



NFZ SECRETARIAL &
MANAGEMENT
SERVICES



اَوْبُورُ سَيِّفِي تَيْكُونُ لَوِ كُنِي مَبَارَا
UNIVERSITI
TEKNOLOGI
MARA

MGT606

INDUSTRIAL TRAINING REPORT

DATE:
21 JULY 2025

TRAINING PERIOD:
3 MARCH 2025 - 15 AUGUST 2025

2025

PROPOSED BY:
NURIN ATIQA BINTI
AHMAD
2023382859

BACHELOR IN OFFICE
SYSTEMS
MANAGEMENT (HONS)

SURAT KEBENARAN

Tarikh : 30 JUNE 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	NURIN ATIQA BINTI AHMAD		
No. Matriks	0023382859	Nama Program	OFFICE SYSTEM MANAGEMENT
Tajuk Laporan	INDUSTRIAL TRAINING REPORT	Nama Syarikat	NFZ Secretarial & management services

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Nama Pegawai : NOOR NAJIHA BINTI MISPAN

Jawatan : PRINCIPLE

No. Tel. : 012 - 249 2952

No. Faks : 07-382 4664

Cop jabatan/organisasi:



EXECUTIVE SUMMARY

An unforgettable struggle for six months while undergoing industrial training began at NFZ Secretarial & Management Services, marking a milestone in my journey as an Office System and Management student. This internship provided me with an invaluable opportunity to gain first-hand experience in a professional environment and to apply the theoretical knowledge I had acquired throughout my studies into practical tasks and responsibilities. This report begins with my profile which shows my academic background, skills and career aspirations which motivated me to undertake this industrial training. It continues with the company profile of NFZ Secretarial and Management. Throughout my training, I was entrusted with various tasks and exposed to different departments and real workplace situations which enhanced my understanding of how the industry operates. I learned to handle real tasks under the guidance and supervision of experienced staff, and honed my technical, communication and problem-solving skills. The report also contains a SWOT analysis, which summarizes my strengths, such as my adaptability and willingness to learn, as well as areas where I need to improve, such as time management under pressure. The analysis also identifies opportunities I have gained during my internship, such as expanding my professional network and developing new skills, along with potential challenges I have faced and how I have overcome them. I also reflect on the overall impact of my industrial training, and my experience in managing all the difficulties experienced throughout my internship. Finally, this report concludes by emphasizing how this industrial training has not only increased my understanding but also increased my confidence in managing problems and also improved my professionalism. I am very grateful for the opportunity I have been given to contribute to the NFZ Secretarial and Management services company and for every guidance I have been given throughout this internship.

ACKNOWLEDGEMENT

Bismillahirrahmanirrahim, all praises go to the Almighty Allah SWT for His guidance and blessed on giving me the courage and opportunity to finish the report on practical training without any obstacles and hurdles. On upon this opportunity, I would also like to give my full appreciation to my advisor, Madam Khalijah binti Mohd Nor for all the direction and guidance throughout this period that enabled me to complete the report. It was an honor to be under her supervision. A piece of appreciation also goes to all staff of NFZ Secretarial & Management Services especially to Madam Noor Najiha binti Mispan as the director of the company for the opportunity given to me to gain knowledge and experience during practical training for the period of 8 weeks at the company. Next, I would like to give a lot of dedication to my beloved supervisor, Madam Nur Jazilah binti Md Azmi who deserves a special mention here for all her guidance and support to consult me upon completing all my accountancy work. A bow of thanks also to Miss Nurul Husna binti Mansor and Miss Nurul Nazurah binti Jamal, my colleagues at the secretarial department, who's had always ready to help and guide me in completing my job at the company. I also would like to give a million thanks to them for doing an admirable job in ensuring my practical report can be accomplished. Finally, a full thanks and love for my beloved families for the limitless support and not to forget all my friends who had always ready to lend me a hand to every obstacle occurred during this specific period, especially in the financial term to complete this report. Without everyone's support this report will never be completely done.

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