



INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
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Diploma in Information Management
(CDIM110)

Industrial Training
(IMD310)

INDUSTRIAL TRAINING REPORT

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ABSTRACT

This report is about my internship experience at Klinik Idzham, which I did from July 22, 2024, to September 13, 2024, mostly in the Human Resources (HR) Department. Even though my main job was to help the HR manager, I also had other duties in different areas that were not typical HR tasks. While working at the clinic, I helped with auditing workflows, created the layout for their upcoming website, made some posters, organised records in the records storage, communicated with third parties to confirm important information and many more. I learnt a lot about the healthcare business and developed important professional skills, such as how to communicate with others in an organisation, keep records, and work with people from other departments. This internship not only made me more flexible in a fast-paced workplace, but it also helped me learn new technical skills and improve my ability to contribute effectively across different roles within an organisation.

Keywords: *Internship, Klinik Idzham, Human Resources, Audit, Website Design, External Communication, Healthcare Industry, & Professional Skill Developme*

TABLE OF CONTENT

TITLE	PAGE
<i>Abstract</i>	i
<i>Acknowledgements</i>	ii
<i>Table Of Content</i>	iii - iv
<i>List Of Figures</i>	v
<i>List Of Abbreviations</i>	vi
CHAPTER 1: INTRODUCTION	
1.1 Background of the industrial training program	2
1.2 Purpose and objectives of the report	3
1.3 Significance of industrial training for students of Diploma in Information Management	4
CHAPTER 2: ORGANIZATIONAL INFORMATION	
2.1 Overview of Klinik Idzham	6
2.2 Vision, Mission, and Objectives of Klinik Idzham	7
2.3 Location	8
2.4 Operational hours of Klinik Idzham	8
2.5 Organizational structure of Klinik Idzham	9
2.6 Departmental structure and function related to information management	10
2.7 Explanation of the assigned department/unit at Klinik Idzham	11
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	
3.1 Klinik Idzham Branches: Property and Loan Documentation	13 - 15
3.2 Website Content and Design Analysis for Klinik Idzham	16 - 22
3.3 Monthly Drug Order Management for Klinik Idzham Branches	23 - 24
3.4 Research on Ownership Transfer Documentation	25

3.5 Designing Vaccination Information Posters for Website	26 - 27
3.6 Categorization and Filing of Insurance Records	28
3.7 Organization and Archiving of Records in Storage	29
3.8 Analysis of Staff Overtime (OT) Pay Across Klinik Idzham Branches	30 - 32
CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS	
4.1 Reflection on Learning Outcomes Achieve	34
4.2 Personal Growth, Skills Enhancement, and Professional Development	35
4.3 Examples of Successful Projects, Accomplishments, and Challenges Overcome	36
CHAPTER 5: RECOMMENDATIONS AND CONCLUSION	
5.1 Suggestions for Improvements in the Industrial Training Program	38
5.2 Recommendations for Klinik Idzham's Information Management Practices	38
5.3 Summary of Key Insights from the Industrial Training Experience	39
References	40
Appendices	41 - 49

LIST OF FIGURES

Figure no.		Pages
1	Logo of Klinik Idzham	6
2	Organisational Structure of Klinik Idzham	9
3	Excel table of original loan	14
4	Excel table of refinance loan	15
5	Home website page	16
6	About us website page	17
7	Branches website page	18
8	Services website page	19
9	Registration website page	20
10	Blog website page	21
11	Our Doctors website page	21
12	Contact us website page	22
13	Drug request sheets	23
14	Tables of every branch drug sent	24
15	SYABAS Website	25
16	Pejabat Tanah dan Galian Negeri Selangor website	25
17	Posters of Vaccinations	27
18	Insurance records	28
19	Pictures of me organising the records in storage room	29
20	List of OT pay received	31
21	Tables and bar charts of OT received every month	32
22	UiTM supervisor (Puan Faddliza) with my Klinik Idzham supervisor (Puan Nadzratul Ain) and me (Nur Heidi)	41
23	Medical Certificate Letter	42
24	Industrial Training Application Letter	43
25	Industrial Training Reporting Form	44