



اَوَّلُ سَبِيلٍ تَكُونُ لِي مَارًا
UNIVERSITI
TEKNOLOGI
MARA



PEJABAT
DAERAH DAN
TANAH JEMPOL

INDUSTRIAL TRAINING REPORT HRM666



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Tajuk Laporan	SNOT Analysis of Pejabat Daerah dan Tanah Jempol	Nama Syarikat	Pejabat Daerah dan Tanah Jempol

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Nama Pegawai : **MOHD SHAHRIN BIN OMAR**
Jawatan : **PENOLONG PEGAWAI TADBIR**
No. Tel. : **PEJABAT DAERAH DAN TANAH JEMPOI**
No. Faks :

Cop jabatan/organisasi:





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Acknowledgement

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The first person that I would like express my appreciation is to my supervisor which is Encik Mohd Shahrin bin Omar. He has help me a lot during my internship in many ways. I am also grateful because I have given a chance by this company to show my knowledge that I have learn during my study at here. With this opportunity given to me, I am able to use what I have learn to contribute toward this company. Encik Mohd Shahrin bin Omar also have shared many valuable knowledge that improve my skill in work and give many usable advise for me to improve in the future and be prepared for the next working challenge.

Next, I would like to say thank you toward my colleague at Administration and Finance department. I feel very grateful that I been located at this department because there is so much knowledge and skill that related to what I have learned in my study. They also are open to my idea during the presentation and give a lot of chance for me to take part in most of the company activity.

Furthermore, my internship advisor which is Madam Afzan Nor binti Talib have help me a lot to complete this report. She has contributed many ideas to improve this report and help me to identify many things. Without help from my internship advisor, I cannot complete this report with a good idea and good writing. She always give support toward me and help me in many ways to complete this report

Lastly, my family and friends have give many ideas toward me to complete this report too. They always keep supporting me and belief in my abilities to complete my internship.

Executive Summary

My industrial training that started on 12 August 2024 until 24 January 2025 have teach me a lot. I have choose Pejabat Daerah dan Tanah Jempol as my place to do my internship because i know that this company can give a lot of knowledge and skill to improve myself. All of the semester 6 student of Human Resource will take this HRM666 subject and go through this industrial training to gain knowledge and practice what did we have learn during our study. In my industrial training at Pejabat Daerah dan Tanah Jempol, I was located at Administration and Finance department. This department was responsible to manage the company in term of money management and the employees. In this department, they are responsible for the planning of budget, employee performance, employee salary, purchase payment and checking on asset.

Beside from gaining knowledge on this industrial training, it is part of my report to identify the SWOT analysis in this company. By doing this report, my view toward the company become wider which I need to identify the Strength, Weakness, Opportunity and Threat of this company. I learn more about the company by identifying this SWOT analysis. From this SWOT analysis, the company can improve their management on how did they do their task. Pejabat Daerah dan Tanah Jempol which relate to the government is a good company for me to start feel the working environment and how to make connection with people. With a good image company, I can learn a lot from all the employees here how did they always serve the best service toward the community here.

With this 24 weeks of my internship at this company, I have gain many experienced and skill at here. I am now able to overcome my weakness which and make it become my strength for incoming work. During this internship I have been able to communicate well with people and good at working in a team. I have been expose to many Admin, Finance and Human Resource task that become my starting point toward my career. With the basis I have learned here, I will be able to promote myself to other organization out there in the future.

Student Profile



AHMAD AMMAR SYAUQI BIN MOHD SHAPRI

Result-oriented and detail-driven business management student seeking for job opportunity to apply academic knowledge in a practical setting. Eager to contribute strong analytical, organizational, and communication skills to support business operations and contribute to the achievement of organizational goals. I am looking to my job experience as fresh graduate

EDUCATIONS

UiTM Alor Gajah, Melaka

2019 - 2022

Diploma in Accounting

CGPA - 3.29

UiTM Kampus Bandaraya Melaka

2022 - Present

Bachelor Of Business Administration (Hons.)

Human Resource Management

CGPA - 3.31

ACTIVITY

- Involve in 2 CSR program in Payasum and at Asahan
- Organize a seminar called 'Coffee Talk With Alumni' for sharing purpose for the student in campus
- Deputy project leader for webinar that discuss issue in Human Resource
- Participate in weekly sports at campus

WORK EXPERIENCE

Petronas Bahau, Jalan Juasseh

- Handled multitasking work by doing job for inside and outside task
- Being flexible worker that can work in morning and night shift
- Can work in pressure during peak hour including public holiday

Pejabat Daerah dan Tanah Jempol (Internship)

- Manage the employee leave, salary and training
- Register the letter into the system
- Check the asset in the organization
- Work as customer service and assist the customers

LANGUAGE

- Bahasa Melayu - Fluent
- English - Intermediate

SKILLS

- Microsoft Word - Intermediate
- Excel - Intermediate
- Canva - Intermediate
- Capcut - Intermediate

CERTIFICATE

- Malaysian University English Test (MUET)

Company Profile



Company Name	Pejabat Daerah dan Tanah Jempol
Location	Bandar Seri Jempol, 72120 Bandar Seri Jempol, Negeri Sembilan
Operation Hour	8.30 – 4.30
Working hours	Flexible working hours start : 7.30 a.m. – 9.00 a.m. to : 4.30 p.m. – 6.00 p.m.

