



**INFORMATION SCIENCE STUDIES COLLEGE OF COMPUTING, INFORMATICS AND
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REMBAU CAMPUS**

COURSE CODE:

INDUSTRIAL TRAINING (IMD310)

INDIVIDUAL ASSIGNMENT:

REPORT FOR INDUSTRIAL TRAINING

TITLE OF REPORT:

ZURITH SAFETY SERVICES SDN BHD

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ABSTRACT

This industrial training report provides an overview of my internship experience at Zurith Safety Services Sdn Bhd. The training focused on corporate management tasks, including administrative support, client relationship management, and safety compliance documentation. Throughout the internship, I gained valuable insights into the operational aspects of safety services and enhanced my communication, problem-solving, and project management skills. The report highlights key projects, challenges encountered, and knowledge acquired during training. This experience has significantly contributed to my professional growth and understanding of the corporate environment.

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1.0 INTRODUCTION

At Universiti Teknologi MARA (UiTM), industrial training is an essential part of the Diploma in Information Management curriculum. It bridges the gap between academic learning and practical experience by giving students hands-on exposure to real-world industries. The objective of this training is to prepare students for their future careers by enhancing their understanding of industry processes and helping them acquire critical workplace skills. Students are encouraged to work on projects that benefit the host organizations while observing and participating in daily operations as part of their learning experience.

I completed my industrial training at Zurith Safety Services Sdn. Bhd., a small company in Bahau, Negeri Sembilan, which started in 2007 and has since established itself in the industry. Zurith offers services such as fire system installation, fire maintenance, equipment supply, and fire safety education. My training took place from 22 July 2024 to 13 September 2024, over eight weeks. I was placed in the Corporate Management Department, where I gained valuable insight into the company's operations and strategic processes.

During my training, I supported various operations, including record management and strategic planning. Working closely with the management team, I gained direct exposure to corporate governance and administration. I also assisted staff across different departments, which provided additional learning opportunities beyond the classroom. These experiences helped deepen my understanding of corporate management and strengthened my practical skills.

I played a crucial role in managing company records, ensuring all data was correctly stored and easily accessible. This highlighted the importance of efficient record-keeping for smooth business operations and legal compliance. Through collaboration with the records team, I learned about data governance policies and best practices in document management, skills essential for maintaining organizational transparency and efficiency.

In conclusion, my industrial training at Zurith Safety Services was a valuable experience that significantly enhanced my career development. It provided a deep understanding of the dynamic nature of business and equipped me with vital skills in corporate management and record-keeping. This experience also boosted my confidence and prepared me for future roles in corporate governance and information management.

1.1 COMPANY BACKGROUND

1.2 Name, Location, Background

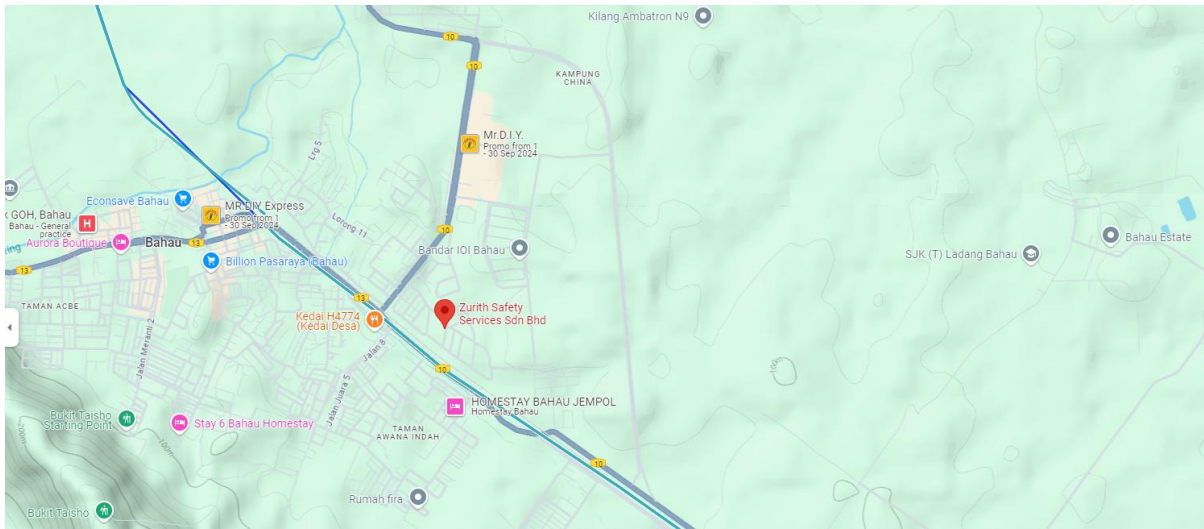


Figure 1.2.1 : Location Zurith Safety Services Sdn. Bhd. view from Google Maps

Zurith Safety Services Sdn. Bhd., originally established as Zurith Fire Enterprise in 2007, commenced operations as a small-scale fire safety service provider with a modest team of three employees. The company's initial focus was on delivering essential fire safety services to its clients, laying the foundation for future growth. In its early years, Zurith Fire Enterprise operated from a compact facility in Taman Seriting Jaya, Negeri Sembilan, serving a growing client base with dedication and expertise.

By the year 2020, the company had experienced steady growth, expanding its workforce to 11 employees and continuing its operations from its original location. This period marked a significant phase of development, reflecting the company's successful efforts in establishing a solid reputation within the fire safety industry. The steady growth trajectory highlighted the company's commitment to delivering reliable fire safety solutions and enhancing its service offerings. Zurith Safety Services is non-government company that are supply and train others community like student are taking reliable courses about safety. The prov

In 2021, Zurith Fire Enterprise underwent a transformative period, relocating to a new office in Bahau and significantly expanding its team to 25 employees. This pivotal year also saw the opening of additional branches in Melaka and Sarawak, alongside a smaller presence in Johor. The company's rebranding to Zurith Safety Services Sdn. Bhd. and its