



اَبُو سَيِّدِي تَيْكُو لُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan

**INDUSTRIAL TRAINING REPORT AT UITM BANDARAYA MELAKA
1 MARCH - 15 AUGUST 2023**



AMIRA NURFARHANIS BINTI JAMALUDIN

2020819212

BA246 - INTERNATIONAL BUSINESS

EXECUTIVE SUMMARY

My memories and enlightening 6 months industrial training began here at UiTM Cawangan Bandaraya Melaka. This internship report details my internship period that I have finished in UiTM Cawangan Bandaraya Melaka, under Faculty Arsyad Ayub Graduate Business School, which started on 1 March 2023, and ends 15 August 2023. UiTM Cawangan Bandaraya Melaka offers various parts such as Unit HEP, Unit LI, Unit and lastly Faculty AAGBS. UiTM Cawangan Bandaraya Melaka is also encouraging students to take part in classes and also curriculum. I chose to work in Faculty Arsyad Ayub Graduate Business School in their office as a practical student for 6 months according to my internship times. Here, I had learned how to participate in encouraging people to pursue their master's and Phd, I also was assigned to complete the data for the faculty as the lecturers will use the data to examine their reports. I also learned how to communicate with other students and lecturers on how to manage the management very well especially in data organization as the lecturer will always contact me whenever they want to fix the reports. I succeed in every assignment given to me by my supervisors. Additionally, I was the only practical student for that faculty. In addition, we had a strong top staff and a top leader in the faculty. Finally, we will provide the best time management for the students to take their classes. On top of that, we are lacking in data management which was not organized better and was a bit messy, causing me to organize the data first before showing it to the supervisors. Because of the active promotion, there are a few students that are in our courses. Additionally, last but not least, a lot of other universities are also trying to recruit students for their university, so we had to become more passionate in recruiting the students from Malaysia and International. The executive summary was drafted based on the report.

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ACKNOWLEDGEMENT

Alhamdulillah, without guidance and assistance from several people who helped me a lot throughout the process of preparing and completing this report, this Industrial Training Report (MGT666) would not have been completed successfully. In order to prepare my report, I needed the assistance and guidance of some respected individuals, for whom I am eternally grateful.

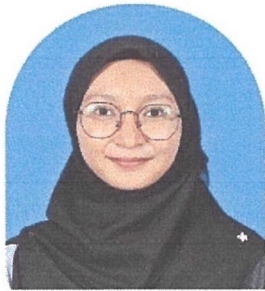
First and foremost, I thank Allah for providing me with the opportunity to complete this industrial training by working at UiTM Cawangan Bandaraya Melaka in the Faculty Of Arsyad Ayub Graduate Business School. The completion of this industrial report and working in UiTM Bandaraya Melaka has brought me great pleasure. I would like to express my gratitude and appreciation to my great advisor lecturer, Sir Mohd Zaki Bin Sadik for the valuable guidance and advice. I would like to thank Sir Zaki for providing me with good guidelines for reporting during completing this project.

Next, I would like to express my gratitude to my company and supervisor, Dr Hafiz Bin Bakar, for providing me with the opportunity to work at UiTM Bandaraya Melaka. I would like to express my gratitude to my supervisor and staff members especially to Dr Liza Marziana and Dr Rizuman because they have directly and indirectly guided me during my working journey here. I am very grateful to them until I successfully completed my industrial training that they have given me, which has made me feel so comfortable to be part of the team.

Besides that, I am grateful for my parents' and the rest of my family's moral support, as well as their enthusiastic encouragement. Everything was made possible for me by the support I received throughout this long and difficult journey. Not to mention an honorable mention goes to all friends for their patience and assistance in completing this report and industrial training. Thank you very much once more.

Lastly, I apologize to all other unnamed individuals who assisted me in various ways to complete this report, and we hope that this industrial report can provide us with additional knowledge about the industrial world.

STUDENT'S PROFILE



**AMIRA
NURFARHANIS
BINTI
JAMALUDIN**

Prospective graduate of a Bachelor's degree in international business seeking an internship position at UiTM Kampus Bandaraya Melaka. A motivated and creative individual. I also have excellent problem-solving skills and willingness to learn. I learned how to improved my communication skills

EDUCATIONAL BACKGROUND

BACHELOR OF BUSINESS
ADMINISTRATION
(HONOURS) INTERNATIONAL
BUSINESS
UiTM KAMPUS BANDAR
MELAKA: GPA 3.17
(2020 - 2023)

MALAYSIAN HIGHER
SCHOOL CERTIFICATE
SMK DATO HAJI TALIB
KARIM: CGPA 3.17
(2018 - 2019)

SKILLS AND PROFICIENCIES

- Moderate level with Microsoft Office
- Proficient in social media marketing
- Moderate level with content writing
- Bahasa Melayu and English is proficient

RELEVANT EXPERIENCE AND TRAINING

Part-Time Academic Tutor - Tadika Generasiku Cerdas
August 2022 - September 2022

- Prepare assignments for students and make timetables according to the instructions given

Part-Time Promoter- Cheetah Group
March 2020 to September 2020

- Assists assistant manager in complete the work in the clothing store.

Part-Time Promoter - VOIR SDN BHD
December 2019 to March 2020

- Support the workers in the store and make sure to keep the sales increasing every months.

REFERENCES

Pn. Nurul Azrin Binti Ariffin
Academic Advisor

Pn. Rossimah binti mahad
Guru Besar Tadika Generasiku
Cerdas

Figure 1: Student's Resume

COMPANY'S PROFILE



Figure 2: UiTM Bandaraya Melaka Campus

On December 15, 2006, 11 administrative staff members began campus operations. On January 3, 2007, classes resumed. led by Associate Professor Dr. Mizan bin Hj. Hitam, Director of the UiTM Melaka Campus, with assistance from Associate Professor Mohd Zainud-Din bin Hassan, Director-Designate of the city campus.

