



UNIVERSITI TEKNOLOGI MARA

IMC690: INDUSTRIAL TRAINING

SAPURAKENCANA PETROLEUM SDN BHD

LEVEL 3, MENARA SAPURAKENCANA PETROLEUM,

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ABSTRACT

This report consists of the overall reports about the 5 months training at SapuraKencana Petroleum Berhad under the SapuraKencana Engineering SdnBhd which is formerly known as KencanaBestwideSdn Bhd. Throughout the training, several tasks have been given and done accordingly to time given to complete the task. Final Documentation is the last part of the project document management. I was assigned to do EVA Final Documentation and vendor data management.

Keywords:

Document control, document management, vendor management, digitization.

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