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HUMAN RESOURCE MANAGEMENT

BA2436C



INDUSTRIAL TRAINING REPORT (HRM666)

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EXECUTIVE SUMMARY

This report offers a comprehensive overview of my six-month industrial training experience at Ichikoh (Malaysia) Sdn. Bhd., a leading company in Malaysia, is renowned for manufacturing automotive lighting systems. My training period began on 3rd March 2025 and concluded on 15th August 2025. Throughout this period, I was primarily assigned to the Human Resources department, where I had the valuable opportunity to participate in a variety of hands-on tasks and responsibilities that significantly contributed to my professional growth and development.

During my internship, I gained extensive practical experience in performing essential HR functions. These included facilitating internal communication across different levels within the organization, coordinating various training sessions for employees, and managing employee records efficiently using advanced tools such as Microsoft Excel and the company's proprietary HR management systems. The work environment was exceptionally supportive and welcoming, which greatly encouraged me to adapt quickly to the dynamic workplace setting. This positive environment also motivated me to actively engage in team activities, collaborate effectively with my colleagues, and develop important skills such as organization, time management, and professionalism.

One of the most valuable aspects of this training was the opportunity to learn directly from experienced supervisors and colleagues who provided mentorship and guidance throughout my internship. Their insights greatly enhanced my understanding of the complexities involved in corporate HR operations and the nuances of workplace culture.

Additionally, I found the company's Improvement Proposal incentive program particularly inspiring, as it motivated me to think critically about possible improvements within the workplace and to contribute innovative ideas aimed at increasing efficiency and fostering a culture of continuous improvement.

Beyond acquiring practical skills, this internship also helped me build greater confidence and cultivate a deeper appreciation for teamwork within a professional environment. It served as a bridge between my academic knowledge and real-world applications, better preparing me for future career opportunities in Human Resource Management. Overall, this training experience has been incredibly valuable, shaping my professional perspective and equipping me with essential skills that will benefit me in my future endeavours.

ACKNOWLEDGEMENT

Alhamdulillah, all praise to Allah for giving me the strength, patience, and good health to complete my six-month industrial training. I want to take this opportunity to sincerely express my deepest appreciation to everyone who has supported me throughout this valuable experience.

First and foremost, I want to sincerely thank Madam Noorain binti Mohd Nordin, my academic advisor, for her unwavering support, guidance, and valuable advice throughout my industrial training. Her encouraging words and constructive feedback truly motivated me and played a key role in helping me stay focused, on track, and motivated during my internship journey.

I would also want to sincerely thank my industrial supervisor, Ms. Cecilia Yap Choi Har, for her patience, support, and dedicated guidance. She has been a key part of my learning experience, helping me understand my roles and responsibilities while guiding me to manage tasks more effectively. Her mentorship has not only deepened my technical skills but also boosted my confidence and work ethic.

I want to extend special thanks to Ms. Lam Mewleng, Ms. Le Kahting, and Ms. Vasanthi from the Human Resources department for their kindness, support, and encouragement. Their readiness to share knowledge, offer practical guidance, and answer my numerous questions greatly enhanced my learning experience. I sincerely appreciate their mentorship and the valuable professional insights they provided.

Last but not least, I would also like to acknowledge and thank all the staff at Ichikoh Malaysia Sdn. Bhd. for creating such a positive and welcoming work environment. Their kindness, cooperation, and willingness to assist made my internship both enjoyable and meaningful. From day one, I was made to feel like part of the team, and this sense of belonging motivated me to give my best in every task.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	i
TABLE OF CONTENTS.....	ii
ACKNOWLEDGEMENT	iii
1.0 STUDENT'S PROFILE.....	1
1.1 Updated Resume.....	1
2.0 COMPANY'S PROFILE	3
2.1 Name, Location, and Background.....	3
2.2 Vision, Mission, Objective, and Goal.....	4
2.3 Organizational Structure	6
2.4 Products or Services.....	7
3.0 TRAINING'S REFLECTION	8
3.1 Duration.....	8
3.2 Experience	8
3.3 Roles and Responsibilities.....	8
3.4 Salary and Benefits	9
4.0 SWOT ANALYSIS	10
5.0 DISCUSSION.....	11
5.1 Strengths	11
5.2 Weaknesses.....	13
5.3 Opportunities	15
5.4 Threats	17
6.0 RECOMMENDATIONS	19
6.1 Strengths.....	19
6.2 Weaknesses.....	19
6.3 Opportunities	20
6.4 Threats	21
7.0 CONCLUSION	22
8.0 REFERENCES.....	23
9.0 APPENDICES	25