To achieve the goal of the Prime Minister and Deputy Prime Minister of targeting 200 000 students at UiTM, a national agenda has been developed in partnership with the Chief Minister of Malacca and the Vice Chancellor of UiTM. Residents of UiTM are proud of the opening of the city campus, known as UiTM Cawangan Melaka Kampus Bandaraya Melaka, on March 26, 2007, by YAB Chief Minister of Malacca, Datuk Seri Mohd Ali bin Mohd Rustam. University of Technology, Malaysia, Cawangan With about 3,500 students, Kampus Bandaraya Melaka has historically been the largest UiTM city campus in Malaysia.

The vision of UiTM Melaka is to make UiTM a globally renowned university of science, technology, the humanities, and entrepreneurship. While their mission is to pioneer the formation of skilled, knowledgeable bumiputeras through cutting-edge instruction and significant research.

ORGANIZATIONAL STRUCTURE

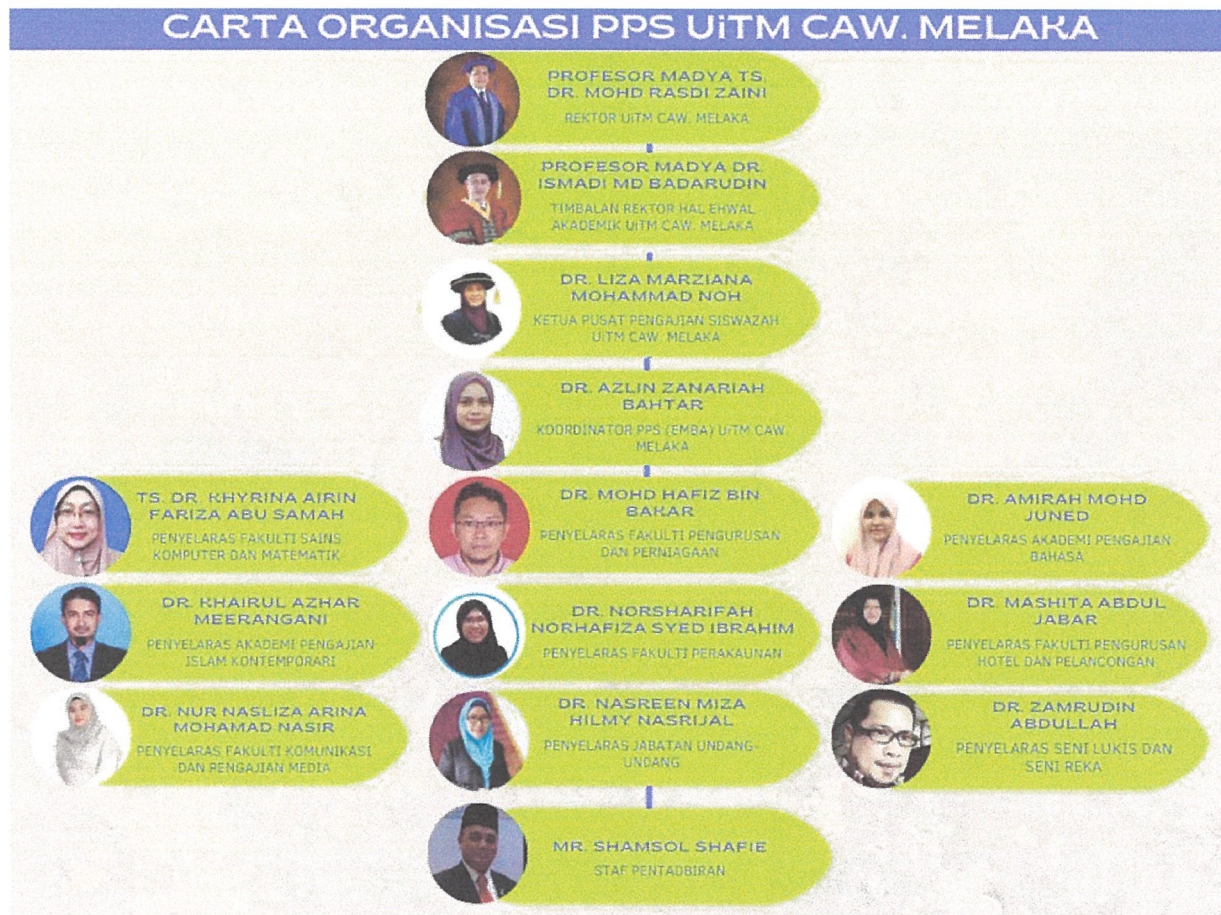


Figure 3: Organizational Structure

PRODUCT / SERVICE OFFERED

Prior to this, graduate education at UiTM was conducted in association with several international universities, and the programmes on offer were as follows:

1. Executive Master of Business Administration
2. Master of Business Administration
3. Master in Arts Education
4. Master in Accountancy
5. Master in Mass Communication
6. Master in Sports Science

TRAINING REFLECTION

In February 2023, after two units that I sent the application for industrial training, Faculty Arshad Ayub Graduate Business School hired me as their student practical. I began my job as an assistant for my supervisor, Dr Azlin Zanariah. Dr Azlin explained to me about Faculty Arshad Ayub Graduate Business School and how this faculty operates as usual. At first, Dr Azlin asked me to make a note for the new supervisor that will replace her. As far as I know, Dr Azlin will be transferred to UiTM Shah Alam and Dr Hafiz Bin Bakar will replace her. This assignment includes making a new template of scope jobs for the new supervisor, follow Dr Azlin in all events that involve her, collect information from people that want to use AAGBS's property, to be Dr Azlin's replacement in the meeting and make the minute meeting.

After Dr Hafiz became my supervisor, I was assigned to make a new group for the new master's students, updating the list of names of students who will sit in the class, make a letter for the lecturers and contact the students when they have problems. After a month working for Dr Hafiz, Dr Liza as the chief coordinator for the graduate study center, assigned me to help her regarding the issues in IPSIS(Institut Pusat Pengajian Siswazah. In IPSIS, I was assigned to arrange the google drives for the lecturers, make a data analysis regarding the intake students for Master and PhD, involve in the VIVA meeting, and organize the event. Mostly my job is to make sure the data for IPSIS is fully arranged to ease the lecturers to find any documents that they want.

