



UNIVERSITI  
TEKNOLOGI  
MARA

Fakulti  
Pengurusan  
dan Perniagaan



# INDUSTRIAL TRAINING REPORT



**EVERLAST CAT  
PERINDUSTRIAN  
(M) SDN BHD**

**PREPARED BY :**

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2022844464  
BA243

**PREPARED FOR :**

MADAM MUNIRAH BINTI MOHD JIDI

## EXECUTIVE SUMMARY

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HRM666 is a code for subject Industrial Training (Internship). HRM666 is one and only course for every industrial training student of Bachelor of Business Administration (Hons.) Human Resource Management, UiTM Cawangan Melaka Kampus Bandaraya Melaka which are required to take this subject to ensure that all students complete their studies. I chose to do my internship at Everlast Cat Perindustrian (M) Sdn. Bhd. where the company is in the manufacturing industry. There are a lot of experiences that I had gained during my internship journey as a Human Resource Intern.

Throughout the experience that I have gained, it is not easy as an HR person to ensure that business operations run smoothly. Based on the experience, the company provides every employee with a training plan, so that everyone can trace what knowledge that has been taught. It's not just daily tasks that need to be alert to, there are also weekly and monthly tasks that need to be aware of to ensure that every aspect of employee welfare can be taken care of. It covers employment matters, training required to strengthen personal skills, reviewing and screening resume candidates, attendance records for each employee and various other responsibilities. Apart from my tasks that I have been stated, I am also learning about the company product, safety, schedule waste management and ISO. As a chemical company, there is a lot of knowledge and information I need to understand especially about self-management when it comes down to the operational side.

In the nutshell, Everlast Cat Perindustrian (M) Sdn. Bhd. give such a good experience towards their internship students. The experience to do the task practically helps every internship student gain a lot of knowledge and skills that can be used for their career in the future. The theory that has been learned during study can be implemented so that it can be felt for real situations rather than just listening in the class.

## SURAT KEBENARAN

Tarikh : 13 / 01 / 2025 .....

Kepada :

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**Maklumbalas (/)**

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Setuju

☐

Tidak Bersetuju

Tuan/Puan

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<b>Tajuk Laporan</b>	LAPORAN LATIHAN PRAKTIK	<b>Nama Syarikat</b>	EVERLAST CAT PERINDUSTRIAN (M) SDN BHD

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar



**Nama Pegawai** : SITI NADZIRAH BINTI MOHAMAD SALLEH  
**Jawatan** : HR EXECUTIVE  
**No. Tel.** : \*  
**No. Faks** :

### Cop jabatan/organisasi:

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# ACKNOWLEDGEMENT

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Initially, I would like to express my gratitude to Allah SWT for giving me the chance and guidance I needed to successfully do this HRM666 Industrial Training Report.

While completing this interesting report on the SWOT Analysis of the company, I had to obtain recommendations from a well-respected individual, for whom I am very grateful. A heartfelt thank you to my esteemed instructor, Madam Munirah Binti Mohd Jidi, for her invaluable assistance that enabled me to successfully complete this project and effectively show my progress.

Not to be forgotten, I would also like to express my gratitude to my supervisor, Pn. Siti Nadzirah Binti Mohamd Salleh, the other Head of Department from Everlast Cat Perindustrian (M) Sdn. Bhd. who helped me give ideas and resources on how to complete this report. This report would not have been possible without the guidance and information from a representative of the company.

Apart from that, thanks to my cherished family that has always supported and inspired me to accomplish what I have today. Without the support of my family, who have faith in my talents as students, I could not have accomplished anything.

I express my gratitude to everyone who has assisted me in completing this report, whether directly or indirectly. In particular, I am grateful to my classmates who have consistently provided me with guidance and motivation. I hope that this subject will yield positive results for all of us.

# STUDENT PROFILE



## NUR FARAH DIYANAH BINTI MD AZHAR

Bachelor of Human Resource Management  
Universiti Teknologi MARA (UiTM)

### PROFILE SUMMARY

My name is Nur Farah Diyanah, a student of Universiti Teknologi MARA (UiTM) and currently pursuing a Bachelor of Business Administration (Hons.) Human Resource Management. I am **seeking an internship placement** to acquire more knowledge and gain experience for **24 weeks** starting from **12<sup>th</sup> August 2024 until 24<sup>th</sup> January 2025**. I am offering human resource skills with various knowledge in employment law, talent acquisition, industrial relation and recruitment & selection. I am looking for a preferable position as a **Human Resource Intern** since I am majoring in this course. I will utilize my knowledge to give my best in executing every task given from the company.

### EDUCATION

**Bachelor of Business Administration (Hons.) Human Resource Management** **Oct 2022 – Current**

Universiti Teknologi MARA (UiTM) Cawangan Melaka Kampus Bandaraya Melaka

- CGPA: 3.17 | Dean's list semester 2 | MUET: Band 4

**Diploma in Investment Analysis**

**Oct 2019 – Feb 2022**

Universiti Teknologi MARA (UiTM) Cawangan Johor Kampus Segamat

- CGPA: 3.42 | Dean's list semester 3

### WORKING EXPERIENCE

**Fashion Advisor/Promoter (Full Time)**

**Apr 2022 – Sep 2022**

**Trio Basic Batu Pahat**

- Assisted customers when needed.
- Packed the clothes.
- Handled stock in terms of top-up and display.
- Make a report in the morning and night.

