



اُنِيْوَرْسِيْٓتِيْ ٓتِيْكَنُوْلُوْجِيْ ٓمَارَا
UNIVERSITI
TEKNOLOGI
MAR A



A Member of

DRB-HICOM

Faculty of Business Management BBA (HONS.)
Human Resources Management

INTERNSHIP REPORT



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UNIVERSITI TEKNOLOGI MARA
ENDORSEMENT OF OUR ORIGINAL REPORT

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Sir

ENDORSEMENT OF OUR ORIGINAL REPORT FOR PROPOSAL/DISSERTATION/THESIS/PROJECT PAPER/ ASSIGNMENT

With reference to the work of the candidate below:

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Programme : BACHELOR OF BUSINESS ADMINISTRATION (HONS.) HUMAN RESOURCES MANAGEMENT

Title : INDUSTRIAL TRAINING REPORT AT PUSPAKOM SDN BHD

Percentage of Our original Report :

I am pleased that the proposal/thesis/dissertation/project paper/ assignment of the above candidate has fulfilled the Our original percentage of the university's requirement.

Thank you.

1st advisor's signature and stamp

Date Name :

** Please attach 1st page of our original report.

EXECUTIVE SUMMARY



The **MOST** precious and unforgettable moments that happened during my 161-day internship at the headquarters of **PUSPAKOM Sdn Bhd** were some of the most valuable memories in my life. They also inspired me to write this industrial training report. My industrial training at the headquarters of PUSPAKOM Sdn Bhd began on March 1, 2024, and finished on August 9, 2024. During the 24 weeks of my internship, I had the chance to learn a lot that prepared me for my first job as a Human Resource professional. It was also required for me to finish my studies as a Human Resource final year student.



The **SWOT analysis**, which consists of strengths, weaknesses, opportunities, and threats, is done by incorporating the **PESTEL analysis** framework, which includes political, economic, social, technological, environmental, and legal factors. The main objective of this report is to measure the student's understanding of the industry as well as serve as a reflective journey on what has been achieved during the 24 weeks of internship at PUSPAKOM Sdn Bhd. I was grateful to get the opportunity and involvement in PUSPAKOM, which is primarily focused on human resources. This encompassed a range of activities, including recruitment and training.

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PUSPAKOM Sendirian Berhad is Malaysia's first and only comprehensive national **vehicle inspection** company appointed by the Malaysian Government to undertake all mandatory inspections for both commercial and private vehicles. **Incorporated in 1994**, we are a wholly-owned subsidiary of **DRB-HICOM Berhad**.

The primary responsibilities of our organisation are to conduct vehicle inspections in order to ensure the safety and roadworthiness of vehicles and to ensure that vehicle proprietors are in compliance with environmental regulations by conducting emission tests. This will be accomplished by conducting a rigorous and comprehensive inspection of vehicles to guarantee that they comply with the government's emission and safety regulations.

PUSPAKOM conducts over three million vehicle inspections annually. PUSPAKOM has developed a nationwide network of 54 fully equipped and comprehensive inspection facilities, which are supplemented by over 25 inspection visiting sites that offer vehicle inspection services in Malaysia's rural and remote regions.

PUSPAKOM's **Mobile Inspection Services**, which include **Mobile Truck, Mobile Van, and Light Mobile**, offer easy and **smooth door-to-door** vehicle inspection services to our corporate and individual customers. We take great pride in providing professional-grade vehicle inspections that are both efficient and accurate.

