



UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Melaka

1 MARCH - 15 AUGUST 2023

# INDUSTRIAL TRAINING REPORT



MAJLIS PERBANDARAN TELUK INTAN  
JABATAN KHIDMAT PENGURUSAN

BA232 OFFICE SYSTEM MANAGEMENT

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## **EXERCUTIVE SUMMARY**

This report is about my industrial training at Majlis Perbandaran Teluk Intan, Jabatan Khidmat Pengurusan. This report contain the detail about Majlis Perbandaran Teluk Intan and what I have received and observed during my industrial training. I am required to undergo the training for 6 months as this is part of my obligation from Universiti Teknologi Mara (UiTM) in order for me to graduate. In this report, it contain the details about my profile which are shown through my resume. It also contain company's profile such as name, location, background, vision, mission, objective, organizational structure, and product or services offered at Majlis Perbandaran Teluk Intan. For training reflection, I explained about the duration, intern allowance and details what unit I have been assign during my internship period. Besides that, for SWOT analysis also being discussed in details in this report. Lastly, the discussion and recommendation part are discussing about the details for SWOT analysis.

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## ACKNOWLEDGEMENT

First of all, praise and thank God for his shower of blessings throughout this assignment as we were able to complete my industrial training from 1<sup>st</sup> March 2023 until 15<sup>th</sup> August 2023 and report within the time given with success and ease. This report also cannot be completed without full commitment, responsibility and guidance.

Besides that, I would like to express my deep and sincere gratitude to my advisor, Madam Nashrah binti Talib because without her guidance and advice, my industrial training report and journey cannot be done properly. She always gives us support and guides on how to do this report in the right way according to the guideline given. Her passion, vision, and motivation inspired us so much. It was an honour and a great privilege to do this assignment under her guidance.

Furthermore, we want to thank my company supervisor Pn. Siti Asmah binti Jahir, Pambantu Tadbir of Jabatan Khidmat Pengurusan, Majlis Perbandaran Teluk Intan, Perak for her guidance since my first day of my internship until the last day of my internship. Also, the knowledge and advice for me as a preparation for real work life.

Last but not least, we would like to my parents and my family member who are always keep support emotionally and financially during my internship period. Also, thank to everyone who was involved and contributed directly or indirectly along my internship journey from the start until the end.

## 1.0 STUDENT PROFILE



**KHAIRUNNISA**  
INTERNSHIP

**Contact**

Phone

Email

Address

**References**

PN. NORHAZWANI BINTI  
MOHAMED ROSELI

PN. NASHRAH BINTI TALIB

Phone:

Email :

**About Me**

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<b>DATE OF BIRTH</b> 15 DECEMBER 2000	<b>AGE</b> 23 YEARS OLD
<b>RACE</b> MALAY	<b>RELIGION</b> ISLAM

**Experience**

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- 2022 - 2023  
NANDO'S RESTAURANT  
Restaurant Assistant
- January - October 2020  
CHIEW BOOKSTORE SDN. BHD  
Bookstore Assistant
- 2017 - 2018  
SHOPPERZ BOUTIQUE  
Boutique Assistant

**Education**

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- 2020 - RECENT  
BACHELOR OF OFFICE SYSTEM MANAGEMENT  
UiTM Campus Malacca City
- 2018 - 2019  
SIJIL TINGGI PELAJARAN MALAYSIA (STPM)  
SMK Seri Perak, Teluk Intan, Perak
- 2016 -2017  
SIJIL PELAJARAN MALAYSIA (SPM)  
SMK Seri Perak, Teluk Intan, Perak

**Skill**

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Microsoft Office Leadership	Critical thinking Verbal communication
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Image 1 : Updated Resume

## 2.0 COMPANY'S PROFILE



Image 1 : Building of Majlis Perbandaran Teluk Intan

Majlis Perbandaran Teluk Intan was located at Jalan Speedy, Teluk Intan, Perak. Majlis Perbandaran, Majlis Daerah Hilir Perak (MDHP) was established on 1 December 1979 under the reorganization of Local Authorities under the Local Government Act 1976 with the consolidation of six Local Government Management Boards. The upgrade from Majlis Daerah Hilir Perak to the Majlis Perbandaran Teluk Intan was done after getting the approval of the cabinet on 23 April 2003.

Majlis Perbandaran Teluk Intan consist 13 departments and units which is Jabatan Khidmat Pengurusan, Jabatan Perbendaharaan, Jabatan Penilaian Dan Pengurusan Harta, Jabatan Perancang Bandar Dan Landskap, Jabatan Kesihatan Awam Dan Perkhidmatan Perbandaran, Jabatan Kejuruteraan, Unit Setiausaha, Unit Audit Dalam, Unit Undang-Undang, Unit Komuniti & Perhubungan Awam And Unit OSC (One Stop Centre).

### **2.1 Mission**

Strive towards improving the management of the administrative area of the council efficiently and effectively to solve various problems and deal with changes to achieve the goals of state and national development policy.

## 2.2 Vision

Teluk Intan towards a smart city in 2035.

## 2.3 Objective

- i. providing infrastructure facilities that can improve the quality of the community.
- ii. Implement National and State Development Policy.
- iii. Provide comprehensive Municipal services to the community.
- iv. Planning social and economic project that benefit the community.
- v. Provide a quality, dynamic and innovative management system.

## 2.4 Goal

Committed to all customer needs through the provision need through the provision of quality services and early planning, towards realizing the Majlis Perbandaran Teluk Intan vision as a developed, peaceful, prosperous and prosperous city.