**Cashier (Part Time)**

**Dec 2018 – Sep 2019**

**Shell Sri Dermaga Batu Pahat**

- Interacted with customers.
- Answer customer inquiries.
- Balanced cash register and recorded purchases.

### PROJECT

**Assistant Program Director of Sukan Antara Program (SAP) UiTM KBM**

**2024**

- Helped the Program Director organize, handle the event and make a list to check every work by every bureau.

**Protocol Bureau of Majlis Kesyukuran Sempena Syawal UiTM KBM**

**2024**

- Wrote the scripts, running order, flow program and handled the crowd during the

# STUDENT PROFILE

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event.

<b>Multimedia Bureau of Sukan Antara Program (SAP) UiTM KBM</b>	<b>2023</b>
<ul style="list-style-type: none"> <li>Took photos and videos during the event.</li> </ul>	
<b>Committee Member, Facilitator for 'Oh My Cikgu'</b>	<b>2023</b>
<ul style="list-style-type: none"> <li>Facilitate, took photos and videos during the program.</li> </ul>	
<b>Head of Bureau, Facilitator for Corporate Social Responsibility (CSR)</b>	<b>2022</b>
<ul style="list-style-type: none"> <li>Facilitate and handle the program.</li> </ul>	

## SKILL & LANGUAGES

<ul style="list-style-type: none"> <li>MS Word</li> <li>MS Excel</li> <li>MS PowerPoint</li> <li>Adobe Photoshop</li> </ul>	<ul style="list-style-type: none"> <li>Canva</li> <li>Powtoon</li> <li>Teamwork</li> <li>Adaptability</li> </ul>	<ul style="list-style-type: none"> <li>Independent</li> <li>Malay (Fluent)</li> <li>English (Fluent)</li> <li>Arabic (Basic)</li> </ul>
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## EXTRA-CURRICULAR ACTIVITIES

• Vice President of Jawatankuasa Perwakilan Non-Resident (JPNR) UiTM KBM	<b>2024</b>
• Corporate Relations Exco of Jawatankuasa Sukan Pelajar (JSP) UiTM KBM	<b>2024</b>
• Volunteer for Zooventure at A'Famosa Safari Wonderland	<b>2024</b>
• Lead Officer of Ping Pong UiTM Cawangan Melaka in Karnival Sukan Mahasiswa (KARISMA) UiTM	<b>2023</b>
• Development, Sports and Recreation Facilities Exco of Jawatankuasa Sukan Pelajar (JSP) UiTM KBM	<b>2023</b>
• Multimedia Exco of Jawatankuasa Perwakilan Non-Resident (JPNR) UiTM KBM	<b>2023</b>
• Section Leader Trombone of Brass Band UiTM Segamat	<b>2021</b>
• Corporate Relations and Internationalization Exco of Sekretariat Rukun Negara UiTM Segamat	<b>2021</b>
• Multimedia Exco of Law Society UiTM Segamat	<b>2020</b>

## AWARD

• Knowledge Transfer Programme: 'Oh My Cikgu'   Award: 3-Star Rating	<b>2023</b>
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## REFERENCES

<b>Dr. Juan Rizal bin Datuk Hj. Sa'ari</b> Senior Lecturer, UiTM Cawangan Melaka Kampus Bandaraya Melaka	<b>Suhailah Kassim</b> Senior Lecturer, UiTM Cawangan Melaka Kampus Bandaraya Melaka
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## COMPANY BACKGROUND

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*Figure 1 : EPI Building*

Everlast Cat Perindustrian (M) Sdn. Bhd. or known as EPI is one of Malaysia's pioneer paint and coating manufacturers. It is located in Taman Industri Sri Sulong, Batu Pahat, Johor. EPI was founded by Mr Toh Ching Seh on 11 May 1976, which he had led and served as Managing Director for the past 46 years. Before returning to set up EPI in Malaysia, Mr Toh acquired a strong technical background in chemical engineering and the paint industry through experience acquired in Taiwan, Singapore and Indonesia. EPI first launched its business producing industrial coating for the electronic and electrical industry in June 1978.

Throughout the 46 years, EPI has achieved remarkable milestones to be the paint supplier for the giant eagle sculpture in Langkawi, Kedah, for inner structures of the Penang second bridge, PU coating supplier for the conveyor belt in Terminal 2 of Changi Airport, Singapore, Shenzhen Airport, China, as well as tyre paint supplier for Formula 1 race in Sepang to coat the barricade walls.

EPI has proven its versatility and technology advancement with a diverse range of product portfolios, from household decorative emulsion paint, wood coating, light industry product finishes, functional insulating coating, industrial protective coating to the heavy duty marine paint.

## VISION

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To deliver the best value through our product and services.

## MISSION

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To work in partnership with all our stakeholders and provide solutions in our daily paint and coating business.

## CORE VALUE

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- **Embrace Changes**


Focusing on adjusting to unfamiliar situations, demand and changing the environment to see changes as an opportunity and being receptive to new ideas.

- **Pursue Growth**

To thrive for financial, innovation and operational excellence by continually deriving our thinking, pursuing learning and taking opportunity.