Company Profile



VISI & MISI

PEJABAT DAERAH DAN TANAH JEMPOL

VISI

Jempol Makmur Sejahtera

MISI

Menoraji pengurusan tanah dan pembangunan melalui ladbir urus yang cekap dan mesra demi kesejahteraan masyarakat Jempol

Jempol Makmur Sejahtera

Company Profile

OBJECTIVE

Honest: honest and trustworthy while performing duties with minimal supervision

Empathy and energy: have a tolerant and considerate attitude towards colleagues and customers. Perform tasks cheerfully, actively and energetically

Customer friendly: have the attitude and skills to serve customers wisely, calmly, smilingly and courteously

Professional: perform tasks competently (having knowledge and skills), have high quality work and good skills

Optimistic: believing and being positive about the results of joint efforts will bear fruit to achieve the target

Loyal: loyal to the organization and support public service wholeheartedly

Background of establishment and Services offered

Jempol is one of the district and luak adat that exist in Negeri Sembilan Darul Khusus. Jempol District do have 5 sub-district which the first one is Mukim Serting Ilir, Mukim Jelai, Mukim Kuala Jempol, Mukim Rompin, and Mukim Serting Ulu. With a size of 148,458.42 Hectar and 129,400 people at here, Jempol is the biggest district in Negeri Sembilan. This district is bordered by the state of Pahang in the northeast, Johor in the south, Tampin district in the southwest, Kuala Pilah district in the west and Jelebu district in the north. Bahau is the main city of this district while the the district administrative center is located in Bandar Seri Jempol.

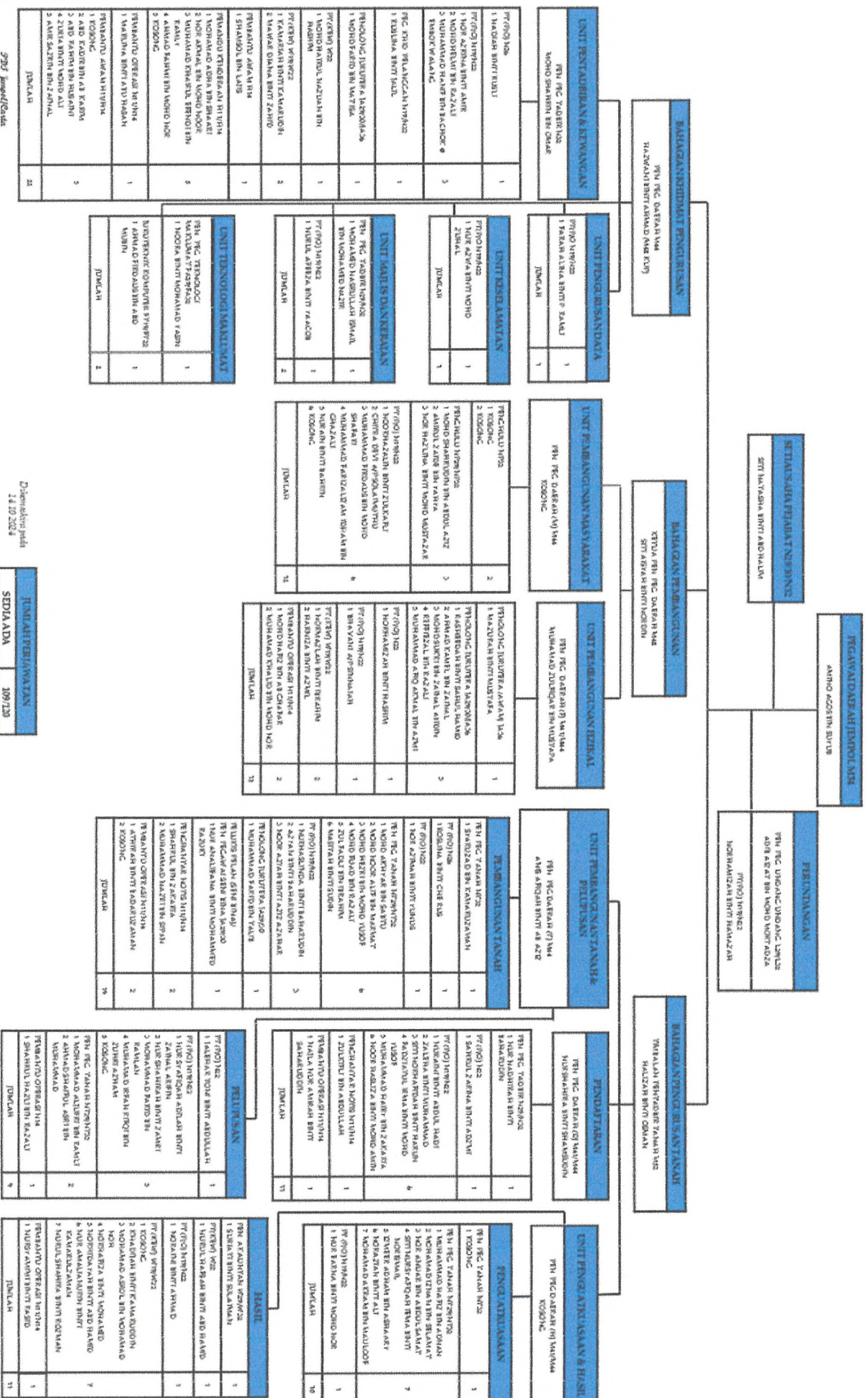
Pejabat Daerah dan Tanah Jempol was established on the same date Jempol District established before 1980. Before it is known as Pejabat Daerah dan Tanah Jempol, most people at here is more synonym with a name Pejabat Daerah Kecil Bahau or Pejabat Tanah Bahau (PTB). This building also was moved from Bahau to Bandar Seri Jempol. The office in Bahau is still being used until 1988 even though Bangunan Kompleks Pentadbiran Daerah Jempol has been completed

This office acts as the main office responsible for planning, coordinating and monitoring all the implementation of State and Federal Government Policies, Projects and Programs in the district. This main role is very important to ensure the impact of the implementation is realized and then the benefits, prosperity and well-being can be felt by the target group.

