



MGT 666 INDUSTRIAL TRAINING REPORT

3rd March 2025 - 15th August 2025

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PART 1: PRELIMINARY PAGES

EXECUTIVE SUMMARY

This internship report describes my unforgettable and eye-opening six-month industrial training at Akademi Laut Malaysia, where I was greatly assisted by Miss Zulaikha binti Zulhaidi. The experience I gained from my internship, which spanned from March 3, 2025, to August 15, 2025, was life changing and gave me deep knowledge and useful skills that would greatly advance my career.

Throughout the internship, I was exposed to real-world operations, including filing documentation, recruitment, records, audit, training, answering the call and e-filing into the archive systems. One of the main highlights was working on office management systems related.

The first section of the study will provide an overview of Akademi Laut Malaysia, covering its history, goals, organizational structure, and services or good provided. Furthermore, I would include my training experience as a Human Resource Trainee, emphasizing my time spent in the Human Resources & ICT Division under Miss Zulaikha supervision. As the Executive in Human Resource & ICT, my supervisor, Miss Zulaikha Binti Zulhaidi, was a great mentor to me during my internship. This curriculum will provide me with the knowledge and abilities I need to face the challenges of the working world.

This report's second section will perform a thorough review of SWOT analysis of the business concentrating on its strengths, weaknesses, opportunities and threats. This study will examine the company's particular problem areas and provide suggestions for preserving its advantages, reducing its disadvantages, seizing its opportunities, and fending off possible threats. The report will end with proof of my involvement as a Human Resource Trainee, highlighting my contributions and the duties I have finished satisfying.

ACKNOWLEDGEMENT

First of all, thank you to God because I am able to finish my internship report while working as HR Intern at Akademi Laut Malaysia. Thank you to Madam Munirah because even though we never meet each other, just contact using WhatsApp but she really helps me and others team members in making this report. I know, as a lecture, for sure she has a lot of work to be done such as teaching, checking her student assignment and other things that lecture need to do that I never know. I really appreciate that Madam Munirah want to be my advisor during my internship period. I really grateful because she always answers my question and for me, she is the best advisor. I think Madam Munirah has put a lot of effort, everyone has their own challenge, but Madam Munirah can manage herself to give her time for me and another internship student. I hope you are doing fine and always get the bless from Allah SWT in whatever you do.

Not to forget about Miss Zulaikha Binti Zulhaidi, my supervisor at Akademi Laut Malaysia because she has taught me so many things, give me a trust to do some work and will give me anything that I want to explore during my internship. Thanks to my colleagues because they are so nice with me and I do not have a single day that I do not want to go to work. I really happy to be a part of them.

Next, thank you to my friends because we are having some discussion about this internship report. They are very supportive friends, even though some of us feel give up sometimes, they still support each other. Last but not least, I want to thank me. I want to thank me for believing in me, for doing all of this hard work. I want to thank me because I put a lot of effort to complete this report and try to be a good HR Intern in internship company.

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