

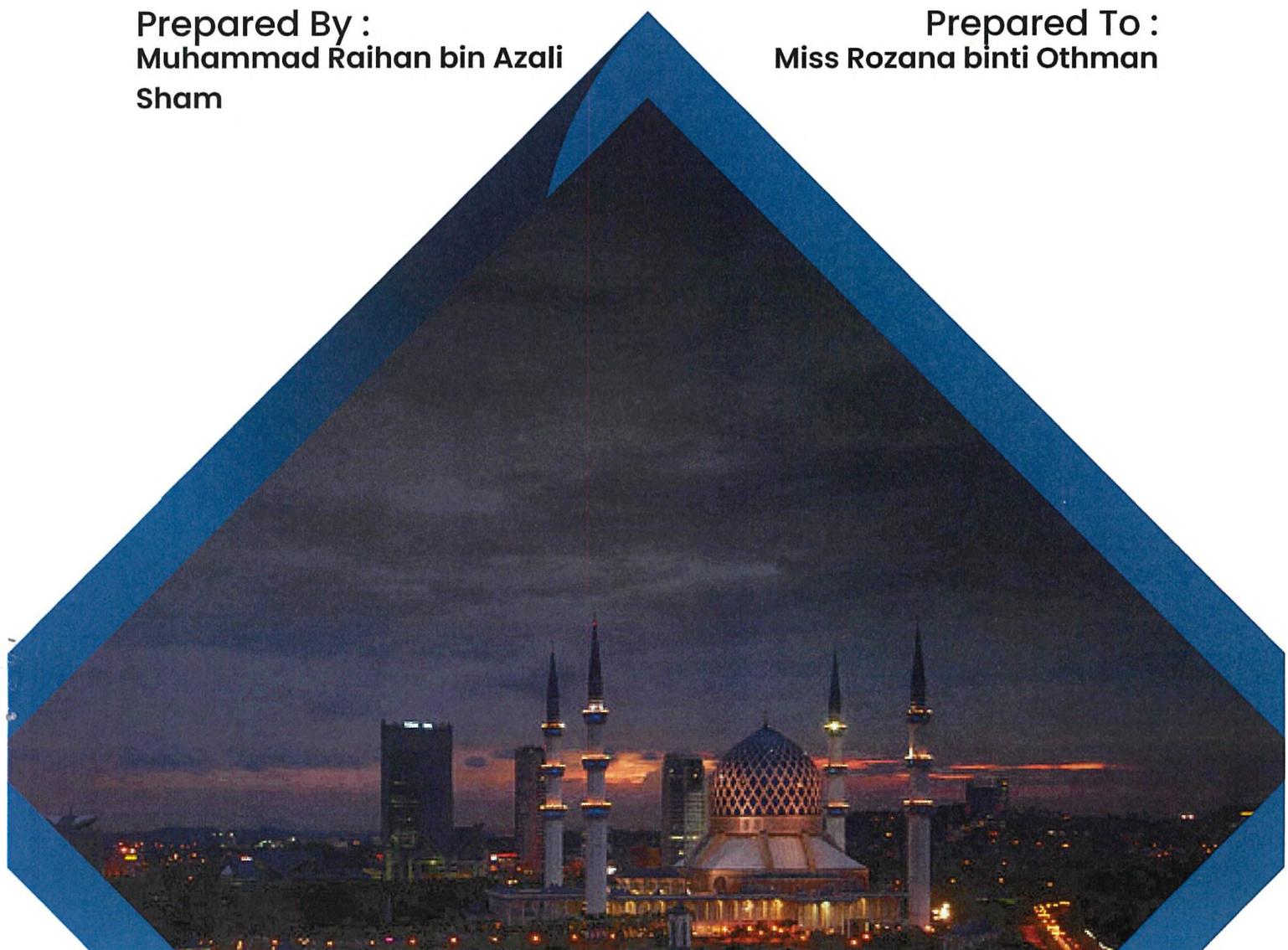


**MARCH-AUG
2025**

INDUSTRIAL TRAINING REPORT

Prepared By :
Muhammad Raihan bin Azali
Sham

Prepared To :
Miss Rozana binti Othman



SURAT KEBENARAN

Tarikh : 18/8/25

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

Tuan/Puan

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Nama Pelajar	Muhammad Raihan bin Azali Sham		
No. Matriks	2022604798	Nama Program	BA243
Tajuk Laporan	MBI SWOT Analysis	Nama Syarikat	MBI Selangor

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

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Yang Benar



Cop jabatan/organisasi:

Nama Pegawai : Mohamad Zaidi bin Jaafar

Jawatan : Pengurus Kanan Jabatan Pengurusan Sumber Manusia

No. Tel. :

No. Faks :

ACKNOWLEDGEMENT

All praise and thanks be to Allah (SWT), the Most Merciful and the Most Beneficent, for granting me the strength, guidance, and opportunity to successfully complete my internship and this report.

I am deeply grateful to my advisor Miss Rozana Binti Othman for the advices and guidance, along internship session.

