA needs to increase their employee.

Employees are the backbone of any company therefore their management plays a major role in deciding the success of an organization. Employees Management Software makes it easy for the employer to keep track of all records. This software allows the administrator to edit employees, add new employees, transfer/promote/terminate employees. Each employee in the database is associated with a position can be added and edited when need arises. Employees can be transferred between positions easily without having to retype back their information in the database.

It is simple to understand and can be used by anyone who is not even familiar with simple employees system. It is user friendly and just asks the user to follow step by step operations by giving easy to follow options. It is fast and can perform many operations for a company.



FIGURE 1: 1 Era Bio Advance (M) Sdn Bhd

The operation hour of the EBA is:-

DAYS	BREAK	TIME
Monday-Friday	1.00 pm – 2.00 pm	9.00am – 6.00pm
Saturday & Sunday	Off Day	Off Day

Table 1: Operation Hours

1.2 History of Era Bio Advance (EBA) Sdn Bhd

Era Bio Advance (EBA) Sdn Bhd is a company that run a chain of health products that are mainly used in hospitals and end user. The Example of products are Execzema by Newgenn, Newgenn Pets Care, Fur Grow Up and many more. All products produce by EBA is using bio technology to replace dangerous chemicals in enhancing the quality of the product. Therefore, the products is safe and suitable to be used by people and animal.

1 Execzema by Newgenn

Execzema by Newgenn is a special made products for end user that experience eczema diseases. Eczema disease is a medical condition in which patches of skin become rough and inflamed with blisters which cause itching and bleeding. Eczema patients have to be treat well as they cannot be exposed by chemical products and high pH of substance. Thefore, EBA produce Execzema by Newgenn to help people that have eczema disease which ensure that the product is free from dangerous chemicals and alcohol.

2 Newgenn Pets Care

Newgenn Pets Care is a product that specially made for pets such as cat, dog, rabbit, and many more. As EBA main goal is producing a product that free from dangerous chemicals and alcohol, Newgenn Pets Care products is suitable to be used in their pets.

3 Fur Grow Up

Fur Grow Up is a products that will make the cat healthy and fluffy. This products is made by natural base products with using bio technology process to extract natural ingredients such as fish extract, wheat extract, and soya bean extract. With this elements, people are more confident to try the product for their cat.

4 EBA and online marketing

Eba has been doing business online since the beginning. This is because online business is easier to handle and require less capital. Nowadays, online business more easily handled and have a big impact on consumers, mostly advanced using online applications such as facebook.

5 Myapps99

Myapps99 is a platform that was created under EBA where it is the platform to create a mobile application. The Myapps99 could create the mobile application and by using this Myapps99, time could be saved and the apps could be publishing faster. Myapps99 could make a big impact on apps development advancement.



FIGURE 2 : Logo of Era Bio Advance Sdn Bhd

1.3 Vision

Branding, believed in IT and health products using bio technology that enhance the quality of product and satisfaction of end user.

1.4 Mission

To develop and introduce health care products that are safe and effective by bio technology method to be use by people and animal.

1.5 Objective

Establish a brand that can be seen as a trigger chemical free and safe products of toxic substances that are harmful to humans and animals.

1.6 Organization Structure

Era Bio Advance (EBA) Sdn Bhd has 20 staff including General Manager, Senior Manager, and staff.

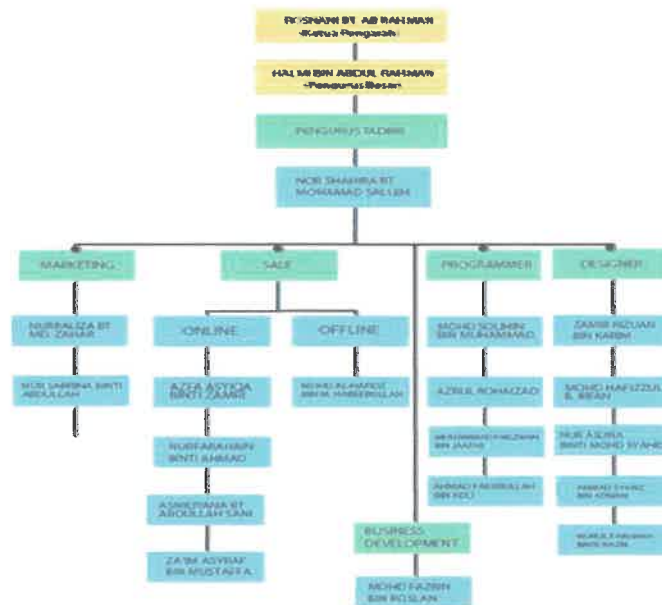


FIGURE 3: Organization Chart

1.7 Customer Charter

- * Creating an environment for teaching and learning the latest, conducive and effective.
- * Provide opportunities in order to expand the capacity of the students and thus produce human capital that is useful to religion, race and nation.
- * Optimize the use of infrastructure and resources in an efficient and effective organization.
- * Creating favorable conspired with various agencies and Community-around

Conclusion

Era Bio Advance (EBA) Sdn Bhd is a company that run a chain of health products that are mainly used in hospitals and end user . Upon request, EBA is spreading its wings by marketing its product range among ordinary consumers. With modernization, the Company EBA wants to market their products through online network. EBA also provide a service for creating website and apps.

CHAPTER 2: ORGANIZATION INFORMATION

2.0 Department Structure

In this company, there are 6 departments that will organize the daily operation of this company. The first one will be administration department. This department consist of one person only where this department is one of the most important roles in this company. The second one is the marketing department. Marketing department is consisting of 2 persons. Marketing department can be call as the mastermind of this company where they will determine and create any program for this company.

The third one is sales department. In this company, the sales department is being divided in two group which is offline and online. The offline sales team will make an offline sale where they will make a direct approach to customer and meet them face to face to make sales or to close up the sales. Meanwhile, the online sales team will make sales through online where the Social Medias take places such as Facebook. The next department will be the business development. The role of the business development is to expand the branding and increase the product demand with making a research throughout the entire Malaysia and outside of Malaysia such as Indonesia and Thailand.

Furthermore, the department that Era Bio Advance is the designer department. This designer department consist of 5 persons. The role of this department is to help marketing, sales and other department to create advertisement such as video, poster, logo and other designing job. The last department will be the programmer department. This department consist of 4 persons. Basically, this is the department that I work for and being placed for these 5 months. The role is to develop and maintain the website and mobile application.

2.1 Department Function

For the past five months in Era Bio Advance, I have been put on the programmer department. So I have work or learn on how to be a programmer for these past few months. The programmer in this company consist only 4 persons. Basically, as a programmer in this company, we are assigning to handle the Myapps99 project. This project is an Information Technology project where it will lead us to make website, system and mobile application. Myapps99 is the platform to create mobile application on your own where the mobile application could be customized. The function of this department is to handle the website and mobile application. Basically the job that will be assigned to us is to develop and maintain the website and mobile application.

The website that being handle by us not just the company website, it also contains website from our customer and the company others project. Same goes to the mobile application, we will develop it according to our customers request and our general manager request. Other than that, the function of this department is to publish the mobile application that already being developed into Google Playstore and Apple Store. We will need to monitor that our request to publish the mobile application and we need to make sure that it is not rejected by Google Playstore and Apple Store.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.0 Training Activities

This chapter reviews the overall experience of the industrial training. The descriptions are on the experience and knowledge gained during the internship at Era Bio Advance (EBA) Sdn Bhd for six months. Some of the experiences can only be discovered and learned through the internship session. Internship has been a good medium to improve oneself because there is a lot of experiences and knowledge that can be gained here. Besides, it is a kind of exposure to the real work environment.

Internship is a good strategy to expose students about working in the real work environment. It is good to develop a good character such as responsibility, committed in work, punctual and good communication skills. Besides, it helps student to apply the theories they had learned and they surely learns a lot of things during internship period. The experiences that one gained from the practicum period can be referred in the future and thus make it such a very valuable experience.

3.1 Other tasks in the organization.

While in the internship period, I had been assigned to do other tasks that are related to management in EBA. The tasks are divided into two parts, main tasks and ad hoc tasks.

Main tasks

- Create an website and apps “Heboostyle”.
 - Update status, video, and article to be published in the official Facebook page of products (Fur Grow Up, Newgenn Pets Care, and Heboostyle).
 - View and reply any suggestion or comments left by the user.
 - Insert any advertisement related to the products.
 - Create website for each product launch by EBA for customer view and information.