The serviced offered by this company is in district land management. In this land management it contain 5 main services which is development, disposal, registration, revenue, and enforcement. This 5 services become the main income for the company and also for the state. Other than that, this company also provide the liquor license service. The owner of liquor retail must get their license at this company to continue their operation.

STRUKTUR ORGANISASI PEJABAT DAERAH DAN TANAH JEMPOL

Organizational structure



Training Reflection

I have started my industrial training at Pejabat Daerah dan Tanah Jempol on 12 August 2024 until 24 January 2025. The total of my industrial training at Pejabat Daerah dan Tanah Jempol was 24 weeks and this period of time being used wisely by me to complete my internship at here. As an internship at this company, my working days will be Monday to Friday in a week and off day on Saturday and Sunday. For the working hours will be 9 hours per day including the lunch break at 1.00 p.m. to 2.00 p.m. and this company offer a flexible working hours starting from 7.30 a.m. to 9.00 p.m. I can see that with this flexible working hours do ease many of the employee to manage their family wisely before going to work.

During my industrial training at here, At first I was located at the Admin and Finance department. It was a good experience to being located at this department because I can learn a lot about the management of the company in this department. The first task that I was assigned to register all the letter received by this company into the system that they used. All the letter received should be register in the system first then bring it to Upper management for them to categorized that letter should be distributed to which department. Other than that, I also help my colleague on my department to prepare for the SSPA document to be sign by the employees. I need to make sure that all of the information in the SSPA document that will be sign by the employees was correct. As an example, the important thing that should carefully check on the document is their IC number, grade, and also the new salary. I also was assigned to do the simulation for some of the employees salary for the increment of their salary in the next 5 years. This should be prepared carefully to avoid any mistake because it will be presented by this department.

Other than that, It is my responsible to prepare the memo. I need to make sure the memo I prepared delivered in the right person and make sure they received it. Some of the memo that I have prepared during my internship was, a notice about tax deduction in the employees salary, a notice for meeting and notice about outdoor program held. Beside doing admin task, I also involved with some of the finance task which is, I will check all the payment voucher, the overtime for the employees based on the document they send to claim.

Training Reflection

As working an admin in this company, it was this department duties to make sure all of the employee filled in their activity and training that they have go through for the year. I have given a chance to do this task by fill in their activity and contribution toward the community in the system called HRMIS for their performance. It is important for the employee to being evaluate for the performance. In every year, the employees must go for the training course related to their Job Specification. For choosing their training course and register it into this company system, it was also my task to make sure all the employees will get the right KSAO to perform their task.

Next, I also was being located to back up the customer service position. In this task, I learn how to communicate and how to handle the customer. It improve my soft skill in many ways and teach me a lot on critical thinking. In this task, I need to help those customer who call via phone and walk in. As working at customer service, I need to learn a lot about the company to help them as an example by explaining the procedure toward them.

I was given the trust from my supervisor to make the infographic on governance improvement efforts implemented to give the contract. I need to make sure this assignment need to completed successfully because in this task it will bring the company image toward the other organization. I also do prepared most of the slide presentation for the meeting held in this company. It is my job to make sure all the information in the slide was right to avoid any misinformation during the presentation. Lastly, I was able to contribute my energy and idea toward this company for their outdoor program such as creating their banner for Maulidur Rasul and also join the "Kawad Hari Merdeka" at Seremban. I have gain a lot of chance to contribute toward this company in many ways. The connection between the company and community is very close that lead them to held many outdoor program and from these i have learn a lot about the procedures. I have gains a lot of experience and get to know many connection that will help me in the future. It also has increase my confident in making decision and leadership. As start working at here, I already have the view of reality in working and feel the environment of working that will make me prepare for the future. The most improvement that I can see in myself is, I can communicate well with people better than before because it required me to do it to completed my task.

SWOT Analysis



**EXPERIENCED
STAFF**

S

Strengths

**COMMUNITY
TRUST**

**DEPENDENCE ON
OUTDATED
SYSTEMS**

W

Weaknesses

**LIMITED SPACE FOR
DOCUMENT
STORAGE**

PARTNERSHIPS



Opportunities

**DIGITAL
TRANSFORMATION**

LIMITED BUDGET

T

Threats

**NATURAL
DISASTERS**

Discussion & Recommendation

Experienced Staff (Strength)

Skilled employees who are knowledgeable about the work they done since they will be send to a training before start working. All employee also need to attend a seminar to fulfill the KPI yearly. It can be seen that each of the employee that have been accepted at here will face a seminar or a training before start to work. In Pejabat Daerah dan Tanah Jempol, each employee will be fill in with the right KSAO for them to do their task effectively. It is the main role of administrative department to ensure that all of the employees receive the right training for them. The yearly training for the employees to reach their KPI will be handle by admin department and what course of training should be send for the employees based on the employee job specification. With a good start in this company in shaping experienced staff, it will not consume much time to create In-Depth knowledge employees within the organization. This will help the company to growth in the future.

The employee can be categorized as an experienced staff because they can smoothly handle all the task given and also contribute in the organization. They also calmly know how to handle an issue arise during the work and this make the work flow of organization keep run without having a problem. Most of the staff do really know about their job scope and also they were able to help each other even though doing a different job specification in same department. It has become an advantage for the company to have experienced staff which may contribute their skill in many ways and also who is very familiar with the company activity. Mostly the senior employees at this company have work 5 years and above in this organization. With this experience they have in working, they also was given the trust from the upper management to handle some of the program that the company held such as Hari Sukan Negara and many more. As expected that the outcome of the program lead by them run smoothly without any major issue.