## 2.5 Organizational Structure



Image 2 : Organisation Structure of Majlis Perbandaran Teluk Intan

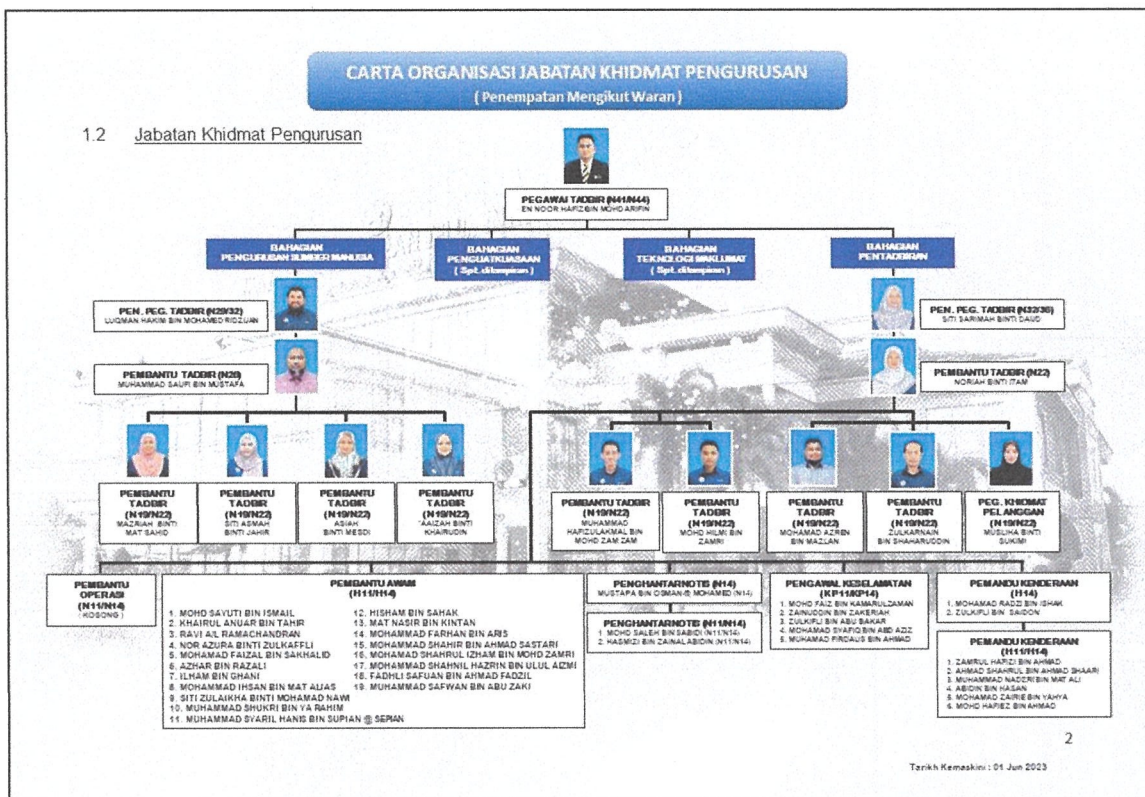


Image 3 : Organisation Structure of Jabatan Khidmat Pengurusan

## 2.6 Product of Services

Products of services offered by the municipality include, issuing business and hawker licenses, as well as dog licenses. Also, perform domestic garbage collection services in residential areas and urban areas or business premises, perform grass cutting services on main roads and residential areas, perform cleaning services for drainage systems and drains on main roads and residential areas. In addition, Majlis Perbandaran Teluk Intan implements tax payment claims, issues assessment tax bills and responds to assessment tax objections including transfer of ownership and change of property address. Also responsible for ensuring that planning permission applications are issued taking into account the layout plan, survey plan, footing plan and landscape plan. As well as giving approval in the development plan. In addition, Majlis Perbandaran Teluk Intan also receives complaints from the public and will provide feedback and investigation actions from complaints received from the public. Majlis Perbandaran Teluk Intan also offers hall for weddings, business or other activities for public rental along with court and mini stadium.



### 3.0 TRAINING REFLECTION

Grateful to the Almighty, God, His blessings, I finally completed my 6 month internship, which began on Wednesday, 1st March 2023 until 15th August 2023. I was working from 8 A.M until 5 P.M, Monday to Friday and I was placed in *Bahagian Khidmat Pengurusan*. The placement of my industrial training is at Jabatan Khidmat Pengurusan. This department is divided into several sections or units. Among them, Administration & Secretarial Division which role in procurement and supply management, computer and vehicle housing loan management and vehicle management department. Next, Human Resource Division, which is responsible in Managing staffing affairs, services, also staff disciplinary affairs. Other is Quality Management Unit, which responsible in managing innovation and the department's innovative & creative group, department's strategic plan & annual work targets and, manage the department's work procedure manual & desk file. Last unit is Unit of Information Technology, which playing role in application system, supplying and maintaining ICT hardware.

I was tasked with updating a minute filing for *Kew.8 Penyata Perubahan Pergerakan Mengenai Pendapatan Seseorang Pegawai* along with *Penyata Sewaan Dewan Bawah Seliaan Majlis Perbandaran Teluk Intan* and *Pergerakan Keluar Surat Perkeliling dan Memo Dalam. Tahun 2023*. In addition, I am accountable for documenting record of the vehicle usage for each month's which is *Rekod Pergerakan Kenderaan: Inden Gunasama SmartPay*. I also given a task to update *Laporan Kursus Latihan Bulanan Kakitangan 2023* which is staff involvement in events held such as courses and internal events such as monthly meetings, executive talk and etc. for the years 2022 and 2023. I also given the opportunities to update the employees activities involvement for year 2022 and 2023. In late of May, I was given the opportunities to take part in auditing process for *Audit Pengurusan Kenderaan 2023*, which I was given the responsibilities to update the usage of vehicle registered under Majlis Perbandaran Teluk Intan to be audited. In this process, I need to prepare a form of *Kadar penggunaan bahan api bulanan* and *Format Analisa Kadar Penggunaan Bahan Api* for each vehicle registered under Majlis Perbandaran teluk Intan. Also I was responsible to sum the total of fuel usage either it was accurate with the distance record by the driver and the record given by the supplier company.

