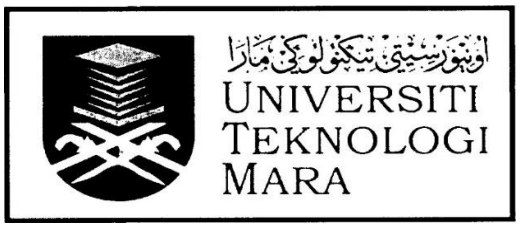

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT
INDUSTRIAL TRAINING REPORT

MALAYSIAN ANTI-CORRUPTION COMMISION (MACC)
BLOK D6, KOMPLEKS D
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ABSTRACT

Abstract: *This report is about the training industry in Malaysian Anti-Corruption Commission (MACC) for 5 month. During practical training, I was doing the training activities such as implement the EKSA/5S project, manage the housekeeping file by sorting and filing the documents, made a simple listing of the housekeeping document that have been sort and arranged in Microsoft Word, and the last activities is sorting and arranged the dossier in vault according to the year for the staff doing the disposition for the non-active dossier. Besides that, my special project is Arrangement of Docket at Records Management and Information Technology Division, Malaysian Anti-Corruption Commission (MACC). The purpose of the project is to assist the staff to find the docket when they want to use it, and as a guide for the staffs to locate the dockets by providing the color labeling near the dockets. By applying the applications of knowledge, skills and experience, I gain the experience on how to working in the real situations. There are also the lesson learn from the industrial training such as learn independently without expecting others, learn to respect others, and must have the skills when doing the task. Finally, there are also the limitations and recommendations that are stated in the report.*

Keyword: *training industry, MACC, EKSA, documents, housekeeping, dossier, docket,*

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