My sincere appreciation goes to my supervisor, En. Mohamad Zaidi Bin Jaafar, for continuous support, patience, and expert guidance throughout my internship. His valuable feedback and encouragement were instrumental in my professional growth and also Menteri Besar Selangor Incorporated for providing me with the invaluable opportunity to intern with them. This experience has greatly enriched my knowledge and skills in Human resource Management, and I am truly thankful for the practical exposure I gained.

I would also like to extend my gratitude to my colleagues and team members at HR Department for their kindness, cooperation, and willingness to share their knowledge, making my learning experience both productive and enjoyable.

Lastly, I owe immense gratitude to my family and friends for their unwavering love, prayers, and encouragement throughout this journey. This internship has been a significant milestone in my career, and I am truly blessed to have had the support of so many wonderful individuals. May Allah (SWT) reward them all abundantly.

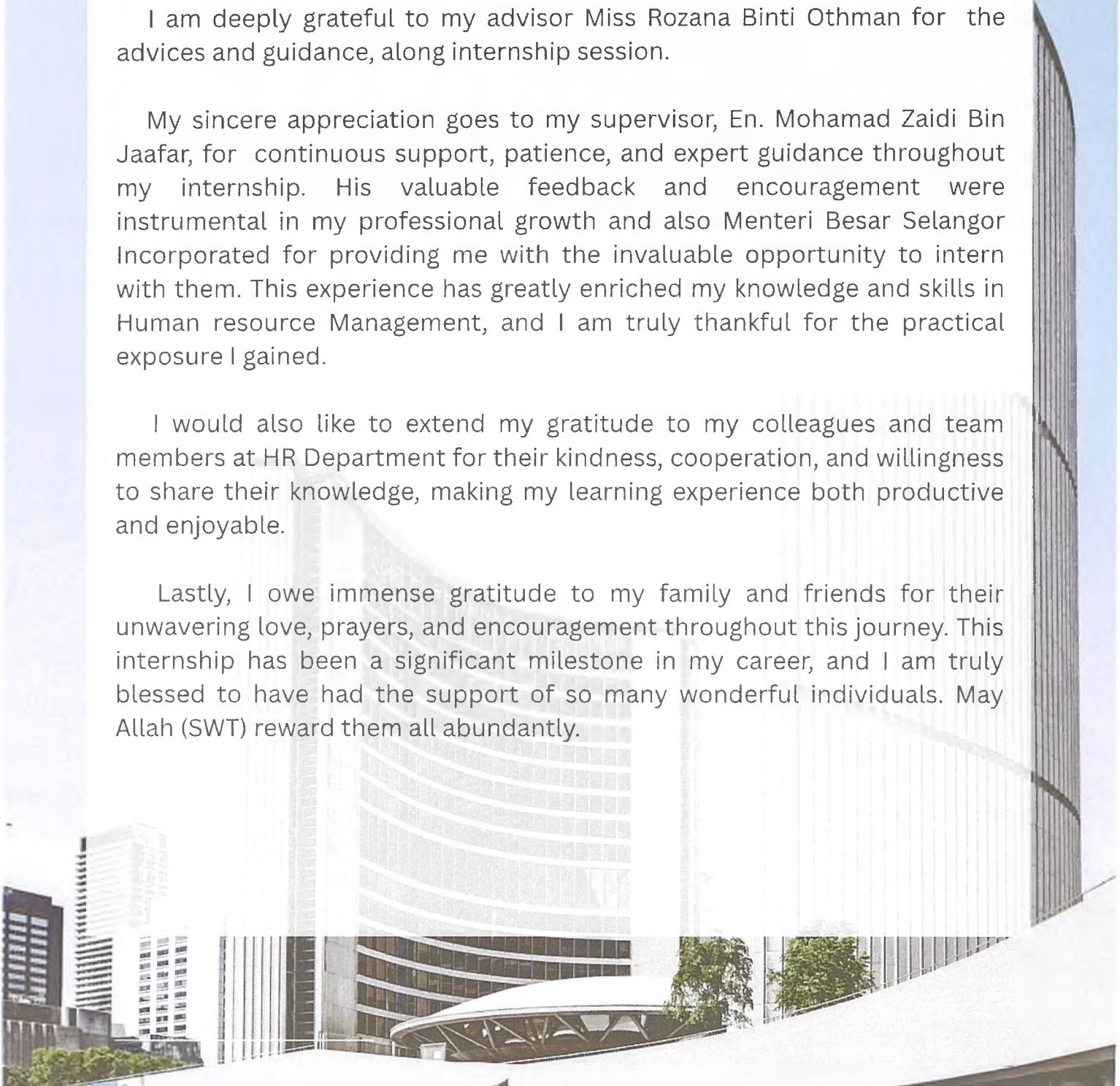
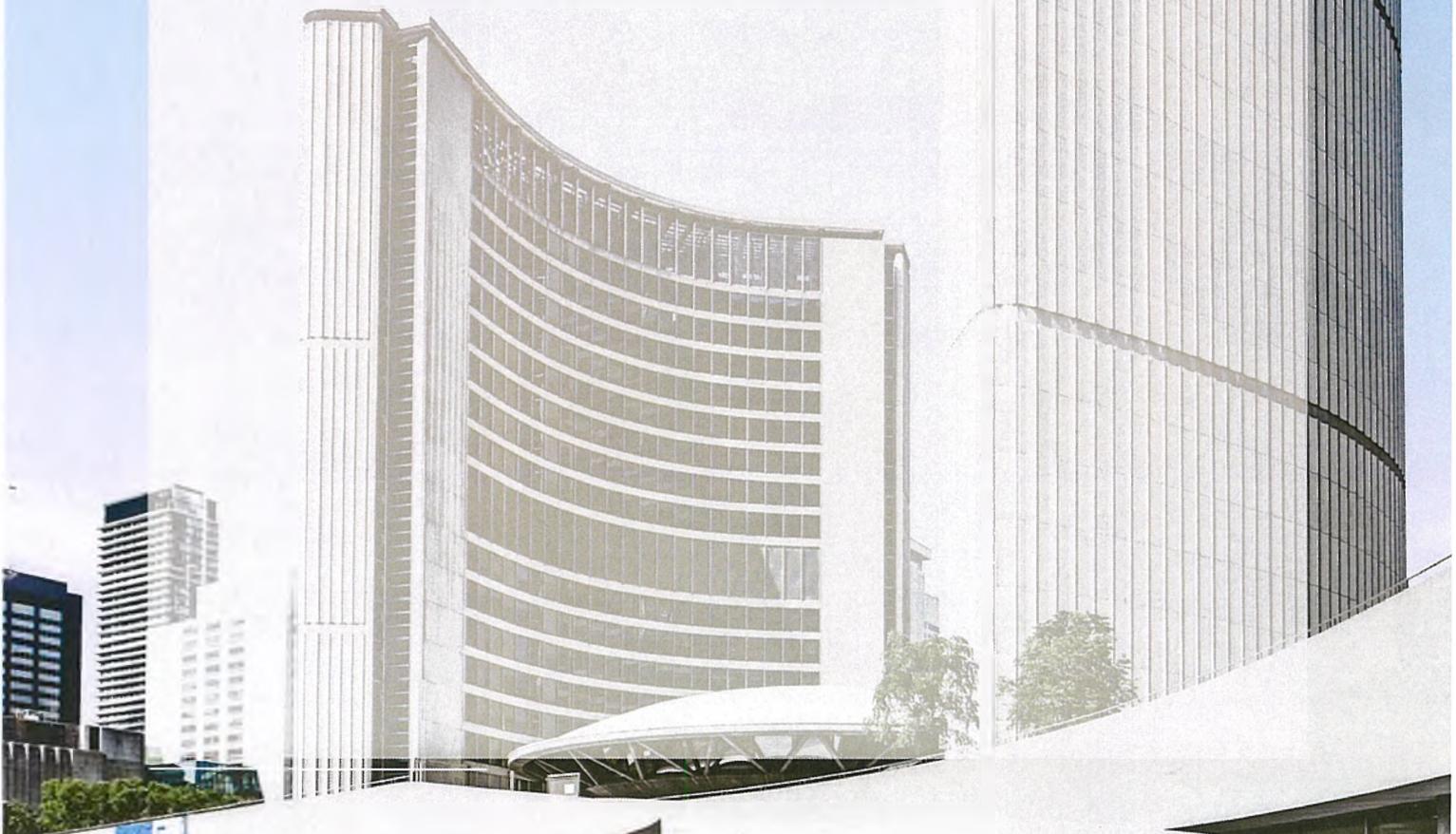