Lastly, I also assign to make a preparation for several event such as *Majlis Anugerah Perkhidmatan Cemerlang 2022*, *Majlis Sambutan Hari Raya Aidilfitri Peringkat Daerah*. Along with sending the memo and letter to each department, photocopy and preparing a materials such as invitation card, lucky draw number and table number.

## 4.0 SWOT ANALYSIS

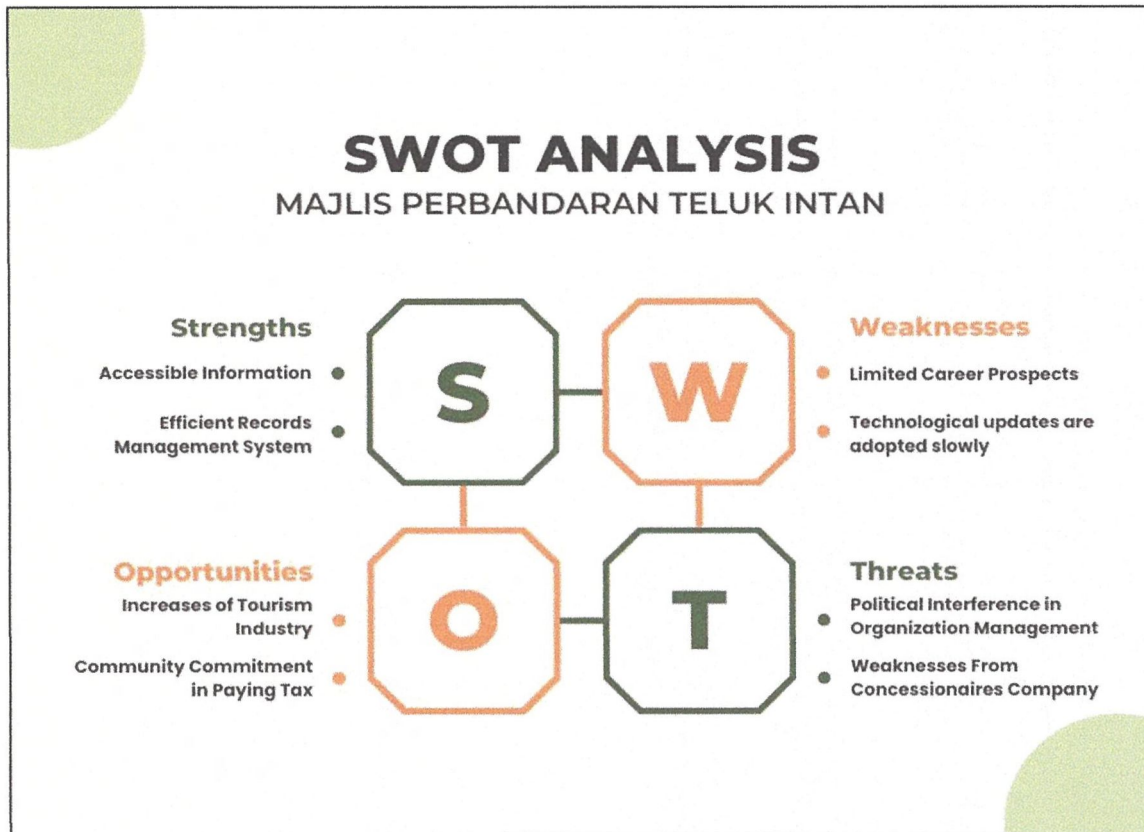


Image 4 : SWOT Analysis

The SWOT analysis evaluates an organization's environment's strengths and weaknesses as well as external opportunities and threats. The internal analysis identifies the company's internal resources, competencies, core competencies, and competitive advantages (Wenzlick, 2019) . Utilising a company's understanding of its internal and external environments, a SWOT analysis aims to build a strategy in line with those findings.

Additionally, by using the SWOT analysis, internal factors that are deemed to be substantially less important are eliminated. Naturally, the fundamental internal traits that are still regarded as "important" are those that are perceived as performing well, or perceived strengths, and those that are perceived as performing poorly, or perceived weaknesses. These alleged "real" strengths and weaknesses might be used in the SWOT analysis. The management team conducting the evaluation should be able to effectively reflect the internal circumstances of the organisation. While this is going on, the executives might come up with external factors by brainstorming on social, technological, economic, environmental, and political perspectives. Two sorts of external elements that are beneficial to the organisation are opportunities and threats (Hannah Koo, 2019).

