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TEKNOLOGI
MARA

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Kampus Bandaraya Melaka

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION(HONS) MARKETING

INDUSTRIAL TRAINING REPORT (MGT666)

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1.0 Executive Summary

This report describes my six-month industrial training in the Project Planner Department at *Melaka Bekal Sdn. Bhd.* It was a meaningful and useful experience where I was involved in many parts of project planning. My main tasks were preparing documents, helping with scheduling, and checking the progress of projects. I also worked with different teams, which helped me understand how projects are planned and managed in real situations. During the training, I learned how to organize tasks, manage resources, and follow timelines. I also saw how important it is to follow rules and regulations in the mineral extraction industry. One of the best parts of this training was applying what I had learned in class to real-life work. This helped me understand the subject better and improved my problem-solving skills.

The report also includes a SWOT analysis of *Melaka Bekal Sdn. Bhd.* This analysis shows the company's strengths and weaknesses, as well as the opportunities and threats from outside. Doing this analysis helped me understand more about the company's position in the industry and the challenges it may face in the future. Overall, this training helped me become more confident and improved my communication and technical skills. I also learned how to work better with others, manage my time, and handle responsibilities. This experience gave me a better idea of what it is like to work in project planning and made me feel more ready to face new challenges in the future.

2.0 Acknowledgement

I would want to express my heartfelt appreciation to everyone who contributed to the success of my internship. First and foremost, I am grateful to Puan Zulika, Department Manager, who served as my immediate supervisor throughout the internship. Her professional ideas and support helped shape my learning experience. I'd also want to thank Miss Anis, the Admin Assistant, for her kind help, constructive input, and support throughout my stay in the department. My special thanks go to Encik Alfian, the Department Supervisor in charge of the terminal personnel, for his cooperation and insights that helped me better grasp the department's operations. Finally, I want to thank my advisor, Sir Fairuz Jamil for all the guidance toward my internship. This internship has been a great experience for me.

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