Routine tasks such as meeting with the staff taught me to communicate with them better . Aside from that, my experience in this job has taught me to pay attention to detail. This is a crucial working skill because as we know, excel also is one of the important skills that we should learn. I will always have to do all of the work carefully for this so that the unit does not have any difficulties in finding their data. This center have many work than other unit because they have many faculty such as Faculty of Hotel and Tourism Management, College of Computing Informatics and Mathematics, Academy of Language Studies, College of Creatives Arts, Faculty of Business and Management, Faculty of Accountancy, Academy of Contemporary Islamic Studies and Arshad Ayub Graduate Business School. In addition, because my job is open to all types of work, I have improved my skills especially in multitasking abilities and time management. Multitasking is where I need to arrange the meeting room and time for the discussion to be approved while I also need to contact the lecturers to inform them about the

meeting. Since this job requires me to deal with the staff, it has improved my communication skills, problem solving, technical skills and honesty. While for communication, I also joined UiTM to make a booth in the program E-Pursuit to find potential students that can apply under our faculty.

Furthermore, the workplace culture is extremely good and helpful for me because if I do not know or unsure about the work scope, my colleagues regardless of gender are always willing to help, so everyday is a learning process for me to improve myself to be a good worker. Additionally, the higher-ups here are very nice. If there is an event, they will make sure that me and the other workers get enough food and rest.

SWOT ANALYSIS

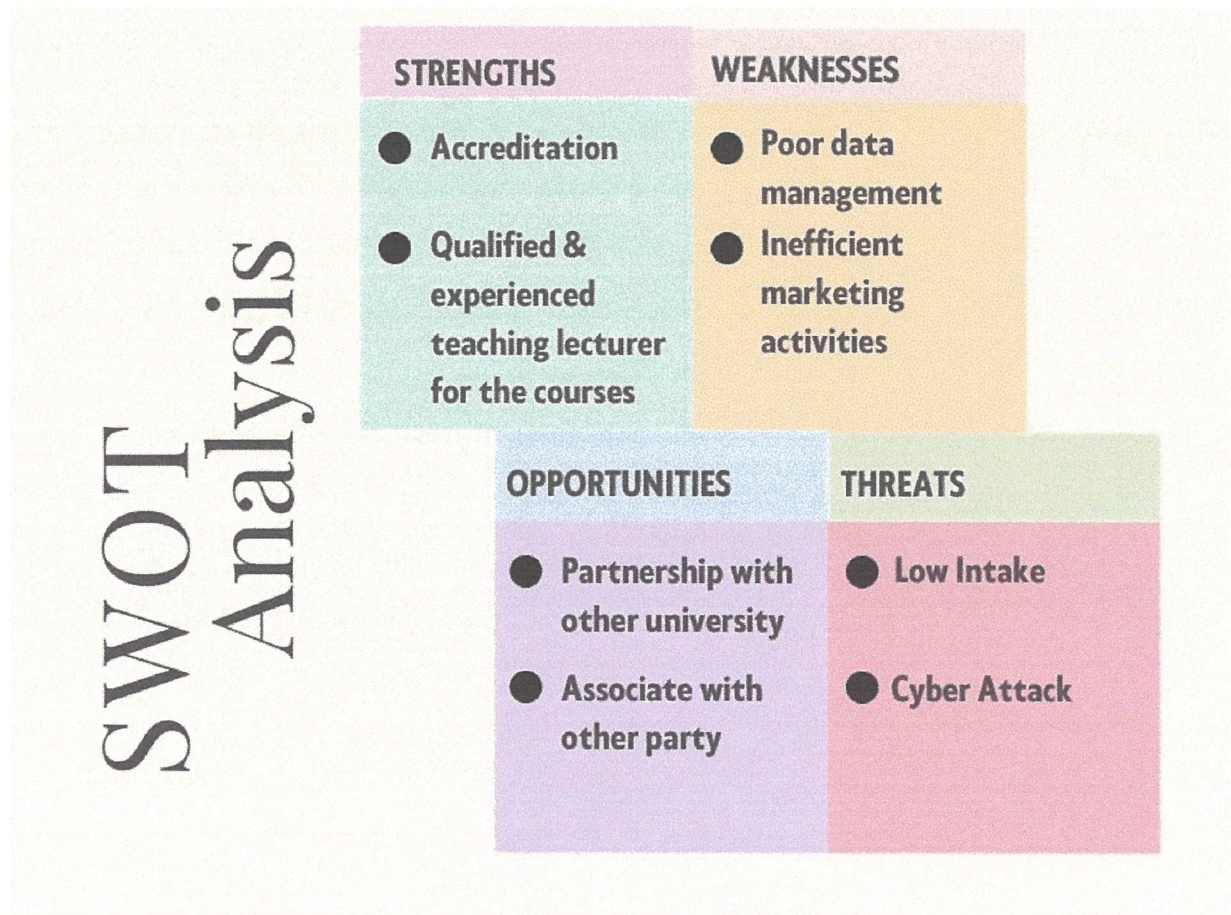


Figure 4: Swot Analysis

DISCUSSION AND RECOMMENDATION

6.1 STRENGTHS

- ACCREDITATION

9:29 PM

Universiti Teknologi MARA (UiTM) Cawangan Melaka Kampus Bandaraya Melaka

mqa@mqa.gov.my

MALYSIAN QUALIFICATIONS REGISTER
Malaysian Qualifications Agency



* The programmes that were highlighted in green colour have been recognised by related professional bodies e.g. Board of Engineers Malaysia, Malaysian Optical Council, Nursing Board Malaysia etc.

