SCHOOL OF INFORMATION SCIENCE COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS, UNIVERSITI TEKNOLOGI MARA

INDUSTRIAL TRAINING (IMD310)

INDIVIDUAL TRAINING REPORT:

INDUSTRIAL TRAINING AT KUMPULAN WANG SIMPANAN PEKERJA (KWSP) KWASA DAMANSARA, PHYSICAL CHANNEL DEPARTMENT

PREPARED FOR:

MADAM NOOR FARALIZA BINTI SAMSUDIN

PREPARED BY:

MUHAMMAD NUAIM SYAHMI BIN ABU BAKAR (2022626872)

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<u>Abstract</u>

This industrial training report outlines a comprehensive experience within Kumpulan Wang Simpanan Pekerja (KWSP), specifically in the Physical Channel Department, where diverse tasks were undertaken to bridge theoretical knowledge with real-world applications. Major responsibilities included data management, statistical analysis, and document organization, which enhanced proficiency in tools like Excel and developed skills in precise data handling and effective communication. Projects such as monitoring uniform statistics, producing office decorations, and participating in company-wide events underscored the value of adaptability, teamwork, and attention to detail in a professional environment. These activities not only expanded technical abilities but also fostered significant professional growth, including critical skills like problem-solving and collaboration. The training experience has laid a strong foundation for future roles in information management, emphasizing the importance of efficient information processing and interpersonal skills within organizational contexts.

Keywords: Internship, Industrial Training, KWSP, Physical Channel Department, Professional Growth, Information Management,

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