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MGT 666 : INDUSTRIAL TRAINING REPORT

11 Aug 2025 - 23 Jan 2026

BACHELOR OF BUSINESS
ADMINISTRATION (HONS.)
INTERNATIONAL BUSINESS

Prepared by:

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APPENDICES

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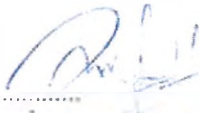
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Tajuk Laporan	SWOT ANALYSIS	Nama Syarikat	TENAGA NASIONAL BERHAD

2. Tindakan ini adalah di bawah tanggungjawab dan kesedaran penuh oleh pihak organisasi.

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Yang Benar


Nama Pegawai : **Rashidah binti A Bakar**
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First and foremost, I would like to express my deepest gratitude to Allah SWT for granting me the strength, health, and opportunity to successfully complete my internship training and this report.

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Finally, I wish to thank my family, lecturers, and friends for their endless support, encouragement, and understanding during this internship journey.



EXECUTIVE SUMMARY

This report provides a comprehensive overview of my internship experience at Tenaga Nasional Berhad (TNB), where I was attached to the Fleet Management Department as an administrative intern. The main objective of this internship was to gain meaningful, hands-on exposure to administrative operations within a large, reputable organisation, enhance my professional competencies, and apply the theoretical knowledge acquired during my studies in a real working environment.

Throughout the internship period, I was entrusted with a wide range of administrative responsibilities that broadened my understanding of office operations. These included preparing and organising documents, updating records systematically, handling internal and external correspondence, and assisting in data entry and reporting tasks to ensure information accuracy. I was also given opportunities to participate in departmental meetings, prepare checklists and progress reports, and support the smooth running of day-to-day operations within the Fleet Management Department.



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