



FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERMODALAN NASIONAL BERHAD (PNB)

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ABSTRACT

The industrial training report paper is based on the internship period from 4th February 2015 until 30th June 2015 at Permodalan Nasional Berhad. The trainee was assigned at Facilities Management Department. Encik Muhammad as a Assistant Vice President at Facilities Management Department ask the trainee to assist the staff to handle any task that related to the records management. The trainee gained knowledge on various task at Facilities Management Department. Besides that, the trainee also learn how to organize the event, exploring the Microsoft especially Microsoft Excel and Words, filing system, file management, digitizing, computerizing, and disposal of record and other. The trainee was very glad that had given opportunities to undergo the internship at Permodalan Nasional Berhad. For the special project, the trainee was assign to run database for monthly report building 2015 because to make sure staff after this can easily monitor the report by using this database.

Keywords: *Permodalan Nasional Berhad, Facilities Management Department, Records Management, the trainee*

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