Ad hoc tasks

- Design a label for new products. (EBA household, Fur grow up label, Flyers)
- Record and edit a short video that related to products. (Execzema, Lalay Bio Gel)
- Join related event for example Cat show in Putrajaya, Melaka, and Jalan Conlay, Kuala Lumpur.
- Customer service.

- Prepared the document needed for example delivery order and tax invoice for the products.
- Entertained potential product customers, agents and distributor.
- Manage Facebook page for example Newgenn pets care, fur Grow Up and Heboostyle.
- The trainee also develop a website for client such as Rasatidbits.com and Bodygoshop.com.
- Do a shooting video for client to add in pewittv.com for education website that provide for anybody that want to share a knowledge.
- The trainee always checking for troubleshoot and report it every days.
- Also attent in Seminar “Demi seekor kucing”

3.2 Special Project

Era Bio Advance (EBA) Sdn Bhd is a company that run a chain of health products that are mainly used in hospitals and end user . Upon request, EBA is spreading its wings by marketing its product range among ordinary consumers. With modernization, the Company EBA wants to market their products through online network. There are many types of content management system. At Era Bio Advance Sdn Bhd the trainee has been asked by employer to use wordpress. Trainee is being introduced to wordpress since the first week of the internship program started. At first, the employer will give time to the trainee to explore the wordpress. After given some times on exploring the wordpress, employer will make discussion and give special project task for the trainee. The organization wants the intern to make a website and apps. The apps platform its call Myapps99. The intern student must explore the Myapps 99 and release to the market which is in the playstore for android and apps store for Apple devices. The first task given to the trainee that using wordpress is “Heboostyle”. The trainee were assigned to develop and designing “Heboostyle” website. The goal of this project is to make a platform for Small Medium Enterprise (SMEs) to manage their own mobile applications in easy way. EBA wants to make a latest new info like Vocket but EBA wants the intern do a something different and innovative website with using Myapps99. The intern names it as a “Heboostyle”. The intern focus more about fashion but the interns still have categories for sport, make over, politic, celebrity, trend technology, travelogue, religion, music, family, love and the intern also share a video that integrate from the “Youtube”.

Heboostyle still come out with latest news. Other than that SME also can use Heboostyle platform for selling a product, advertising and share a story and news. With using a Heboostyle user or organization can post a job that available at the organization. This Project duration take time is about 2 weeks.

Heboostyle is a website where it is a platform for latest news, post or find a job and for those entrepreneur want to selling a product or share a news and information to be promoted or to be found. The main reason of this website is to help user gain an information and use it for created branding a writer or blogger. Other than that entrepreneur can use services to be promoted product on this website.

The other project that involving the Content Management System (CMS) is Rasatidbits, and Bodygoshop. The trainee has been given a new project which is to handle the project for a client. The trainee is required to develop the website for a client as requested. Rasatidbits is a website for ecommerce purpose. A client want to make a website that is focus on China country. So the trainee plugs in the translator for China. The trainee also as been assigned to shoot the product picture and editing. Bodygoshop is a website for an organic cosmetic product. Lastly, the trainee need to do maintenance on the entire website that has been registered under the name of Era Bio Advance (M) Sdn. Bhd. The trainee need to always check the website in terms of if there is any problems occur in the website such as bug and others.