## 5.0 DISCUSSION AND RECOMMENDATION

### 5.1 Strength

#### Accessible Information

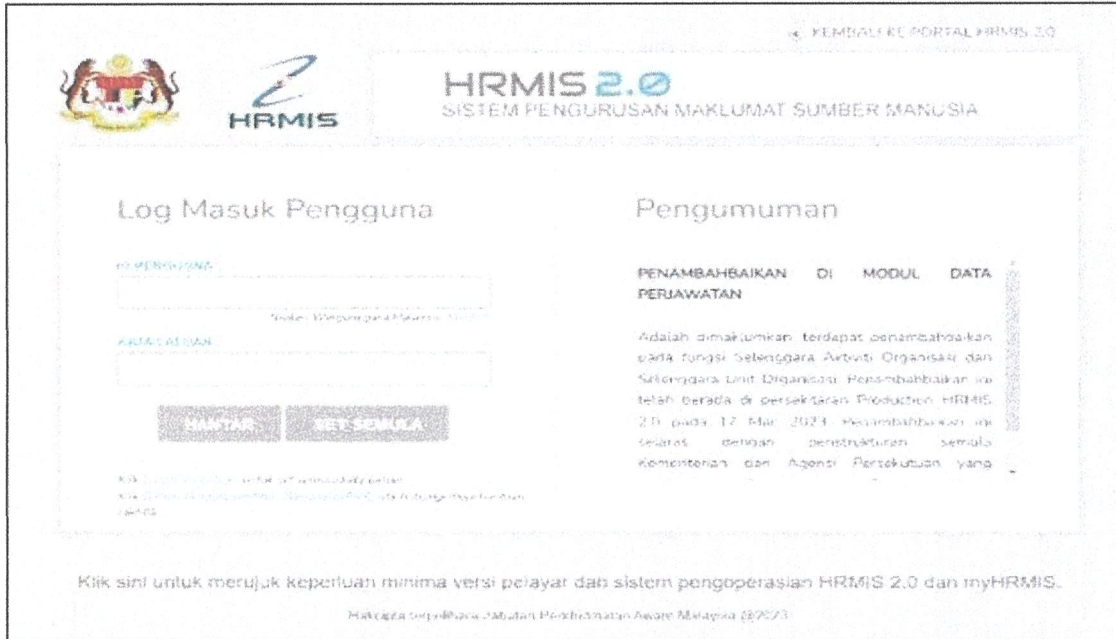


Image 5 : HRMIS System

First of all, the Majlis Perbandaran Teluk Intan has strength Accessible Information. The use of systems in gathering information virtually are able to integrate several systems and procedures to guarantee easy management of data, organizational processes and human resources. Organizations that use this human resources software to combine a variety of important human resources tasks, including storing employee data, handling payroll, recruiting, benefits administration, time and attendance, employee performance management, and maintaining competency and training records. By using this system, all information can be updated in all departments easily (Clarke, 2021).

Majlis Perbandaran Teluk Intan has using this one system which is named HRMIS. This system makes certain typical human resource processes are accessible and controllable. This automated data aggregation approach enables better workforce planning, increased productivity, and cost-effective. Furthermore, a seamless HRMIS helps speed up the digital movement process. As a result of advancements made in emerging technologies, HRMIS also beyond simple accounting system integration to assist organizations and employees in getting additional information.

In order to maintain this functionality of this system, organizations must lower the risks of information assault since distributed systems are vulnerable to attack by other systems, and putting organization data at risk (splunk, 2021). Additionally, The organization should expand the use of this system so that its functions can be used more comprehensively. Employees should be given exposure in using this system so that they are more efficient and proficient in using it.

### Efficient Records Management System

Using electronic document management software, going paperless is an effective way for government organizations to enhance the management of vital records. This act will promote compliance with records policies, lessen filing annoyance, speed information retrieval, lower storage expenses, and increase the effectiveness of critical document-based government procedures. Additional features, such as document management software (DMS) that may arrange essential documents, can be offered by file management systems. To create a searchable database for quicker retrieval, files are given labels or indexed based on how they are organized. To speed up decision-making and information response, files that are needed can be promptly searched for and retrieved. Additionally, significant federal records procedures are followed, ensuring that documents are kept and destroyed in accordance with legal requirements (Rouse, 2020).

Perbandaran Teluk Intan has received management recognition at an excellent level by Standards and Industrial Research Institute of Malaysia (SIRIM). The standard operating procedures outlined in the Quality Management System (ISO 9001:2015) are adhered to in this office's record-keeping in accordance with the operational requirements that have been established., this standard operating ISO 9001:2015 are specifies requirement for a quality management system when the organization aims to enhance staff efficiency through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements. This shows that the record management here is in very good condition as a strength of this company.

Filing system will continue to change and expand along with the organization. To ensure that the current folders are not insufficient or out of date, file system frequently need to be check to make sure it is still serving the needs of the office and users. Verify that users are adhering to the current structure and that records are not being filed incorrectly. Therefore, to

prevent loss or forgetting to return papers when they are removed from the filing system or a file, it is the responsibility of every member of the staff to take good care of the file or document. Staff also require a record of every file or document that staff members borrow in order to keep track of files. This must be done in order to guarantee that no information from the file is lost and it is returned in a complete state and placed in their own place (Record Management Services, 2020).

## **5.2 Weaknesses**

### **Limited Career Prospects**

For any employees promotion psychologically will support their individual's desires for being recognize by their company based on their achievement, work performance and ability (Mahyudi, Ansir, Masri, Suleman, & Rommy, 2019). However, some of the employees are not being promoted due to fewer prospects of promotion and employment result from the rise in the retirement age between 55 and 60 years. Staff members need to wait for their superior to retire before being promoted (Boheim & Nice, 2019). As a result, employees' career opportunities are constrained and underdeveloped.

The majority of the higher-ranking positions in Majlis Perbandaran Teluk Intan are occupied by youthful officers who will undoubtedly have a long career before retirement. Because of this, it is difficult for these employees to grow in their careers. Some staff here work for many years at the same grade without being promoted, and they stay at their current position until their service is complete.

It is advised that a council should be established to handle this issue, and that council's duties should include offering promotional training based on the character, experience, and qualifications of employees and monitoring the development of their career prospects (Kutty, 2023). In order to ensure that the staff promoted are properly qualified, the organization must ensure the fairness of the promotion system. Lack of transparency in promotion management results in staff tending to compare promotions among themselves in the organization. The typical comparison including the academic qualifications and work experience. Staff members also compared themselves with coworkers from other company in this comparison. (Kutty, 2023).