** Starting from 2007, MQA's accreditation is perpetual unless otherwise stated. All accredited qualifications are subject to periodic maintenance audit to ensure continuous improvement. If the accreditation of a qualification is revoked, the cessation date will be displayed in the Malaysian Qualifications Register. Qualifications accredited under the National Accreditation Board of Malaysia (Lembaga Akreditasi Negara, LAN) have validity period of 5 years. This information is displayed in the portal as a reference to graduates of the validity period of qualifications.

Universiti Teknologi MARA (UiTM) Cawangan Melaka Kampus Bandaraya Melaka					
Address		: 1110 Off Jalan Hang Tuah 75350 Melaka Malacca.			
Telephone No.		: 06-2957000			
Fax No.		: 06-2857014			
E-Mail		: pknkbn@bdmelaka.uitm.edu.my			
Website		: -			
NO	NAME OF QUALIFICATION	TYPE	NO OF CREDITS	MQA FIELD (National Education Code)	DATE OF ACCREDITATION** (dd/mm/yyyy)
1	Diploma in Public Administration MQA/SWA12067	Diploma	91	0414 (Management and administration)	Starting 17/04/2018
2	Diploma in Accountancy MQA/SWA12672	Diploma	90	0431 (Accounting, auditing and taxation)	Starting 08/03/2019
3	Bachelor of Education (Hons.) Teaching English As A Second Language MQA/SWA12783	Bachelors Degree	134	0114 (Educator training with subject specialisation)	Starting 12/06/2018
4	Bachelor in Office Systems Management (Hons.) MQA/SWA11980	Bachelors Degree	120	0416 (Secretarial and office studies)	Starting 05/04/2018
5	Bachelor of Business Administration (Hons.) Insurance MQA/SWA12816	Bachelors Degree	123	0412 (Finance, banking and insurance)	Starting 08/03/2019
6	Bachelor of Business Administration (Hons.) Finance MQA/SWA12751	Bachelors Degree	121	0412 (Finance, banking and insurance)	Starting 06/02/2018
7	Bachelor of Business Administration (Hons.) Marketing MQA/SWA13306	Bachelors Degree	121	0415 (Marketing and advertising)	Starting 15/10/2018
8	Bachelor of Business Administration (Hons.) Human Resource Management MQA/SWA11981	Bachelors Degree	122	0414 (Management and administration)	Starting 06/03/2018
9	Bachelor of Business Administration (Hons.) International Business MQA/SWA12731	Bachelors Degree	120	0414 (Management and administration)	Starting 08/03/2019
10	Bachelor of Accountancy (Honours) MQA/SWA12682	Bachelors Degree	133	0431 (Accounting, auditing and taxation)	Starting 06/02/2018
11	Bachelor of Science (Hons.) Tourism Management MQA/SWA12225	Bachelors Degree	120	1015 (Travel, tourism and leisure)	Starting 05/04/2018
12	Bachelor of Administrative Science (Honours) MQA/SWA12301	Bachelors Degree	124	0414 (Management and administration)	Starting 05/04/2018
13	Bachelor of Graphic Design (Hons) MQA/SWA12448	Bachelors Degree	120	0231 (Audio-visual techniques and media production)	Starting 25/01/2018

*NA : Not Available

DISCLAIMER: The Malaysian Government and the Malaysian Qualifications Agency shall not be liable for any loss or damage howsoever arising from the use of any information contained herein.

Figure 5: MQA

The term excellence has been used extensively by accreditors to define the level of quality processes and services offered by institutions for the stakeholders's satisfaction and success of students. Many accrediting bodies have defined excellence as a tangible reality, a combination of inputs using quantitative and qualitative indicators and continual progress

of improved outputs. (Brusoni , 2014). According to Makhoul (2019) and Nguyen & Ta (2017), accreditation is thought to be positively related to teaching and learning.

Accreditation is important because it helps organizations choose the correct method, collect valid data, use the data for improvement and sustain the improvement. The focus of accreditation is thus on the system and how it effectively operates, from clinical care delivery through to effective governance. (2017). For students, if the university is accredited internationally it will not only give value to the quality of education but it will also assist the organization to get students financial aid, employment and transferring credit (CHEA, 2010). Accreditation has an effect on the employees' salaries (HedrickD., Krieg J., & S., 2010) mentioned that the employees in accredited schools are getting more salary, publish more papers and have more opportunities to participate and be involved in seminars and conferences. (EQUIS, 2013)

- **QUALIFIED AND EXPERIENCED TEACHING LECTURER FOR THE COURSES**



Figure 6: Qualified Lecturers

Quality reaching is the use of pedagogical techniques to produce learning outcomes for students. It involves several dimensions, including the effective design of curriculum and course content, a variety of learning contexts (including guided independent study, project-based learning, collaborative learning, etc), soliciting and using feedback, and effective assessment of learning outcomes. Good educational initiatives range widely in both nature and purpose. However, it has proven difficult to select quantifiable and trustworthy

markers to gauge each Lecturer's effectiveness and competence as a teacher. Throughout a Lecturer's career, student achievement gains are often favourably correlated with teaching experience (Kini & Podolsky, 2016).

In addition to receiving a Ph.D. The individual needs to have the capacity to keep learning in order to stay current with knowledge. In order to allow teachers with basic teacher education to continue honing their skills throughout their careers, the educational system must offer a system (Petty, 2016). The higher a lecturer's degree of knowledge and consistency in learning new topics, the better the quality of his or her instruction will be. According to Elliot and Healy, students' pleasure is a short-term attitude based on an assessment of their interaction with the provided educational service. In a university or higher education institution, students experience satisfaction or dissatisfaction with a variety of aspects or domains of their educational lives, including lecturing, learning facilities, learning materials, students' performance assessments, issuing results, academic and supportive personnel, recreational facilities, canteen and housing faculties, among others. The sole focus of this subject is lecturing. The degree to which a lecture satisfies a student's expectations determines the degree of that student's happiness with the lecture.

