



REPORT INTERNSHIP (USAS)

FACULTY BUSINESS AND MANAGEMENT

BACHELOR OF ADMINISTRATION (HONS.)

HUMAN RESOURCE MANAGEMENT

(BA243)

HR INTERNSHIP (HRM666)

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EXECUTIVE SUMMARY

This report highlights my internship journey from 1st March until 14th August 2024 at Universiti Sultan Azlan Shah, located at Kuala Kangsar, Perak. For my internship role, I was assigned to the Human Resources and General Administration specifically in the Staffing and Service Unit under Mrs. Hasmida where my responsibilities varied within the administrative duties such as answering phone calls, assisting visitors at the counter, updating staff book services, scanning and printing, delivering documents, and other administrative-related tasks. My goal from this internship is to gain as much administrative knowledge and skills as possible in this department. This report will focus on analyzing the organization's SWOT analysis, SWOT Matrix, and PESTEL strategies to evaluate how it manages its operations based on these frameworks.

Throughout of 24 weeks of my internship, I gained so much knowledge and skills regarding administrative job responsibilities such as managing staff book services, data entry, and customer service. It also enhances my multitasking skills and productivity where I can enhance my performance and display my abilities in completing the tasks given.

Additionally, I had the opportunity to engage with various departments, which broadened my understanding of how different functions within the organization interconnect. This hands-on experience allowed me to refine my communication skills, as I often had to liaise between teams and ensure that information was accurately conveyed.

One of the most rewarding aspects of the internship was the mentorship I received from seasoned professionals. Their guidance not only helped me navigate the complexities of the job but also inspired me to pursue further growth in this field. The feedback and constructive criticism I received were invaluable in shaping my professional demeanor and work ethic.

As I move forward in my career, I am confident that the experiences and lessons learned during this internship will serve as a strong foundation. I am eager to apply my newfound skills and continue developing both personally and professionally, contributing positively to any future role I undertake.



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COMPANY'S PROFILE

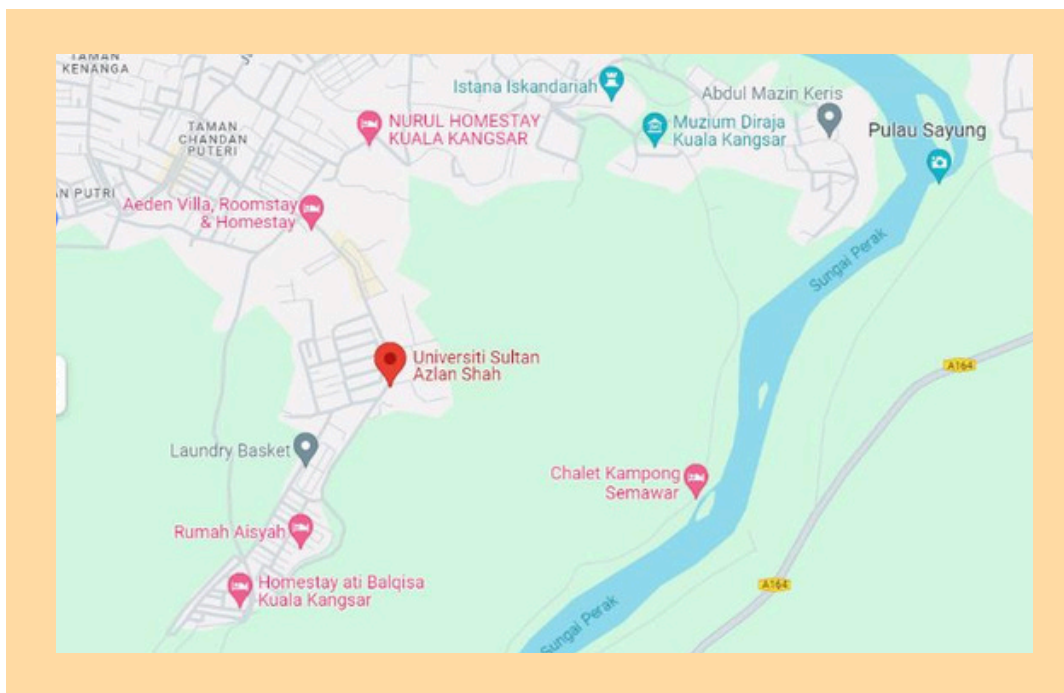
Name of the Company



The name of the company or organization that I'm doing my internship at is Universiti Sultan Azlan Shah (USAS). It is one of the private Islamic universities in Malaysia that was previously known as Sultan Azlan Shah Islamic University College (KUISAS).

Location

Universiti Sultan Azlan Shah is located at Bukit Chandan, 33000, Kuala Kangsar, Perak



Background History

The USAS underwent a remarkable transition from a college to a full university status, as evidenced by its founding in 1999.

Under the authority of the Islamic Religious Schools Enactment of 1996, the Darul Ridzuan Islamic College (KISDAR) was founded. It eventually took place in 1999, with a temporary campus situated in Jalan Dato' Seri Shaari, Off Jalan Raja DiHilir, Ipoh. On October 16, 1999, His Royal Highness the late Sultan Azlan Muhibbuddin Shah, the Sultan of Perak Darul Ridzuan, presided over the event. KISDAR was founded in accordance with the Perak Darul Ridzuan State Government Enactment No. 3 of 2000. His Royal Highness the late Sultan of Perak Darul Ridzuan, Sultan Azlan Muhibbuddin Shah, authorized the law on March 6, 2002, after it was presented and approved by the Perak State Council on November 19, 2001.

The development of KISDAR's permanent campus was approved by the Perak State Government on February 8, 2006, on a 50-acre plot of land in Chandan Putri, Kuala Kangsar, which was granted as a "waqf" by Raja Dr. Nazrin Shah, the Acting Sultan of Perak. The permanent campus of KISDAR was officially opened on July 16, 2009, by His Royal Highness, Sultan Azlan Muhibbuddin Shah, the late Sultan of Perak Darul Ridzuan.

Then, on March 4, 2013, KISDAR was promoted to a university college and registered under the Private Higher Educational Institutions Act 1996 (Act 555) as Sultan Azlan Shah Islamic University College (KUISAS). On June 10, 2016, the Malaysian Prime Minister declared KUISAS a fully-fledged university, effective immediately. This was three years later. Then, on June 15, 2016, Sultan Azlan Shah University (USAS) was legally founded.

