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MARA

Cawangan Melaka
Kampus Bandaraya Melaka

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

**HRM666:
HR INTERNSHIP**

**COMPANY INTERN:
TENAGA NASIONAL BERHAD (TNB)
SOUTHERN POWER GENERATION
SULTAN IBRAHIM POWER PLANT**

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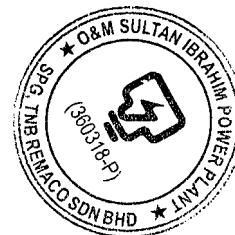
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EXECUTIVE SUMMARY

This report summarizes my six-month industrial training experience at Tenaga Nasional Berhad – Southern Power Generation (TNB-SPG), where I was placed under the Human Resources (HR) department. The objective of this internship was to bridge the gap between academic knowledge and practical working experience, particularly in the field of human resource management.

Throughout the internship, I was involved in several key HR functions, including employee data management, recruitment support, internal documentation, and observing performance appraisal processes. I also gained valuable hands-on experience using digital systems like SAP and EASy, which are essential tools used by TNB-SPG for daily HR and operational tasks.

This experience has strengthened my communication skills, critical thinking, and understanding of real-world HR practices. More importantly, I learned that workplace situations often differ from textbook theories, emphasizing the importance of adaptability and continuous learning. Overall, the internship has prepared me to enter the workforce with greater confidence and a clearer understanding of the professional HR environment.

ACKNOWLEDGEMENT

First and foremost, I would like to express my sincere gratitude to Dr. Siti Aishah Mohamad, my internship supervisor from Universiti Teknologi MARA (UiTM) Bandaraya Melaka, for her continuous support, guidance, and encouragement throughout the duration of my industrial training. Her insightful feedback and kind assistance have been crucial in helping me complete this internship successfully.

I would also like to extend my heartfelt appreciation to my supervisor at TNB-Southern Power Generation (TNB-SPG), Puan Hafizzah binti Nabil, for her guidance, support, and trust throughout my placement. Her mentorship provided me with valuable exposure to the real working environment, particularly in the Human Resources department.

A special thanks as well to all staff at TNB-SPG who welcomed me warmly and supported my learning experience. Lastly, I am forever grateful to my family and friends for their endless encouragement and moral support during this journey.

TABLE OF Contents

EXECUTIVE SUMMARY	i
TABLE OF CONTENTS	ii
ACKNOWLEDGEMENT.....	iii
1.0 STUDENT'S PROFILE.....	1
1.1 Updated Resume.....	2
2.0 COMPANY'S PROFILE.....	4
2.1 Name, Location & Background.....	5
2.2 Vision & mission.....	7
2.3 Organizational Chart.....	8
2.4 Product or Services.....	9
3.0 TRAINING REFLECTION.....	10
3.1 Duration.....	11
3.2 Roles, Responsibilities & Tasks.....	11
3.3 Gains: Intrinsic & Extrinsic Benefits.....	13
4.0 SWOT ANALYSIS.....	14
5.0 DISCUSSION AND RECOMMENDATION.....	16
6.0 CONCLUSION.....	33
7.0 REFERENCES.....	35
8.0 APPENDICES.....	38