Discussion & Recommendation

In order to sustain the company to make sure most of their staff is able to perform their work efficiently, they should provide a mentorship program which can directly increase the staff performance in organization. We all know that mentorships are essential to the growth of young professionals. The evidence is clear: 75% of executives credit their success to mentors and recent research shows that 90% of employees with a career mentor are happy at work (Gross, 2023). Mentorship programs are a type of professional development strategy organizations use to connect more experienced team members into developmental relationships with team members who want to expand their skills and/or experiences (Cook, 2024). Other than that, for mentors the experience provides an opportunity to refine their leadership abilities and give back to the organization by nurturing the next generation of talent (Aurora Training, 2024). By conducting mentor program it will many benefits which can affect employees career development, skill enhancement, increased engagement, leadership development, knowledge transfer and also lead to employee retention. There are a few examples of mentorship programs which is Traditional Mentorship, Reverse Mentorship, Group Mentorship, Virtual Mentorship, Peer-to-Peer Mentorship, Sponsorship, onboarding Mentorship (Kara Dennison, 2024). Starting a mentoring program requires, identifying the purpose of mentoring and the vision for the program in your organization, then understanding your mentor and mentee candidates and consistent communication and promotion to encourage mentoring longevity (Schnieders, 2024). Based on the feedback give from the mentor on Semmelweis University in Budapest, Hungary study, Mentors reported growth in social and practical problem-solving skills, self-confidence, psychosocial benefits, and both personal and professional development where the program had a great impact on students' sense of self-efficacy, self-awareness, perception of their competencies, and adherence to their boundaries (Pölczman et al., 2024).

Discussion & Recommendation

Community trust (Strength)

Since Pejabat Daerah dan Tanah Jempol is a government company, it gains a lot of trust from all people. All of the customer give a high trust toward this company since this is the only place that they can handle with their land management regarding the registration, land tax, consent, official search of grant and change the term of their land. This company will always become the first place for all our customer to handle with their land affair. This company do gain a high trust from the customer since it's have operated for a long time from generation to generation. Most of the employee at this company do treat customer really well that make the customer feel being appreciated by the employees. Pejabat Daerah dan Tanah Jempol do treat their customer really well because it's have been an ethics practiced for a long time. Most of the customers will be happy with the service provided by the company that will directly effect the company reputation toward the community. When the company is given trust from the community, it directly increase the involvement of the community in participate with the government program such as blood donation program, national sports day and cooperate in cleaning the community place together. Other than that, when this company do serve well for their customers, indirectly it will give a good reputation toward the government because this company is under the government control. It show how good the government can take care of their business operation toward the community in giving as much satisfaction toward the customer.

In order to expand this strength and keep the community trust around the community, they should always maintain the transparency with their customer. The key to being transparent in business is, to be honest, and own up when you make a mistake. People respect others more when they can admit being at fault for something (Hart, 2022). When the business operate with transparency, customers will have no doubt with the information received and there will be more understanding from the customer about the problem on how to settle with their problem. A company that attempting to hide information about your processes or products in an effort to preserve "trade secrets" could cause prospective buyers to think you have something to hide or that you're not as much of an expert as you claim to be (Vitasek, 2024).

Discussion & Recommendation

Dependence on Outdated Systems (Weakness)

With the current era, in order to compete with other business competitors it is a must for the business to keep up to date with the latest technology in doing the task. The weakness that can be seen in this company is that they don't keep up to date with the technology innovation release. In Pejabat Daerah dan Tanah Jempol they keep manually update the service book of the staff in a book which can delay the time of the task to be done and also it can be an overlap detail if not be check truly. Other than that, the issue that can arise when the company still using the old way, if there is a transfer of a staff from other Pejabat Daerah dan Tanah to this company, the book also will take a longer time to arrived at the new place which also can lead to lose it. Since the company still using a book to record the service of the staff, it will need them to record it by a handwritten work. The task of recording staff detail can be more neat if it can be done by a computer since the output of computer will look more professional and the output will be same from the start to end. An error occur by using the technology also can be reduced than the manual handwritten. Outdated systems that still been practiced in the company like depend fully on the excel for registering letter is also need to be taken seriously because if there is an issue like missing folder or the file being deleted, it will cause a big problem toward the company. A new system that sync with online platform should be created as a more safety backup for it.

To overcome this problem in the company, it is necessary for the top management to send the employees to a training that help them in learning about the latest system being used currently. According to world economic forum, by including workers in the process to identify and implement workplace technologies, employers can increase trust in the new technologies, and increase employee retention and engagement in addition to productivity improvement and cost reduction. Letting the employee be more familiar with the updated system may increase their performance in their work and also can solving the problem that company have. The management should slowly provided the staff with the technologies after they being familiar with it and know how to handle it.

Discussion & Recommendation

Limited space for document storage (Weakness)

The second weakness that can be seen in Pejabat Daerah dan Tanah Jempol is the limited space provided for them to keep all the file and document at a safety place. In this company, there are already a place that have been reserved to keep all the confidential document but day by day it was fully filled. All of this lead to overcrowding and disorganization of the file document. When the physical storage was already full, the room become congested. It also affect the movement of the staff in the organization if there is need to searching for certain file. The movement of the staff will become limited when the room is congested with all the file. Due to the limited space, it make more difficult to organize all the file and also will lead the employees to lost or misplace the document in the wrong place.