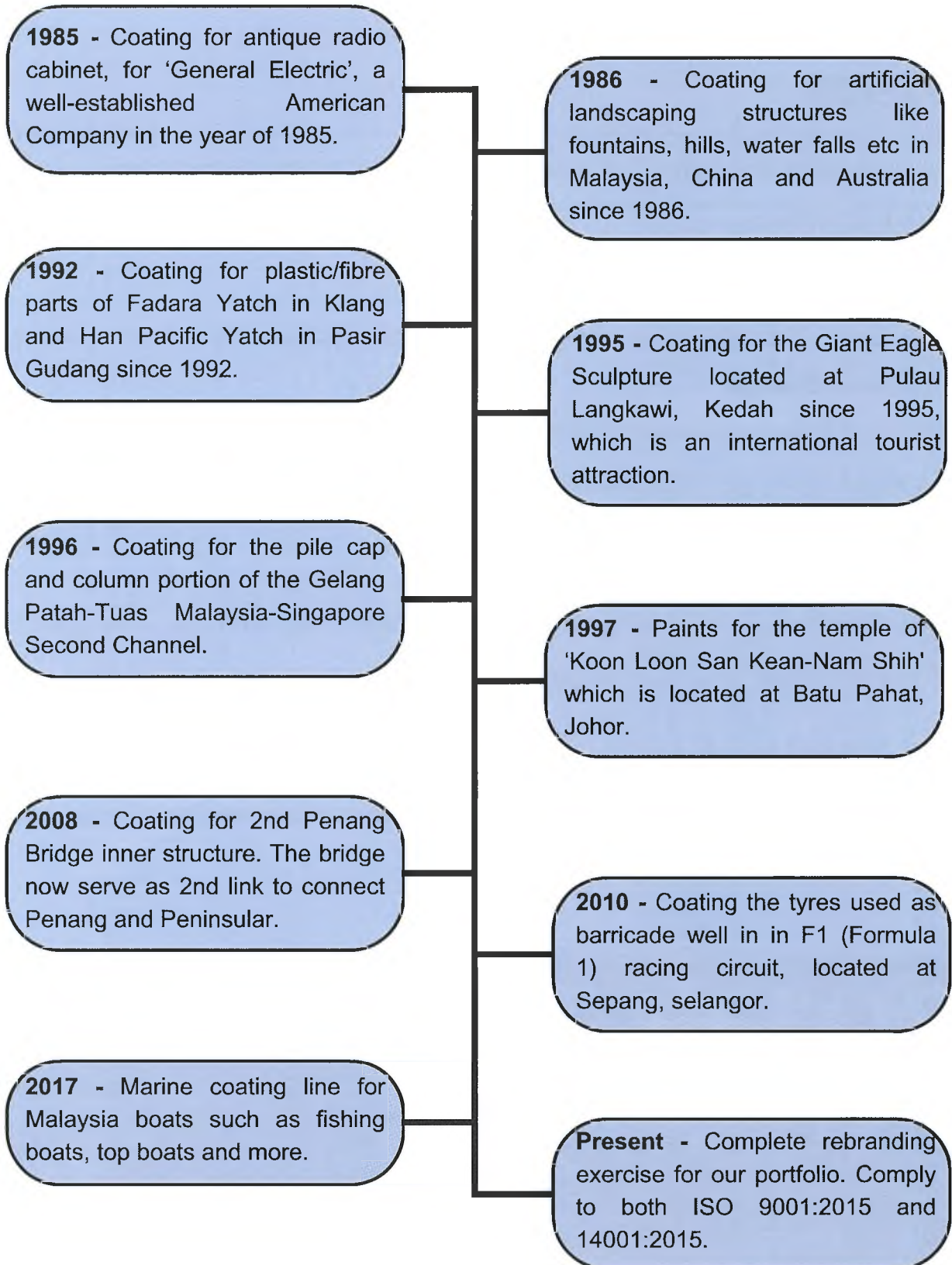
- **Instill Teamwork**

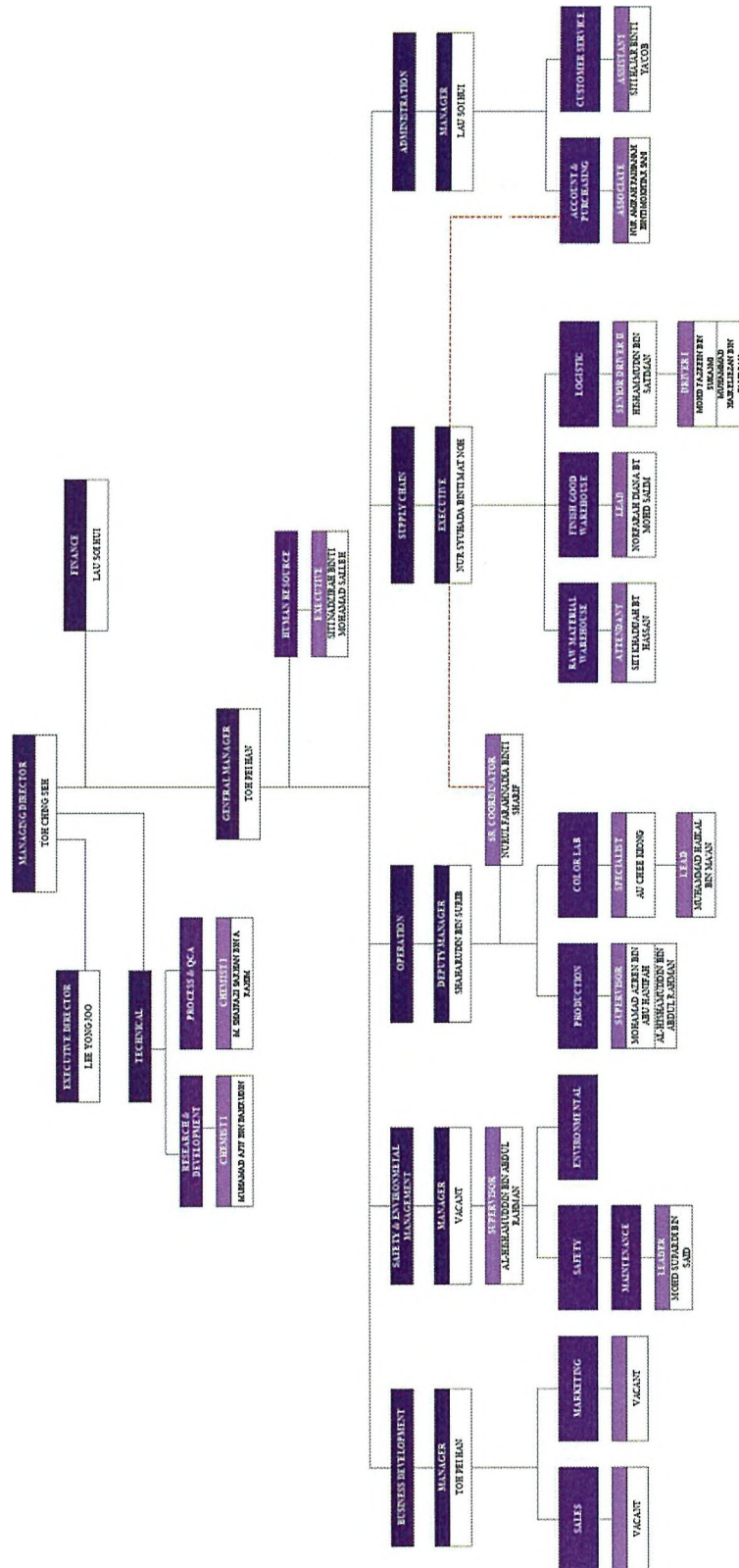
Encouraging team members to be open with the right attitude emanates from the highest levels of leadership that can fit with our unique culture.



**PROTECT  
BEYOND**

## EPI HISTORY MILESTONE





PAGE 6

# PRODUCTS

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## • Industrial Coatings (IC) and Diluents

Specially designed to protect metal substrate, EPI Industrial Coatings (IC) and Diluents provide excellent protection to different types of surfaces. EPI aims to create new and customised coatings according to client's needs, minimizing usage of persistent chemicals, energy and natural resources. Among the items that can be used by this product brand are light metalwork fabricators, LPG cylinder maintenance, container yard maintenance, drum maintenance, auto and lorry workshops, lacquers, flooring systems and waterborne industrial coatings.

These are the products brand for IC :

**epiSHEEN** - Marine Coatings for gloss enamel purposes

**epiLACQ** - Industrial Coatings for lacquers purposes

**epiFORCE** - Industrial Coatings for stoving purposes

**epiSATIN** - Industrial Coatings for stains purposes

**epiPRIME** - Industrial Coatings for primer coat

**epiSOLV** - Marine Coatings for diluents purposes

**epiWINK** - Leather and woven ink coatings

**Epi** - Industrial Coatings for rebranding



Figure 3 : EPI Product - IC

## PRODUCTS

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### • Protective and Marine Coatings (PMC) and Adhesive Sealants

The progressive development of the shipping and marine industry is vastly expanding the needs for excellent coating for vessels and offshore structures. EPI Protective and Marine Coatings and Adhesive Sealants protects ships and infrastructures from gradual erosion by sea water. Highly enhanced with self-polish, anti-fouling properties, greatly workable and quick drying. Among the items that can be used by this product brand are light metalwork fabricators, shipbuilding yards, ship dry-docking maintenance and waterborne protective coatings.