### Technological updates are adopted slowly

Although technology is now almost universally used and applied, most organizations still struggle to integrate new and developing technologies at the best possible rate. At the organizational level, tech adoption is frequently slow or non-existent due to a number of obstacles. This keeps outdated legacy systems alive and prevents an organization from efficiently realizing its full potential.

Here in Majlis Perbandaran Teluk Intan, technology use are adopted slowly due to some of employees here find it difficult to adopt new technological advances especially an older employees. According to them, learning a new application will requires them a lot of time, effort and practices. Physical strength and motor coordination are frequently reduced as a result of an age-related decline in circulatory capacity and a degenerative loss of musculature. It is possible that widespread cognitive declines, such as those in working memory, will result in a decreased capacity for information to be stored and processed at the same time (Thompson & Mayhorn, 2021).

To implement the technological use among the staff, I would advise teaching the staff the fundamentals of the technology they use, and they should be familiar with the key components so they can perform their duties. Prior to the introduction of the new technology, a thorough training program should be developed, and the training staff should gain firsthand expertise with the technology before instructing other personnel. The primary features of this program should be utilizing the interface, saving work, and doing basic tasks. Everyone should engage in hands-on practice during the training because it helps the team become accustomed to the new technology (Jones, 2020).

## **5.3 Opportunities**

### Increases of Tourism Industry

The tourism industry is one of the leading service industries and is considered a pivotal source of economic growth in the world economy. A developed and established tourism industry serves as the catalyst for national and regional development, helps establish the foreign exchange rate, creates more employment opportunities, and contributes to social development that will benefit the local community and tourist. The revenue earned by the government can be invested in the tourism industry or other industries to boost the

country's economy in order to achieve its target as a high income economy. As a local authority, the increase in the tourism industry to some extent has an impact especially in generating income (Puah, Jong, Ayob, & Ismail, 2018)

As an effort to improve the tourism sector here, Majlis Perbandaran Teluk Intan introduce new tourism products at the river bank area which can generating a positive economy for the local area. Teluk Intan is surrounded by the flow of two rivers namely Sungai Perak and Sungai Bidor. Increases activity in Sungai Perak as much as it has helped the socio-economic growth of the district such as river navigation activities, fish cages, shipbuilding, firefly eco-tourism and river cruise ride to Perak River. It gives visitors the opportunity to see Teluk Intan from a different perspective (Jabatan Perangkaan Malaysia, 2021). As a way to promote this activity, Majlis Perbandaran Teluk Intan has held various programs that involve the public to promote activities here, the public is also given the opportunity to ride a boat down the Perak River while they were introduced about the history of Teluk Intan by a tour guide. Majlis Perbandaran Teluk Intan are responsible for selecting the best travel companies for development and successfully implement activities here. Also they serve in ensuring that the company complies with the safety guidelines established to keep these tourists safe. Through the development of this sector, Majlis Perbandaran Teluk Intan is able to generate income through site rental and parking fees paid by the tourism company and tourists. In addition, in another effort to develop the tourism sector in the city, Majlis Perbandaran Teluk Intan also promotes other attractions such as the leaning tower and historic buildings here. Beside the usage of social media, this interesting location is also promoted through billboards and giving out "fun map" flyers that display a map to the location of this interesting places to visit.

In order to further boost the development of the tourism economy here, Majlis Perbandaran Teluk Intan to repairing the old building that was abandoned since some of this building in here is an old and historic building that still has the original design. This building can be improved to become a historical museum or rented out to the public to carry out economic activities while still maintaining the original character of the building. This is to ensure that there are no empty and abandoned buildings in this area that can spoil the view. Further improving public infrastructure such as transport facilities. This is to make it easier for tourists, especially those who come here by public transport. with systematic and extensive public facilities, these tourists can move easily from one destination to another. if this public transport facility is not improved it will be one of the obstacles for tourists to travel here because it is difficult for them to move unless they have their own vehicle. transport plays an

important role in the successful creation and development of new attractions as well as the healthy growth of existing ones. Provision of suitable transport has transformed dead centers of tourist interest into active and prosperous places attracting multitudes of people. Indeed, the transport system performs the task of connecting areas with each other, as well as with tourist attractions, and becomes a factor in the competitiveness of the destination (Nguyen, 2021).

### Community Commitment in Paying Tax

The assessment tax is a compulsory contribution to be paid by the taxpayer, where the taxpayer in return will receive benefits from the local authorities in the form of tangible and intangible services, community facilities, infrastructures and development projects for enjoyment. Property tax imposed on the taxpayer is given back by local authorities in the form of services in their respective administrative areas. The imposition of property tax is related to the role of local authorities in developing the area and providing the necessary services and facilities. Therefore the involvement and commitment of the community in paying tax to the local authority has an impact on the local authority on the quality of work and services performed as well as affect the results of local authority in financing development projects and will burden the local authorities (Mohd, Ayub, & Anuar, 2018).

Here in this city of Teluk Intan, the majority of the community is committed to paying their taxes. This is stated in the annual report of Majlis Perbandaran Teluk Intan 2021 which states that the percentage of taxpayers here is 89% from the estimated value of taxpayers. This high amount of tax collection is able to place this organization in a stable financial position. So this organization are able to draw up a development plan here. In fact, Majlis Perbandaran Teluk Intan was able to provide a better quality of work which ultimately gave a positive impact to the community. As an effort to increase tax collection, Majlis Perbandaran Teluk Intan has held a tax payment campaign by offering a lucrative lucky draw for lucky taxpayers. In addition to making it easier for taxpayers to pay taxes, they provided an easy way to pay by online payment which an easier way for taxpayers to pay tax.

