



**FACULTY OF INFORMATION MANAGEMENT
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BACHELOR OF INFORMATION SCIENCE (HONS.)
RECORDS MANAGEMENT (IM 246)**

**INDUSTRIAL TRAINING
(IMC 690)**

ASSESSMENT INDUSTRIAL TRAINING AT APEX COMMUNICATIONS SDN BHD

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FEBRUARY - JUNE 2015

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Abstract – Industrial training is very important because it can give knowledge about working environment. Different organizations have different working environment. This is because the background of the organization is different. There have many experienced during industrial training at Apex Communications Sdn Bhd. Handling MRT Project and involve in Document Controller Team is an advantage because it is a field of study and very relate to the course of Information Management. Many things can be learned during internship. The communications skills need when internship at this organization because Document Controller Team need to deal with staff not only Malaysian but foreigners. Mostly the conversation among staff is in English. Then the working culture also feels different, so it needs to be adapting during internship. The process of handling records at Apex Communications Sdn Bhd also different to what have been learned in class. All organizations have records. Records are important for organizations for future use also can be used as evidence. However, within this project there have some differentiated in managing their records. The records at this organization call as submissions. There have divided to three things in what they call as submissions such as drawings, documents and letters. The several of system using in this project also become a part of leaning process because different system have different functions.

Keyword: Document Controller, Submissions, System, Drawings, Documents, Team Binder

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ACKNOWLEDGEMENT

IN THE NAME OF ALLAH, THE MOST GRACIOUS, THE MOST MERCIFUL

Firstly, I am very grateful to Allah S.W.T for giving me the strength to complete this final project assessment successfully. I would like to express my sincere appreciation to the Senior Manager of Apex Communications Sdn. Bhd, Mrs. Ann Sheriza Fisk also as my supervisor at this company to give full strength for giving the information about the whole process relating to the document controller department. I am also would thank to all the staff in that company for giving the cooperation along of my internship duration.

Besides that, I would like to thank for Mr. Muhammad Ismail Bin Pahmi, A lecturer Faculty of Information Management for all his advice, guidance also encouragement and valuable suggestions throughout the process of completing this assessment. He also gives his effort to ensure that his student is well-informed about the technical assessment. I also thank to my members group for their informative idea sharing, especially members of class JIM 246 7A.

Lastly, I would like to express my appreciation to my beloved parent , Mohammad Bin Awang and Tuan Nafisah Binti Syed Abdullah who always give support either moral and financial support and also prayer for my success in my studies and to those involved, whether directly or indirectly in helping me to finish this assessment.

I realized that without the help and support from all those mentioned, it would be impossible for me to complete this assignment successfully.

Thank you.

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