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MGT666 INDUSTRIAL TRAINING REPORT: HUMAN RESOURCES AT SHARP ELECTRONICS (M) SDN. BHD.

MARCH - AUGUST 2025

PREPARED BY:
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SURAT KEBENARAN

Tarikh :

Kepada :

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Tuan/Puan

Maklumbalas (/)



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Tidak Bersetuju

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Nama Pelajar	Nur Qistina Arissa binti Mohd Atwi		
No. Matriks	2023168989	Nama Program	Office system & management
Tajuk Laporan	MGT666 Report	Nama Syarikat	Sharp Electronics (M) Sdn Bhd.

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

3. Sekiranya terdapat sebarang masalah atau kebocoran maklumat sulit pihak organisasi tidak boleh mengenakan sebarang tindakan undang-undang kepada pihak universiti.

Yang Benar

Nama Pegawai : Junaidah Ab. Munir
Jawatan : HR Team Head
No. Tel. : 013-536 3354
No. Faks : -

Cop jabatan/organisasi:

SHARP ELECTRONICS (MALAYSIA)
SDN. BHD. (356997-H)
1A, Persiaran Kuala Langat, Section 27,
40400 Shah Alam, Selangor Darul Ehsan.
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EXECUTIVE SUMMARY

This report presents a comprehensive overview of my internship experience at Sharp Electronics Malaysia Sdn. Bhd., including a reflective appraisal of the training, a SWOT analysis highlighting strengths, weaknesses, opportunities, and threats encountered, and practical recommendations for future improvements. My internship commenced on 3rd March 2025 and concluded on 15th August, covering a period of 24 weeks. Upon arrival, I reported to Puan Junainah Ab.Manaf the HR Team Head, who supervised my progress and facilitated my integration into the team.

During the internship, I was entrusted with various responsibilities that enabled me to develop key skills aligned with my academic background. I actively contributed to Human Resources tasks, collaborating with colleagues to achieve set objectives and navigate challenges. The experience honed my abilities in communication, project management, problem-solving, and stakeholder engagement, while fostering a deeper understanding of organizational dynamics.

Overall, this internship was a transformative chapter in my educational journey, equipping me with practical insights and a strong foundation to pursue future career endeavors with confidence and dedication.



ACKNOWLEDGEMENT



First and foremost, i would like to express my deepest gratitude to Allah SWT for granting me the strength, health, and opportunity to complete my MGT666 internship successfully.

I am sincerely thankful to my academic advisor, En. Faizul Azrul Azwan Mohamed, and my committed supervisor Pn. Junainah binti Ab. Manaf, whose invaluable guidance, constructive feedback, and continuous support have greatly contributed to the successful completion of this internship report.

I would like to express my heartfelt gratitude for the invaluable experience and knowledge gained throughout my internship period as an Human Resources Internship. This internship era has been a significant chapter in my personal and professional development, and I am truly thankful for the opportunity to learn, grow and apply my skills in a real-world environment

STUDENT PROFILE



NUR QISTINA ARISSA BINTI MOHD ALWI
BACHELOR OF OFFICE SYSTEM MANAGEMENT (HONORS)

SUMMARY

Enthusiastic **Human Resources Intern** currently completing my **Bachelor's Degree in Office System Management**, eager to apply academic and strong organizational skills in a dynamic HR environment or office administration setting. With hands-on experience supporting the onboarding of new staff and employees and skilled in preparing employment documents, coordinating orientation sessions, managing new hire documentation.

EDUCATION

Universiti Teknologi Mara (UiTM) - Kampus Bandaraya Melaka, Melaka **March 2023 - August 2025**
Bachelor in Office System Management (Hons.)
Current CGPA: 3.15
MUET: Band 3.5

Universiti Teknologi Mara (UiTM) - Kampus Dungun, Terengganu **March 2020 - July 2022**

- Diploma in Office Management
- CGPA: 3.39

EXPERIENCE

Human Resources Internship - Sharp Electronics (M) Sdn. Bhd. **March - August 2025**
Shah Alam, Selangor

- Maintained and organized filing systems for confidential employee record
- Assisting with recruitment and job postings
- Created and designed posters and backdrops for staff welfare events
- Organized events for staff welfare
- Maintaining accurate daily attendance data for employees
- Assisted in screening resumes
- Onboarding new staff and interns
- Coordinating orientation sessions
- Scheduling and coordinating interviews for candidates
- Providing welcome kits like facemasks, notebooks, stress ball, or car sticker to make staff and interns feel valued and motivated

Shopee Warehouse - Bukit Raja, Selangor

- September 2021
- August & September 2023

- Part-time in packing and picking products
- Handled stocking, order picking, and other daily warehouse tasks to guarantee on-time delivery.
- Ensured compliance with safety and quality standards while working in a fast-paced environment.
- Work in team members to streamline processes and improve warehouse workflow.