6.2 WEAKNESSES

● POOR DATA MANAGEMENT

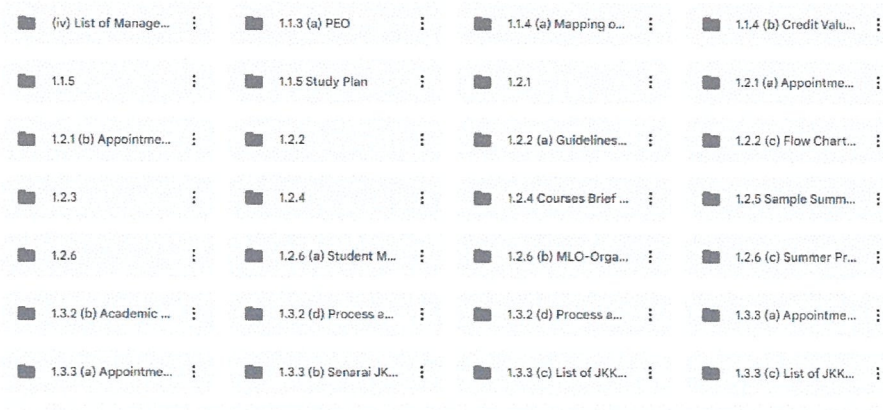


Figure 7: Google Drive IPSIS

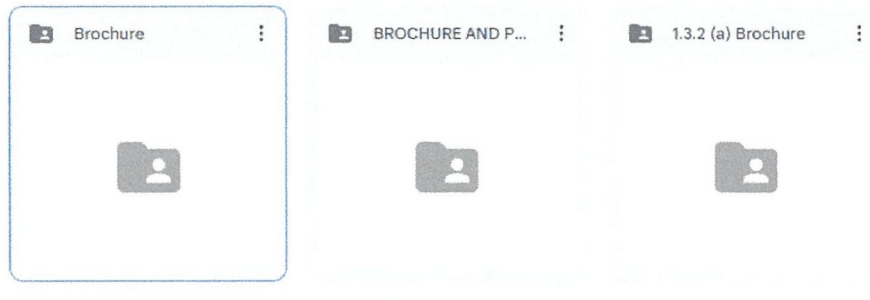


Figure 8: Example of Duplicate Folder

Data management is the process of gathering, arranging, safeguarding, and archiving an organization's data so that it may be used for analysis and business decision-making. Data management solutions are crucial for making sense of the enormous amounts of data that organisations are producing and consuming at previously unheard-of speeds. The software assists with data preparation, cataloguing, search, governance, and other tasks so that individuals may easily locate the data they require for analysis.

Data management is an essential prerequisite for using successful data analysis at scale, which produces significant insights that benefit employees and boost business profitability. People throughout an organisation may locate and access reliable data for their inquiries with the help of excellent data management. Inaccurate analytics, poor customer interactions, and poor judgements brought on by poor data management can hurt business performance. Poor data sources may first appear like a minor problem, but as repetition errors and other sorts of errors rise and aggregate, they can quickly enlarge.

- **INEFFICIENT MARKETING ACTIVITIES**

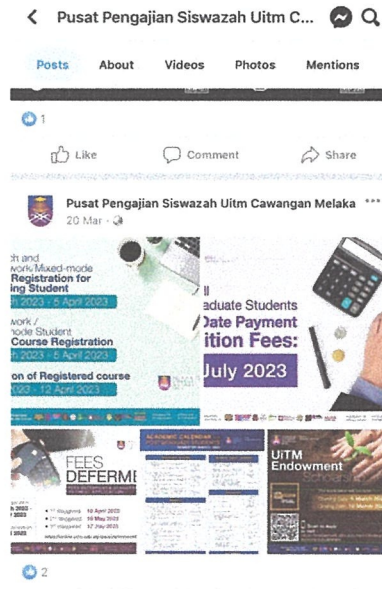


Figure 9 : Facebook page

A market that fails to successfully incorporate all available information into an accurate reflection of an asset's fair price is said to be inefficient. Market inefficiencies exist for a variety of reasons, including information asymmetries, transaction costs, market psychology, and human emotion. As a result, there may be opportunities for extra profits when certain assets are overvalued or undervalued in the market. Economic theory, and specifically the efficient market hypothesis (EMH), is partially undermined by the existence of inefficient markets in the world.

The reputation of an organization might suffer greatly from poor marketing. The company comes off as out of touch, unreliable, and ineffectual as a result. This may deter would-be pupils. Students should broaden their search for knowledge to include what is available from several universities. considering that the university's major customers are its students, along with the present and upcoming employment markets, and the services it provides. They can choose a university curriculum more effectively if they are equipped with the correct knowledge.

6.3 OPPORTUNITIES

- PARTNERSHIP WITH OTHER UNIVERSITY



JALINAN KERJASAMA MOU/MOA		
MEKANISMA	DELAKSANAAN	KETERANGAN
<p>Kampus Cawangan Melaka</p> 	<p>Bekerjasama dengan PJI, HEA, HEP dan Fakulti/Akademi Pengajian</p> <p>Objektif :</p> <p>Memperkenalkan program pascasiswazah kepada Universiti Tempatan/Antarabangsa/ Industri</p> <p>Menarik perhatian pemohon tempatan dan antarabangsa melanjutkan pelajaran ke UITM Cawangan Melaka</p> <p>Membuka peluang kepada pensyarah / individu dari Universiti Antarabangsa / Tempatan / Industri untuk lantikan penyelia ketiga / keempat</p>	<p>Menyediakan kertas kerja MOU/MOA</p> <p>Menyertai program promosi/taklimat yang dianjurkan bersama PJI/HEA/HEP/Fakulti/Akademi</p> <p>Menjemput calon berpotensi menyertai program/seminar/konferen/kolikium anjuran usahama UITM Cawangan Melaka dan Universiti Tempatan /Antarabangsa/ Industri</p> 

Figure 10: Planning to Partnership with Other University

Educational partnership is a form of educational outsourcing that has become a mainstream in higher education. Educational institutions, while they cannot accomplish certain ambition alone, may seek partners to fulfil shared goals altogether. The intention of “forming an alliance of resources and expertise between organizations aimed to achieve a mutually desired outcome, one that is not likely to be realized without the involvement of both parties” results in partnerships. [Barnett et al., (2010, p.14)].

