



INDUSTRIAL TRAINING REPORT

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02 FEBRUARY 2015 – 30 JUNE 2015

Abstract

The activity during industrial training helps the student to expose their self on the reality of working world. In the PMO department there is a job scope that needs to maintain and manage. The PMO or Human resource departments in this MRT project help are manage all administration at headquarters and at side office. This department also involve in all activity of project where it monitoring the project. The internship student in this department has been given various tasks regarding the job scope of PMO. The task that being given is the managing the filing in the department, setup the registry, manage incoming and outgoing document and etc. the internships student also being given opportunity to manage the the document and make a separator in each file. The being provided the training as a knowledge gain.

Keyword: *industrial training, costing registry, PMO department*

Acknowledgement

I am thankful Allah S.W.T for giving me a Bless, strength and opportunity to complete this industrial training report successfully. I would like to thank the following people in particular have been especially significant in helping me in completing this report. To lecture En. Mohd Ismail B. Mohd Pahmi for subject IMC690, Industrial training. I would like to say thank you for guidance, advice, cooperation and valuable suggestions throughout the process of completing this report.

Not to forget my supervisor in-charge Pn. Zarina Bt. Mohd Zahir at APEX Communications Sdn. Bhd, who help in guiding and comment from begin of work until it ended. The next is appreciation for staff in Project management Officer Department (PMO) and all staff in APEX Communication who help and give all strength to finish this report. They help me to solve problem give a guidance regarding all tasks during internship. Thus, I am can manage to finish these report it on the right time. All the hardest and joyful moment we spent together to ensure the project run smoothly

Lastly, I would like to express appreciation t beloved parents who always give support and prayer for the success in studies and to those involved, whether directly or indirectly in helping me to finish this assignment. I do realize that without help and support from all those mentioned, it would be impossible for me to complete this assignment successfully.

Thank you.

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