

Fakulti
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UNIVERSITI
TEKNOLOGI
MARA



MBJB

JOHOR BAHRU CITY COUNCIL



1ST MARCH 2023 -
15TH AUGUST 2023

INDUSTRIAL TRAINING REPORT

**HANAN BINTI
MOHAMMAD HAIDZIR I
2021100037 |
BACHELOR OF BUSINESS
ADMINISTRATION
(HONS) INTERNATIONAL
BUSINESS**



EXECUTIVE SUMMARY

The City Council is the governing organization that represents the city or municipality's residents. It is responsible for affecting the local community through its decisions and policies. Typically, the City Council is comprised of elected officials, also known as councillors or council members, who represent various districts or wards within the city.

In general, a City Council is responsible for creating, amending, and enacting local laws, ordinances, and regulations that govern the city. Aside from that, the City Council is important in establishing and authorizing the city's budget. The City Council oversees a variety of local government-provided public services, including transportation, public utilities, parks, and recreation, refuse management, and public health. Council members also serve as representatives of their respective districts or divisions, listening to the concerns and interests of their constituents. The City Council is a deliberative body where council members discuss, and debate proposed policies, projects, and initiatives.

Typically, a City Council is comprised of a number of departments or divisions responsible for various aspects of city governance and services. The licensing department is one of the city council's departments. The licensing department of a City Council is responsible for overseeing and managing the various licenses and permits required for businesses and individuals within the city, including issuing licenses to businesses operating within the city, processing permits and ensuring compliance with applicable regulations, ensuring businesses adhere to health and safety standards, ensuring businesses comply with local regulations, and collecting fees. The department ensures businesses and individuals comply with applicable local regulations, standards, and laws.

What is the relationship between International Business and the City Council's Licensing Department? It is crucial that international businesses investigate and comprehend the licensing requirements of the specific city or country in which they intend to operate. Engaging the department of licensing early in the planning process can aid in ensuring compliance and preventing potential problems or delays.



CONTENTS

PAGE 1

EXECUTIVE SUMMARY

PAGE 2

TABLE OF CONTENTS

PAGE 3

ACKNOWLEDGEMENT

PAGE 4

STUDENT'S PROFILE

PAGE 5-13

1.0 COMPANY PROFILE

PAGE 14-20

2.0 TRAINING'S REFLECTION

PAGE 21-32

3. SWOT ANALYSIS

PAGE 33-36

4.0 RECOMMENDATION

PAGE 37

5.0 CONCLUSION

PAGE 38-39

6.0 REFERENCES

PAGE 40

7.0 APPENDICES

ACKNOWLEDGEMENT

First and foremost, I want to express my sincere gratitude to Allah for leading and blessing me during my internship adventure. I am incredibly humbled and grateful for this opportunity. With profound appreciation, I acknowledge the divine presence that has enabled me to successfully close this significant chapter in my career growth.

I acknowledge the heavenly presence that enabled me to successfully finish this important chapter of my career growth with the utmost gratitude. Thank you to my family for supporting me and being my source of strength. The persistent encouragement, comprehension, and unrestricted love have served as a constant source of inspiration. I want to express my gratitude to my friends for supporting me during this journey. The encouraging words, attentive ears, and loyal friendship have been priceless.

My supervisor, Mr. Mohamad Rusydi bin Md Dean (Chief Assistant Director of the Licensing Department), Mrs. Norazirazila binti Ramli (Assistant Director of the Licensing Department), and Puan Nur Afiqah Binti Mohd Rashid (Assistant Director of the Licensing Department) are deserving my sincere gratitude. Thanks for the continued encouragement and faith in my abilities. The advice, knowledge, and support have been extremely helpful in guiding where I am in my career.

The patience, advice, and readiness to impart expertise and experience shown by every member of the licensing department staff have been greatly appreciated. They gave me the resources, tools, and practical examples I needed to improve my knowledge of the licensing procedures. My advisors, Dr. Siti Normah binti Awang Tuah, are deserving of my gratitude for providing me with advice and for all the guidance, advice, and support you have offered me throughout my journey. I greatly value your responsiveness and the time you have invested in addressing my queries and concerns.

The Johor Bahru City Council's licensing department receive the utmost gratitude. I sincerely thank you for giving me the chance to participate in the internship program. I want to say thank you for the priceless experience and information I gained while working with the council. I sincerely appreciate the kind welcome and assistance the entire staff at the licensing department gave me. My grasp of local government and urban administration has greatly benefited from the mentoring and assistance offered by the department.

I'm looking forward to applying the knowledge and insights I received from this internship to further my career. I want to take this opportunity to thank you all once more for making my internship a genuinely wonderful and special experience. In addition to providing me with useful knowledge, this worthwhile experience has ignited my appreciation for helping others and fostering community.

STUDENT'S PROFILE

HANAN HAIDZIR

HANAN BINTI MOHAMMAD HAIDZIR
FRESH GRADUATE



GENERAL INFO

Graduate in Diploma in Banking & Business Administration (International Business), currently looking for a full-time position to expand my skill.

SKILLS

- Microsoft; Word, PPT, Excel
- Fast Learner
- Time Management
- Creativity
- Management

CONTACT INFO

Contact No: 01117779042
Email: nannhaidzir@gmail.com
Website: www.linkedin.com/in/hananhaidzir

EXPERIENCE

Johor Bahru City Council
(Licensing Department)

- 6 Months of Industrial Training

EDUCATION

Universiti Teknologi Mara

Malacca City Campus

Bachelor of Business Administration (Hons.) International Business | March 2021 - Aug 2023

- The final year of Bachelor of Business Administration (Hons.) International Business
- Industrial Training at Johor Bahru City Council

Universiti Teknologi Mara

Segamat Campus

Diploma in Banking Studies Jul 2018 - Jan 2021

- Completed diploma in banking studies

SMA Parit Raja, Batu Pahat.

2013-2015

2016-2017, Elective Subject: Trade

- Sijil Pelajaran Malaysia

INVOLVEMENT

Secondary School (2013-2017)

Women's Hostel Leadership Council

Sports Exco Committee Member (2013/2014), Sports Exco Secretary (2014/2015), Sports Exco Committee Member (2015/2016), Control Unit (2016), Dorm Leader (2017).

Games Club Treasurer (2014), Association Club Secretary (2015), Assistant Head of Sports House (2017), School Librarian (2016-2017).

Diploma (2018-2021)

Community Services.

Degree (2021-2023)

Logistics and Security Committee (Field Trip), Head of Registration and Certificate Committee (Academic Seminar).