Therefore, I suggest that the general public be more aware of this tax statement release every six months. In addition to this tax statement being sent to your address, a copy of this tax statement is also sent to the public via email. So the public should be more aware to the emails and letters they receive. They should also not delay the payment of this tax because they risk forgetting and late paying this tax according to the set period until they receive a warning and



be fined. For the local authorities they can improve the management of this tax, this is because it will increase the people's trust in the flow of tax money they pay (Berita Harian, 2021). Thus they will not feel insensitive to the value of the tax they pay with the return of all the benefits they receive. Thus it will further increase awareness in the community to pay their assessment tax. In addition, local authorities should be more strict in dealing with individuals who do not take this tax payment seriously.

## **5.4 Threats**

### **Political Interference in Organization Management**

Micropolitics plays a big role in the ups and downs of an organization as a whole. Politics-related behavior frequently has detrimental effects on other people or organizations. In addition, this political practice limits information sharing within the organization and prevents strategic workplace dialogue, which impedes learning. Organizations that are subject to political action will restrict employee voice. What actually occurred was a tranquil, obedient work atmosphere devoid of any changes or proposals from staff members who lack authority within the company. Also mention how the presence of political activity in the workplace threatens employees' confidence, presents them with work-related problems, and reduces their marketability (Schooley, 2023)

Here in Majlis Perbandaran Teluk Intan, The organization's top management is subject to political meddling. The top management post was transferred as a result of the intervention of local politicians who utilized the power of social media to denounce displeasure with the top management, which led to the uneasy feeling among the workers. Additionally, because it took so long to find a replacement for this top management position, there were some delays in the work process, including the hiring procedure for new employees as a result of the top management's absence.

The best method to achieve this goal is to promote openness and cooperation among all employees at all levels. Minimizing politics in a growing organization starts with its leadership. The nation's leadership need takes extra care to distinguish between the extent and bounds of political power's interference with civil workers' responsibilities. This is because, Candidates for the most important and crucial posts should be chosen and recommended by independent groups with members from a variety of backgrounds, free from any political influence. It is not

advisable to blend administrative matters, staffing arrangements, and career advancement suggestions. Space and rights for the appointed leader to be given the opportunity to carry out his essential duties. If the dispute for the case is really found to have merit to be argued, this is where the presence and intervention of politicians in the administration is felt to be necessary (Fadzil, 2021). Besides that I suggest management to discourage political behavior among the workforce. No matter who is involved or at what level inside the organization, advancing personal objectives should not be rewarded. When leadership endorses political or bureaucratic behavior, it opens the door for it to proliferate throughout the company culture (Schooley, 2023).

#### Weaknesses From Concessionaires Company

Poor on-site monitoring by concessionaires in solid waste management and public cleaning management caused residents' dissatisfaction. Solid waste management and public cleaning have not yet achieved the set objectives because there are still incomplete works because the services of concessionaires are lacking in terms of efficiency and effectiveness (Bernama, 2021).

Likewise with concession companies here, the management receives many complaints from the public regarding their dissatisfaction with the management of solid waste and public cleansing. This caused the public to have a negative view of the Majlis Perbandaran Teluk Intan management system while these were clearly ineffective in reducing solid waste, apart from weaknesses in the privatization management structure.

The organization should monitor these concession companies so that they carry out their duties well as promised. If the same problem persists, the organization should warn the concession company so that the company will be more sensitive to their unsatisfactory level of work. However, if this company still does not show changes to the warning given the contract with this company can be terminated and give the opportunity to another company that is able to carry out this task well. Failure of the concessionaire to fulfil this responsibility may result in their termination of service as specified in the agreement with the local authority (PBT). If their performance is not satisfactory, there may be something wrong and if there is a termination clause, it should be terminated if they do not perform well (Berita RTM, 2022).

## 6.0 CONSLUSION

In conclusion, my industrial training at Majlis Perbandaran Teluk Intan, Jabatan Khidmat Pengurusan has taught me a lot of real working experience and I received a lot of new knowledge. I can applied the knowledge that I have learned in the class in here such as how filling system works, how to prepared a letter, how to minute a document and etc. Not only that, I also learn how to manage my time accordingly to complete all the task given on time. Surprisingly, I manage to complete all my task earlier than their expected time thus, they often trust me to complete an urgent tasks.

Besides that, I can improve my communication skills. Before, I was quite weak to communicate with individuals I did not know or individuals older than me. In here I can learn to communicate with other workers here, especially those who are older than me using appropriate language, body language and better expressions. I was also exposed to the way to communicate professionally with the public who come to deal here to maintain the professionalism of the organization.

Furthermore, from the SWOT analysis that I have already done, it is important to Majlis Perbandaran Teluk Intan to identified their weaknesses and threat to improve their management and minimize their weaknesses in order to create a better management and give an excellent services to the public. They also need to maintain their strength and opportunities in order to achieve their organization mission, vision and objective.

In overall, I am looking forward to work with the government organization as I have gain experience, knowledge, and I was able to understand how government organization works such as their work procedures. Also, I can adapt to the way of working here which are relaxed and flexible, the environment, and I was able to fit in with all the employees here who always positive and always offered to help and guide me. I hope in future I was able to work with them again as their co-worker.