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REFLECTION

I was lucky to work my internship at Menteri Besar Selangor (Pemerbadanan) or commonly known as MBI Selangor in the Human Resource Department from 3 March 2025 to 15 August 2025. My working hours were from 8.30 am to 5.30 pm, Monday to Friday, and I earned a monthly allowance of RM800.

Under his direct supervision at this time, I was the junior staff directly reporting to En. Mohamad Zaidi, Head of the Human Resource Department. I was given varied tasks and responsibilities there that gave me a deeper insight into real HR operations.

My core area of concentration was hiring, where I was actively engaged in handling the hiring process for the students for internships. This included sifting through applications and scheduling interviews. I further assisted in preparing and sending offer letters for contract renewal or new hire personnel, which helped me acknowledge the importance of documentation and paperwork as well as employment formalities in HR.

In addition, I assisted in staff training initiatives, which involved coordinating logistics and tracking attendance. I further assisted in the organization of HR events, for example, preparing internal memos and coordinating vendors for ancillary services. These tasks assisted in fostering my communication, time management, and administrative skills.

This internship experience provided me with actual working experience in the operations of HR, and more so, in the recruitment division. It exposed me to better knowledge of office life and allowed me to apply theoretical practice from what I learned at school to actual HR practices. I am genuinely thankful to MBI Selangor, especially En. Mohamad Zaidi and the rest of the HR staff, for their guidance, trust, and facilitation throughout my internship.