These are the products brand for PMC :

**epiMARIN** - Marine Coatings for anti-fouling purposes

**epiGUM** - Adhesive Sealants for sealants purposes

**epiPOXY** - Protective Coatings for protective purposes

**epiSHEEN** - Marine Coatings for gloss enamel purposes

**epiSOLV** - Marine Coatings for diluents purposes

**epiMATT** - Marine Coatings for boats

**epiTOP** - Protective for topcoats



Figure 4 : EPI Product - PMC

# PRODUCTS

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## • Electrical Coatings (EC)

Give that high quality, extra protection coating on your electrical appliances with EPI Electrical Coatings. It helps to expand the shelf life of appliances, quick drying, high insulating function and effective heat resistance. Perfect coating for motor, electric fan and other home appliances as well as manufacturing industry usage. Among the items that can be used by this product brand are motor rewinding industry, electric core and parts, manufacturers and transformer manufacturers.

These is the product brand for EC :

**epiNITO** - Electrical coatings for insulating varnish purposes

## • Architectural Coatings (AC)

Paint your house with EPI Architectural Coatings. Complete with a wide range of solar selection, specially formulated to last longer, enhanced with advanced technology for excellent quality. It is highly recommended by professional painters, contractors, architects and credible developers of local housing projects and home owners. Among the items that can be used by this product brand are building project contractors, hardware shops and homeowners.