Forming a partnership between two institutions may gain a variety of benefits. In addition to those benefits of performing educational outsourcing such as cost deduction, resource reallocation and innovation, partnership practice allows institutions to reduce service duplication, improving efficiency and accountability, expanding relations, promoting institution’s reputation, and increasing student enrolment. Partnership can engender innovation in its process (Hall and Hord, 1987; Grobe, 1990). Grobe, 1990 stated that members of the partnership can learn from each other and the structure and content of the partnership can change over time.

- ASSOCIATE WITH OTHER PARTY

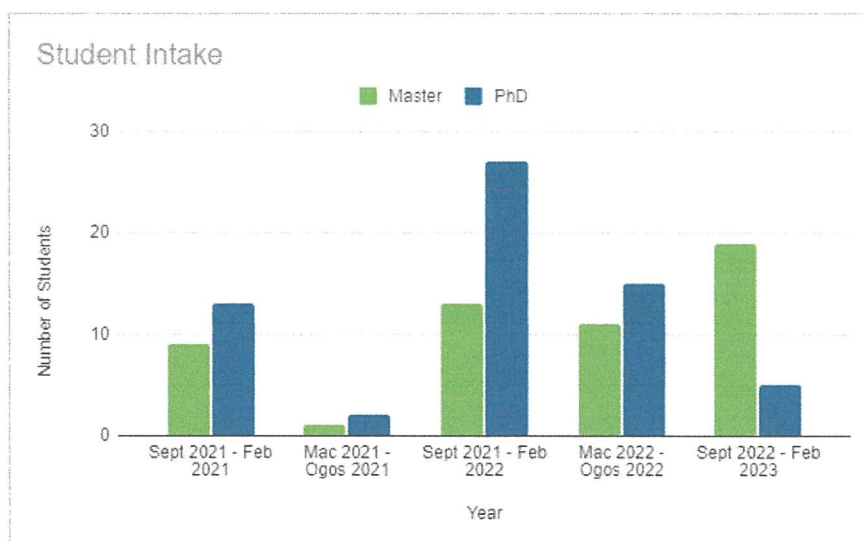
PENYERTAAN KAMPUS CAWANGAN DALAM FAIR & EXPO DALAM NEGARA		
MEKANISMA	DELAKSANAAN	KETERANGAN
<p>IPSiS Shah Alam & Kampus Cawangan</p> 	<p>MyUni Education Fair 2023</p> <p>Mega Career & Study (Postgraduate Fair) 2023</p> <p>Jom Masuk IPT 2023</p> <p>Malaysia Career and Training Fair 2023</p> <p>Anjuran Kerajaan Negeri Melaka</p> <p>Anjuran UiTM (Selangkah ke UiTM)</p>	<p>Menyediakan poster digital untuk hebahan di media sosial rasmi cawangan (FB, Insta, Tiktok) 2 minggu sebelum program</p> <p>Menghantar surat jemputan rasmi ke agensi kerajaan dan swasta yang telah dikenalpasti oleh penyelaras fakulti / akademi 2 minggu sebelum program</p> <p>Menjemput staf/pejajar tahun akhir UiTM kampus cawangan, pensyarah IPG, pensyarah dan pelajar Politeknik / guru menyertai fair dan expo</p> <p>Menyediakan pin BSN percuma kepada calon berpotensi</p>

figure 11: Associate with Government

According to Demircioglu and Audretsch (2019), Mendibil Telleria et al. (2002), and Alonso et al. (2010), collaboration is now a hot issue and a crucial tool for overcoming these organisational challenges. Additionally, according to Alonso et al. (2010), the impact of the digital revolution on persons and organisations is affecting socio economic elements as well as the ways in which people and businesses interact and collaborate. Despite the fact that collaboration is necessary and advantageous, many organisations still find it challenging to promote and foster partnerships (de Wit-de Vries et al., 2019; Magdaleno et al., 2011; Borrelli et al., 1995).

6.4 THREATS

- **LOW INTAKE STUDENT**



Graphic 1: Student Intake

Enrolling as a student involves making plans to go to a particular school and take a particular course of study. The number of pupils enrolled in a school or course at any given time may also be indicated by this phrase. The act of enrolling a student at a particular school in general classes, extracurricular activities, or both is referred to as student enrollment. After a student is admitted to a specific school, the enrollment process is over. The online student information tool provided by their institution will then let students choose which courses to enrol in.

Due to a variety of "psychographics," or psychological factors, such as uncertainty about the financial benefits of a college education and knowledge of alternative career training options outside of traditional degree programmes, some students decide to drop out of college, while others decide not to enrol in the first place.

- CYBER ATTACK

MALAYSIA

Report: UiTM system allegedly hacked, 1.16 million students info leaked online



Figure 12: Online News

A cyber attack is any attempt to enter a computer, computing system, or computer network without authorization with the goal of causing harm. Cyberattacks aim to disable, disrupt, demolish, or take control of computer systems, as well as to change, block, delete, modify, or steal the data stored within these systems. The majority of cyberattacks are carried out by cybercriminals with monetary gain in mind, particularly those directed at businesses. Sensitive information, such as employee or consumer credit card details, is frequently the target of these assaults. Cybercriminals utilise this information to access money or products using the victims' identities.

The main consequences are those that certain IT systems' devices directly have on the environment. Threat actors use a number of steps to generate an online incident that will disrupt and/or exploit a targeted device. This can take many different forms, from a simple desire to corrupt the data to a more significant impact like ransomware. The length of time needed to recover from an attack can be used to gauge how serious it was.