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APPENDICES

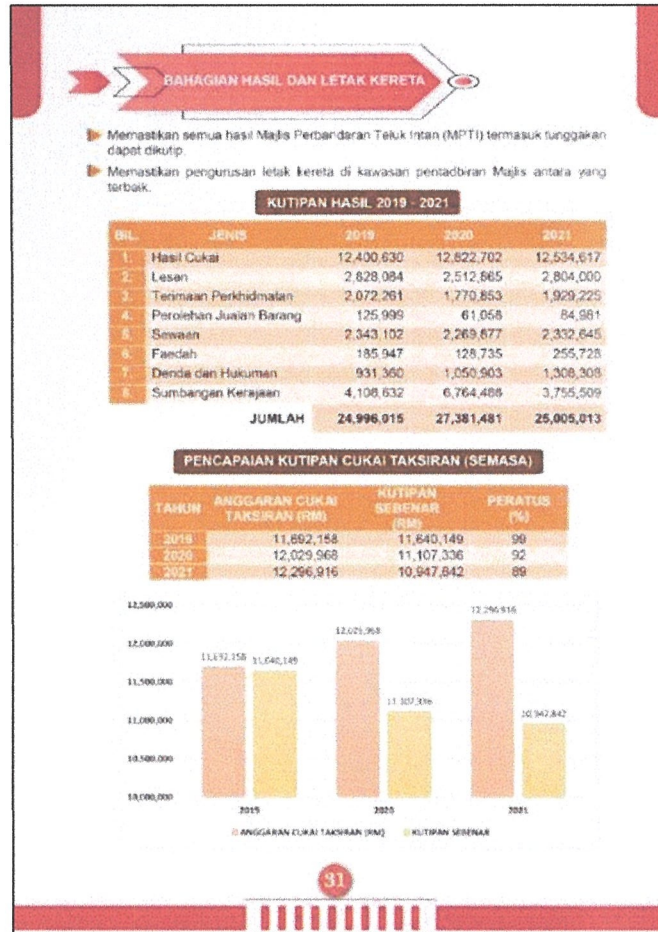


Image 6 : Annual Report of Tax Collection in 2021

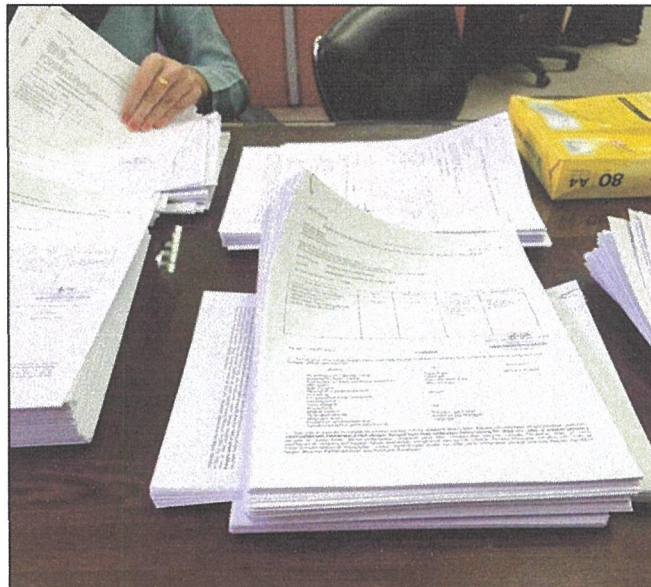


Image 7 : Kew.8 Penyata Pergerakan Perubahan Mengenai Pendapatan Seseorang Pegawai

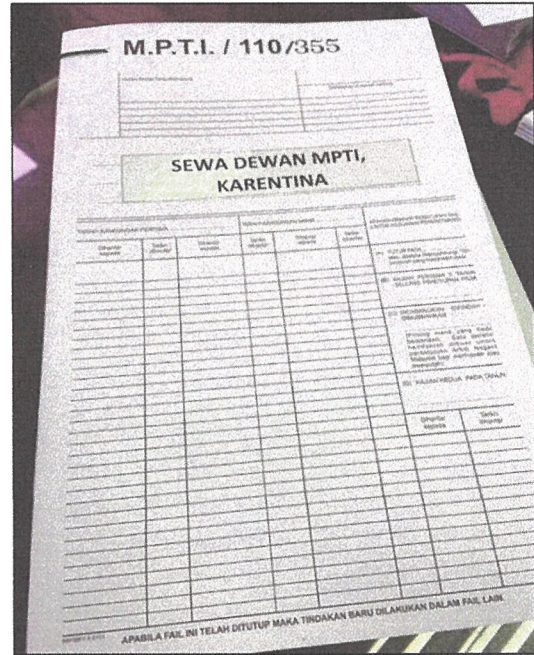
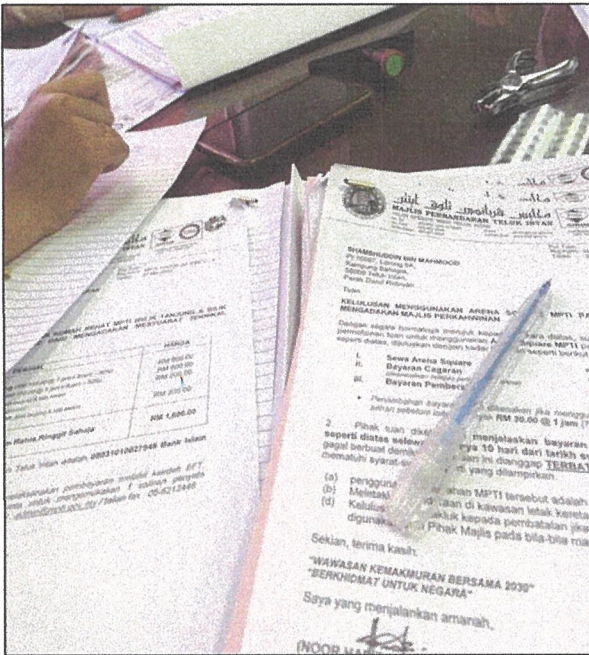