These are the products brand for AC :

**epiNOVA** - Architecture paint for emulsion purposes

**epiREGAL** - Architecture paint for emulsion purposes



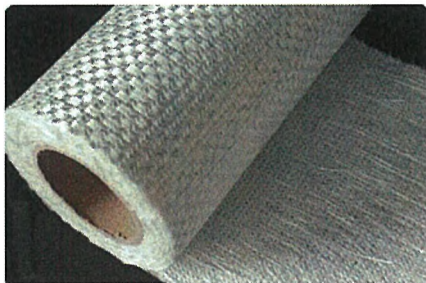
Figure 5 : EPI Product - EC and AC

# PRODUCTS

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- **Fiberglass Trading**

The trading item is not a product produced from Epi. This is the item for trading only. Among the items that EPI sells other than the products it produces are Unsaturated Polyester (UPR), Chopped Strand Mat (CSM), Roving Mat, MEKPO Catalyst and Gelcoats.



*Figure 6 : EPI Product - Fiberglass Trading*

# TRAINING REFLECTION

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- **Duration and Schedule**

As an intern at Everlast Cat Perindustrian (M) Sdn. Bhd. my internship ran for 24 weeks as set by the university. It starts on 12 August 2024 and ends on 24 January 2025. Apart from that, my schedule at work follows office hour working time. It is operated from 8:00 a.m until 6:00 p.m and from Monday until Friday.

- **Internship Role**

During my internship, I'd been given the opportunity to hold a role as a Human Resource Intern in the Admin Department. In the Admin Department, I am working under supervision of Pn. Siti Nadzirah Binti Mohamad Salleh, who is a Human Resource Executive.

- **Job Description**

As an Human Resource Intern, I had been given to explore all the tasks as a human resource. It includes payroll, training, recruitment and other tasks related to HR. Below are few of my task during my internship :

- **Recruiting** : Assisting during an interview by giving related tests to candidates before the interview and arranging interviews between candidates and the Head of Department.
- **Onboarding** : Involve in induction training program and preparing contract for new employee (temporary and permanent).
- **Employee records** : Maintaining employee records, including leaves, attendance, disciplinary letters and other related HR documents.
- **Payroll** : Processing payroll and documenting related document.

## TRAINING REFLECTION

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- **Training** : Supporting HR-related training programs and preparing for HRD Corp claims.
- **HR events** : Overseeing HR events and meetings.
- **Adhoc** : Admin daily task.

All of the tasks that I have been doing were under the supervision of my supervisor.

## SWOT ANALYSIS

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**S W O T**

<b>S</b> <b>Strength</b>	Penetrate the international market	Custom-made products
<b>W</b> <b>Weaknesses</b>	Manpower shortage	Customization
<b>O</b> <b>Opportunity</b>	Expand in the architecture industry	Increase the size of the company
<b>T</b> <b>Threats</b>	Little known to most people	Navigating product issues upon arrival abroad

# SWOT ANALYSIS

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## STRENGTH :



1. Penetrate the international market.
  - Market is already expanding internationally. Already have customers in a few countries like Indonesia, Bangladesh and Vietnam.
2. Custom-made products.
  - Provide custom-made products. Custom-made products are custom-designed to fit the exact needs of the customer, which are created with the customer's unique preferences.

## WEAKNESSES :



1. Manpower shortage.
  - There are times where demand is high, but a product cannot be finished due to lack of manpower to complete the process of the work.
2. Customization.
  - Increased costs to maintain a variety of machinery that can produce different types of product within a short time frame.

## OPPORTUNITY :



1. Expand in the architecture industry.
  - Instead of focusing on the marine industry, companies should try in different industries to expand the market.
2. Increase the size of the company.
  - With the demand from inside and outside the country, the company can expand the size of the company by recruiting new employees.

# SWOT ANALYSIS

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## THREATS :

1. Little known to most people.

- The name of the company is rarely heard and known by many people because it prioritizes the industry. It's hard to compete with well-known paint companies like Nippon, Jotun, Seamaster and more.



2. Navigating product issues upon arrival abroad.

- Unforeseen environmental conditions, such as extreme temperatures or humidity, can affect sensitivity of products during the transit process. Any errors in the production process not only pose dangers but can also result in costly rework, particularly when dealing with international customers and compliance regulations.

## DISCUSSION AND RECOMMENDATION

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### Strength

#### Penetrate the international market :

The process of introducing a product or service into a new market is known as market penetration. Reaching new clients is the aim of market penetration, which aims to boost sales and expand the company. Businesses must figure out how to reach potential consumers with their goods and services if they want to break into a market (Study.com, 2023). EPI Everlast Cat is a local brand of paint and coating industry. The owner of this brand is Mr Toh Ching Seh. The company already operated for about 46 years in Batu Pahat, Johor. Whether EPI is a local brand, it is already expanding internationally. EPI already has customers in a few countries like Indonesia, Vietnam and Bangladesh. With the skills possessed by the General Manager who is wise to expand the business until it penetrates the international market, I believe that EPI's products can increase the number of countries that can be marketed.

The number of countries can be expanded in the future if the company has a strong sales person. Currently, the company does not have a strong person to generate more sales. EPI should hire a few more people in sales so that they can focus on making sales and the product might reach customers around South East Asia. South East Asia including Malaysia, Indonesia, Thailand, Myanmar, Vietnam, Philippine and many more. EPI could slowly create a name among South East Asian countries to further strengthen its name at the international level. It is not wrong to expand the name to other countries, but it is best to the nearest neighboring countries first. It is also an effort to ensure that the cost of expenses for export purposes is slightly reduced when compared to exports to countries further away.

