



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan

INDUSTRIAL TRAINING REPORT
AT PUTRA SPECIALIST HOSPITAL MELAKA SDN BHD
1 MARCH – 15 AUGUST 2023 | BA232

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EXECUTIVE SUMMARY

Putra Specialist Hospital Melaka Sdn Bhd was established in 1995 at Jalan Bendahara which is nearby with Melaka bus station, Melaka Sentral. About 6 months I am undergoing industrial training at Putra Specialist Hospital Melaka Sdn Bhd, starting from 1 March 2023 to 15 August 2023. In this report, I will explain in more details about the company's profile, background, location, vision, mission, objectives, organisational structure, and product or services that provided by an organization, as well as my experiences and benefits from this internship. The primary goal of this report is for me to assess the organization's Strength, Weakness, Opportunity, and Threat (SWOT) that are related with the department which has been determined for me.



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ACKNOWLEDGEMENT

Assalamualaikum, all glory, and blessings to Allah and His blessings for the completion of this project management. To finish writing this report, I thank God for all the opportunities, trials and determination that have been shown to me. It is both my pleasure and obligation to thank the great people who have guided and motivated me to complete this project assignment report. First of all, I want to express out great appreciation to Madam Zatul Himmah Binti Abdul Karim, who is my advisor in this course for her support in completing this project assignment and for her improvement suggestions during the planning and completion of this report. Her willingness to give so freely of her time has been much appreciated. In completing this report assignment, I has faced a few difficulties, but I are very happy and thankful because I managed to it on my own. This project assignment will not be accomplished without the devotion and ongoing support I receive from those around me.

Besides, I would like to thank my parents and the members of my family for their support and encouragement throughout this project. I would like to express my gratitude to our parents who, while we seek love and encouragement, they are always with me and as role models to myself. Never forget all my fellow colleagues in the UiTM Bandaraya Melaka who supported one another to develop the elements and give recommendations for the assignment most important without all of them, none of it will even be possible.



Finally, I would like to express my gratitude to Putra Specialist Hospital Melaka Sdn Bhd for giving me opportunities and wonderful memories that I will never forget during my practical training at this Hospital. Various experiences as well as new knowledge that was gained by me for these 6 months. A big thank you to all the staff members, especially the material management department, for always teaching me the correct way in dealing with suppliers, how to use the system of Purchase Order to check the status of the order that has been make towards the supplier and others more. They are all incredibly helpful during my practical training at this Hospital. A million thanks to my supervisor, Encik Mohd Zufri bin Jaafar, for his kindness in accepting me into this organisation and for his concern for my tasks to complete. I also want to thank to Puan Zaiti binti Othman, who always give me advice on how to be a good worker and how to work well in this department.

1.0 STUDENT'S PROFILE



ERNA
SOFIA

CONTACT

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MY SKILLS & EXPERTISE

Technical Skills

- Microsoft Office
- Social Media
- Fast Typing - 50 WPM

Personal Skills

- Problem-Solving
- Administrative
- Teamwork

LANGUAGE

- Malay
- English
- Mandarin

PROFILE INFO

I am a fresh graduate student of Bachelor In Office System Management in Universiti Teknologi Mara (UiTM) Kampus Bandaraya Melaka. My goal in the workplace are want to learn new skills and knowledge as much as possible. Currently, I am looking job opportunity in any position that relate to my course of study, so that I can apply knowledge that I has learn in every job that are assigned to me.

EDUCATION

- 2021 - Current

Bachelor in Office System Management

Universiti Teknologi Mara Kampus Bandaraya Melaka
CGPA: 3.44
- 2018 - 2021

Diploma in Office Management and Technology

Universiti Teknologi Mara Kampus Ator Gajah
CGPA: 3.50
- 2013 - 2017

Sijil Pelajaran Malaysia

Sekolah Menengah Kebangsaan Bukit Rambai
1A 2A- 1B+ 2B 1C+ 1C 1D

ACTIVITIES AND ACHIEVEMENT

- 2019

Dean List Award for Semester 2 and 4 for Diploma in Office Management and Technology
- 2021

Dean List Award for Semester 3 for Bachelor in Office System Management

Bureau registration for "Plan De Carrier " Webinar

Participate in Program Positive Thinking and Effective Communication Skill

Participate in Program Webinar Effective Communication

MY REFERENCE

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