



INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

DIPLOMA IN INFORMATION MANAGEMENT

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IMD310: INDUSTRIAL TRAINING

FACULTY SUPERVISOR:

MADAM IZZATIL HUSNA BINTI ARSYAD

PREPARED BY:

UNGKU MELYA MAISARAH BINTI UNGKU MOHAMED ISHAMEL (2022872014)

GROUP:

N5CDIM1104H

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ABSTRACT

This report provides a comprehensive overview of the industrial training undertaken at ANR Ventures SDN. BHD. from 22 July 2024 to 13 September 2024. The primary aim of this training was to bridge the gap between theoretical knowledge acquired during the academic studies and practical application in a professional setting.

During the training period, the job that was assigned is the role of human resources (HR) where it engaged in various tasks and projects related to manage a work in excel like organize pictures or counting budget. The report details the key responsibilities undertaken, including organize pictures of proof of the work made by workers who worked at the site and key in counting budget in a real form of tender, and highlights the skills developed such as benefit from having good organizational skills, data entry and analysis abilities, and having the capacity to multitask.

The training offered significant insights into knowing what are the steps of electrical rewiring work, and provided valuable experience in Excel deeper. It also facilitated a deeper understanding of industry practices and standards. The challenges encountered and the solutions implemented are discussed, reflecting the practical application of academic concepts.

Overall, the industrial training was instrumental in enhancing the professional competencies and understanding of the administrative management. It not only reinforced theoretical knowledge but also contributed to my personal and professional growth, preparing me for future career endeavours.

Keywords: *Industrial Training, ANR Ventures Sdn. Bhd. , administrative management.*

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