Because of the cramped space provided and not well organize place, it has several impact toward the organization operation which lead to operational delays. How can the operation could be delay because of this? it made the operation delay by wasting much time for the employees to searching for documents inside the cramped place. When dealing with customers, it need the customers to wait longer than usual if the document for them is being hide at a hard place to find.

The best way to minimize the effect of this limited space on the company by dispose the unusable file in the company and transfer it into digital. According to MCF Environmental Services, digital storage can take as little space as a simple hard drive or even no space at all by storing documents offsite through cloud storage solutions. It also save a lot of cost for the company than build an offsite building to keep all the file. The file that have 5 years and above period should be dispose and transform it into digital because most of this file didn't being use often. To implement this strategy, all of the employees must help each other to make it success because it require a lot of work and energy from everyone.

Discussion & Recommendation

Partnerships (Opportunities)

As a government company, Pejabat Daerah dan Tanah Jempol do have a lot of collaboration with other organization. A partnership with other organization is a good way for this company to organize a big program or also to learn more about the latest update on data, technologies and how to have a better management in operation. There are a lot of program been organized in this district that get a big involvement from the community because of this partnership. When this company held an event with a collaboration with other organization, the community also do give a high involvement toward all the program organized. As an example, during the independence day, a program called Jelajah Merdeka was held and got a big involvement from the community that join the event. There are many activity was held which this company get a help from KEMAS and also many other organization that help during the event until it success. Partnership also do help a lot for this company to success in their program with the help from sponsorship. This is the great way to make any activity in the future to become more interesting since they don't have a limited budget to be worry. Collaborations with private tech firms also help in system upgrades or NGOs for public awareness campaigns. The partnership program that has happened between Pejabat Daerah dan Tanah Jempol was in "Gotong Royong" to clean the school area. There was a collaboration with Majlis Perbandaran Jempol and the community around there. With this partnership, the equipment required for the cleaning is complete and the work become easier. Next, for "Hari Sukan Negara" with the support from Ministry of Youth and Sports of Malaysia, We got many participation from people and with the fund provided from both side many activity has happen such as Futsal tournament, badminton, takraw, volleyball and football.

Discussion & Recommendation

Partnering with someone can give the access to a broader range of expertise for different parts of your business and a good business partner may also bring extra knowledge and experience or complementary skills to help you grow the business (Martinuzzi, 2023). By wider the range of expertise in the company it can give a lot of knowledge toward employees which they can apply in their task where directly improve their motivation in doing their work. This also is one of the factor that can lead the employees slowly become valuable employee inside the organization. There are many type of partnership which is integration partnership, technology partnership, financial partnership, marketing partnership, supply partnership and supply chain partnership (Brooks, 2024) .Partnership also can wider the connection made by the company with others which can gain more customer and added value for existing customers. Research from BPI Network indicates that 44% of businesses “seek alliances for new ideas, insights and innovation” and a report in the Harvard Business Review indicates that 94% of tech executives view innovation partnerships as necessary to their strategy (Vitasek, 2022).

Discussion & Recommendation

Digital Transformation (Opportunities)

In order to catch with the current era, digital transformation is a must for most company in order to be the best. Improving the work by transform it into digital will enhanced efficiency and productivity of their work. Change to digital also will make the process of data entry in this company become faster in completing the task. In Pejabat Daerah dan Tanah Jempol also has slowly change their task to digital which they have launched the new kiosk for customer that want to pay for the land tax. This show that this company is aware about the transformation to the digital, and by launching the new machine for customer self service it does help a lot in improving the delivery of their service. Customer have the choice whether to pay at the counter or to pay it itself. It give an option toward them how did they want it to be settle. Even though this company has transform slowly to digital transformation, a human touch is still need to help those who are not get used with the digital. Other than that, this company also have developed a well website to ease the customer to deal with. With the existence of this website, customer can register at this place and find more information about what did they want to do. This save a lot of time and improve the service of the company.

Change to a digital help these company to keeping up with customer expectations. Customers now expect businesses to provide seamless experiences across multiple channels. For example, if you've had a web app, you need to develop mobile apps to keep your customers with you and conquer new ones (Astapcijs, 2024). Digital transformation catalyzes Elevated Customer Satisfaction by revolutionizing how businesses understand and cater to their clientele (FDieffenbacher, 2024). A digital transformation enables businesses to build lasting relationships with customers, leading to increased loyalty and higher customer satisfaction levels. By leveraging data and insights from all customer feedback channels, businesses can anticipate customer needs and deliver tailored solutions, enhancing the overall customer experience (Altomonte, 2024). As this transformation into digital is giving so many benefit for the company, they need to wider this digitalization inside the company and also not for the customer but for the staff too. They can start to change the old ways of recording data from handwritten to a digital one in order to keep a high pace of work.

Discussion & Recommendation

Limited budget (Threat)

In this company, the most crucial threat that can be identified is limited budget provided by the government. As a company that related with government, all the budget is provided from the government. So there will be a limited budget for this company since they are depend on the budget given. When there is a limit budget for spending, it will directly affect the performance of the company to perform well. The financial department need to plan as best as possible to make sure the money is enough for the period given. How could a limited budget effect the performance of the company? If they are provided with a low budget for that year, the management department will unable to provide all the employee with the latest tools in performing their task. Other than that, in term of maintenance also affect by this threat. Some of the asset could not be service on time because of the budget is exceed the limit and the company need to wait for the next year to do it. All the budget given to Pejabat Daerah dan Tanah Jempol is categorized by a code. All of the spending made for the company will refer on the code budget and the money must be use based on the code. As an example, expense such as Coway have their own code budget to be spend and it cannot be mix with other code. All of the resources in the company also need to be organized well such as Paper, Ink and stationery. There will become an issue also if any incident happen unexpectedly and there will be insufficient fund for the recovery plan.