FIGURE 4 : Logo of Myapps 99



FIGURE 5: Heboosytle official logo

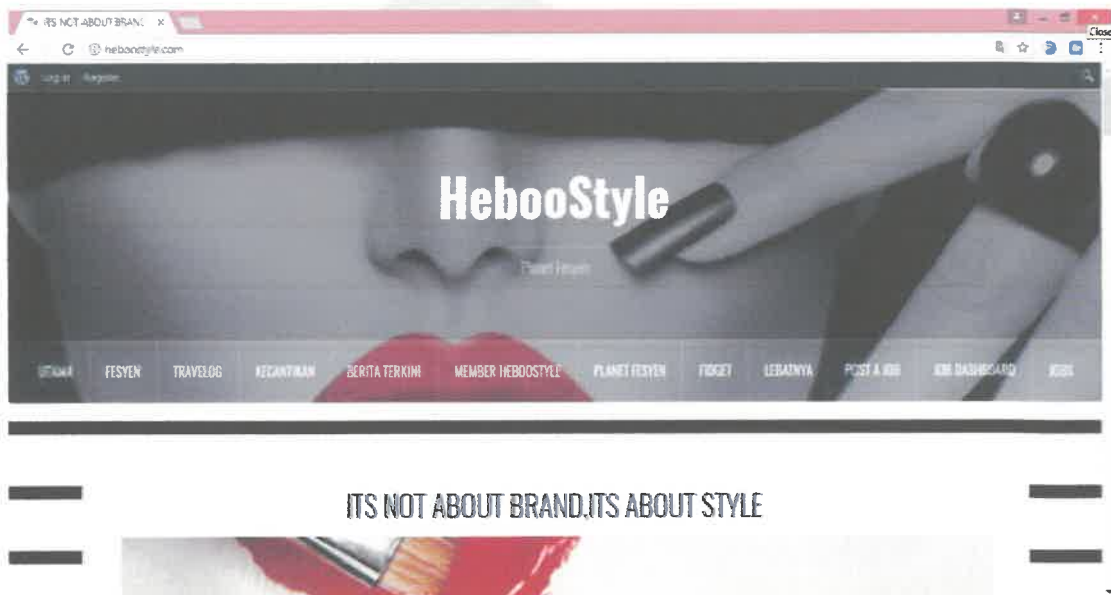


FIGURE 6: Heboosytle website



Figure 7: Rasatidbits website



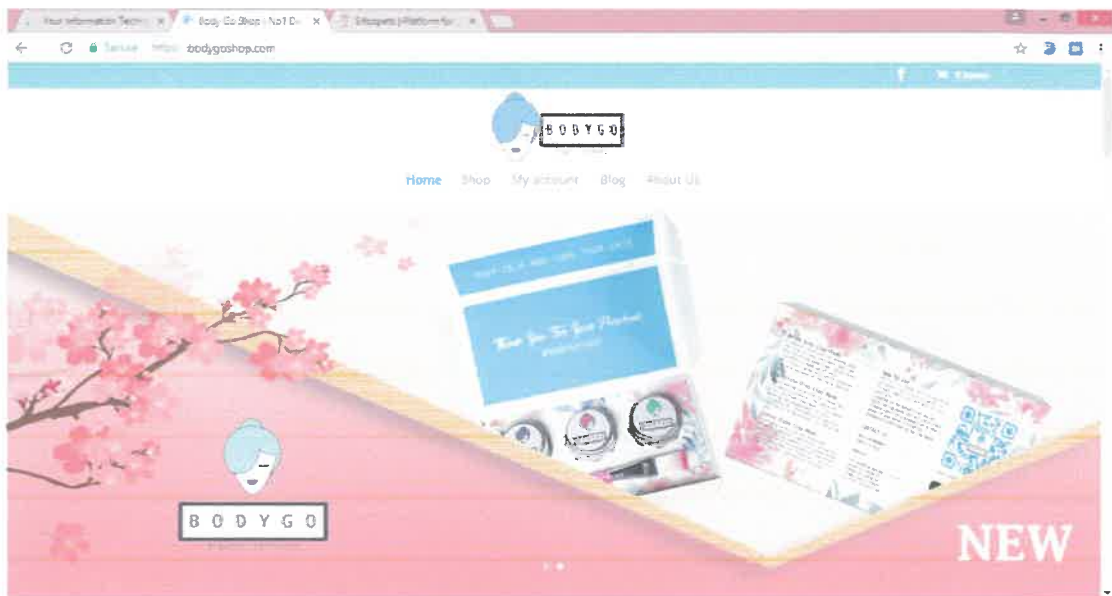


Figure 9:Bodygoshop website

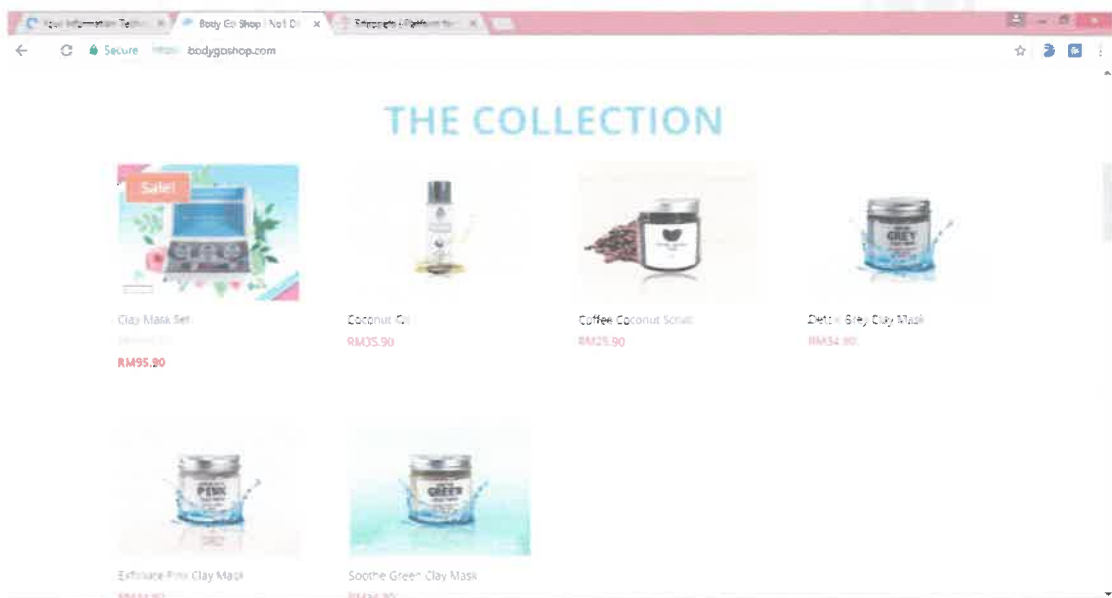


Figure 10: Bodygoshop Product

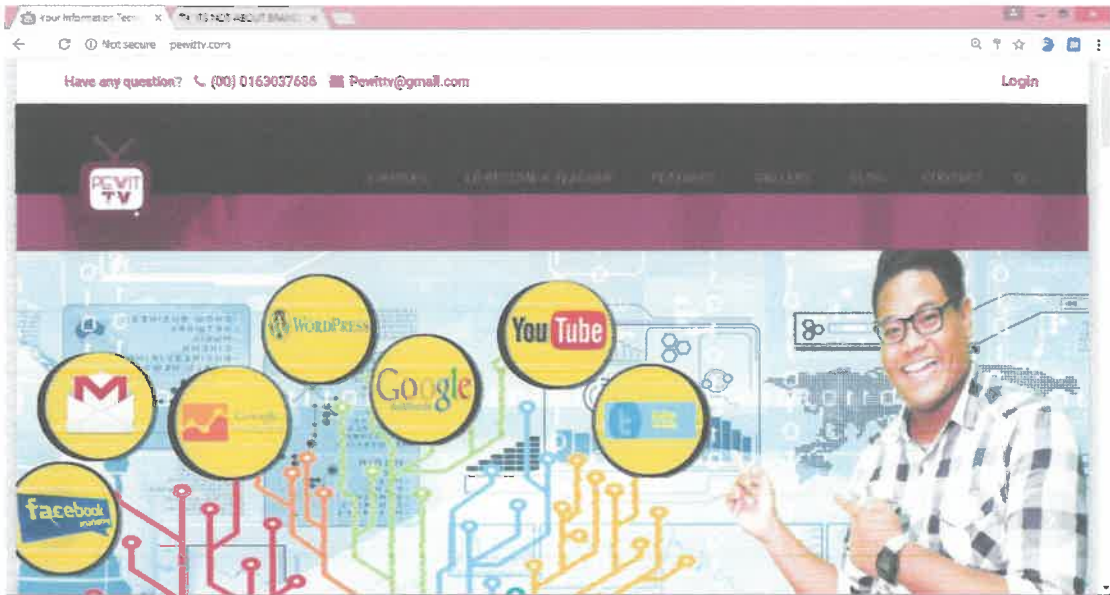


Figure 11: Pewitv Website



Figure 12: Heboostyle Apps

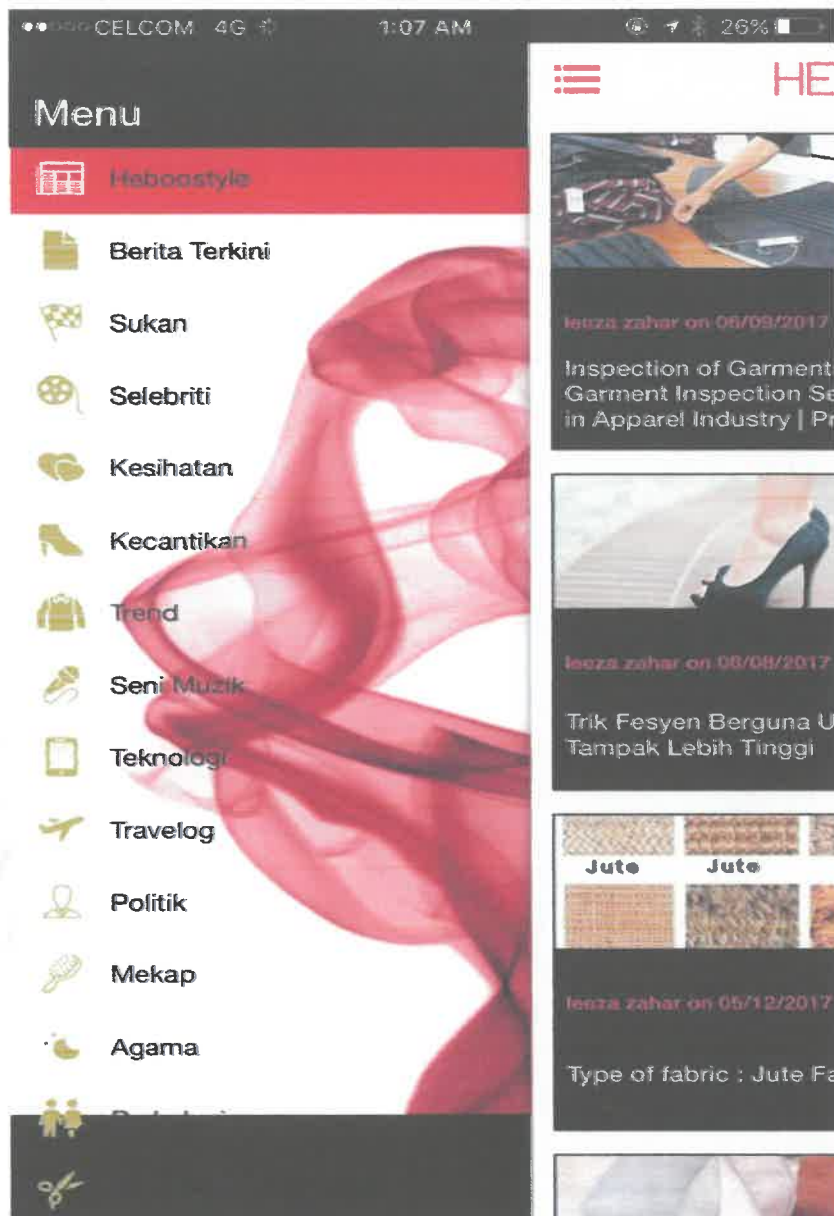


Figure 13 : Heboostyle Apss

3.3 Problem Statement

Era Bio Advance (M) Sdn. Bhd. is trying creates some project that will help all the people to gain an information and to post a latest news, other than that the website and apps also can use for chatting . So Era Bio Advance (M) Sdn. Bhd. has come out with an idea to make a website and mobile application where it can solve the problem.

3.4 Mobile Application Development.

In Era Bio Advance (M) Sdn. Bhd. as a programmer, the trainee has been given a task to develop a mobile application. Era Bio Advance (M) Sdn. Bhd. has prepared a platform for all programmers in the company to create a mobile application where it has been given a name of Myapps99. Myapps99 is the platform to create a mobile application where it is very effective.

There is some mobile application that has been developed by the trainee using this Myapps99 platform. The trainee has been given the time to explore the Myapps99. The first task that the trainee got from the employer is to develop Heboostyle mobile application. The first step in developing the Heboostyle application is the trainee is required to design the interfaces of the application. When the mobile application development has been done the trainee is required to make an update for the application. After the development has been completed, trainee is required to publish the Heboostyle mobile application to Google Playstore. Lastly, when everything is already completed, the trainee needs to monitor and maintain the mobile application. The next task that has been given by employer to the trainee is to create Era Bio Advance referral mobile application.

