

INDUSTRIAL TRAINING REPORT AT RESEARCH, INDUSTRY, COMMUNITY, ALUMNI, ENTREPRENEURSHIP & NETWORK (RICAEN), UITM PERLIS BRANCH

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PREPARED BY:

NUR FATEHAH BINTI PAUZI
2022949835
RBA2436B

PREPARED FOR:

MISS ZULAIHA BINTI AHMAD
MADAM SYAZWANI BINTI YA



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EXECUTIVE SUMMARY



During my industrial training at the Research, Industry, Community, Alumni, Entrepreneurship & Network (RICAEN) office at Universiti Teknologi MARA (UiTM) Perlis branch, I was provided with an invaluable opportunity to develop both professionally and personally. My training spanned from March 1st to August 16th, 2024, and was under the meticulous guidance of my supervisor, Dr. Farah Lina Azizan. I was assigned to the Malaysian Academy of SME & Entrepreneurship Development (MASMED), where I undertook the role of an administration staff. This experience allowed me to immerse myself in a range of office administration and event management tasks, significantly enhancing my skills and confidence.

Throughout the internship, I engaged in various administrative tasks, such as printing, scanning, and photocopying documents, as well as managing phone calls. Additionally, I was responsible for data entry using Microsoft Excel, where I gained proficiency with the guidance of the office staff. My involvement in event management was particularly enriching, as I took on roles such as emcee, council committee member, technical member, student escort, and certificate creator. Noteworthy events included the Semarak Raya Festival 2024, Ekspo Selangkah ke UiTM 2024, Program Inspirasi Ukhuwah Raya, the inauguration of I-Idea 2025, and Createpreneur 2024. These experiences not only broadened my skill set but also deepened my understanding of professional environments.

The internship at RICAEN profoundly impacted my personal development. Initially an introvert, I found myself increasingly confident and enthusiastic about tackling new challenges. The support and guidance from my supervisors and colleagues fostered a nurturing environment that encouraged growth and learning. This journey has inspired me to be more responsible, motivated me to pursue further skills in Microsoft Excel, and instilled in me a newfound appreciation for professional interactions. Overall, my time at RICAEN has equipped me with the necessary skills and confidence to excel in my future career endeavors.

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Background of UiTM



Name:

Universiti Teknologi MARA (UiTM) Perlis Branch Arau Campus

Location:

Universiti Teknologi MARA Cawangan Perlis, Kampus Arau, 02600 Arau, Perlis.



Background:

UiTM Perlis Branch is a prominent public higher education institution in Perlis. It was officially established on 5 July 1974, with the enrolment of 258 pioneer students, undergoing 1 preparatory course and 5 diploma programmes. It began operations at a temporary site of the Scout House at Jalan Padang Katong, Kangar, with 15 academic staff and 31 administrative and support staff. In 1980, the campus moved to its permanent site on a 335-acre plot in Arau.

UiTM Perlis Branch has grown into a premier public higher education institution by physical infrastructure, staff organisation and student enrolment. The university is made up of 7 faculties, with a total of 34 programmes offered which include 17 degree programmes and 16 diploma programmes. In addition, various infrastructure and facilities are also provided. There are 15 residential colleges which are segregated by gender, 67 science laboratories, 22 computer laboratories, 3 language laboratories, a large hall, a mosque, a mini stadium and a gymnasium. Some facilities such as hostels, halls and gyms offered to public for rental.

COMPANY'S PROFILE



Philosophy

Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation

Vision

To establish UiTM as a Globally Renowned University of Science, Technology, Humanities and Entrepreneurship

Objectives

1. To expedite accessibility to higher education
2. To provide world-class education
3. To offer competitive academic programmes that fulfil market needs, spearhead national development and promote global prosperity
4. To produce well-balanced, entrepreneurial graduates who are globally competent
5. To strengthen the internationalisation of values via enhancement programmes
6. To sustain organisational excellence through effective and efficient governance
7. To champion impactful research through stronger research ecosystem
8. To strengthen strategic alliance with alumni and industries
9. To provide cutting edge ecosystem conducive for academic advancements
10. To regulate cost-effective financial practices towards organisational sustainability

Mission

To lead the development of agile, professional bumiputeras through state-of-the-art curricula and impactful research

