



اُنِيُوَرَسِيْتِي تِيكْنُولُوْجِي مَارَا  
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TEKNOLOGI  
MARA

**INFORMATION SCIENCE STUDIES COLLEGE OF COMPUTING, INFORMATICS AND  
MATHEMATICS**

**UNIVERSITI TEKNOLOGI MARA (UITM) NEGERI SEMBILAN REMBAU CAMPUS**

**DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)**

**IMD310: INDUSTRIAL TRAINING: MALAYSIAN PALM OIL BOARD**

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## ABSTRACT

This report details my industrial training experience at the Malaysian Palm Oil Board (MPOB) headquarters in Bangi, Selangor, as part of the IMD310 course requirement for the Diploma in Information Management at Universiti Teknologi MARA (UiTM), Negeri Sembilan. Over eight weeks, from July 22 to September 13, 2024, the student had the opportunity to immerse herself in a professional work environment, bridging the gap between academic knowledge and practical application.

Assigned to the Training and Conference Unit under the Finance Management and Development Division, the student was given two main responsibilities. The first was to design the interface for the MPOB employee e-training system, including creating three key modules: the Application Module, the Support and Approval Module, and the Administrator Module. This task allowed me to apply my knowledge of programming and system design, enhancing her technical and problem-solving skills. The student second major task was organizing a three-day course titled "Preparation of Price Estimate Specifications for Quotations." This involved managing participant registration, preparing the venue, coordinating catering, and ensuring smooth execution throughout the event.

Beyond her main tasks, the student also participated in various organizational activities, such as the Maal Hijrah Celebration Ceremony and the Jalur Gemilang Handover Ceremony, which enriched my understanding of workplace culture and team collaboration. Additionally, the student assisted in administrative tasks, including filing, data entry, and preparing documentation for courses.

This training provided the student with invaluable insights into the professional world, improving both my technical abilities and soft skills, such as communication and teamwork. It was a fulfilling experience that not only prepared the student for future career challenges but also helped her grow personally and professionally. The lessons and skills gained during this training have significantly shaped my understanding of the industry and will serve as a strong foundation for my career in information management.

**Keyword:** *Information management, Malaysian Palm Oil Board, Training and Conference Units.*

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