



اَوْبُورْ سِيْئِيْ تِيْكَوْلُوْ كِيْ مَارَا
UNIVERSITI
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MARA

Cawangan Melaka
Kampus Bandaraya Melaka

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

FACULTY OF BUSINESS AND MANAGEMENT

**INDUSTRIAL TRAINING REPORT AT
IIUM HOLDINGS SDN BHD**

**HRM666
(3rd March 2025 – 15th August 2025)**

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EXECUTIVE SUMMARY

According to the lesson plan, internship is the final course for all undergraduate students at the Faculty of Business and Management. A student must complete an internship or on-the-job training in areas relevant to their academic degree and field of study. This internship course is designed to provide students with practical knowledge and workplace skills that will allow them to get work experience and responsibility in carrying out the company's commitments. It would enhance the task's practical skills, knowledge, and attitude.

This report was prepared to meet a requirement for the Bachelor of Business Administration (Hons.) Human Resource Management program at UiTM Bandaraya Melaka's Faculty of Business and Management (FPP). I completed a 24-week internship at IIUM Holdings Sdn Bhd. My entire time at my organisation is helpful because the experiences I get will help me find a better job after I graduate. This report will cover all of the tasks and assignments that I completed. During my internship, I was assigned to the Human Resources Intern role, which was really beneficial because it allowed me to learn new skills and strengthen my administrative talents. Throughout my internship, I gained a broad understanding of human resources work.

IIUM Holdings Sdn Bhd was established on April 25, 2001, and is a completely owned subsidiary of the International Islamic University Malaysia. IIUM Holdings Group, of which IIUM is the only stakeholder, consists of nine subsidiaries: IIUM Higher Education, IIUM Schools, IIUM Educare, IIUM Consultancy, IIUM Medical Specialist Centre, IKOP Sdn Bhd, and Daya Bersih.

To summarise, the SWOT analysis enables me to assess their strengths, weaknesses, opportunities, and threats. I've provided several comments to help them fix the problems I observed throughout my internship. The study closes with this industrial training report.

Acknowledgement

First and foremost, I would want to express my heartfelt appreciation to Allah SWT for His unending blessings and guidance, without which I would not have been able to complete my report despite the numerous difficulties I encountered. Balancing my responsibilities at work and with this report has been difficult, but I have persevered because of His will.

This report was created as part of the requirements for the Internship course (HRM666), which is the final step towards completing my Bachelor's Degree. Throughout the process, I have received priceless knowledge, notably from the SWOT analysis of the organisation. More importantly, this industrial training has given me real-world experience and insight into the obligations of professional life and adulthood.

I'd like to express my profound gratitude to Encik Azeman Abd Majid, my academic advisor, for his ongoing assistance and encouragement throughout the writing of this report. His assistance has been invaluable in navigating the hurdles involved. My heartfelt gratitude also goes to my internship supervisor, Puan Khalijah Binti Bakar, for providing me with the opportunity to work as a Human Resource intern. Her conviction in my ability and unwavering support have been really inspiring.

In addition, I am really grateful to Ms. Liyana and Ms. Khairunnajwa for their invaluable guidance and collaboration throughout my internship. The company's workers extended their warmth and support from the first day, making me feel welcome and a member of the team. They were always patient, kind in sharing their knowledge, and eager to help me grasp how the organisation and industry worked. I am really honoured to have been a member of such a devoted and professional team.

Thank you all, from the bottom of my heart.

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