

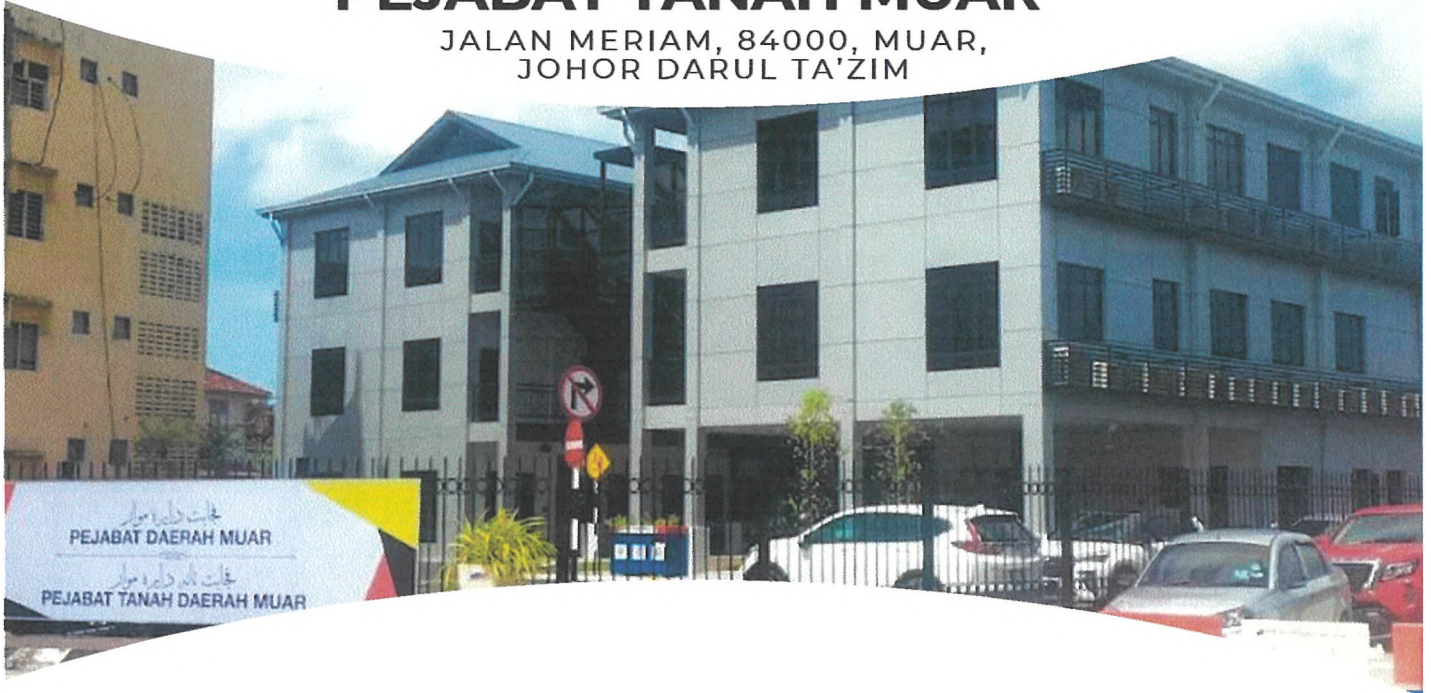


UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Melaka

## PEJABAT TANAH MUAR

JALAN MERIAM, 84000, MUAR,  
JOHOR DARUL TA'ZIM



# INDUSTRIAL TRAINING REPORT

HRM 666

FACULTY OF BUSINESS AND ADMINISTRATION

**PREPARED BY: AZIE NATASYA BINTI RUSAHIZAM**

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**3 MARCH 2025 - 15 AUGUST 2025**

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## EXECUTIVE SUMMARY

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My six-month industrial training at Pejabat Tanah Muar, from 3 March 2025 to 15 August 2025, was a life-changing experience that gave me priceless practical experience in a work environment. By doing my industrial training, it gave me opportunity that allowed me to bridge the gap between academic learning and real-world applications, and also enhancing my skills. The reasons I choose this company for my internship is because I want to gain some experience about management since this company is more focus on management. Besides, this company is also located near to my house which will be easy for me to come to the company. In this report, there will be the company's profile which will be contains about the location of the company, logo, vision and mission, operation hours of the company, their objectives and goals, organizational structure and the product or services that the company do. Next, in this report there will be the training's reflection, which include the duration of my training department that I have been assigned, my roles, responsibilities, task and assignment given to me and also the benefits that I have received and gained. Besides that, this report also includes the SWOT analysis. There will be about the strengths, weaknesses, opportunities and threats of the company. Then, there will be the discussion and recommendation for each of the SWOT analysis. Lastly, the conclusion will be summarizing the essence of my report.

## **ACKNOWLEDGEMENT**

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First and foremost, praises and thanks to the God, the Almighty, for His blessings throughout my work and effort to complete the Industrial Training for my Degree successfully.

Other than that, I would like to express my sincere appreciation and gratitude to Pejabat Tanah Muar for the internship opportunity of 24 weeks of Industrial Training Program. It was a great chance for me to experience the working environment there and meet the professional throughout the internship period. Therefore, I feel very lucky that I can be part of it.

Moreover, I would like to thank to my Industrial Supervisor, Puan Anis Athirah binti Mahazar, for all the guidance and learning opportunities provided throughout the internship. I can use all the new knowledge that I get as well as for my future work purposes. I also want to thank to Pejabat Tanah Muar team who despite having an extraordinarily tight schedule, took out time for me to guide and explain the concepts to ensure my fundamental knowledge. Their determination, dynamism, and vision have really motivated and inspired me to become more professional.

Next, I appreciated to my personal advisor, Puan Azniza binti Zaini, for the guidance throughout the internship to hear my presentation that has improved my communication skills, thanks to her comments and advices.

Finally, I want to express my gratitude to everyone who was indirectly involved in my industrial training. Especially to my family who has support me throughout my internship. Even though I lack enough words to express my gratitude, I am still overwhelmed by the kindness that each person has shown me.

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