

2024

Industrial Training Report
HRM666



JABATAN KERJA RAYA

NEGERI PERLIS

PREPARED BY:

**NUR SYAZA ATHIRAH BINTI NAZARUDIN
(2022900727)**

PREPARED FOR:

- **MISS ZULAIHA AHMAD (ADVISOR)**
- **MADAM SYAZWANI YA (EXAMINER)**

GROUP:

RBA243 6B



<https://www.jkrperlis.gov.my>

EXECUTIVE SUMMARY

During my internship at Jabatan Kerja Raya (JKR) Perlis, which spanned from March 1 to August 9, 2024, I had the privilege of working within the Corporate Division, specifically in the Administration and Unit Store, under the mentorship of Mr. Mohammad Zul Jazmi Bin Zulkifli. This division plays a critical role in ensuring the efficient execution of all administrative and financial activities, adhering to the established rules and regulations.

Throughout the 24-week internship, my responsibilities were multifaceted and comprehensive. I managed various tasks related to staff updates, encompassing salary details, training attendance, leave management, incentives, transfers, promotions, and performance records. Additionally, I was entrusted with data entry, stock management, and document verification tasks. These responsibilities required a keen attention to detail and a thorough understanding of administrative processes, which I developed and honed during this period.

One of the significant aspects of my internship was the collaborative environment within JKR Perlis. I worked closely with team members to support numerous programs and events, which significantly enhanced my teamwork and coordination skills. This collaborative approach was instrumental in achieving seamless operations and successful project outcomes.

This internship experience at JKR Perlis provided me with invaluable personal and professional growth opportunities. Engaging in a diverse range of tasks across different units within the Corporate Division allowed me to gain a broad perspective and practical knowledge, complementing my academic learning. This exposure has deepened my interest in Human Resources, reinforcing my commitment to pursuing a career in this field. The hands-on experience and the skills acquired during this internship have laid a solid foundation for my future career aspirations in Human Resources, equipping me with the necessary competencies to excel in this dynamic and evolving field.

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📍 HEADQUARTERS

[JABATAN KERJA RAYA, MALAYSIA]



Address:

Menara Kerja Raya (Blok G),
Ibu Pejabat JKR, Jalan Sultan
Salahuddin, 50480 Wilayah
Persekutuan Kuala Lumpur.

Address:
KM 3, Jalan Raja
Syed Alwi,
01000 Kangar,
Perlis

Fax's number:
04-9733319

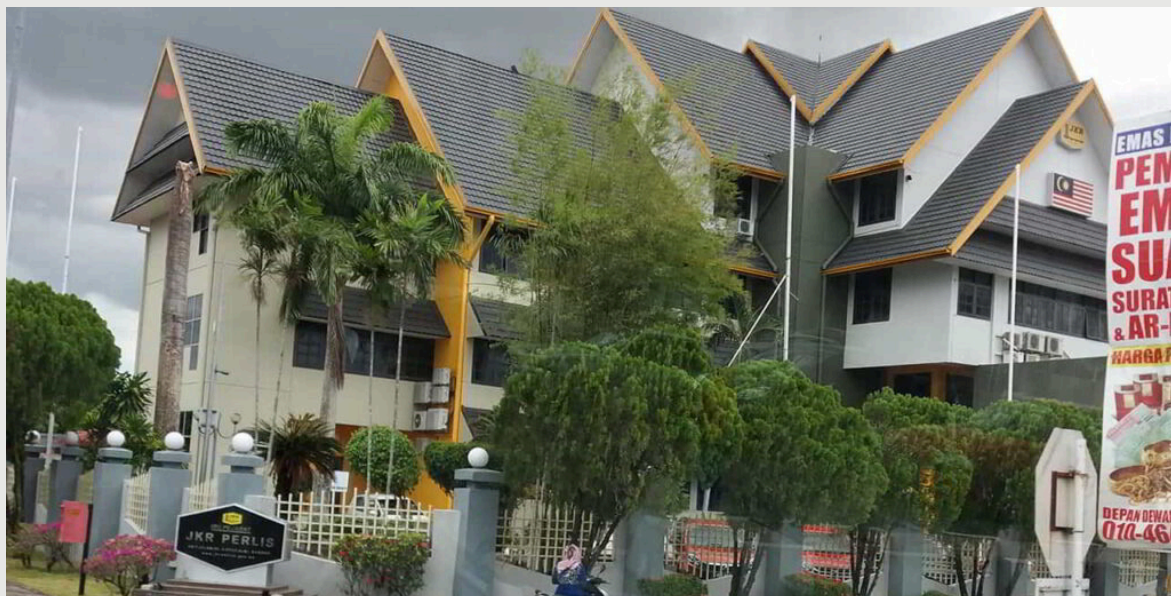
Email:
pejabatjkrperlis
@jkr.gov.my

Phone number:
04-9733300



[JABATAN KERJA RAYA, PERLIS]

Established in 1872, Jabatan Kerja Raya (JKR) functions as the technical agency for the Malaysian Government, responsible for implementing infrastructure development and maintenance projects. These projects cater to various ministries, departments, statutory bodies, and state governments, including roads, buildings, airports, ports, and jetties.



DIVISION

- Corporate Division
- Mechanical Division
- Road Division
- Material Measurement Division
- Building Division
- Electrical Division
- Architect Division
- Division of State Integrated Asset Planning Branch
- State Special Project Team Division 1, 2 and 3
- Civil & Structural Design Division