For the limited budget problem that happen inside this company, they have no other way to avoid this threat but the best way to handle it by planned a good strategy to make sure the company can survive for the period. Proper planning, by understanding the organization's mission and who is responsible for ensuring that mission is carried out, can help reduce these mistakes (Cio, 2023). Efficient cost control management can help you strategically identify the company's priorities and cut back on expenses that are not required immediately (Staff LSBF, 2024). The other way for the company to save more budget, they also could seek for external funding. The best way to seek for external funding by explore public-private partnerships to share the cost for the technology improvement or also other expenses.

Discussion & Recommendation

Natural disaster (Threat)

The next threat that happened toward the company is natural disaster. This is something that the company need to face during the season of flood and landslides. There is no solution to avoid this natural disaster and it cause the company to suffer a lot of damage toward the infrastructure. The company need to face with leaky roof and other damage during the heavy rain come. There are many place that the company suffer from the natural disaster including storage facilities and workplace. Some of the operation inside the organization need to be stopped because it affect the workplace of the employees and this lead to a delay of time for the company. This will take a longer time to be able operate as usual since the cost and time of repair will become the issue for this company to face with. Other than that, natural disaster also become the factor for the company to loss many of their record book or confidential document that they keep physically in a room. A minor damage toward these physical record can result in data loss and make a delay toward their service. Other than physical damage happen toward the company, the morale of the employees are effected. The employees cannot perform well in doing their task during the natural disaster because the result of the natural disaster affect their emotion in doing work. The employees feel uncomfortable and unsafe with their workplace that become the reason they lack of morale in doing their job. Registration department affect badly from this natural disaster because some of the computer used to log in to the system got affected by the flood. This will delay the time of operation since they will be less counter open to serve the customer

To lessen the damage of natural disaster toward the company, developing an EAP can boost your organization's ability to withstand the risks presented by natural disasters and minimize injuries, damage and losses. EAPs often include features such as workplace floor plans, procedures for reporting emergencies and dedicated assembly locations (Evotix, 2023). The EAP mentioned by evotic stand for Emergency Action Plan that will help the company a lot to prepare for the natural disaster. The EAP also do recommend for the company to backup their physical record to a digital version since it can be safe if stored in a digital version. A periodically inspection also is important for the company to face with the natural disaster to avoid a high damage toward the asset of the company. Even though the damage could not be avoid, but with a better preparation made, it could lessen the damage taken during the natural disaster.

Conclusion

In conclusion, doing my internship at Pejabat Daerah dan Tanah Jempol is a good starting for my career. At this department I can learn how did the management happen inside the company. This good environment of working will lead me to become more professional in work and also practicing me to become more discipline. By facing many challenges during this internship, it improve me in solving the problem and improve my decision making. This will make me a better leader and the experienced that I got here is unvaluable. The task that have given to me also make me become responsible person toward all the job assign.

As to strengthen my knowledge at Human Resource job specification, I also was given a task that relatable to what I am studying. I was able to settle down the employees leave, salary, and also giving the right training for all the employees. With the contribution of my knowledge during study, I was able to catch up with the task given and also learn new skill to use the technology provided by the company.

Other than acquiring technical skill, this industrial training have improve my personal development. I can communicate well with the customer and give direction to them in a good ways. There are some situation also led by me to settle the task. I have become more confident about myself during this internship at Here.

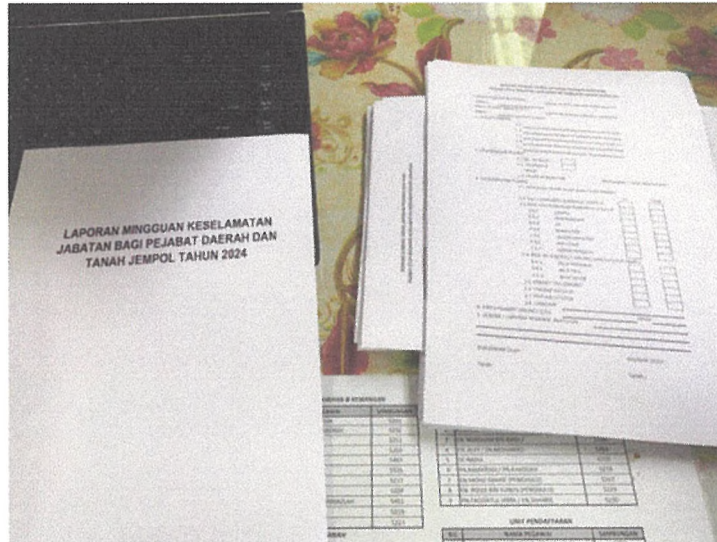
With all the equipment and support provided by my colleague and company, I can finally reach the target that my supervisor expected and beyond it. I am looking forward to improve myself for the future in order to keep relevance in this industry. The skills and knowledge that I learn during my internship at Pejabat Daerah dan Tanah Jempol will be my assets to promote myself for the job I seek.