The Era Bio Advance mobile application is the referral application where it is to give information about the company and details about what is Era Bio Advance (M) Sdn. Bhd. has been doing. As usual the first step is to design the interfaces layout for the application. Then, there is some new section that has been added to the Era Bio Advance mobile application as

requested by the employer. After the Era Bio Advance has been developed completely, the trainee is required to publish the application to Google Playstore.

3.5 Managing Facebook Pages

Since the first week until the last day of the trainee internship, the trainee has been given a task to manage the Myapps99. There are several Facebook pages that the trainee needs to manage. The Facebook pages that the trainee need to manage is Myapps99 and Pewittv. The trainee is required to update the Facebook pages and need to insert some content in the Facebook pages. Other than that, the trainee also responsibility is to response to anything that is going on with the Facebook pages.

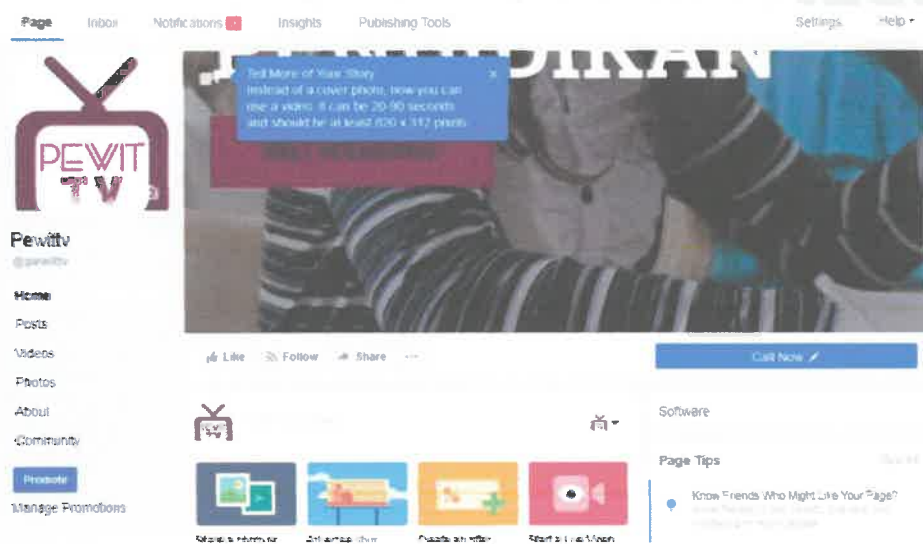


Figure 14: Pewittv FB

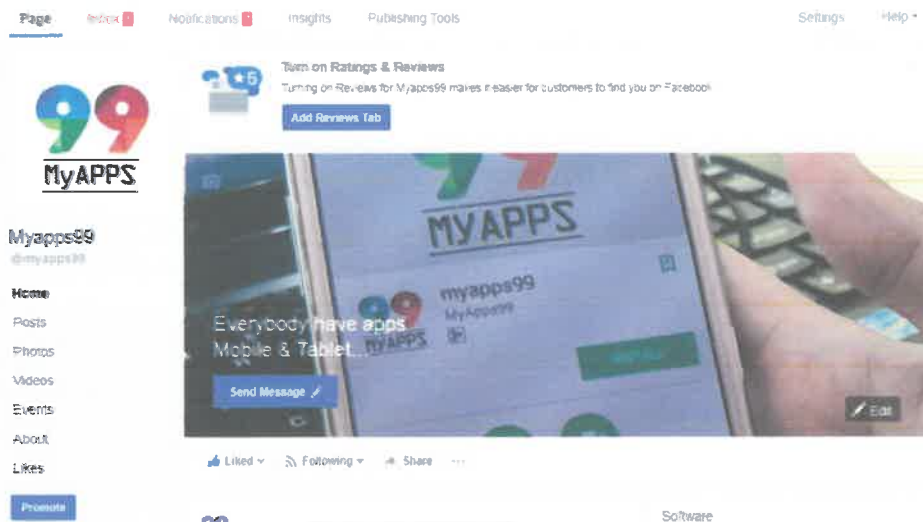


Figure 15: Myapps 99 Facebook

3.6 Events

During the internship program, the trainee has been involved in several events. One of the events that the trainee has involved with is seminar. This seminar has been given a name as “Demi Seekor Kucing”. This seminar is about to gain money by using passion. In this seminar, the trainee has been required to create and design the poster of the seminar. Other than that, the trainee is being assigned by the employer to give a speak on the program that being run by Era Bio Advance (M) Sdn. Bhd. which is known as Petspreneur Program.



Figure 16: Demi Seekor Kucing Poster

The other event that the trainee has joined is the SME week at the SACC Mall. The trainee has been sent to join this event and to manage the Myapps99 booth in this event for 4 days.

3.7 Video

During the internship program, the trainee has been involved with the video making. There are several videos that the trainee has made. One of the videos that have been made by the trainee is the video of Digital Marketing. Other than that, the trainee also involve in the making of heboostyle video.



Figure 17: Digital Marketing Video

3.8 Designing Flyers and posters

The trainee has been taking part in the designing of flyers and posters. There are several flyers and posters that has been design by the trainee.



Figure 18: Poster



Figure 19: Poster



Figure 20: Poster



Figure 21: Poster



Figure 22: Poster



Figure 23: Poster

3.9 Meeting and presentation

During the internship program, the trainee has taking part in several meeting outside of the office and inside the office. One of the meetings outside of the office is a meeting with the SME Corp. Other than that, the trainee has a meeting with MDEC to propose the project of Era Bio Advance to MDEC. Furthermore, the trainee has involved in meeting with the client which is a Rasatidbits, Bodygoshop and Sifoopets. The trainee also learnt how to communicate with the client.

CHAPTER 4: CONCLUSION

4.0 Application of Knowledge, Skills and Experience

Project/ Activities	Knowledge	Skills	Experience	Related courses
Develop website	Knowledge from supervisor and the staff for web designing	Trainee will be able to finish the task with minimum guidance	Trainee learn how to develop a website	System Analysis in Information Management I & II (IMS606 & IMS655)
Special Project	Wordpress is one of the Content Management System (CMS).	The trainee able to enhance his skills in developing special project by using Wordpress and web development process based on what have been learned in System Analysis in Information Management I & II (IMS606 & IMS655).	The trainee able to learn on Wordpress.	System Analysis in Information Management I & II (IMS606 & IMS655)

Industrial training report	Knowledge in the writing of industrial training report based on guidelines given by the industrial training coordinator and thus, referred to IMS606, IMS655 and IMC651 subjects in order to develop the industrial training report until it is completed and fulfilled its criteria.	The trainee used several application software to draw the diagrams related in the developing the special project such as power point and paint. The trainee also gain more understanding in the three particular subjects so that the industrial training report are wrote correctly according to its requirements and information needed to be filled in it.	The trainee experienced in developing this industrial training documentation by himself starting from the first page of this report until the last pages. The trainee also able to applied his knowledge in developing both special project and industrial training report starting from the planning phase until maintenance phase.	Information System Management (IMS552) System Analysis in Information Management I & II (IMS606 & IMS655) Evaluation of Information Services (IMC651).
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4.1 CONCLUSION

To conclude, the internship training is one of the best measures that have been taken by the university as a preparation before students start to work with the actual employment world. Besides, it is an effective program that can provide good opportunity for student to get a highly valuable learning experience. This report also concluded the entire tasks and project that had been performed during my practical training for six months with Era Bio Advance (M) Sdn Bhd. During the practicum period, students had been given an opportunity to deal with multiple tasks, ranging from different categories and perspectives. Students also learned the central flows and working values in a real organization: the importance of being punctual, the vitality of giving full commitment, and the significance of team spirit among the workers.

Furthermore, the main objective of the industrial training is to provide an opportunity for undergraduate students to identify, observe, and practice with regard to the way technology is actually being applied in the real industry. It also encourages the students to observe the real management practices and to interact with the workers and customers. The only chance which an undergraduate student can gain the experience is by undergoing the industrial training session itself. Therefore, the institute must keep on arranging this particular curricular activity since it will provides benefits for the students before they are facing the real working world environment after the graduation.

