



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



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PART 1: PRELIMINARY PAGES

EXECUTIVE SUMMARY

This report provides a complete overview of my 5 months internship as a Business Management Trainee at Lazic Group Sdn Bhd, which was from 3rd March 2025 to 15th August 2025. This opportunity provided valuable exposure to various aspects of business operations, database management and marketing, which I also studied during the class and was able to implement during my internship, as a Business Administration of Human Resource Management student.

Throughout this internship, I found myself growing in many ways, especially the practical skills that really matter in the workplace such as effective communication that stood out as important competency, as it enabled me to express my idea, listen and work together with my colleagues and supervisor. Besides, I received hands-on-experience in performance analysis, to evaluate outcomes and identify any areas that need to be improved. Moreover, I became more capable in using a range of software and business tools that facilitated efficient data organization and workflow management. What excites me the most is how these skills are not just useful in business context, but they're also relevant to the Human Resource field such as in driving continuous improvement, engaging employees and improving service quality.

In this report, it contains a comprehensive outline of the company's profile, including its background and organizational structure. It also provides the key lesson learned from my personal reflections on this internship experience. Additionally, I managed a SWOT analysis which identifies the company's strengths, weaknesses, opportunities and threats, based on my observations during this internship period. Along the way, I discuss several challenges faced by the organization, as well as recommendations that could be implemented to make the company become more effective.

After all, this internship proved to be a transformative experience that strengthened my competencies. It helped me with an opportunity to apply theoretical knowledge in a real world setting. This experience has not only inspired me to continue growing and learning, but also prepared me to overcome the future challenges in my career.

ACKNOWLEDGEMENT

First and foremost, I would like to express my gratitude to Allah SWT for His countless guidance and blessing throughout my internship journey. Without His will, I would not have been capable of gathering the strength to complete the endeavor successfully. I am thankful for his constant support and protection.

Besides, I would also like to show my sincerest appreciation to my supervisor, En. Syafiq Rashid for the guidance and support to me along this internship. His mentorship and leadership played a significant role in defining my career. I am grateful for the sharing of his knowledge and experience with me.

Not to forget, I am deeply indebted to my academic advisor, Sir Rusydi Rahim for his tireless guidance throughout this internship period. His guidance and advice assisted me greatly in staying committed and motivated. I highly appreciate his effort and time.

I am also thankful to all Lazic Group staff and colleagues, who were so friendly and cooperative. Their willingness to assist and guide me made my internship productive as well as enjoyable. It has been a valuable experience for me to work with such an amazing team.

Lastly, I thank my family and friends for their constant encouragement and support. They have been a source of strength through their faith and understanding in me. I could not have completed it without them.

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