



اُونِيُوَرْسِيْتِي تِيكْنُوْلُوْجِي مَآرَا
UNIVERSITI
TEKNOLOGI
MARA

SCHOOL OF INFORMATION SCIENCE

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS,

UNIVERSITI TEKNOLOGI MARA

DIPLOMA OF INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING REPORT:

MUHIBBIN GROUP SDN BHD

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SUBMISSION DATE:

27th OCTOBER 2024

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ABSTRACT

The industrial training carried out is documented in this report which was done at Muhibbin Group Sdn Bhd from from 22 July to 13 September, 2024. This training was about improving practical skills and information in managing data entry working, especially on officer works related registration or secretarial duties. Work involved data entry, record keeping, document management and coordination of meetings. It was invaluable to see the real-life instances of information management knowledge and utilize other crucial principles such as being well organized, ability to communicate effectively and time managing techniques. This report examines the skills learnt and the problems encountered during the training period, emphasising the value of industrial training in preparing students for professional employment in information management.

Keyword: *Information Management, registration, data entry, industrial training*

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