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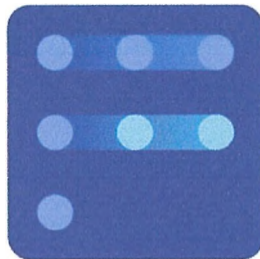
UNIVERSITI TEKNOLOGI MARA (UiTM) KAMPUS BANDARAYA MELAKA

FACULTY OF BUSINESS AND MANAGEMENT

**BACHELOR OF BUSINESS ADMINISTRATION (HONS.) HUMAN RESOURCE
MANAGEMENT (BA243)**

INDUSTRIAL TRAINING (HRM666)

FINAL REPORT INTERNSHIP



FUSIONQB

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EXECUTIVE SUMMARY

This report was written as last part of my responsibilities as a final year students of the Bachelor of Business Administration (Hons) Human Resources programme. FusionQB Sdn.Bhd become golden ticket in my hand and eye opening six month industrial training which is start on 3rd March 2025 until 15th August 2025 that significantly shaped my beginning professional growth. This experience was a valuable stepping stone in bridging academic knowledge to real-world application. As a final-year student majoring in Human Resources, I was primarily involved in supporting the end-to-end hiring process through various administrative and coordination tasks. My responsibilities included scheduling interviews, monitoring and updating candidate file, performing pre-interviews screening calls, and preparing recruitment data for internal hiring meeting. Therefore, I was not actively involved in applicant interviews, this experience provided me with a good understanding of recruiting processes, data administration and workplace commuincation.

FusionQB's disciplined process and fast-paced atmosphere provide insights into how Human Resources (HR) performs in a technologically driven company. A SWOT analysis which are derived by the internal and external revealed FusionQB strengths in various areas of services and market relevant, while also highlighting areas for improvements in process efficiency and cross-departmental coordination. This report discusses key takeaways from my training period, including the value of clear communication, adaptability, and attention to detail. It concludes with recommendations aimed at enhancing the internship experience and optimizing HR support functions. Overall, this internship provided me with meaningful exposure to real-world HR practices and strengthened my readiness for a future career in human resources.

ACKNOWLEDGEMENT

Firstly, I would like to express my deepest gratitude to the Almighty God for His continuous guidance, strength, and blessings throughout the course of my six-month industrial training. Without His grace, I would not have been able to overcome the challenges and complete this internship journey successfully. Indeed, His blessings have sustained me in times of ease and in times of challenge.

I would also like to extend my sincere thanks to my internship supervisor at FusionQB Sdn. Bhd., Chew YinXie for their invaluable guidance, support, and feedback throughout the training period. Their insights and patience greatly contributed to my learning and professional development. To all the colleagues at FusionQB, thank you for the collaborative spirit, shared knowledge, and warm working environment.

A heartfelt appreciation goes to my family and close friends, who stood by me with unwavering encouragement, understanding, and support. Their words of motivation and constant belief in my potential kept me going, especially during the more demanding moments of this journey.

This report, and the experience it represents, would not have been possible without each of you. Thank you.

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