

PTAR CAWANGAN MELAKA

**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TUN ABDUL RAZAK CAWANGAN MELAKA  
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MELAKA**

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MANAGEMENT**

**01 AUGUST 2019 – 31 DECEMBER 2019**

**DECLARATION**

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. 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. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by



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## ABSTRACT

Perpustakaan Tun Abdul Razak UiTM Cawangan Melaka was my choice to undergo my five months of industrial training. I was supervised by Puan Rozaimah Binti Mat Sidek during my five months of intern. I was assigned in accomplishing various task and duty that gives me the experience to be in the real workplace situation. I was also able to apply practically all the skill and knowledge acquired from my previous lecture class during my intern here. Besides, I learned and experienced so much new things that I never learned in lecture before such as the author rating task, the process of acquisition, and how a library operate in reality. In this report, it include all the details regarding PTAR Cawangan Melaka, all the activities done during my industrial training, the way on how to handle an event and the reflection of all that I had gained in those five months of intern. As a trainee a good attitude is a must to make sure of getting good feedback from the organization and also gives a self satisfaction. Within this 5 months of industrial training it really taught me knowledge and experience were something that we can get everywhere depend on how hard you're willing to grab it.

## ACKNOWLEDGEMENT

First and foremost, I would like to express my highest gratitude to Allah S.W.T for His guidance and giving me the chance to be in this level where I manage to perform my responsibility as trainee and complete this industrial training. Also for giving me the chances to learn and seek for more knowledge. My appreciative thanks to PTAR Cawangan Melaka for giving me the chance to be here and carry out my industrial training for this five months period. The huge contribution and support from all the library staffs was such a blessed. The superior thanks goes to my supervisor in PTAR Cawangan Melaka, Puan Rozaimah Binti Mat Sidek for guiding me in this five months of intern, gave me morale support whenever I face difficulties and help the progression and smoothness of my internship. Also, a big appreciation for all PTAR staffs for willing to help me from time to time including in our special project preparation from the very begin until it was successfully accomplish.

I would like to thank my lecturer Sir Zailani Shafie, who generously take the responsibility to supervise and observe my internship progress, also always concern if I have any problems regarding to reports writing or internship. I also thank him for sparingtime visiting me during my internship in PTAR Cawangan Melaka. Not forget, I would like to thank Mr. Mohd Faizal Bin Ramsi who manage and organize our internship process starting from internship place application, briefing and manage us until the end of our internship. Also thanks to all my lecturers who always give support and motivation to go through this internship.

Lastly, thanks to my family and friends for giving me strength and support to complete my internship. To my parents, thanks to all the prayers and dua' for me until this moment. Without all those supports and your dua' I might not becoming who I am right now. Also, the whole program really brought us to appreciate the true value of friendship and respect of each other. Thank you so much to all of you who involve directly or indirectly in making this internship smooth and clear.

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