RECOMMENDATION

- **BUILD STRONG FILE NAMING AND CATALOGING CONVENTIONS**

The business can establish reliable file names and cataloging rules to enhance data management. Data must be accessible for use by the organization, and it must be found. They should at least design a reporting or file system that is user- and future-friendly, with descriptive, standardized file names that are simple to identify and file formats that enable users to search and discover data sets with long-term access in mind.

- **ORGANIZE OR SUPPORT EVENTS**

Hosting or sponsoring events is yet another effective marketing strategy. This approach is frequently effective since it gives individuals a chance to have fun and/or learn something, regardless of whether the organization chooses a seminar or any other event they believe will draw the audience they need. The organization is also able to set up a booth at any event to inform attendees about the courses offered by our faculty.

- **ESTABLISH STRATEGIC ALLIANCES**

Developing strategic alliances with other members of the ecosystem in which the organization operates is a significant approach for a company to expand its operations while also allowing employees to expand their skills and connections. It begins with identifying complementary views and shared objectives. This strategy will be successful if they develop procedures for communication, accountability, and feedback so that everyone may benefit from collaboration.

- **KEEP IMPORTANT PERSONAL VERIFICATION DATA SEPARATE**

Ascertain that suitable technical or organizational safeguards are in place to protect personal data. This can help to avoid cyberattacks and reduce their damage (for example, by storing CVV codes apart from other card information). For example, the organization can maintain the students' personal data in a more secure location than Google Drive and email. This is due to the ease with which this assault can obtain information, particularly when personnel share the Google Drive URL over Whatsapp or another application.

CONCLUSION

In conclusion, preparing this industrial training report has enabled me to demonstrate a professional attitude and good work ethics at the workplace, demonstrate communication skills in office tasks and report presentations, solve problems using various information or applications, and perform standard procedures or techniques related to the tasks assigned by the staff. This report also assists me in evaluating internal potential and constraints, as well as prospective external possibilities and threats. It considers all good and negative elements affecting the organization's success, both inside and outside. A regular study of the environment in which the organization works helps in predicting shifting trends and also helps in incorporating them into the organization's decision making process.

My aim is to make UiTM more recognized by other people and organizations. I will help the organization in a variety of ways. First and foremost, I am a quick learner and worker. I will embrace the job, rapidly integrate into the team, and work at rapid speed to guarantee the team gets a strong return. Second, I am an excellent representative. My goal in the position will be to establish great work between the staff and other parties. Finally, I will help by looking after the organization's resources.

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APPENDICES



AMIRA NURFARHANIS BINTI JAMALUDIN

EDUCATIONAL BACKGROUND

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) INTERNATIONAL BUSINESS
 UTM KAMPUS BANDAR MELAKA: GPA 3.17 (2020 - 2023)

MALAYSIAN HIGHER SCHOOL CERTIFICATE
 SMK DATO HAJI TALIB KARIM: CGPA 3.17 (2018 - 2019)

SKILLS AND PROFICIENCIES

- Moderate level with Microsoft Office
- Proficient in social media marketing
- Moderate level with content writing
- Bahasa Melayu and English is proficient

Lot 1076(6) Jln Klinik,
 Felda Tan Ghafar Hutan Percha,
 78000 Alor Gajah,
 Melaka
 011-11129496
 farhani0808@gmail.com

Prospective graduate of a Bachelor's degree in international business seeking an internship position at UTM Kampus Bandaraya Melaka. A motivated and creative individual. I also have excellent problem-solving skills and willingness to learn. I learned how to improved my communication skills

RELEVANT EXPERIENCE AND TRAINING

Part-Time Academic Tutor - Tadika Generasi Cerdas
 August 2022 - September 2022

- Prepare assignments for students and make timetables according to the instructions given

Part-Time Promoter- Cheeta Group
 March 2020 to September 2020

- Assists assistant manager to complete the work in the clothing store.

Part-Time Promoter - VOIR SDN BHD
 December 2019 to March 2020

- Support the workers in the store and make sure to keep the sales increasing every months.

REFERENCES

Pn. Nurul Azrin Binti Aiffin
 Academic Advisor
 012-2292986
 nurazrin@utm.edu.my

Pn. Rosimah binti mahud
 Guru Besar Tadika Generasi Cerdas
 012-9798356

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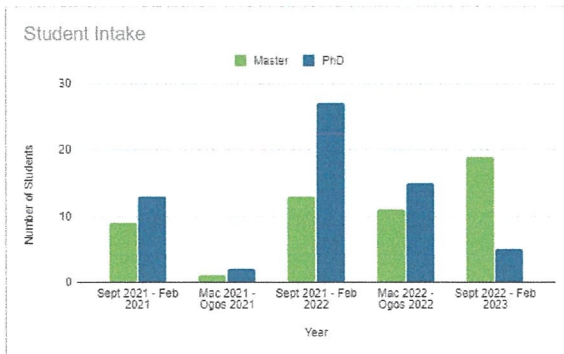
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 20 Mar · 🌐

