



اُونِيُوَرَسِيْتِي تِيكْنُولُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

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

UNIVERSITI TEKNOLOGI MARA (UiTM)

**DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)
INDUSTRIAL TRAINING (IMD310)**

PREPARED BY:

HARRY HAIKAL KHAIRUL ZAMAN (2022892326)

PREPARED FOR:

SIR MOHD NAIM BIN MOHD NASFI

GROUP:

N5CDIM1105F

SUBMISSION DATE:

29th November 2024

ABSTRACT

This report is about the practical experience gained during my eight-week industrial training at Awan Academy Sdn Bhd. By providing practical experience in duties linked to web development, IT asset management, and vendor documentation, the internship sought to close the gap between academic knowledge and practical application. My main duties comprised working with vendors to organize records, examining and maintaining IT assets, and creating an instructional website with WordPress. Through these assignments, I improved my knowledge of content management systems, HTML, CSS, and JavaScript, and I discovered best practices for managing IT assets and securely disposing of them.

In order to successfully finish assignments and collaborate with colleagues, the report also examines the development of critical soft skills including communication, teamwork, and time management. These experiences have given me a thorough grasp of how information technology functions inside a company, preparing me for roles in the sector in the future and fostering my personal development, both personally and professionally.

TABLE OF CONTENTS

List	Page
Student pledge of academic integrity	1
Abstract	2
Table of Content	3
Figures	4
Acknowledgement	5
1.0 Introduction	6
Introduction, Purposes and Objectives	7
2.0 Organizational Information	8
Company building, Overview, Address, Organizational Structure	9
3.0 Industrial Training Activities	17
Activities In The Company	18
4.0 Learning Outcome & Achievements	27
Time Management & Organizational Skills	28
Discussion of personal growth, skills enhancement and professional development	29
Examples of successful project, accomplishments or challenges overcome	30
5.0 Recommendations & Conclusion	31
Suggestions for improvements in the industrial training	32
Recommendations for the organization to enhance the information management practices based on the student's observations and experiences	32
Summary of the key findings and insights from the industrial training experience	33
6.0 References	34

LIST OF TABLES AND FIGURES

List	Page
Awan Academy Building	9
Awan Academy Address	10
Awan Academy Organization Chart	10
Marketing Department	11
Management and Offices Department	11
Sales Department	11
Zeharz Organization Chart	14
Awan Group Organization Chart	15
Company Secretary Department	15
Meeting Room	16
Studio Room	16
Facebook Pages	18
Facebook Ads	19
Tiktok Page	20
Tiktok Post	21
Example Of Video 1	22
Example of Video 2	23
Meet The Public	24
Customers' Orders	25

1.1 Introduction

The Industrial Training program at Universiti Teknologi MARA (UiTM) is a crucial part of the academic curriculum, designed to equip students with hands-on experience in their respective fields. By bridging the gap between theoretical knowledge and real-world application, this program enables students to apply classroom concepts to practical work environments.

The primary goal of the program is to cultivate essential skills such as problem-solving, communication, and teamwork while providing valuable insights into industry operations and corporate culture. Students are placed in organizations relevant to their academic discipline, where they receive guidance from both an industry supervisor and a UiTM academic advisor.

Beyond gaining practical experience, students have the opportunity to build professional networks that may benefit their future careers. Upon completion of the training, they are required to submit a comprehensive report reflecting on their experiences, receiving constructive feedback for further growth. Ultimately, the Industrial Training program prepares UiTM students with the practical competencies needed to thrive in today's competitive job market.

1.2 Purpose

The Industrial Training report serves as a structured reflection on the experiences gained during the internship. It provides a comprehensive record of the tasks performed, challenges encountered, and skills developed throughout the training period. Additionally, the report highlights how academic knowledge was applied in a professional setting, showcasing personal and professional growth. It also offers an opportunity for self-assessment, helping students evaluate their performance and the relevance of their training in relation to their field of study.

1.3 Objectives

- i. Practical Application – To integrate and apply academic knowledge in a real-world work environment.
- ii. Skill Development – To enhance critical skills such as problem-solving, communication, adaptability, and teamwork.
- iii. Professional Exposure – To gain firsthand experience in industry operations, workplace ethics, and corporate culture.