Image 8 : Penyata Sewaan Dewan Bawah Seliaan Majlis Perbandaran Teluk Intan

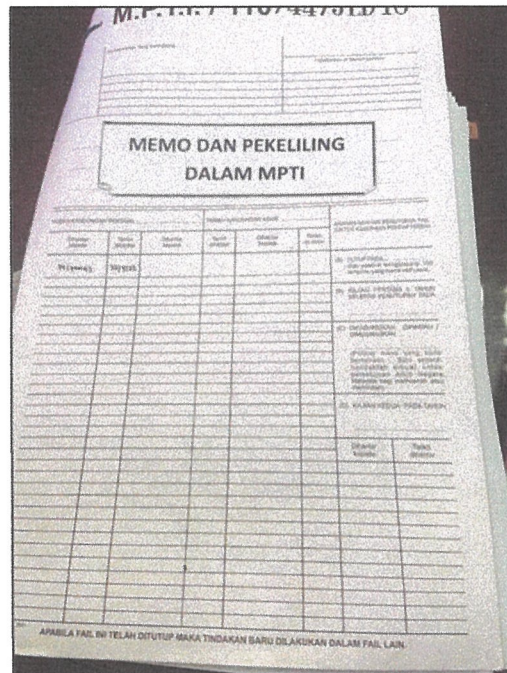


Image 9 : Memo Dan Perkeliling dalam Majlis Perbandaran Teluk Intan



Pusat Pengendalian Mutu  
SIP 4.1 Lampiran C  
LAMPIRAN C4  
\*\* Format Analisa Keter Penggunaan Bahan Api Bulanan \*\*

Nama Kompartemen/Jabatan: \_\_\_\_\_  
No. Daftar/Kendaraan: **BB 5 9333**

Bd.	Bulan / Tahun	Asumsi pemakaian, kebutuhan (kg)	Jumlah penggunaan bahan api bulanan (kg)	Kadar Penggunaan Bahan Api (kg/Bulan)
1	Januari	109	310.013	0.554
2	Februari	43	130.048	0.449
3	Maret	133	373.206	0.640
4	April	26	62.018	0.337
5	Mei	29	73.015	0.393
6	Juni	100	180.018	0.593
7	Juli	93	170.000	0.511
8	Agustus	144	290.015	0.511
9	September	20	70.000	0.371
10	Oktober	193	370.000	0.610
11	November	13	-	-
12	Desember	141	320.010	0.500

Uraian Analisa Debit Asuransi hingga Jan (dituliskan Tegorol kemudian dan dipotong)

Uraian Analisa Bulan Jan hingga Desember (dituliskan Tegorol kemudian dan dipotong)

Uraian Analisa Tahunan (dituliskan Tegorol kemudian dan dipotong)

M.B. 20/20

Image 10 : Format Analisa Penggunaan Bahan Api

AUDIT PENGURUSAN KENDERAAN 2023

No	No. Perizinan	Kelas	Jenis Log	Daerah/Provinsi	Merk/Model												Merk/Model	Kategori
					1	2	3	4	5	6	7	8	9	10	11	12		
1	ABW 004	000 2023																
2	ABW 005	000 2023																
3	ABW 006	000 2023																
4	ABW 007	000 2023																
5	ABW 008	000 2023																
6	ABW 009	000 2023																
7	ABW 010	000 2023																
8	ABW 011	000 2023																
9	ABW 012	000 2023																
10	ABW 013	000 2023																

1. Ketua  
 2. Wakil Ketua  
 3. Kepala Bidang  
 4. Kepala Sub Bidang  
 5. Kepala Divisi  
 6. Kepala Seksi

7. Kepala Bidang Pengawasan  
 8. Kepala Bidang  
 9. Kepala Bidang  
 10. Kepala Bidang

Image 11 : Audit Pengurusan Kendaraan 2023

SENARAI KURSUS KAKITANGAN 2023 - Excel

CERAMAH KESEDARAN BAHAYA PENYALAHGUNAAN DADAH

TARIKH	MAJLIS	ISU	KURSUS	TARIKH	BIL. HARI	KEKANDIDAN KURSUS/ISU BAHULI	E-2 BAHULI/CK MARI/BAHULI/LEBIR
1	MOHD HAZZBI MOHD BAHARU, AMP (TOP BAHU/ LINTAS/PADA/ 16.10.2022)	****	MAJLIS AMANAT YB MERTUH PEMANGUNAN KERJAJAAN TEMPATAN TAHUN 2023 PERHIMPUNAN BULANAN KE-ASAS PERKHIDMATAN CEMERLANG DAN EKSEKUTIF TALK BIL. M2023 CERAMAH KESEDARAN BAHAYA PENYALAHGUNAAN DADAH	9 JANUARI 2023 10 JANUARI 2023 11 JANUARI 2023	1 1 1		
2	RAMDANTUN ARIEL BINTI JEHAL, PPT.		PERHIMPUNAN BULANAN KE-ASAS PERKHIDMATAN CEMERLANG DAN EKSEKUTIF TALK BIL. M2023 CERAMAH KESEDARAN BAHAYA PENYALAHGUNAAN DADAH	10 JANUARI 2023 11 JANUARI 2023	1 1		
3	MOHD HAZZBI MOHD BAHARU, AMP	****	MAJLIS AMANAT YB MERTUH PEMANGUNAN KERJAJAAN TEMPATAN TAHUN 2023 PERHIMPUNAN BULANAN KE-ASAS PERKHIDMATAN CEMERLANG DAN EKSEKUTIF TALK BIL. M2023 CERAMAH KESEDARAN BAHAYA PENYALAHGUNAAN DADAH	9 JANUARI 2023 10 JANUARI 2023 11 JANUARI 2023	1 1 1		

SENARAI HADIR LAPORAN BULANAN 2023 JKP PERBENDAHARAAN JPPH KEJURUTERA...

Image 12 : Laporan Kursus / Latihan Bulanan Kakitangan 2023



Image 13 : Program of FIESTA Teluk Intan