



اَبُو رَسِيْدِيْنَ اَبِيْ بَكْرٍ الْوَلِيْدِيْنَ
UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
dan Perniagaan

INDUSTRIAL TRAINING REPORT AT CONVEX MALAYSIA SDN. BHD.

1 March – 15 August 2023

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2021117935
HUMAN RESOURCE MANAGEMENT
BA243 6E



KUALA LUMPUR
CONVENTION CENTRE

Executive Summary

The core objective of the internship is to fulfil the requirement as a Degree Students to complete their studies. An intern has to prepare a reflection journal or report at the end of the internship period but the main objective of the internship is for the students to apply their knowledge in their area of studies in form of on-the-job training (OJT) at the industry. The goal of the internship was to gain practical experience in the HR division of Kuala Lumpur Convention Centre, Convex Malaysia Sdn Bhd.

As mentioned, the company that I chose to gained my practical experience is Convex Malaysia Sdn Bhd or as known as Kuala Lumpur Convention Centre. The company nature of business is organizing events and exhibitions. The duration period for my internship is 24 weeks starting from 1st March 2023 until 15th August 2023. I was assigned in the Training Department among the Human Resources Division. My reporting supervisor is Ms Azlinda Binti Omar, Training Executive.

There are lots of experiences that I gained here where the theory of the HR knowledge that I learned during my studies being applied to. For example, assist in coordinating and conducting events and trainings, setting an interview with internship candidates and more. All of the soft skills that I've develop during my studies is well used during working as an internship here.

This reflection journal or report also consists of the SWOT Analysis that I can come up with during my internship period here. There are about 3 items for each Strength, Weakness, Opportunity and Threats for this company. Aside the SWOT Analysis that I figured, this report also contain the recommendation for each of the SWOTs. And ended with the conclusion and future goals.

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Acknowledgement

First and foremost, I would like express the greatest gratitude and appreciation towards Allah S.W.T for allowing me to finish off my internship program with ease. There were lots of experience that I could gained while doing my practical here with His help and guidance.

Also, without the direction and aid of numerous people, who in various ways contributed and extended their important assistance in the planning and completion of this study, this dissertation would not have been possible.

I want to thank Convex Malaysia Sdn Bhd and Universiti Teknologi MARA Kampus Bandaraya Melaka for including an internship programme that has given me the chance to obtain actual job experience in the company.

I want to express my sincere gratitude to Madam Azlinda Binti Omar, the human resource training executive, for taking time out of her hectic schedule to teach me how things are done and provide me various tasks to fulfil during the 24 weeks of my internship.

I appreciate having the opportunity to complete my internship at Kuala Lumpur Convention Centre's HR Department thanks to Mr. Vickneswaran, Director of Human Resources. Additionally, I want to express my heartfelt appreciation to the entire staff for their unwavering support, advice and cooperation throughout my internship.

Last but not least, I must not forget to mention my family, especially my parents and my aunt, who have never stopped helping me both physically and mentally throughout my internship.

Student's Profile



SITI AISYAH BINTI MOHD NAFFREE

HR COORDINATOR

- Career objective set as 'Achieving towards professionalism'
- Currently studying as Bachelor of Business Administration Human Resource Management student at UiTM Bandaraya Melaka
- Diploma in Accounting holder at UiTM Segamat
- I am capable in working within last minute period
- Always enthusiast to learn and undertake new experiences

EDUCATION

01

2021 - 2023

BACHELOR OF BUSINESS ADMINISTRATION HUMAN RESOURCE MANAGEMENT

UiTM Bandaraya Melaka, Melaka

- Participate online events or activities by clubs
- Experienced in handling events such as webinars and seminar
- Received Deans List during 2nd semester with GPA of 3.65

2018 - 2021

DIPLOMA IN ACCOUNTACY

UiTM Segamat, Johor

- Appointed as 'Wing Chief' at Intan College
- Active in volunteering college events
- Active in participating Road Run events
- Received a total of 3 Deans List Award with the highest GPA of 3.94 in semester 2

2013 - 2017

MRSM JOHOR BAHRU

Pasir Gudang, Johor

- Appointed as Vice President for Persatuan Puteri Islam
- Received 'Anugerah Pengetua' for 2 times
- Graduated as Second Upper Class student

PERSONAL SKILLS

02

Teamwork Excellent	Open Minded Excellent	Work Under Pressure Excellent
Malay Communication skills Excellent	English Communication skills Intermediate	
Mandarin Beginner	Microsoft Office Excellence	

WORKING EXPERIENCE

03

Part Time at Camy Dream Cafe

June 2019 - November 2019

- Bake pastries and mix drinks
- Flexible working hours - Manage time during free time

Human Resources Internship, Kuala Lumpur Convention Centre

March 2023 - August 2023

- Recruited in Training Department
- Come up with creative designs for posters and video promotion
- Experienced with administrative work

REFERENCES

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AZLINDA BINTI OMAR
Human Resource Executive
Kuala Lumpur Convention Centre

RAZKINA HAMZAH
Cafe Manager
Camy Dream Cafe