

INDUSTRIAL TRAINING REPORT

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02 FEBRUARY 2015 – 30 JUNE 2015

DECLARATION

As a student of Bachelor of Information science (Hons.) Resource Center Management, I hereby declare that this report was my original work and had been produced with my own effort. By referring to the organization and other responsible people, this work does not previously been accepted exactly as this was produced based on my own experience and knowledge gained while having the practical period. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person.

This report are also related to the organizations, thus all the information used was from the organization and contribution from responsible person which help me indirectly to gain raw data then producing this report. The sources had been formally listed at the reference site and credit gives to them.



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Date: 9th July 2015

IC Number: 920930-01-5594

ABSTRACT

As part of the Bachelor of Information Management course requirement, all seventh semester students have to complete five months of compulsory practical attachment in either government or private sector organizations. It provides an opportunity for the students to experience real working environment first hand while at the same time benefit us in terms of our personal and professional development. Undergo the industrial training in Universiti Teknologi Malaysia (UTM) Kuala Lumpur (KL) Library was the most interesting, productive and instructive experience. Furthermore, feedbacks from the library staffs help me in improving the character and professional skills of the graduate to acquaint with the structure of an organization and its management system. This industrial training also gives the opportunity to me about the understanding the organization's work ethics in terms of interpersonal interaction, discipline, rules and regulations of performing assigned tasks. It also improves self-confidence through acquired hard skill and soft skill.

Keyword: Universiti Teknologi Malaysia (UTM), industrial training, library

ACKNOWLEDGEMENT

Firstly, I would like to take this opportunity to express my profound gratitude and deep regards to my guide Mr. Mohd Ridzuan Ibrahim which is my supervisor at Universiti Teknologi MARA (UiTM) in Faculty of Information Management for his exemplary guidance, monitoring and constant encouragement throughout the course of this industrial training subject.

At this juncture I feel deeply honored in expressing my sincere thanks to Madam Nik Masriza binti Zakaria which is my librarian at Sultanah Zanariah Library, Universiti Teknologi Malaysia (UTM), Kuala Lumpur branches for making the resources available at right time and providing valuable insights leading to the successful completion of my industrial training.

I also take this opportunity to express a deep sense of gratitude to Madam Noor Ayesha binti Mohd Ezanee which is my supervisor at Sultanah Zanariah Library, Universiti Teknologi Malaysia (UTM), Kuala Lumpur branches for arranging the training in good schedule, her cordial support, valuable information and guidance, which helped me in completing this task through various stages.

I am obliged to staff members of Universiti Teknologi Malaysia (UTM), Kuala Lumpur branches, for the valuable information provided by them in their respective fields. I am grateful for their cooperation during the period of my industrial training.

Lastly, I thank almighty, my parents, family and friends for their constant encouragement without which this industrial training would not be possible. I

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