

UNIVERSITI TEKNOLOGI MARA
FACULTY OF BUSINESS MANAGEMENT
Bachelor in Office System Management (Hons)

INDUSTRIAL TRAINING
ASM661

Industrial Training Portfolio at Sarawak Economic Development
Corporation (SEDC)
29 February – 19 June 2016

E-IGG Movement Record

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Semester 6/BM232 6A

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EXECUTIVE SUMMARY

The portfolio contented the description of the new system proposed namely E-IGG Movement Record and the problem of the current system that is currently used by the organization in which it consists of the description and analysis of office practices and procedures or system that described the detail of the current system practiced by the organization. IGG is stand for Integrity and Governance Gallery in which the current system was done manually namely Integrity and Governance Gallery Movement Book. This report as well included the student resume, company background and the description of student's role and responsibilities during the period of the training. The portfolio also included the student resume, company's background and the detailed description of student's role and responsibilities during the period of the training.

STUDENT'S PROFILE / RESUME

Permanent Address:

Kampung Bunga, Jalan Baki-Riih,
94700 Serian, Sarawak

Mailing Address:

D/A Ahson Anak Chindan, Jabatan Pesakit Luar,
Hospital Serian,
94700 Serian, Sarawak

E-mail: lennahs91@gmail.com

Mobile: 013-6378549 / 013-5736472

Purpose Statement: To work in the challenging environment where I can excel my skills which I can experience personal growth and to be in a responsible position where I can contribute my potential ability to the organization's growth and success.

PERSONAL PARTICULARS

Age	: 25	Date of Birth	: 07/01/1991
Nationality	: Malaysian	Gender	: Female
Marital Status:	Single	IC No.	: 910107-13-6016

EDUCATIONAL BACKGROUND

HIGHEST EDUCATION

Level : **Bachelor Degree (September 2014 – Present)** CGPA: 3.33

Faculty : Business Management

Field of Study : Office Systems Management

UNIVERSITI TEKNOLOGI MARA (UiTM)

A. Bachelor Degree

LENGTH OF STUDY: SEMESTER 3 - 6

Core Courses

- ✓ Advanced End User Application
- ✓ Administrative Office Management II & III
- ✓ Advanced Records Management
- ✓ Marketing Communication
- ✓ Research Methods
- ✓ Networking and Telecommunication Systems
- ✓ Project Management

Minor: Human Resource Development

- ✓ Introduction to Human Resource Management
- ✓ Organizational Behavior
- ✓ Human Resource Development

Electives

- ✓ Introduction to International Business

University Courses

- ✓ English Language:
 - Writing for Specific Purposes
 - Report Writing