



اَوَيْتُ سَيِّقًا تَكُونُ لَوْ كِي مَبَارَا
UNIVERSITI
TEKNOLOGI
MARA



**FACULTY OF BUSINESS AND MANAGEMENT BACHELOR OF BUSINESS
ADMINISTRATION (HONS) MARKETING**

UiTM Kota Kinabalu, Sabah

MGT666: MARKETING INTERNSHIP

INDUSTRIAL TRAINING REPORT



(SABAH FORESTRY DEPARTMENT)

PUSAT PEYELIDIKAN PERHUTANAN, SEPILOK

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SUBMIT:

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Executive Summary

This report is my six-month internship at the Sepilok Forestry Research Centre, an institution under the Sabah Forestry Department. The content of my internship job is detailed in this report, focusing on the human resources (HR) and administrative support responsibilities, and it documents four major types of gains I obtained throughout the placement.

During this industrial internship, I worked in the administrative office in the function of a clerk, liaising with the HR department and assisting office management duties. I provided support in a variety of administrative functions such as document filing, correspondence management, employee file maintenance, data entry and the preparation of official documents. I was exposed to internal coordination processes, which enhanced my knowledge of organisational management, personnel management, and the practical operations of public sector administration.

I acquired five general workplace skills including communication, while performing a number of job duties. The supporting on-the-job training allowed me to transfer the academic information I acquired at university into hands-on administrative and human resources practice at a government research institute.

This report first presents my student file, as well as basic background information on the organization that hosted my internship, including its vision, mission, and organisational structure. It also stores reflective content relating to the internship, including the overall time, work shift arrangement, and assignment completion status. The report focuses on summarising professional advancement in three areas: hands-on HR administrative practice, industry experience, and development of hard and soft skills.

This study uses the SWOT analysis framework to undertake a thorough assessment of the operational environment of the research organization functioning in the forestry industry. The organization has basic strengths such as its established position in its field, a systematic administrative system and its contributions to sustainable forest management. But it has internal problems, such as poor digitalisation of administrative operations and poor communication efficiency. It is supported internally by a steady inter-institutional partnership and stakeholder participation; nonetheless, it faces external threats to its long-term development, such as resource limitations, increasing administrative demands, and environmental issues.

During this internship at a public sector research institute, I gained a deeper understanding of its human resources and administrative functions, while also furthering my career development and workplace readiness.

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First of all, I want to thank to Allah SWT for the gift, guidance and protection for me throughout the completion of my industrial training and this final internship report. His constant assistance made it possible for me to accomplish this six-month internship trip successfully. I would like to thank the management of Forest Research Centre (FRC), Sepilok under the Sabah Forestry Department for giving me the opportunity to undergo my industrial training at this honourable organization. The internship has given me a good exposure to the real working environment especially in the fields of administration, human resource management, records management and office operations.

I would like to express my special thanks and appreciation to my internship supervisors, Puan Dympna Blasius (former Head of Administration Section) and Puan Hayati binti Sukur (Head of Administration Section) for their ongoing guidance, support and important advice throughout my training time. The patience they have in teaching and offering feedback and sharing their professional experience has helped me so much to enhance my performance in the tasks assigned and to acquire workplace abilities.

I would also want to extend my sincere appreciation to the staff of the Administration Section and the whole team at FRC Sepilok for their friendliness, cooperation and assistance throughout my internship. Their readiness to share expertise and provide support has made it easier for me to adapt to the working environment and to develop a better understanding of government administrative procedures and responsibilities.

Also, I would like to thank lecturers and administration of Universiti Teknologi MARA (UiTM) specifically related to the industrial training program for their academic advice, encouragement and support in preparing me for this internship experience. The knowledge and skills that I have learned from my university studies have been useful in allowing me to do my responsibilities well during the training period.

Lastly, I would like to give my sincere gratitude to my family and friends for their endless support, understanding, and moral encouragement during my internship period. Their motivation and prayers were a fantastic source of strength to allow me to complete this report and successfully achieve my industrial training. It has been a big experience this internship and it has improved my professional knowledge, personal growth and preparedness to get into the working environment. I am very grateful to all those who have helped directly or indirectly in the successful completion of my industrial training.

2.COMPANY PROFILE



SABAH FORESTRY DEPARTMENT

NAME:	FOREST RESEARCH CENTRE, SEPILOK
LOCATION:	FOREST RESEARCH CENTRE, MILE 14 SEPILOK ROAD SEPILOK, 90715 SANDAKAN, SABAH
OPERATION HOUR :	WORKING DAYS: MONDAY – FRIDAY WORKING HOURS: 8:00 AM – 5:00 PM DAYS OFF: WEEKENDS & PUBLIC HOLIDAYS

2.1 COMPANY BACKGROUND

The Sabah Forestry Department is a state government department responsible for the management, conservation and regulation of forest resources and forestry operations in the state of Sabah, Malaysia. The Department is devoted to promoting Sustainable Forest Management (SFM) in order to ensure a balance between environmental preservation, biodiversity conservation and socio-economic growth. Currently, 65% of the entire land area of Sabah is still covered by forest, with over 3.8 million hectares designated as permanent forest reserves, parks and animal sanctuaries.

The Forest Research Centre (FRC) at Sepilok is part of the Sabah Forestry Department and one of the top forestry research institutes in Sabah. The institution, which is based in Sepilok, Sandakan, is a key source of scientific knowledge and technological back-up for the conservation, research and sustainable management of the forest resources.

The history of forestry study in Sabah began with plant collections on Banggi Island near Kudat in 1842. This early research development was further advanced in 1915 with the setting up of the Forestry Herbarium in Sandakan which paved the way for systematic forestry research in Sabah. The present Forest Research Centre was formally established in 1974. Research activities are focused on core areas of forest biodiversity, silviculture, forest restoration, timber utilisation and sustainable forest management.

Today, the Forest Research Centre continues to serve the aims of the Sabah Forestry Department through research, innovation, training and partnership with local and international organisations. FRC has more than 40 research personnel backed by some 246 staff members in Sabah, and it plays its part in forest conservation work, sustainable natural resource management and the promotion of forestry knowledge for future generations.