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Appendices

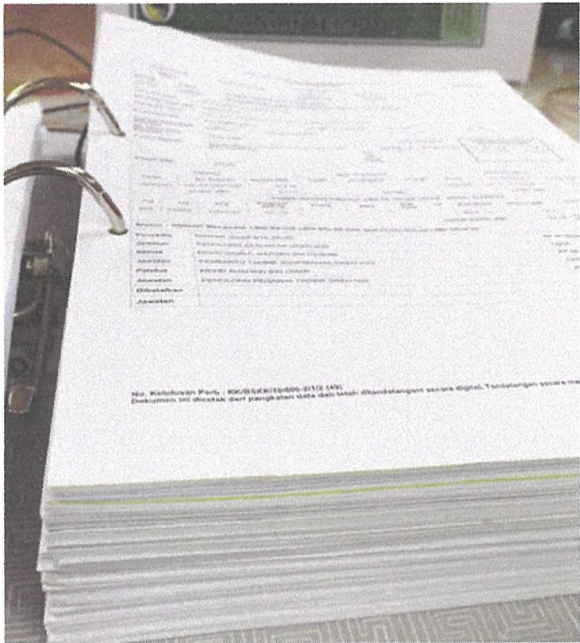


The image above showed the preparation for departmental safety weekly report in Pejabat Daerah dan Tanah Jempol for 2024

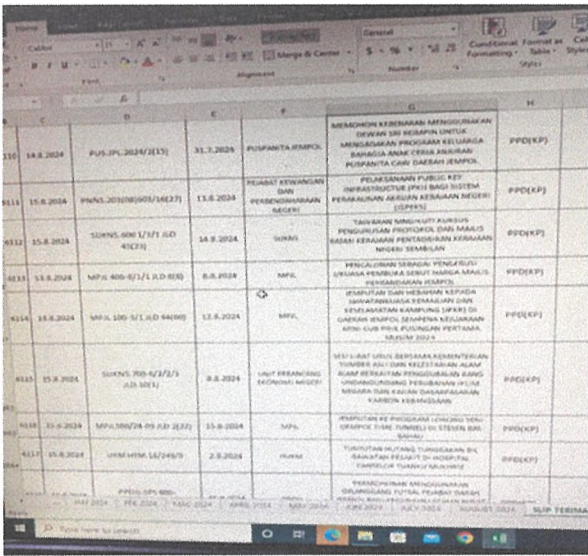
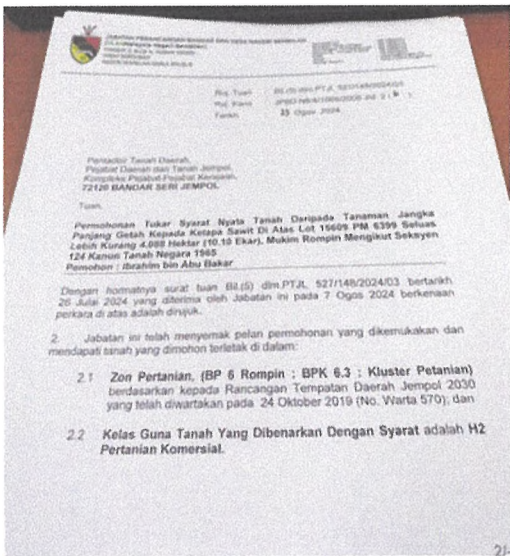
NO	NAMA PEJAWAT	TARIKH BERTUGAS
1	MORDEI MIHIN MAZALI	8/1/2024
2	MORDEI MIHIN MAZALI	9/1/2024
3	FIRDAUS ABD MUBIN	10/1/2024
4	MARLINA BINTI ABU HANAN	11/1/2024
5	NUR AZWA BINTI MOHD ZUHAI	12/1/2024
1	KAMARIAN BINTI KAMARIEN	15/7/2024
2	MAWAR DANA BINTI ZAHID	16/7/2024
3	NURUL AFIIZA BINTI YACOB	17/7/2024
4	NOR AZPURA BINTI AMIR	18/7/2024
5	MUHAMMAD HANIF BIN BACHOK PEMBOK WILANG	19/7/2024
1	SHAMUEL BIN LAYS	22/7/2024
2	ABDI KAEFF BIN AB YARILI	23/7/2024
3	EN MOHD SHAMIR BIN ENMAR	24/7/2024
4	PRICORA BINTI MOHD YAMIN	25/7/2024
5	MUHAMMAD NURUL HAFIZAH BINTI MUHAMMAD NALIR	26/7/2024

The image above showed the preparation for duty schedule in management services department prepared by me

Appendices



The image above showed document for claim made by the employees to be check



The image above showed the task for registering the letter into the system

Appendices

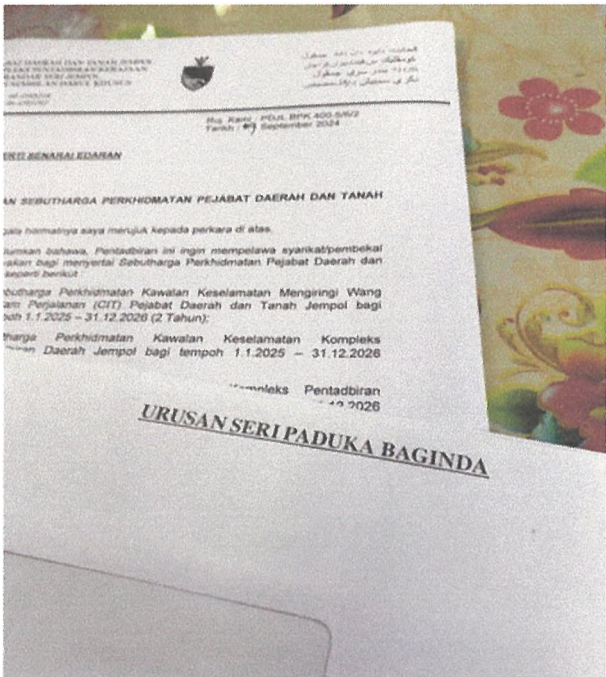


The image above showed the participant registration during the "Jelajah Merdeka" program in Pejabat Daerah dan Tanah Jempol