4.2 Practicum problem.

I have limited knowledge about latest news and some of categories in “heboostyle”. It took time to learn about it. So, I always refer to En Halmi, the managing director of EBA to teach me on how to get a latest news and add on or plug in the apps and website. Besides, I am lack of apps technique so that it is difficult for me to learnt about the platform. So it takes time for me to cope with the idea of business.

4.3 The aim of the project

The main aim or purpose of this project is to share a latest news for user, Other than that the website and apps also can post a job and for those SME that want to sale product also can use this platform.

4.4 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)

During my industrial training, I had applied what have I learned in the class when I doing the task that have given to me. The knowledge gained that I have during my industrial training is:-

4.5 Communication and public relation

During practical training, I have learned about how to communicate with the other people like staffs, owner shop and top management. I have applied what have I learn in class about the communication and the public relation during the program.

4.6 Time management

During the industrial training, I have applied the time management in doing each task that has given to me. Each task that has given are needed to have their deadline, so that I applied the

time management that always I used during the finish up the assignment and tasks that given by the lecturers.

4.7 Personal thoughts and opinion

My personal thought and opinion about the industrial training is about the place of my industrial training, time of industrial training and scope job during the industrial training. My next personal thoughts and opinion are about the duration of industrial training. The duration of industrial training is too long for me because the factor of my industrial training place. Lastly, my opinion is about my job scope of the industrial training place. In my industrial training place, I don't get a specific job scope and I have been experience to do the other job or tasks. Even I don't have the specific job scope; I still can gain new knowledge through the other job scope. Limitation or constraint will be happen when doing something. In my industrial training there have a few limitations; there are limitation of staff, time and technology.

During the industrial training, I have learned how to get good time management, a good public relation and a good teamwork. During the industrial training, the staffs at the EBA has taught me how to manage the time nicely, even I have practice the time management in class, but in the real work I get a good time management because I need to be punctual when going to work. To have a good time management I need to punch card before I start my day. I learn how to communicate with people in a proper way and I also learn how to handle people with different behavior. Staffs in EBA have a good example of teamwork. They always help each other even different department. I learn that I can't become a selfish person; I need to help the other people that need helps.

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About us. (n.d.). Retrieved July 7, 2017, from <https://kucingsayang.com/pages/about-us>

APPENDICES



Time Card

No. **Feb** Name: **AHMAD FAKRULLAH**

Dept. No.		Day/Time Short of W.H.	
Reg. Days		Other Deduction	
Hrs on Leave		Comm. O.T. Hrs	
Hrs on Sick		Extra O.T. Hrs	
Absence		Other allowance	

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16							
17	09:02			18:18			
18	09:01			18:32			
18	SAT						
19	SUN						
20							
21	09:00			18:21			
22	09:50			18:57			
22	09:08			18:08			
23							
24	09:59			18:37			
25	SAT						
26	SUN						
27	09:08			18:02			
28	09:08			18:03			
29							
30							
31							

**Any Thing in a Day
You Should be finished**

Time Card

No. Name: **Ahmad Fakhrihan Adli**

Dept. No.		Day/Time Short of W.H.	
Reg. Days		Other Deduction	
Daily Wage	Reg. Days	Deduction	Balance Due

YEAR **2017** MONTH **2 Feb**

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1							
2	09:06			19:00			
3	08:58			19:18			
4	09:02			19:25			
4	SAT						
5	SUN						
6							
7							
8	09:02			19:28			
9	09:08			19:22			
9	P. HOLIDAY						
10							
10	09:02			18:57			
11	SAT						
12	SUN						
13	09:00			18:32			
14	09:50			18:18			
15	09:01			18:43			

**Any Thing in a Day
You Should be finished**

March Time Card

No.

Name: **Ahmad Fakhru/Adli**

Dept.No.	
Daily Wage	* Reg.Days
	Deduction
	Balance Due

YEAR _____ MONTH _____

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1							
2	8:08:42		8:18:31				
3	8:08:54		8:19:22				
4	8:09:04		8:18:16				
5							
6	8:08:47		8:18:18				
7	8:08:59		8:19:50				
8	8:08:59		8:18:18				
9	8:09:01		8:18:29				
10							
11							
12							
13	8:08:58		8:18:34				
14	8:09:04		8:18:27				
15	9:00	SMEBIZ	6:00				

Any Thing in a Day
You Should be finished

Time Card

No.

Name: **Ahmad Fakhru/Adli**

Dept.No.		Delay Time Short of W.H.	
Reg.Days		Other Deduction	
Hrs on Leave		Comm.O.T.Hrs	
Hrs on Sick		Extra O.T.Hrs	
Absence		Other allowance	

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	8:09:00		8:18:37				
17	8:09:03		8:18:23				
18							
19							
20							
21	8:09:01		8:19:33				
22	8:09:01		8:20:00				
23	8:08:21		8:18:22				
24	8:09:01		8:18:42				
25	8:09:04		8:18:18				
26							
27							
28	8:09:01	KEY HOLDER	8:18:30				
29	8:09:05		8:18:29				
30	8:09:05		8:18:22				
31	8:09:06		8:18:02				

Any Thing in a Day
You Should be finished

Time Card

April

No. _____ Name: **FAXHRUL**

Dept.No.	Delay Time Short of W.H.
Reg. Days	Other Deduction
Hrs on Leave	Comm. O.T. Hrs
Hrs on Sick	Extra O.T. Hrs
Absence	Other allowance

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
6							
7	8:08:49		5:19:09				
8	8:09:52		5:18:04				
9	8:09:06		5:18:19				
0	8:08:43		5:18:10				
1	8:08:55		5:18:25				
2							
3							
4							
5	8:08:54		5:18:21				
6	8:09:11		5:18:19				
7	8:09:00		5:18:14				
8	8:09:00						
9							
10							
11							
12							
13							
14							
15							

Any Thing in a Day
You Should be finished

Time Card

April

No. _____ Name: **FAXHRUL**

Dept.No.	Reg. Days	Deduction	Balance Due

YEAR _____ MONTH _____

Date	MORNINGS		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4	8:08:57		5:18:38				
5	8:08:52		5:18:23				
6	8:09:09		5:18:25				
7	8:09:04		5:18:07				
8							
9							
10	8:09:51		5:19:11				
11	8:09:56		5:19:20				
12	8:09:57		5:18:20				
13							
14							
15	8:09:54		5:18:14				

Any Thing in a Day
You Should be finished

Time Card

No.

Name **Fakhri**

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	08:59			18:00			
17	09:04			18:02			
18	09:01			18:02			
19	09:00			18:03			
20	SAT						
21	SUN						
22	SACC						
23	SACC						
24	SACC						
25	SACC						
26	08:59			18:01			
27	SAT						
28	SUN						
29	08:59			17:00			
30	08:59			17:00			
31	08:57			17:00			

Any Thing in a Day
You Should be finished

Time Card

Name **Fakhri**

2017 May

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5							
6							
7							
8							
9	08:59			18:00			
10	09:05			18:00			
11	09:59			18:56			
12	09:02			18:04			
13	SAT						
14	SUN						
15	09:02			18:00			

PH

PH

MIA

Any Thing in a Day
You Should be finished

Time Card

No. _____ Name **Fakhri**

Dept No. _____ Dept. Supervisor _____

Mr. Title _____ Other Department _____

Project Name _____ Job No. _____

Project Size _____ Estimated Time _____

Address _____ Other Remarks _____

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	09:04			17:02			
17							
18							
19	09:10			17:01			
20	09:06			17:00			
21	09:10			17:10			
22	09:58						
23							
24							
25							
26							
27							
28							
29							
30							
31							

Any Thing in a Day
You Should be finished

Time Card

NO _____ Name **Fakhri**

Dept No. _____ Dept. Supervisor _____

Mr. Title _____ Other Department _____

Project Name _____ Job No. _____

Project Size _____ Estimated Time _____

Address _____ Other Remarks _____

2017 June

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1							
2	09:04			17:07			
3	09:07			17:03			
4	SAT						
5	SUN						
6	09:01			17:01			
7	09:02			17:03			
8	09:01			16:15			
9	09:04			17:00			
10	09:02			17:03			
11	SAT						
12							
13							
14	09:00			17:05			
15	09:59			17:01			
16	09:01			17:00			

Any Thing in a Day
You Should be finished

INSTRUCTIONS

- 1) This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.
- 2) Student's responsibilities for keeping log book up-to-date.
- 3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.
- 4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialised by your Supervisor. You must ensure that:
 - It is available at your place of work during your training.
 - All entries, except sketches, are made in ink.
 - Entries are made within a week of the work to which they refer.
 - The book is handed to your training officer for retention on your return to UITM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

