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

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS IN HUMAN RESOURCE MANAGEMENT (HONOURS)

HRM666

HUMAN RESOURCE INTERNSHIP

INDUSTRIAL TRAINING REPORT

INFINEON TECHNOLOGIES SDN. BHD. MALAYSIA (MELAKA)

PREPARED BY:

NURUL JANNAH BINTI ABDUL HAMID (2023622686)

PREPARED FOR:

SIR MOHD RUSYDI BIN ABDUL RAHIM

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SURAT KEBENARAN

Tarikh : 9/12/2026

Kepada :

Penyelaras Latihan Praktikal
Fakulti Pengurusan Perniagaan
UiTM Kampus Bandaraya Melaka
110 Off Jalan Hang Tuah
75300 Melaka

No Tel : 06-285 7119 / 7190 / 7196

Email : praktikalfppmelaka@uitm.edu.my

Tuan/Puan

Maklumbalas (/)



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Nama Pelajar	NUZUL JANNAH BINTI ABDUL HAMID		
No. Matriks	2023622686	Nama Program	BACHELOR OF BUSINESS IN HUMAN RESOURCE MANAGEMENT (HMS)
Tajuk Laporan	INDUSTRIAL TRAINING AT INFINEON TECHNOLOGIES MALAYSIA SDN. BHD. (MELAKA)	Nama Syarikat	INFINEON TECHNOLOGIES (MALAYSIA) SDN. BHD. (MELAKA)

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Yang Benar



.....
Nama Pegawai : SOON ZAO GUN
Jawatan : SENIOR STAFF SUPERVISOR
No. Tel. : 06-287 3050
No. Faks :

Cop jabatan/organisasi:

Infineon Technologies (Malaysia) Sdn. Bhd.
(198001002861 / 56645-D)
Batu Berendam Free Trade Zone
75350 Melaka, Malaysia

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Let me begin by expressing my gratitude to the management of the company that enabled me to go through an internship. I would like to thank the HR Department for introducing me to the team and for giving me work that is meaningful and hands-on during my internship.

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EXECUTIVE SUMMARY

The report consists of a 24-week internship from September 2025 until March 2026 at Infineon Technologies Sdn. Bhd. (Malaysia) in the Human Resources department, supporting Talent Acquisition team for non-exempt hiring on Malaysia and Thailand. I am primarily focused on assisting to organize candidate documents, the use of the Applicant Tracking System (ATS) and communicating with recruiters and candidates for a successful hiring process.

The internship offered me hands-on experience into the workings of corporate HR in a fast-paced environment. ATS management, business communication and office support were learnt as key skills. A SWOT analysis was used to infuse the existing talent acquisition process with strengths such as strong HR processes, a teamwork environment and advanced ATS.

The main leverage points for improvements are in further integrating and automating of application processes and by leveraging possibilities of Infineon's extended operations to Malaysia. Key challenges for the process are that candidates have high expectations of a no-fuss experience, and concerns about data security as sensitive information is transferred between sites.

A summary of findings and strategic suggestions for capitalizing strengths and mitigating weaknesses conclude the report. These are things like continuous improvement, having a structured mentorship program, doing strategic workforce planning with more automation involved and proactive candidate communications to be efficient and remain competitive in the hiring world.

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