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FACULTY OF BUSINESS AND MANAGEMENT

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

INDUSTRIAL TRAINING REPORT AT GLOBAL WE SHOP GROUP SDN. BHD.

SUBJECT CODE:

HRM 666

SUBJECT NAME:

HR INTERNSHIP

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DATE OF SUBMISSION:

26 JANUARY 2026

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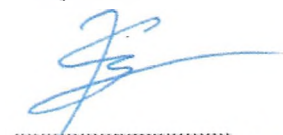
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EXECUTIVE SUMMARY

As a full-time degree student of human resources, I had to undergo an internship training for 24 weeks. I have been accepted by a company based in Malacca called Global We Shop Group Sdn. Bhd. At this company where I was given the opportunity to experience the real overview of those my study back then. Following the guidance from the company representative, I can apply my academic knowledge and getting exposed on how they are being applied to. In this report also provides a field of my personal background and the organizational profiles.

Along my journey at the company as human resources intern, I was fully contributed in the daily operation of the management teams. The responsibilities like supporting administrative task, assisting my supervisor handling the human resources functions like payroll, talent and recruitment, onboarding, and learning some details on management skills. Other than this, the report also highlighted my soft skill development on problem solving, critical thinking and professional etiquette in the workplace.

My focus on this report is to analyses the organization using the SWOT matrix which includes strength, weakness, opportunity, and threat that have been point out myself. The choices for each point had been carefully thought to not breach the rules and regulations stated by the institute.

Based on the analysis used, the outcome result will help me to overcome the challenges faced throughout my journey here. This analysis also will lead into improvement for future trainees and the organization. Honestly, this journey has been the opener for what fielded ahead of my career journey from now onwards.

ACKNOWLEDGMENT

First and foremost, I would like to express my deepest gratitude for everyone who involved in my industrial training period from the start until the end especially to the institute that guide me on how to complete this internship programme. A big thank you also to the Global We Shop Group Sdn. Bhd. for accepting me and provide me the best hospitality for me throughout the period. Neither regrets nor complaints from me as I learn many valuable lessons with such a professional and cooperative environment.

Honourable mention also for my supervisor who always being there for me whenever I seek guidance and need help, Mr Khairul bin Zukri. Mr Khairul always following up on me either in work related or life related. I also would like to express my sincere gratitude to my Chief Operating Officer (COO), Mrs Nurul Nadirah as she also involved in my learning process here. Not just them, all Head of Department in this organization also welcomed me with big hand as they also taught me throughout the period at the company. Their willingness and readiness to share each of their expertise and help me whenever I am lost will always being appreciated as they shape my thought into the professional world. The experienced here really drive my spirit towards better future.

As I get the real experience here, I would also give a big credit to my academic advisor, Mrs Intan Liana. Although she never lectures me in my study year, but her kindness and thoughtful ways always help me to complete my part as a student. Without the answer and opinion given by her, I cannot complete my industrial training here.

Finally, I also would like to express my gratitude to my family members especially parents as they support me internally and externally as I did my internship here. Not to forget my fellow friends who also doing the internship but can give a support to each other is also the x factor on how I can go through this journey.

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