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FACULTY OF BUSINESS AND MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION (HONS.) INTERNATIONAL
BUSINESS

INDUSTRIAL TRAINING (MGT666)



INDUSTRIAL TRAINING REPORT
KHARIZ BUILDERS (M) SDN. BHD.

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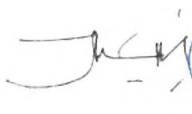
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EXECUTIVE SUMMARY

This report is prepared to summarize my six-months internship experience at Khariz Builders (M) Sdn. Bhd., specifically under the Administration Management Department. It outlines the key tasks, responsibilities, and assignments I was involved in throughout the industrial training period. My core responsibilities including handling company's documentations, maintaining and updating administrative records, processing correspondences, assisting with ordering materials, and supporting external coordination among suppliers. During the internship journey, I experienced the importance of efficient administrative operations in supporting the overall functions of a construction company. The working environment at Khariz Builders (M) Sdn.Bhd. was highly systematic and professional, emphasizing punctuality, confidentiality, coordination, and compliance with regulatory and operational standards. Hence, this exposure has enhanced my understanding of how administrative management plays a crucial role in ensuring project continuity and organizational effectiveness. The report also includes a detailed overview of the company profile, highlighting the background of the company, vision and mission, and products and services related. Khariz Builders (M) Sdn. Bhd. specializes in architectural works, civil and construction and interior design works, related for projects both private and public sectors. With a strong client base that includes various residential and commercial clients, the company has demonstrated consistent performance and reliability in the construction industry. Furthermore, a SWOT Analysis and some recommendations for Khariz Builders (M) Sdn.Bhd. is provided, based on observations and discussions with my Admin Supervisor. This analysis identifies key internal strengths and some major weaknesses, along with the touch of external factors of opportunities and threats. In conclusion, this internship has successfully help me to connect academic learning with real-world administrative practices. It has sharpened both my technical and interpersonal skills, improved my organizational abilities, and given me deeper insights into how administration serves as the backbone of corporate operations. The experience at Khariz Builders (M) Sdn.Bhd. has provided a strong platform for my future career in administrative and office management within the construction or broader corporate sectors.

ACKNOWLEDGEMENT

First and foremost, I would like to express my heartfelt gratitude to Allah S.W.T, The Most Beneficent and The Most Merciful, for His endless blessings and guidance throughout my internship journey. Without His mercy and strength, I would not have been able to complete this industrial training and successfully prepare this report. I am truly thankful for His assistance in helping me overcome every challenge along the way.

Secondly, I would like to extend my sincere appreciation and special thanks to my academic advisor, Dr. Hasnizawati Binti Hashim, for her continuous guidance, support, and encouragement throughout the process of completing this report. Her constructive feedback and constant monitoring helped me stay on track during my internship and played a vital role in the completion of this report. I am genuinely grateful for her commitment to my academic progress.

Besides, I would like to express my deepest gratitude to the entire team at Khariz Builders (M) Sdn Bhd, especially the Administration Management Department, for welcoming me warmly and giving me the opportunity to undergo my industrial training at the company. My sincere appreciation also goes to my Direct Supervisor, Ms Nadzirah Abd Rahman and the Managing Director, Mr. Ibrahim Bin Md. Ghazali for their invaluable guidance, trust, and support in allowing me to be involved in various administrative tasks and day-to-day office operations. The hands-on exposure and experience I gained during this internship have been incredibly enriching and beneficial to my personal and professional development.

Lastly, I would like to thank my beloved family, particularly my parents, for their continuous support mentally, emotionally, and physically throughout this journey. Their constant encouragement has been the foundation of my strength, not only during my internship but also throughout my educational path. I am truly blessed to have their endless support.

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