## DISCUSSION AND RECOMMENDATION

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### **Custom-made products :**

EPI Everlast Cat provides custom-made and ready-made paint to their customers. Custom-made products are custom-designed to fit the exact needs of the customer, which are created with the customer's unique preferences. Customers can request the details of the paint based on their own colour card or the colour that they like. The outcome from the colour can be seen through code because there are a lot of types of colour and the brands. Meanwhile, ready-made paint is a paint that can be bought from the factory itself and following the standardized colour from the company. Before customers want to buy, they can choose the colour through colour cards that have been finished by the Technical Department.

Most of the colours that have been produced by the company are for industry and marine. The colours and the brands should be more varied. The brands are like epiTOP, epiMARIN, epiSHEEN, epiREGAL and more. The type like gloss, matte and water-based also need to be varied. The company has loyal and repeat customers who use the same colours and codes. From there, company can add the colour to the colour card so that new buyers are interested in getting that color. This can simultaneously increase paint sales and will be able to add more paint users from EPI.

# DISCUSSION AND RECOMMENDATION

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## Weaknesses

### Manpower shortage :

To ensure that business operations run smoothly, the strength and adequacy of the number of employees must be taken into account. When there are not enough workers to meet the demands of the labor market, it is referred to as a manpower shortage, labor shortage, or workforce shortage. It happens when employers' demands and expectations are not met by the workforce that is currently available (StaffAny, 2023). If a person is on leave or vacation, there will be little interruption in the process of preparing the actual work. There are times when demand is high but there is a lack of time to complete the product. This is because the company did not have enough workmen to settle the process of the work.

n this perspective, it is better for a company to open a vacancy and hire a few people to make sure there will be no problems happening in a position. The new hire itself must be someone with experience. It is to prevent staff from lacking experience and skills in carrying out a task. Since most of the current employees are among young workers and have less experience and skills, it is necessary for the company to hire someone who is skilled especially in the manufacturing industry.

## DISCUSSION AND RECOMMENDATION

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### **Customization :**

Machine maintenance is the process of keeping machinery in good operating condition, routine maintenance or maintenance done before any kind of break or damage, procedures that take place after a machine malfunctions and entail keeping an eye on the equipment for any indications of impending problems (MachineMetrics, 2021). Most of the time, if the machines in the factory were to break down, it is only the maintenance that repairs the machine. Based on the age of the company, surely all the machines need to be sent to a more skilled person to fix the damage to the machine. Customization in terms of machinery typically refers to suit specific needs, tasks or environments. This can include a wide range of modifications, such as upgrading machinery, integrating specific safety systems and implementing custom control panels.

In order to make sure that the operations run smoothly and the product produced is really in good quality and meets the standards, it should be replaced with a machine that can match with the customized product. Additionally, it should be equipped with advanced features that allow for easy adjustments and scalability, accommodating future demands as the business grows. Regular maintenance schedules and staff training on operating the new equipment will also be crucial to maintain high-quality standards and minimize downtime.

## DISCUSSION AND RECOMMENDATION

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### Opportunity

#### **Expand in the architecture industry :**

Architecture industry means a wide range of services related to the planning and construction of residential and commercial projects are offered by the architecture services sector. The service includes hiring design and construction experts to plan and carry out frequently multibillion-dollar projects (ITA Resources). Currently, the company is focusing more on the industrial and marine industry. The product brands from these industries are more than other industries that have been offered by this company. At this moment also, company is improving the quality of water-based paint so that it can last longer and give high satisfaction towards their customers.

Instead of focusing on the industrial and marine industry, companies should try in different industries to expand the market. It could be in the architecture industry. Based on the products that I have learned, it shows that only two product brands are under architecture which are epiNOVA and epiREGAL. Certain of the products can be used for architecture but only the employees know about that. Customers might not know if they are not told the usage of the production for every product they make. The company can use the advantage it has where the company's location is close to housing estates. It would be good to increase production in the architecture industry in order to be able to compete with existing brands.

## DISCUSSION AND RECOMMENDATION

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### Opportunity

#### **Increase the size of company :**

With the strength of the company that has already successfully penetrated the international market, it is best for the company to increase the size of the company. The company currently only has a total of 38 employees including the Managing Director, Executive Director and General Manager. With the increase in the number of employees, the production will certainly be more and quickly ready to meet the demands of customers from various places whether in the country or abroad.

The company should strategically increase its workforce to enhance production capacity and meet the growing demand from both domestic and international markets. This expansion should focus on hiring skilled workers for production, quality assurance, and logistics, as well as professionals for areas like marketing, sales, and customer support. Currently, with only 38 employees, including top management, the company may face limitations in scaling operations effectively to meet the rising demand. By increasing the workforce, production can be accelerated, ensuring that customer needs are met promptly. Additionally, the expanded team can support the company's efforts in maintaining product quality, exploring new markets, and providing superior customer service.

## DISCUSSION AND RECOMMENDATION

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### Threats

#### **Little known to most people :**

The name of the company is rarely heard and known by many people because it prioritizes the industry. It's hard to compete with well-known paint companies like Nippon, Jotun, Seamaster and more (MiDA). That is why company need to hire marketing people, so that they can provide and make content on how to make people notice about the company. Even though the company already existed for about 46 years, it still cannot compete with the other well-known paint and coating brands.

From using the power of marketing, EPI surely can compete with other brands because of its strength that penetrated in the international market. The power of social media nowadays also should be used as much as possible to attract the attention of many people. Instead of using Facebook only, EPI can open an account in Instagram or TikTok so that the younger generation can see the brand. Currently, AI really helps a business to make interesting content to share with the audience. Not only will it become a well-known company, it also can increase the sale, revenue, vacancy and size of the company.