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

1. Student's Name

: Amad Fakhrullal b. Adli

2. UITM Matrics

: 2014 533433

3. Programme

: JM 245

4. Semester

: 7

5. Home Address

: 0906 Blot Teratai Taman

: Tun Teja Batu 16 Rawang
Selangor Darul Ehsan

6. Tel No (H)

: 017-3017746

7. Place of Training

: Era Bio Advance (M) Sdn

8. Name of Supervisor
In-Charge

: Roswani Abd Rahman

9. Duration of Training

From : March

To: July

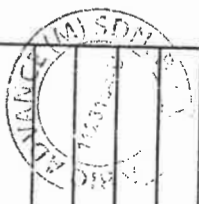
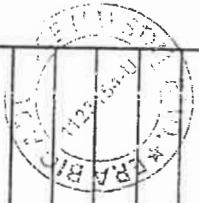
ERA BIO ADVANCE (M) SDN BHD
No. 2-2, Jalan PJS 8/18, Sunway Mentari,
46150 Petaling Jaya.

turgrowth@gmail.com
Tel : 03-5481 5020

FOR OFFICE ONLY

Remarks: (Dean/Course Coordinator)

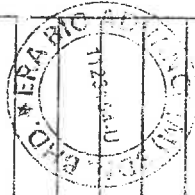
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2/17	Meeting with boss Ice breaking Briefing about company product, team member and staff. Meeting for special project Give 2 task Research about apps Explore with my apps qq Try to custom (edit, add, and design the apps).	
7/2/17	1) Update content thru facebook ads 2) Find information that related to the technologies 3) Explore my apps qq 4) Get a task from boss for research more to API and JSON 5) Pack product for the event	
3/2/17	1) Update facebook 2) Follow up database 3) Packaging item for event	



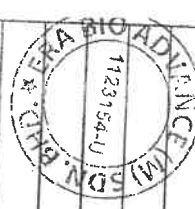
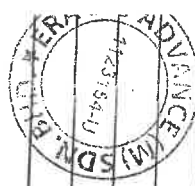
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/7/17	Emergency leave	
7/7/17	1) Call client to set up appointment 2) update facebook content 3) Lead item received 4) Edit picture 5) update apps 6) Make video	
8/7/17	1) Update content 2) Briefing about barcode 3) Meeting about special project 4) Update website 5) Put video 6) Update my apps qq	
9/2/17	(Public holiday)	
10/2/17	1) Update content Facebook 2) Update website - website, pelvitu 3) Meeting about progress 4) Set up new stream (reel) 5) Update apps.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/11/17	1) Meeting with SME corp 2) Update content Facebook 3) Update apps 4) Set up studio 5) Shoot studio 6) Call and clearing client 7) Checking email	
11/1/17	1) Update marketing content 2) Review apps 3) Update Perivittu website 4) Confirm memo with MDEC 5) Check email	
15/2/17	1) Find content 2) Prepared for presentation 3) Appointment with MDEC 4) Checking apps (Perivittu)	
16/2/17	1) Meeting for progress 2) Presentation 3) Ready content for Digital Marketing content project.	
17/2/17	1) Find a content for Digital Marketing content 2) Shooting and record for Digital Marketing content project.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/2/17	1) Update content FB 2) Briefing project 3) Update apps 4) Update website 5) Shooting video	
21/2/17	1) Update content 2) Update website 3) Update apps 4) Make video 5) Search content digital marketing	
22/2/17	1) Update content 2) Search content 3) Publish apps	
23/2/17	1) Briefing progress 2) Update apps	
24/2/17	1) Update content 2) Shooting video 3) Launching app.	





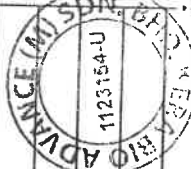

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/3/17	1) Update FB 2) Update website 3) Prepared apps 4) Shorting client product	
28/3/17	1) Edit picture 2) update website 3) Prepared content	
1/3/17	1) Meeting first month project 2) Briefing about project 3) Prepared content	
4/3/17	1) Prepared details client 2) Checking webs and apps 3) editing picture	
7/3/17	1) Presentation 2) Show digital marketing progress 3) shoot video	
6/4/3/17	1) Presentation function and layout of apps 2) handle mobile app and upgrading it can change icon	
7/3/17	1) Add content in website myself 2) Do some maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/3/17	1) Build website rasatidbits 2) Build website for company product	
9/3/17	1) Lebarany android app 2) Develop website and apps	
13/3/17	1) Make social media for rasatidbits 2) Integrate rasatidbits android into its website.	
14/3/17	1) Maintenance 2) Add new section apps rasatidbits	
17/3/17	1) Presentation team 2) Adding add to cart for rasatidbits	
15/3/17	1) Change rasatidbits theme 2) Design rasatidbits product.	
16/3/17	1) Give domain rasatidbits to our programmer team met new client for quotation 2) Programmer team met new client	
17/3/17	1) Publish heboostyle to apple 2) SA set up our apps to be compatible	
18/3/17	1) Contact apple developer 2) Maintenance	
19/3/17	1) Review apple problem 2) Maintenance	

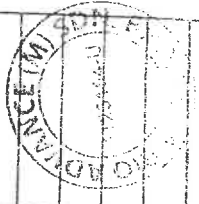
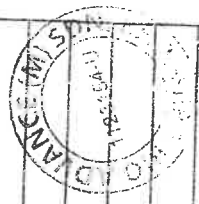
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/3/17	1) Meeting with client 2) Maintenance	
24/3/17	1) set up era bio advance apps 2) Checking	
27/3/17	1) add reward system F&G 2) Maintenance	
28/3/17	1) Publish new apk for F&G 2) Maintenance	
29/3/17	1) Add new section apps for ERA 2) Maintenance	
30/3/17	1) Publish ERA at playstore 2) Maintenance	
31/3/17	1) create myapps qa.biz website 2) Maintenance	
2/4/17	1) finish up myapps qa.biz 2) Maintenance	
4/4/17	1) Release app to apple store 2) Maintenance	
5/4/17	1) meeting with client 2) Maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/4/17	1) create and set up bodyshop 2) design the website	
7/4/17	1) Nasihat kewangan app 2) Maintenance	
10/4/17	1) Develop myclinic app 2) Release the app to the google playstore	
11/4/17	1) Manage nasihat kewangan playstore 2) Maintenance	
12/4/17	1) Add new object in myapps qa 2) Recheck client apps.	
13/4/17	1) Follow up custana 2) Contact apple developer customer services	
17/4/17	1) Setting database 2) Maintenance	
18/4/17	1) Presentation team 2) Maintenance	
19/4/17	1) Meeting client 2) Maintenance	
19/4/17	1) Create sifopets.com 2) Maintenance	

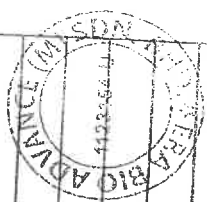
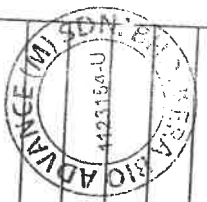
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/4/17	1) Photo shoot at 1100 pets 2) Choose design theme	
21/4/17	1) Photoshoot 2) Maintenance	
21/4/17	1) Photoshoot 2) Maintenance	
25/4/17	1) Create apps android 2) Maintenance	
26/4/17	1) Pre presentation team 2) Check email	
27/4/17	1) Update marketing content 2) Check email	
28/4/17	1) Find content 2) Prepared apps	
2/5/17	1) Update content FB 2) Update website	
3/5/17	1) Updating marketing content 2) Check email	
4/5/17	1) Meeting for progress 2) Presentation	

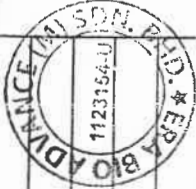
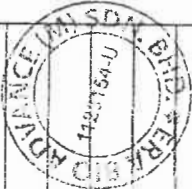

