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Cawangan Melaka
Kampus Bandaraya Melaka

HRM 666

INDUSTRIAL TRAINING REPORT

MASAERO

MASAERO SERVICES SDN BHD

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PROGRAMME :
**BACHELOR OF BUSINESS
ADMINISTRATION (HONS) HUMAN
RESOURCE MANAGEMENT**

GROUP :
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DATE :
**22 SEPTEMBER 2025 – 6
MARCH 2026**

PRESENTED FOR :
**MADAM
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EXECUTIVE SUMMARY

Industrial training plays an important role in preparing students for the transition from academic learning to professional working environments. This report highlights the internship experience at MAS Aero Services Sdn. Bhd., which was conducted from 22 September 2025 until 6 March 2026 as part of the Bachelor of Business Administration (Hons) Human Resource programme.

The purpose of this industrial training was to provide practical exposure to real working environments and to enhance students' understanding of theoretical knowledge learned throughout the academic programme. During the internship period, the trainee was assigned to the Human Resource (HR) department and was involved in various administrative and operational HR functions.

Throughout the training period, the trainee was exposed to tasks such as managing employee documentation, preparing attendance and payroll records, assisting recruitment processes, handling employee welfare matters, and supporting HR administrative operations. These tasks allowed the trainee to develop technical skills, especially in data management using Microsoft Excel, as well as improve communication, time management, and problem-solving skills.

This report also highlights the company's background, organisational operations, and reflection on the internship experience. The trainee's observations and experiences are further analysed through a SWOT analysis to evaluate the organisation's strengths, weaknesses, opportunities, and threats. Overall, the internship experience has provided valuable knowledge, industry exposure, and professional development that will benefit the trainee's future career in Human Resource Management.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me the strength, patience, and opportunity to successfully complete my industrial training and this internship report. I would like to express my sincere appreciation to my academic advisor and panel lecturer for their continuous guidance, encouragement, and valuable feedback throughout the completion of this internship and report writing process.



I would also like to extend my heartfelt gratitude to MAS Aero Services Sdn. Bhd. for giving me the opportunity to undergo my industrial training at the company. Special thanks to the Human Resource department staff and supervisors who provided guidance, shared their knowledge, and supported me throughout my internship period. Their willingness to mentor and assist me has contributed significantly to my learning experience. Lastly, I would like to thank my family and friends for their moral support, encouragement, and motivation throughout my internship journey. Their support has helped me stay focused and motivated in completing this training successfully.



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