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MALAYSIA

Report: UiTM system allegedly hacked, 1.16 million students info leaked online

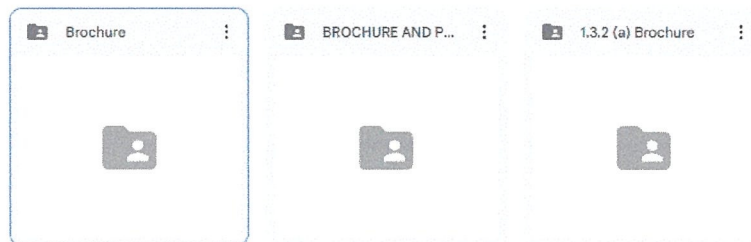


PENVERTAAN KAMPUS CAWANGAN DALAM FAIR & EXPO DALAM NEGARA		
MEKANISMA	PELAKSANAAN	KETERANGAN
<p>IPISis Shah Alam & Kampus Cawangan</p>	<p>MyUni Education Fair 2023</p> <p>Mega Career & Study (Postgraduate Fair) 2023</p> <p>Jom Masuk IPT 2023</p> <p>Malaysia Career and Training Fair 2023</p> <p>Anjuran Kerajaan Negeri Melaka</p> <p>Anjuran UiTM (Selangkah ke UiTM)</p>	<p>Menyediakan poster digital untuk dibahar di media sosial rasmi cawangan (FB, Insta, Tiktok) 2 minggu sebelum program</p> <p>Menghantar surat jemputan rasmi ke agensi kerajaan dan swasta yang telah dikenalpasti oleh penyalazas fakulti / akademi 2 minggu sebelum program</p> <p>Menjemput staf/pelajar tahun akhir UiTM kampus cawangan, pensyarah IPG, pensyarah dan pelajar Politeknik / guru menyertai fair dan expo</p> <p>Menyediakan pin BSN percuma kepada calon berpotensi</p>

JALINAN KERJASAMA MOU/MOA		
MEKANISMA	PELAKSANAAN	KETERANGAN
<p>Kampus Cawangan Melaka</p>	<p>Gelaran dengan P.A, IKA, YEP dan Fakulti Akademi Pengajian</p> <p>OSK/ST</p> <p>Mempertemukan program pemertengahan kepada Universiti Tempatan/ Antarabangsa/ Industri</p> <p>Menarik perhatian pemohon berpotensi dan membangunkan rekod prestasi pelajar ke UiTM Cawangan Melaka</p> <p>Membuka peluang kepada penyarah / kakitika dari Universiti Antarabangsa / Tempatan / Industri untuk lakukan projeknya ketiga / keempat</p>	<p>Menyediakan kertas kerja MOU/MOA</p> <p>Menyertai program prosessaham yang dianjurkan bersama P.A/IEA/NEP/Fakulti/Akademi</p> <p>Menjemput calon ke pameran strategikal program kemahiran kejuruteraan agihan bersama UiTM Cawangan Melaka dan Universiti Tempatan /Antarabangsa/ Industri</p>



OUTPUT	INISIATIF STRATEGIK
Dapat mencapai PI 087 number of academic staff with PHD qualification - 276	Agenda My Destiny atau program pensyarah cuti belajar yang masih belum tamat pengajian PHD



- (iv) List of Manage... : 1.1.3 (a) PEO : 1.1.4 (a) Mapping o... : 1.1.4 (b) Credit Vela...
- 1.1.5 : 1.1.5 Study Plan : 1.2.1 : 1.2.1 (a) Appointme...
- 1.2.1 (b) Appointme... : 1.2.2 : 1.2.2 (a) Guidelines... : 1.2.2 (c) Flow Chart...
- 1.2.3 : 1.2.4 : 1.2.4 Courses Brief ... : 1.2.5 Sample Summ...
- 1.2.6 : 1.2.6 (a) Student M... : 1.2.6 (b) MLO-Orga... : 1.2.6 (c) Summer Pr...
- 1.3.2 (b) Academic ... : 1.3.2 (d) Process a... : 1.3.2 (d) Process a... : 1.3.3 (a) Appointme...
- 1.3.3 (a) Appointme... : 1.3.3 (b) Senarai JK... : 1.3.3 (c) List of JKK... : 1.3.3 (c) List of JKK...

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MALAYSIAN QUALIFICATIONS REGISTER
Malaysian Qualifications Agency



* The programmes that were highlighted in green colour have been recognized by related professional bodies e.g. Board of Engineers Malaysia, Malaysian Optical Council, Nursing Board Malaysia etc.

** Starting from 2027, MQA accreditation is perpetual unless otherwise stated. All accredited qualifications are subject to periodic surveillance and to ensure continuous improvement. If the accreditation of a qualification is revoked, the cessation date set for de-listed in the Malaysian Qualifications Register. Qualifications accredited under the National Accreditation Board of Malaysia (Lembaga Akreditasi Negara, LAN) have validity period of 5 years. This information is displayed in the portal as a reference to graduates of the validity period of qualifications.

NO	NAME OF QUALIFICATION	TYPE	NO OF CREDITS	MQA PERSIS (Duration/Qualification Code)	DATE OF ACCREDITATION**
1	Diploma in Public Administration (DPA) (MQA 1902)	Diploma	60	0418 (Management and Administration)	Starting 15/04/2018
2	Diploma in Accounting (DPA) (MQA 1902)	Diploma	60	0412 (Accounting, Auditing and Taxation)	Starting 04/10/2018
3	Bachelor of Education (Hons) Teaching English As A Second Language (BEd) (MQA 1902)	Bachelor Degree	120	0414 (Education Studies and related qualifications)	Starting 02/04/2018
4	Bachelor of Business Management (Hons.) (BBM) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 01/04/2018
5	Bachelor of Business Administration (Hons.) Finance (BBA) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 02/10/2018
6	Bachelor of Business Administration (Hons.) Human Resource (BBA) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 04/10/2018
7	Bachelor of Business Administration (Hons.) Marketing (BBA) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 01/04/2018
8	Bachelor of Business Administration (Hons.) Business Services Management (BBA) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 01/10/2018
9	Bachelor of Business Administration (Hons.) International (BBA) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 01/10/2018
10	Bachelor of Accountancy (BAcc) (MQA 1902)	Bachelor Degree	120	0412 (Accounting, Auditing and Taxation)	Starting 04/10/2018
11	Bachelor of Science (Hons.) Teaching Management (BSc) (MQA 1902)	Bachelor Degree	120	1003 (Science, Health and related)	Starting 02/04/2018
12	Bachelor of Administrative Science (Hons) (BAS) (MQA 1902)	Bachelor Degree	120	0418 (Management and Administration)	Starting 02/04/2018
13	Bachelor of Graphic Design (Hons) (BAG) (MQA 1902)	Bachelor Degree	120	0415 (Visual, Multimedia and Media-related)	Starting 02/10/2018

MQA | Not Available

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