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/5/17	1) Edit picture 2) Update website	
8/5/17	1) Prepared details client 2) Checking web and apps	
9/5/17	1) Presentation progress 2)	
10/5/17	1) meeting with client 2) maintenance	
11/5/17	1) Follow up customer 2) maintenance	
12/5/17	1) Call client to set up appointment 2) Update facebook content	
15/5/17	1) Update website 2) Update facebook	
16/5/17	1) Presentation result 2)	
17/5/17	1) Photoshoot 2) Maintenance	
18/5/17	1) Photo shoot 2) Maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/5	1) Update apps 2) Set up studio	
22/5	1) Update marketing content 2) Review apps	
23/5	1) Check email 2)	
24/5	1) Appointment with MDEC 2)	
25/5	1) Presentation 2)	
26/5	1) Meeting for progress 2) Ready content for Digital Marketing project.	
29/5	1) Shooting and record for Digital marketing content project. 2)	
30/5	1) Update content 2) Update website	
31/5	1) Update apps 2) Make video	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6	1) Photoshoot 2) Maintenance	
2/6	1) Presentation team 2) Check email	
5	1) Prepared details chart 2) Checking web and apps	
6	1) Checking web and apps 2) Editing video	
7	1) Update facebook 2) Follow up database	
8	1) Update website 2) Meeting about progress	
9	1) Set up new strategies 2) Update apps	
12	1) Meeting with SME corp. 2) Update apps	
13	1) Shoot studio 2) Call and dealing client	
14	1) Check email 2)	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15	1) Meeting for progress 2) Presentation	
16	1) Update marketing content 2) Review apps	
19	1) Meeting about special project 2) Edit picture	
20	1) Update website 2) Shooting video	
21	1) Call and dealing customer 2) Review apps	
22	1) Check email 2) Checking apps	
23	1) Meeting for progress 2) Presentation	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS



REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : Amrad Fakhruddin Adii

No. I/C : _____

Nama / Alamat Organisasi : _____

Nama Penyelia : Pu Rosmani Ab Rahman

Bulan /Tahun : _____

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : [Signature] Tarikh : 23/6/17

Tandatangan Penyelia : _____ Tarikh : 23/6/17



Time Card

No. **Feb** Name: **AHMAD FAKRULLAH**

Dept. No.		Dept. Transfer/Other	
Reg. Days		Other Deduction	
Hrs on Leave		Other O.T. Hrs	
Hours Sick		Other O.T. Hrs	
Absence		Other Allowance	

Date	MORNING		AFTERNOON		OVERTIME		ST.
	IN	OUT	IN	OUT	IN	OUT	
16							
17	08:00:02			17:10:10			
18	08:00:01			17:10:02			
18	SAT						
19	SUN						
20	08:00:00			17:10:21			
21	08:00:50			17:10:57			
22	08:00:00			17:10:00			
23		08:12:04		17:10:00			
24	08:00:00			17:10:00			
25	SAT						
26	SUN						
27	08:00:00			17:10:02			
28	08:00:00			17:10:50			
29							
30							
31							

**Any Thing in a Day
You Should be finished**

Time Card

No. Name: **Ahmad Fakhri Adli**

Dept. No.		Dept. Transfer/Other	
Reg. Days		Other Deduction	
Hrs on Leave		Other O.T. Hrs	
Hours Sick		Other O.T. Hrs	
Absence		Other Allowance	

YEAR **2017** MONTH **2 Feb**

Date	MORNING		AFTERNOON		OVERTIME		ST.
	IN	OUT	IN	OUT	IN	OUT	
1							
2	08:00:06			17:19:00			
3	08:00:50			17:19:10			
4	08:00:02			17:18:25			
5	SAT						
6	SUN						
7							
8	08:00:02			17:15:20			
9	08:00:00			17:18:22			
9	P. HOLIDAY						
10	08:00:02			17:18:37			
11	SAT						
12	SUN						
13	08:00:00			17:18:30			
14	08:00:50			17:18:10			
15	08:00:01			17:18:40			

**Any Thing in a Day
You Should be finished**

March Time Card

No.

Name: **Ahmad Fakhri/Asli**

Dept. No.			
Daily Wage	Reg. Days	Deduction	Balance Due

YEAR _____ MONTH _____

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1							
2	08:42		01:31				
3	08:54		01:22				
4	09:04		01:16				
5							
6							
7	08:47		01:18				
8	08:58		01:58				
9	08:59	KPDNKK	01:18	GPL (Exhibition)			
10	09:01		01:28				
11							
12							
13	08:58		01:44				
14	09:04		01:27				
15	9.00	SME Biz	6.00				

Any Thing in a Day
You Should be finished

Time Card

No.

MARCH Name: **Ahmad Fakhri/Asli**

Dept. No.	Sex: The Sex: (M/F)	
Reg. Days	Other Deduction	
Hrs on Leave	Comm. O.T. Hrs.	
Hrs on Sick	Extra O.T. Hrs.	
Advance	Other allowance	

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	09:00		01:37				
17	09:03		01:23				
18							
19							
20							
21	09:01		01:33				
22	09:01		01:00				
23	09:21		01:22				
24	09:01		01:01				
25	09:04		01:18				
26							
27	09:01	KEY HOLDER	01:30				
28	09:05		01:29				
29	09:10		01:22				
30	09:58		01:11				
31	09:00		01:18				

Any Thing in a Day
You Should be finished

Time Card

April

No. _____ Name: **Fahrul**

Dipl. No.	Dept. Time Sheet No.
Reg. Days	Other Deduction
Days on Leave	Comm. O.T. Hrs
Days on Sick	Extra O.T. Hrs
Advances	Other Allowance

Date	MORNING		AFTERNOON		OVERTIME		SP
	IN	OUT	IN	OUT	IN	OUT	
6							
7	08:40		13:00				
8	08:52		13:04				
9	08:06		13:19				
10	08:43		13:10				
11	08:55		13:25				
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Any Thing in a Day
You Should be finished

Time Card

April

No. _____ Name: **Fahrul**

Dipl. No.	Dept. Time Sheet No.
Reg. Days	Other Deduction
Days on Leave	Comm. O.T. Hrs
Days on Sick	Extra O.T. Hrs
Advances	Other Allowance

YEAR _____ MONTH _____

Date	MORNING		AFTERNOON		OVERTIME		SP
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4	08:57		13:38				
5	08:52		13:23				
6							
7	08:59		13:25				
8	09:04		13:07				
9							
10							
11	08:51		13:11				
12	08:56		13:20				
13	08:57		13:08				
14			13:36				
15	08:54		13:14				

Any Thing in a Day
You Should be finished

Time Card

No. _____ Name: **Fakhri**

Address _____ City: _____

State: _____ Zip: _____

Phone: _____

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	8:00:59			5:00:00			
17	8:00:00			5:15:02			
18	8:00:00			5:15:00			
19	8:00:00			5:18:00			
20	SAT						
21	SUN						
22		SACC					
23		SACC					
24		SACC					
25		SACC					
26	8:00:00			5:18:00			
27	SAT						
28	SUN						
29	8:00:00			5:17:00			
30	8:00:00			5:17:00			
31	8:00:00			5:17:00			

Any Thing in a Day
You Should be finished

Time Card

No. _____ Name: **Fakhri**

Address _____ City: _____

State: _____ Zip: _____

Phone: _____

2017 May

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	8:00:59			5:00:00			
17	8:00:00			5:15:02			
18	8:00:00			5:15:00			
19	8:00:00			5:18:00			
20	SAT						
21	SUN						
22		SACC					
23		SACC					
24		SACC					
25		SACC					
26	8:00:00			5:18:00			
27	SAT						
28	SUN						
29	8:00:00			5:17:00			
30	8:00:00			5:17:00			
31	8:00:00			5:17:00			

PH

PH

MIA

PH

Any Thing in a Day
You Should be finished

Time Card

No. _____ Name **Fakhri**

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
16	08:00:04		17:00				
17							
18							
19	08:00:00		17:00				
20	08:00:00		17:00				
21	08:00:00		17:00				
22	08:00:50						
23							
24							
25							
26							
27							
28							
29							
30							
31							

**Any Thing in a Day
You Should be finished**

Time Card

No. _____ Name **Fakhri**

2017 **June**

Date	MORNING		AFTERNOON		OVERTIME		ST
	IN	OUT	IN	OUT	IN	OUT	
1	08:00:04		17:00				
2	08:00:07		17:00				
3	SAT						
4	SUN						
5							
6	08:00:01		17:00				
7	08:00:02		17:00				
8	08:00:01		17:00				
9	08:00:04		17:00				
10	08:00:02		17:00				
11	SUN						
12							
13							
14	08:00:00		17:00				
15	08:00:59		17:00				
16	08:00:01		17:00				

