INDUSTRIAL TRAINING REPORT

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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*

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