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UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA
KAMPUS BANDARAYA MELAKA**

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HR INTERNSHIP

INDUSTRIAL TRAINING REPORT
MAJLIS PERBANDARAN SEGAMAT



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1. EXECUTIVE SUMMARY

My insightful and enriching six month industrial training journey commenced at Majlis Perbandaran Segamat, where I gained invaluable hands-on experience in a dynamic and professional environment. Throughout the training period from 3 March to 15 August 2025, I was able to apply theoretical knowledge gained in university into real-world business operations, particularly in the field aligned with my academic program.

This report presents a summary of my background, the company's profile, the scope of tasks and responsibilities assigned to me, and the skills I developed during the internship. It also includes a SWOT analysis of my experience, highlighting strengths such as enhanced communication skills, opportunities for professional networking, and areas for improvement.

The training not only sharpened my technical and interpersonal competencies but also provided me with valuable insight into organizational culture and workplace expectations. The report concludes with key learnings, personal reflections, and recommendations for future interns to maximize their training period effectively.

3. ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me the strength, patience, and determination to complete this industrial training successfully. I would also like to extend my heartfelt thanks to my host organization, Majlis Perbandaran Segamat, for the opportunity to undertake my internship and for the supportive and encouraging environment throughout my training. My sincere appreciation goes to my industrial supervisor Puan Mariam Binti Suratni for her invaluable guidance, constructive feedback, and consistent support during my placement.

Special thanks also go to my faculty advisor, Sir Azeman Bin Majid and lecturers at Universiti Teknologi MARA (UiTM) Campus Bandaraya Melaka, Faculty of Business and Management, for their academic support and mentorship. I am deeply thankful to my colleagues at the training site who were always willing to share their knowledge and help me adapt to the working culture.

Last but not least, I would like to thank my family and close friends for their continuous encouragement and motivation throughout this journey. Your support has been instrumental in helping me navigate this important phase of my academic and personal development.

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