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UNIVERSITI
TEKNOLOGI
MARA



2024

PEJABAT TANAH DAN JAJAHAN MACHANG (PTJM)

INTERNSHIP REPORT

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EXECUTIVE SUMMARY



This report is about my internship program at Pejabat Tanah dan Jajahan Machang (PTJM). Through this report I discussed about the details of the company, my observation for swot matrix regarding to this company and my experienced and skills during my internship.

First and foremost, I include my resume and details of the company including their background, organization structure, vision, mission, objective. During my internship I was assigned to the Administration and Finance Department. As for my department we manage and handle all the employees in this company. I also include what I manage to improve along with my working experince and skills development.

In addition, I was assigned to identify the swot matrix for this company in able to provide the the recommendation for the company. In this swot matrix there were a few strategis that can help PTJM improve their company.

Last but not least, the focus of my internship is to learn and experienced the real working environment and doing the hands-on tasks within the date given. I also get the opportunity to apply the knowledge and skills that I have learned duting mu studies.



COMPANY PROFILE



Pejabat Tanah dan Jajahan Machang (PTJM)



Location Pejabat Tanah dan Jajahan Machang (PTJM)

Company's Name	Pejabat Tanah dan Jajahan Machang (PTJM)
Company's Address	Pejabat Tanah dan Jajahan Machang, Jalan Bahagia, Kampung Batu Dua Puloh Lima, 18500 Machang, Kelantan
Operation Hour	Sunday to Wednesday (8:00 a.m. – 5:00 p.m.) Thursday (8:00 a.m. – 3:00 p.m.)
Contact Number	09-9752963 / 09-9752826
Email Address	ptjm@kelantan.gov.my
Websites	https://ptjm.kelantan.gov.my

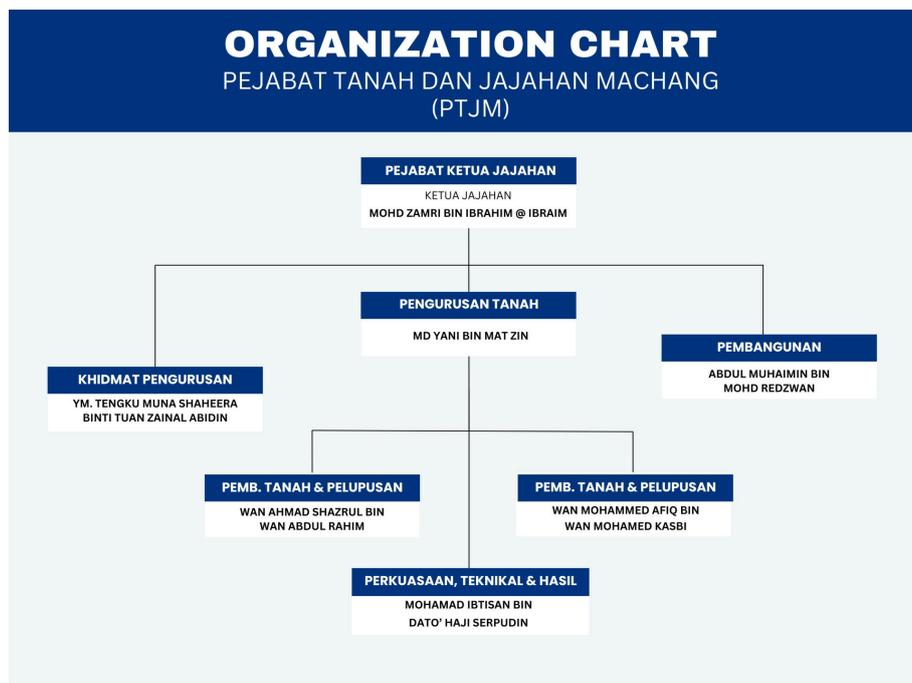




• COMPANY'S BACKGROUND

Pejabat Tanah dan Jajahan Machang (PTJM) is one of the government bodies that functions as a place to manage all matters related to land whether for private lands, lands owned by the Authority, or lands belonging to the government. For government-owned land, PTJM's business is to plan land development, considering those who apply either for farming, development, or mining works. For land that has been owned, the PTJM's business is to record all sales, leases, mortgages, and inheritance and ensure that each landlord pays the land revenue. PTJM also must ensure that each land that is owned is used according to the conditions that have been set according to the conditions of ownership. At the level of the district, several departments carry out their respective development tasks such as the Jabatan Kerja Raya, Jabatan Pengairan dan Saliran, and so on. However, all the development is done on land. To ensure that a project runs smoothly in line with the planning of each area, the District Officer acts as the Coordinating Officer for the development.

• ORGANIZATION CHART



Organization Structure for Pejabat Tanah dan Jajahan Machang (PTJM)

