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TEKNOLOGI
MARA

Cawangan Perlis
Kampus Arau



HRM666 INDUSTRIAL TRAINING REPORT AT PEJABAT TANAH DAN JAJAHAN TUMPAT

**FACULTY OF BUSINESS AND MANAGEMENT BBA
(HONS.) HUMAN RESOURCE MANAGEMENT**

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EXECUTIVE SUMMARY

This report details my enriching 24-week internship experience at the Land & District Office in Tumpat (Pejabat Tanah dan Jajahan Tumpat), spanning from March 3, 2024, to August 11, 2024. This report aims to highlight the practical skills and insights I have gained, as well as provide constructive feedback for the organization. During my internship, I was assigned to the administration department under the supervision of Encik Mohd Azuwadi Hassan, the Executive Officer. My internship at PTJT was an incredibly memorable experience, providing me with valuable insights and preparing me thoroughly for entering the real-world working environment.

Throughout the internship, I actively contributed to various projects and tasks, acquiring significant hands-on experience and honing my skills in areas such as administration, teamwork, communication, and more. I learnt a lot of things from PTJT, not only about land-related matters but also district management.

This report provides an overview of my internship, including company profiles, training reflections, and a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. It also covers a PESTEL (Political, Economic, Social, Technological, Environmental, Legal) analysis based on my observations and analyses during my time at PTJT. In addition, this report includes a SWOT matrix that I developed, along with recommendations for the company's improvement. I have gained numerous benefits from this memorable journey, significantly boosting my confidence to face my work life in the future. Moreover, it was a significant opportunity to establish new networking connections and gain hands-on experience as a trainee in the Administration department. I viewed this industrial training as a crucial learning and assessment tool for my future career.

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NAME

Pejabat Tanah dan Jajahan Tumpat
(PTJT)

LOCATION

Pasar, Pekan Tumpat, 16200 Tumpat,
Kelantan



LOKASI	- TERLETAK DI UTARA KELANTAN SERTA BERSEMPADAN DENGAN NEGARA THAILAND
KELUASAN	- 17,725 HEKTA
JUMLAH PENDUDUK	- 183.6 ORANG (JUN 2017)
DAERAH PENGGAWA	7 DAERAH (40 MUKIM) -TUMPAT -PENGKALAN KUBOR -SUNGAI PINANG' -KEBAKAT -WAKAF BHARU -JAL BESAR -TERBAK



BACKGROUND

Pejabat Jajahan Tumpat was established on 1 January 1949, in the Padang Mahkota area, located in front of the official residence of the District Officer. It was inaugurated under the leadership of the late Dato' Nik Hussein bin Nik Zainal (Dato' Kaya Setia) as the first District Officer.

Rapid development in the District of Tumpat at that time, concurrent with the growth of the Port and Railway Station which served as the vital transportation hubs on the East Coast, prompted the District Officer and state administration to relocate the Land and District Office of Tumpat to more comfortable premises (these buildings have since been demolished), and its site is now home to the Public Library, providing educational facilities and fostering learning among the local residents. Due to the significance and awareness that the District Office of Tumpat serves as the central hub for other departments within the district, once again in 1984, the Land and District Office of Tumpat was relocated to a new, more comfortable and modern building on a 1.09-hectare site facing Masjid Ismaili of Tumpat District, where it continues to be used until today.

The administration of Tumpat District is the smallest among districts in Kelantan, covering only 169.5 km². However, Tumpat is exceptionally unique for its flat terrain and hundreds of river islands, making it highly suitable and promising as an international tourism area.