P/H NUZUL QURAN

**Any Thing in a Day
You Should be finished**

INSTRUCTIONS

- 1) This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.
- 2) Student's responsibilities for keeping log book up-to-date.
- 3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.
- 4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:
 - It is available at your place of work during your training.
 - All entries, except sketches, are made in ink.
 - Entries are made within a week of the work to which they refer.
 - The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

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

1. Student's Name

Amad Fakhrullail b. Adli

2. UiTM Matrics

2014 533433

3. Programme

IM 245

4. Semester

7

5. Home Address

6. Tel No (H)

Era Bio Advance (M) Sdn

7. Place of Training

Ra Roswani

8. Name of Supervisor
In-Charge

9. Duration of Training

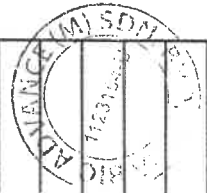
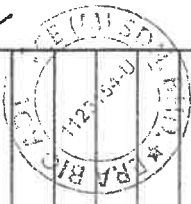
From: March

To: July

FOR OFFICE ONLY

Remarks: (Dean/Course Coordinator)

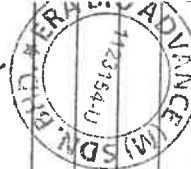

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2/17	Meeting with boss Ice breaking Briefing about company product, - team member and task. Meeting for special project Give 2 task Research about apps Explore with myapps 99 Try to custom credit, add, and design the apps).	
2/2/17	1) Update content thru facebook ads 2) Find information that related to the technologies 3) Explore myapps 99 4) Get a task from boss for research more to API and JSON 5) Pack product for the event	
3/2/17	1) Update facebook 2) Follow up database 3) Packaging item for event	









DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/7/17	Emergency leave	
7/7/17	1) Call clients to set up appointment 2) update facebook content 3) Lead item received 4) Edit picture 5) update apps 6) Make video	
8/7/17	1) Update content 2) Briefing about barcode 3) Meeting about special project 4) Update website 5) Plot video 6) Update myapps 99	
9/2/17	(Public holiday)	
10/2/17	1) Update content Facebook 2) Update website - hebeastyle, pelwith 3) Meeting about progress 4) Set up new strategies 5) Update apps	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/2/17	1) Meeting with SME corp 2) Update content Facebook 3) Update apps 4) Set up studio 5) Shoot studio 6) Call and dealing client 7) Checking email	
14/2/17	1) Update marketing content 2) Review apps 3) Update penitlv website 4) Confirm was with MDEC 5) Check email	
15/2/17	1) Find content 2) Prepared for presentation 3) Appointment with MDEC 4) Checking apps (Penitlv)	
16/2/17	1) Meeting for progress 2) Presentation 3) Ready content for Digital Marketing content. project.	
17/2/17	1) Find a content for Digital Marketing content 2) Shooting and record for Digital Marketing content 3) Preparing	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/2/17	1) Update content FB 2) Briefing project 3) Update apps 4) Update website 5) shooting video	
21/2/17	1) Update content 2) Update website 3) Update apps 4) Make video 5) Search content digital marketing	
22/2/17	1) Update content 2) Search content 3) Publish apps	
23/2/17	1) Briefing progress 2) Update apps	
24/2/17	1) Update content 2) Shooting video 3) Launch app.	



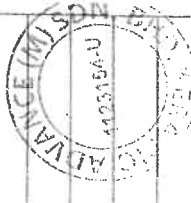
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/2/17	1) Update FB 2) Update website 3) Prepared apps 4) Submitting client product	
28/2/17	1) Edit picture 2) update website 3) Prepared content	
1/3/17	1) Meeting first month project 2) Briefing about project 3) Prepared content	
2/3/17	1) Prepared details client 2) Checking web and apps 3) editing picture	
3/3/17	1) Presentation 2) Show digital marketing program 3) Shoot video	
6/4/3/17	1) Presentation function and layout of app 2) handle mobile app and upgrading it can change icon, 1) Add content in website myshop 2) Do same maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/3/17	1) Build website rasatidbits 2) Build website for company product	
9/3/17	1) Lebarany android app 2) Develop website and apps	
13/3/17	1) Make social media for rasatidbits 2) Integrate rasatidbits android into its website.	
14/3/17	1) Maintenance 2) Add new section apps rasatidbits	
17/3/17	1) Presentation team 2) Adding add to cart for rasatidbits	
18/3/17	1) Change rasatidbits theme 2) Design rasatidbits product.	
17/3/17	1) Give domain rasatidbits to our programmer team met new client for quotation	
17/3/17	1) Publish heboostyle to apple 2) SA set up our apps to be compatible	
18/3/17	1) Contact apple developer 2) Maintenance	
19/3/17	1) Review apple problem 2) Maintenance	

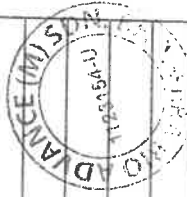
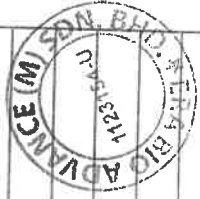
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/3/17	1) Meeting with client 2) Maintenance	
24/3/17	1) set up era bio advance apps 2) Checking	
27/3/17	1) add reward system F&G 2) Maintenance	
28/3/17	1) Publish new apk f&k for F&G 2) Maintenance	
29/3/17	1) Add new section apps for EBA 2) Maintenance	
30/3/17	1) Publish era EBA ad playstore 2) Maintenance	
31/3/17	1) create myappsqa.biz website 2) Maintenance	
3/4/17	1) Finish up myappsqa.biz 2) Maintenance	
4/4/17	1) Release app to apple store 2) Maintenance	
5/4/17	1) meeting with client 2) Maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/4/17	1) create and set up bodyshop 2) design the website	
7/4/17	1) Nasihat Kewangan app 2) Maintenance	
10/4/17	1) Develop my clinic app 2) Release the app to the google playstore	
11/4/17	1) Manage nasihat kewangan playstore 2) Maintenance	
12/4/17	1) Add new object in myappsqa 2) Recheck client apps.	
13/4/17	1) Follow up customer 2) Contact apple developer customer services	
14/4/17	1) Setting database 2) Maintenance	
17/4/17	1) Presentation team 2) Maintenance	
18/4/17	1) Meeting client 2) Maintenance	
19/4/17	1) Create sifoo pets.com 2) Maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/4/17	1) Photo shoot at rifeo pets 2) Choose design theme	
21/4/17	1) Photoshoot 2) Maintenance	
24/4/17	1) Photoshoot 2) Maintenance	
25/4/17	1) Create apps android 2) Maintenance	
26/4/17	1) Pre presentation team 2) Check email	
27/4/17	1) Update marketing content 2) Check email	
28/4/17	1) Find content 2) Prepared apps	
29/4/17	1) Update content FB 2) Update website	
30/4/17	1) Updating marketing content 2) Check email	
4/5/17	1) meeting for progress 2) presentation	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/5/17	1) Edit picture 2) Update website	
8/5/17	1) Prepared details client 2) Checking web and apps.	
9/5/17	1) Presentation progress 2)	
10/5/17	1) Meeting with client 2) maintenance	
11/5/17	1) Follow up customer 2) Maintenance	
12/5/17	1) Call client to set up appointment 2) Update facebook content.	
15/5/17	1) Update website 2) Update facebook	
16/5/17	1) Presentation result 2)	
17/5/17	1) Photoshoot 2) Maintenance	
19/5/17	1) Photoshoot 2) Maintenance	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/5	1) Update apps 2) Set up studio	
22/5	1) Update marketing content 2) Review apps	
23/5	1) Check email 2)	
24/5	1) Appointment with MDEC 2)	
25/5	1) Presentation 2)	
26/5	1) Meeting for progress 2) Ready content for Digital Marketing project.	
29/5	1) Shooting and record for Digital marketing content project. 2)	
30/5	1) Update content 2) Update website	
31/5	1) Update apps 2) Make video	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6	1) Photoshoot 2) Maintenance	
2/6	1) Presentation team 2) Check email	
5	1) Prepared details chart 2) Checking web and apps	
6	1) Checking web and apps 2) Editing video	
7	1) Update facebook 2) Follow up database	
8	1) Update website 2) Meeting about progress	
9	1) Set up new strategies 2) Update apps	
2	1) Meeting with SME corp 2) Update apps	
3	1) Shoot studio 2) Call and dealing client	
4	1) Checking email 2)	

