

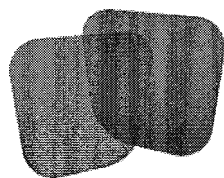


UNIVERSITI
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UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN MELAKA
KAMPUS BANDARAYA MELAKA

HR INTERNSHIP (HRM666)



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INDUSTRIAL TRAINING REPORT (HRM666)

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Executive Summary

This industrial training was done for 6 months in the payroll department to expose interns with exposure to the real working environment in human resources management. During this training period, the intern had a direct involvement in tasks concerning payroll management and the preparation of payroll records and documents.

This industrial training has provided interns with the opportunity to use payroll and accounting systems such as UBS and Kakitangan systems. This experience helped to enhance the interns' technical skills and strengthen their understanding of the importance of efficiency and accuracy in managing employee data and work as human resources.

In addition, it may also enhance soft skills such as communication, time management, and professional attitude in a real work environment. Overall, this industrial training has had a positive impact on skill development and knowledge to prepare for the professional world. This experience provides interns with the opportunity to build their careers and give direction to their future career paths.

Acknowledgement

First and foremost, I was grateful to Allah the Almighty for His abundant gifts, which allowed me to successfully complete my industrial training report.

I would like to express my deepest gratitude to Puan Noor Haty Binti Azam, my industrial training advisor, for her constant guidance, encouragement, and valuable feedback throughout the internship process. Her insights have greatly influenced the focus and calibre of my report and my internship process. As I struggled to complete this study, I was grateful to Puan Noor Haty for her endless patience in giving me information and guidance.

I was pleased with the completion of my supervisor and colleagues. I would like to thank my supervisor and colleagues for their cooperation and dedication throughout this industrial training. Everyone's contribution was crucial to effective completion of this internship. I was incredibly appreciative to have such support and encouragement from my supervisor and colleagues during the entire internship.

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