



اَوْنُوْرْسِيْطِيْ تِيْكَنُوْلُوْجِيْ مَآرَا
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ABSTRACT

This report presents a comprehensive overview of my *industrial training* experience at JKR Selangor, spanning eight weeks. The internship provided an invaluable opportunity to engage in various *administrative and operational tasks* within the organization, enhancing my understanding of its functions and processes. Key activities included updating and managing files, preparing official documents, and assisting in *internal audits*. Throughout this experience, I developed essential skills in organizational communication, time management, and the use of digital tools like Canva and Excel.

The training not only expanded my technical skills but also taught me the importance of *teamwork* and a well-organized work environment. I faced challenges that required me to adapt and solve problems, which contributed to my personal and professional growth. I recommend that future interns at JKR Selangor have structured training programs, mentorship opportunities, and better chances to work across different departments. In conclusion, my time at JKR Selangor was a valuable experience that strengthened my interest in this field and provided me with practical skills for my future career.

Keywords: Industrial Training, Administrative Tasks, Internal Audits, Teamwork

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