## DISCUSSION AND RECOMMENDATION

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### **Navigating product issues upon arrival abroad :**

The products produced by EPI are from chemicals. As everyone knows, chemicals are hazardous materials where they can cause an explosion if there is no good supervision, not taken care of and maintained according to the procedure. It also will harm people's health and environment. Unforeseen environmental conditions, such as extreme temperatures or humidity, can affect sensitivity of products during the transit process. Any errors in the production process not only pose dangers but can also result in costly rework, particularly when dealing with international customers and compliance regulations.

From the point of view of the EPI company, the company needs to prioritize the way of packaging to be neater and safer. Choose a strong and durable packaging material, such as a thick laminated cardboard box or wooden crate to protect paint bottles or cans. In addition, ensure an airtight and waterproof finish. Paint is susceptible to changes in temperature and humidity. Make sure the product is wrapped in plastic or airtight material to prevent moisture or spillage. Companies can also use protective materials such as bubble wrap or other shock absorbing materials around the paint packaging to prevent damage due to collisions during shipping. Seal with a ready-made paint seal. Ensure that the cap of the paint bottle or can is tightly sealed to prevent leakage or spillage.

## CONCLUSION

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Along the internship journey as a Human Resource Intern at Everlast Cat Perindustrian (M) Sdn. Bhd., the HR Intern gains so much knowledge especially in the HR field. Learning theoretical knowledge while in the class has helped to some extent in implementing practical or real-world scenarios. Not only the knowledge about HR is learned like payroll, training and development and recruitment, there is also some knowledge gained like administration tasks, delivery notes, delivery order, invoice, poster editing and many more.

There are many advantages that come from this practical experience. From the perspective of career development, especially as a Human Resource, surely all these experiences can be used in the best way to help carry out tasks in the future, whether in the government sector or the private sector. EPI who are in the manufacturing industry to some extent can help practical students to obtain a wide range of job opportunities in companies involved in the same industry. The atmosphere, environment, culture, policy, pressure, adaptability and various other factors are among the important elements that a venture industry training student needs to compete with many other graduates in getting a job in the future.

As a conclusion, the internship at Everlast Cat Perindustrian (M) Sdn. Bhd. give an experience to feel like working in real situations. Every detail as a HR role has been shown on how HR functions in a manufacturing company. Overall, the internship proved to be a valuable learning opportunity, bridging the gap between classroom learning and practical application.

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## APPENDICES

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Figure 7 : EPI Logo



Figure 8 : EPI Website

## APPENDICES

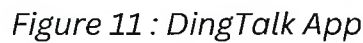
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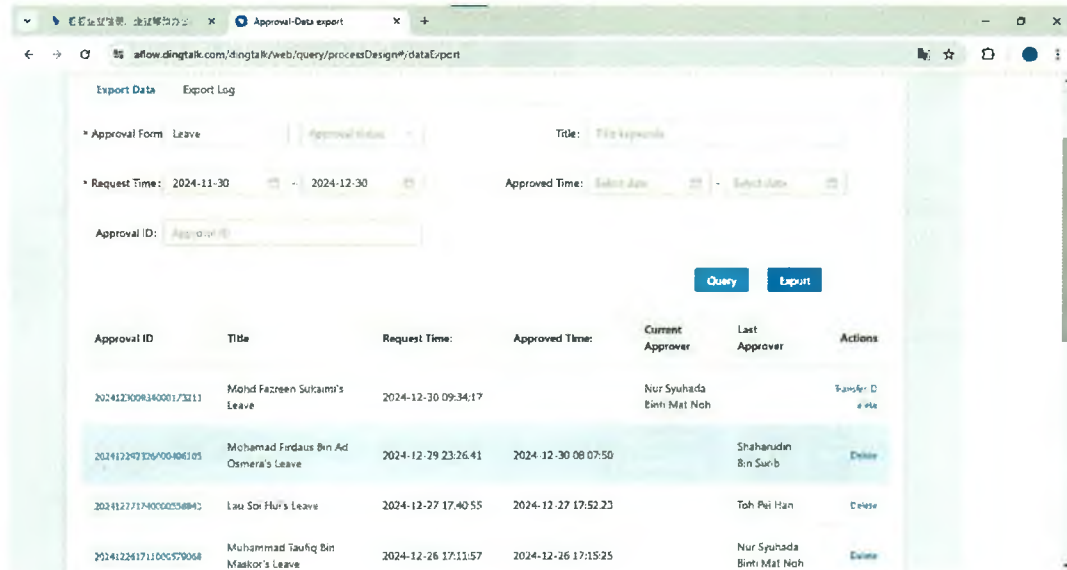
*Figure 9 : My First Day Internship*



*Figure 10 : EPI Lobby*



# APPENDICES



Export Data Export Log

\* Approval Form: Leave Approval Status: Title: Title kependa

\* Request Time: 2024-11-30 - 2024-12-30 Approved Time: Select Date - Select Date

Approval ID: Approval ID

Query Export

Approval ID	Title	Request Time	Approved Time	Current Approver	Last Approver	Actions
202412200934000173211	Mohd Fazreen Sulaimi's Leave	2024-12-30 09:34:17		Nur Syuhada Binti Mat Noh		Transfer Data
202412200932600406105	Mohamad Firdaus Bin Aid Osmer's Leave	2024-12-29 23:26:41	2024-12-30 08:07:50		Shaharudin Bin Sunb	Delete
202412271340000256840	Lau Sui Hui's Leave	2024-12-27 17:40:55	2024-12-27 17:52:23		Toh Pei Han	Delete
202412261711000570068	Muhammad Taufiq Bin Maakor's Leave	2024-12-26 17:11:57	2024-12-26 17:15:25		Nur Syuhada Binti Mat Noh	Delete