The image above showed the foot march join by me and this company for the Independence Day at Seremban

Appendices



The image above showed the preparation to send out all the letter about “Sebut Harga” notice to other organization

SEBUT HARGA PERKHIDMATAN KAWALAN KESELAMATAN KOMPLEKS PENTADBIRAN DAERAH JEMPOI

TARIKH: 12.09.2024 (HARIAN)

SAJIA: 09.00 PAGI

TEMPAT: DEWAN SERI KAMPUL, PEJ. DAERAH JEMPOI

No	NAMA ORGANISASI	NAME PERSON (NAME)	TAMBAH TANDAS
1	Guarantee Resources Sdn Bhd	[Signature]	[Stamp]
2	[Name]	[Signature]	[Stamp]
3	[Name]	[Signature]	[Stamp]
4	[Name]	[Signature]	[Stamp]
5	[Name]	[Signature]	[Stamp]
6	[Name]	[Signature]	[Stamp]
7	[Name]	[Signature]	[Stamp]
8	[Name]	[Signature]	[Stamp]



The image above showed the registration of “Sebut Harga” attend by other organization

Appendices



The image above showed the briefing from our company toward the “Sebut Harga” participant

SENARAI ASET ALIH

Pusat Jabatan/Bahagian : PEJABAT OPERASI DAN TANPAH JEMPUT
Lokasi : DEWAN SRI ROMPIN

NO. BUKU	NO. PENDAFTARAN	KETERANGAN ASET	KUANTITI
1	POJUE1000H17002	KERUSI BERANGKAI	1
2	POJUE1000H17003	KERUSI BERANGKAI	1
3	POJUE1000H17004	KERUSI BERANGKAI	1
4	POJUE1000H17005	KERUSI BERANGKAI	1
5	POJUE1000H17006	KERUSI BERANGKAI	1
6	POJUE1000H17007	KERUSI BERANGKAI	1
7	POJUE1000H17008	KERUSI BERANGKAI	1
8	POJUE1000H17009	KERUSI BERANGKAI	1
9	POJUE1000H17010	KERUSI BERANGKAI	1
10	POJUE1000H17011	KERUSI BERANGKAI	1
11	POJUE1000H17012	KERUSI BERANGKAI	1
12	POJUE1000H17013	KERUSI BERANGKAI	1
13	POJUE1000H17014	KERUSI BERANGKAI	1

(a) Disiapkan oleh : _____ (b) Disiapkan oleh : _____

Tandatangan : _____ Tandatangan : _____

Nama : KHYA BINTI BADAMUDIN Nama : _____
Jawatan : PEGAWAI KEMAS KEMAS Jawatan : _____
Tarikh : 10/04/2024 Tarikh : _____

Nota: a) Disiapkan oleh Pegawai Aset atau wakilnya (contoh: Pembantu Tadbir Aset/tanpa jawatan)
b) Pegawai yang mengesahkan ialah pegawai yang bertanggungjawab ke atas aset berkenaan contohnya:
1) Lokasi bilik Setiausaha Bahagian - disiapkan oleh Setiausaha Bahagian.
2) Lokasi bilik mesyuarat - disiapkan oleh pegawai yang menguruskan bilik mesyuarat.
3) Di dalam bilik apabila mendapat penambahan kuantiti, lokasi, pegawai bertanggungjawab, pelantikan, hapus kitar, pindaan atau tidak.

KEW PA-7



The image above showed the asset checklist that should be done twice in a year

Appendices



The image above showed the Gotong Royong with Majlis Perbandaran Jempol to clean up the school area



The image above showed the government movable asset management committee meeting

Appendices



The image above showed the “Hari Sukan Negara” held by the company with Ministry of Youth and Sports of Malaysia

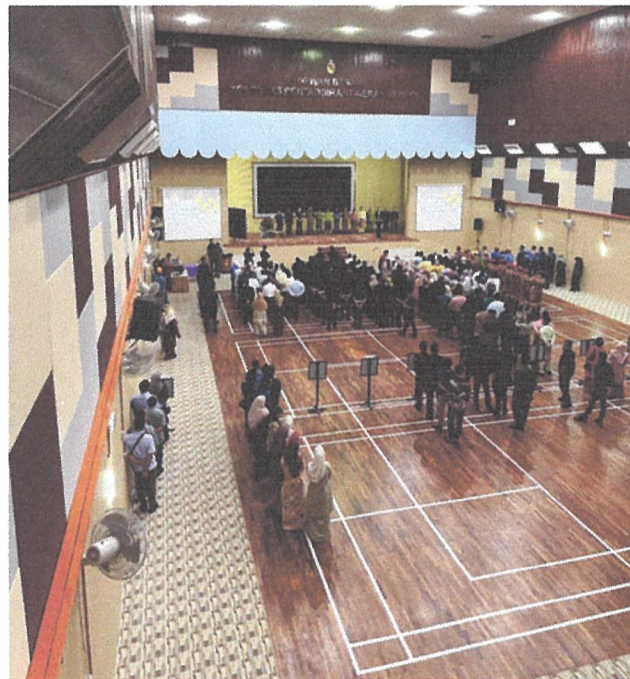


The image above showed the preparation of hall for event attend by Negeri Sembilan MB

Appendices



The image above showed the preparation to send help for flood victims



The image above showed the official meeting of all government organization in Jempol manage by Pejabat Daerah dan Tanah Jempol