



MARA UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

DEAN'S OFFICE OF FACULTY OF BUSINESS AND
MANAGEMENT UiTM PUNCAK ALAM

Prepared By

SITI AISHAH BINTI SHAMSUDDIN

2012360761

BACHELOR OF SCIENCE INFORMATION (HONS)
RECORD MANAGEMENT

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ABSTRACT

I am a final year Bachelor of Information Science (Hons) Record Management from the Faculty of Information Management, UiTM Johor campus and I have undergone industrial training at the Office of the Dean of the Faculty of Management and Business for 5 months from February to June. Industrial training should be undertaken while in semester 7. My supervisor is Deputy Registrar of the Faculty, Ms. Jona Hidayati Qamaruzzaman. I have been exposed to the knowledge of administrative management, records management and so on.

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