Figure 13 : Monitor Leave from DingTalk App



**Epi** EVERLAST CAT PERINDUSTRIAN (M) SDN BHD

## We Are Hiring!

### TECHNICAL SALES REPRESENTATIVES

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- Must have at least 2 years related experience.
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- Sociable, flexible and hardworking.
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- 📍 Taman Industri Sri Sulong, Batu Pahat
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- MENGGAMBIL LANGKAH PENGEHAHAN / PEMBETULAN / PEMELIHARAAN.
- MENJALANKAN SS DI TEMPAT KERJA

**KELAYAKAN:**

- MELAPUKAN SEKURANGNYA LISEN ELEKTRIK.
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- MAHIR MENGGUNAKAN KOMPUTER

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- Protective and Marine
- Coatings & Adhesive Sealants
- Bioregular Trading

**Epi**

Figure 14 : Make a Poster for Hiring

# APPENDICES



Figure 15 : Make a Clearance Stock Sales Flyers

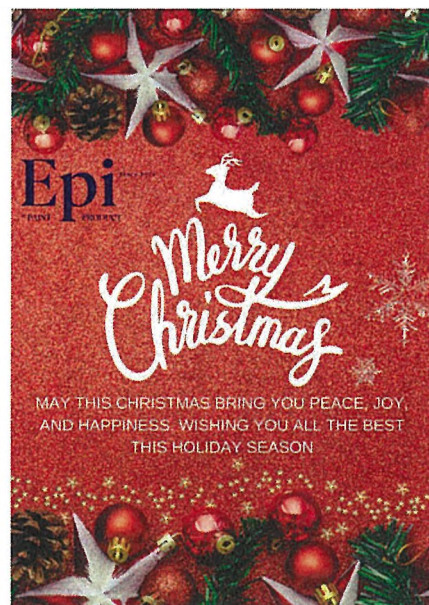
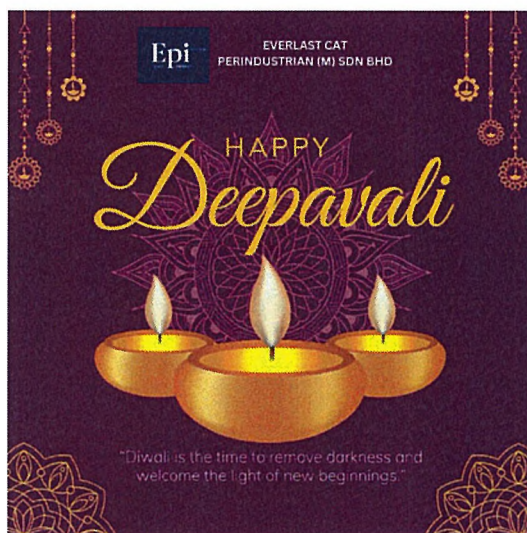


Figure 16 : Make a Festive Celebration Poster

## APPENDICES

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*Figure 17 : Fire-drill Training*



*Figure 18 : Chemical Spillage Training*

## APPENDICES

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*Figure 19 : Gotong-Royong Repaint Building*



*Figure 20 : Morning Assembly*

## APPENDICES

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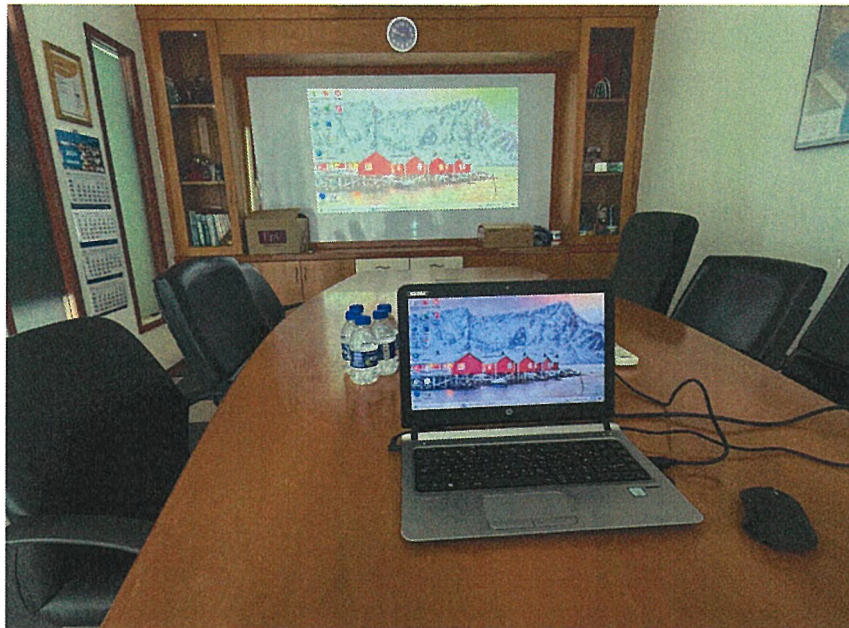
*Figure 21 : Being The MC for Townhall Company*



*Figure 22 : BBQ Night with EPI Family*

## APPENDICES

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*Figure 23 : Meeting with HOD*



*Figure 24 : New Year Merchandise from Supplier*