



**PERBADANAN MELAKA
(MCORP)**

HRM 666

INDUSTRIAL TRAINING REPORT

Prepared By :

**NUR ADLINA BINTI ABDUL RAZAK
2022660258**

Presented To :

**PROF MADYA (DR) RAMESH
A/L KRISHNAN**

SURAT KEBENARAN

Tarikh : 29 Ogos 2025

Kepada :

Penyelaras Latihan Praktikal

Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

Maklumbalas (/)



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Nama Pelajar	NUR AQLINA BINTI ABDUL RAZAK		
No. Matriks	1010660258	Nama Program	BA 243
Tajuk Laporan	Latihan Industri	Nama Syarikat	Perbadanan Melaka

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Yang Benar



.....
Nama Pegawai : HANIS HAZIQAH BINTI MOHD HANAFI

Jawatan : PENOLONG PEGAWAI TADBIR

No. Tel. : 019-218 1479

No. Faks :

Cop jabatan/organisasi:

HANIS HAZIQAH BINTI MOHD HANAFI
PENOLONG PEGAWAI TADBIR
PERBADANAN MELAKA

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EXECUTIVE SUMMARY

My internship adventure started on March 18 and has been full of challenges and new experiences. The results of my 24-week industrial training at Perbadanan Melaka MCorp are shown in this report. My six months as an administrative intern at MCorp, Melaka, have opened my eyes because I have learnt a lot of new things and developed my abilities while also identifying my advantages and disadvantages. By putting theoretical knowledge into reality, my present internship has improved my comprehension of office administration, asset management, and administrative responsibilities.

This section provides information about the organization's activities and their public importance. This report's following section discusses my training perspectives, internship specifics including working days and hours, the knowledge and skills I acquired throughout my internship, and the activities I carried out. These experiences greatly influenced my professional and personal development by enhancing my knowledge, abilities, and problem-solving abilities at work.

I came in with high expectations after being assigned to the administrative department, and my six-month experience exceeded them all. I was given the chance to experiment with a variety of administrative duties, including creating and maintaining official office documents, keeping track of stationery and office supply inventory, and updating assets in the Data Management System (SPD). I think these duties will help me get off to a strong start in my career. Additionally, this report is accurate in that it covers the learning opportunities, challenges, and enriching culture at Perbadanan Melaka (MCORP).

ACKNOWLEDGMENT

I want to sincerely thank Perbadanan Melaka (MCorp) for giving me the chance to complete my internship and for teaching me important things about the Administrative Department. My supervisors, Mrs. Hanis Haziqah as Assistant Administrative Officer, and the team deserve special recognition for their guidance, encouragement, and supportive atmosphere. Their expertise and willingness to impart it really enhanced my educational experience and aided in my personal and professional growth.

Additionally, I want to express my gratitude to my advisor, Prof. Madya (Dr.) Ramesh A/L Krishnan, for his ongoing support and guidance, as their encouragement was crucial in determining whether or not this internship was completed. I will always be appreciative of my friends and family for their unwavering encouragement and support throughout the road. This was a significant turning point in my career, and I will always be appreciative of everyone who helped make it happen.

All of those named above have my sincere gratitude for their assistance, direction, encouragement, and cooperation which have made it possible for me to finish this internship and produce this report.

Thank you.