



INTERNATIONAL COLLEGE  
of YAYASAN MELAKA



UNIVERSITI  
TEKNOLOGI  
MARA

Fakulti  
Pengurusan  
dan Perniagaan

# INDUSTRIAL TRAINING REPORT AT INTERNATIONAL COLLEGE OF YAYASAN MELAKA (ICYM)

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BA243

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DAUD

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## EXECUTIVE SUMMARY

This report is an assignment that has been worked on related to the industrial training that I conducted at the International College of Yayasan Melaka (ICYM) for six months. I got a six-month industrial training placement at ICYM under the Academic Development Administration department from March 1, 2023 to August 15, 2023. Along with that time as well, I gained many unforgettable experiences and moments. ICYM is one of the educational organizations that has been operating in Melaka for a long time. During the six months of my internship, I will work in the administration department. Here, I learned how to manage documents and files, employee benefits, create letters, manage programs and more. Thus, it improved my skills and gained valuable new experience throughout my training period.

This report presents the content of the student's resume, company background, reflections throughout my industrial training and there is also a SWOT analysis at the International College of Yayasan Melaka (ICYM) which is included in the content of this report. I was able to analyze the SWOT of my organization, which is important to know what the organization does well, address what the organization lacks, seize new opportunities, and minimize risks. This SWOT analysis was applied based on a six-month industrial training period. There are also suggestions or suggestions of weaknesses.

In every company, they will have a SWOT analysis which is one of the ways in which the company can obtain towards growth so that they know what should be done to further develop the industry. By evaluating positive and negative factors inside and outside the company, the SWOT analysis component helps me understand why the analysis should be relevant. After the training, I gained more knowledge about work behavior, practiced in the work environment, and had a deep understanding of how to work in the company.



## ACKNOWLEDGEMENT

Alhamdulillah, first of all, I would like to express my gratitude to God for his abundant grace to give me the opportunity to complete this industrial training by working at International College of Yayasan Melaka (ICYM). Therefore, with his permission I can successfully complete the Industrial Training Report (HRM666) assignment. I am also very grateful to those who provided concern and assistance throughout the process of preparing and completing this report.

In addition, I would like to express my gratitude and appreciation to my dear advisor, Madam Siti Rohana Binti Daud for her valuable guidance and advice. I would also like to thank him for giving me good guidance to make a report while completing this assignment. Next, I would like to thank my company and my supervisor, Mr. Sahban Bin Hj Md Smail, for giving me the opportunity to work at International College of Yayasan Melaka (ICYM). I would also like to express my gratitude to my supervisor and all the staff who have guided me directly and indirectly throughout my journey here. I am very grateful to them for the effort and initiative they have shown during my first day working here until I successfully completed the industrial training, which made me feel very comfortable to be part of the team.

Also, I would like to thank my parents for their moral support and my whole family got their encouragement. Everything became possible for me with the support I received throughout this long and difficult journey. Thank you very much again.

Finally, I hope this industrial training report can give us additional knowledge about the industrial world and facts about how to be a successful employee in the future.

Thank You.



## 1.0 STUDENT PROFILE



# SITI NOR HAFIZAH BINTI BAHRI



### PROFESSIONAL SUMMARY

Seeking a position to explore career options for the future. A hard-working and self-motivated. To apply and enhance my knowledge and skills where I can contribute the best of my skills that are necessary for the growth in my career.

### JOB EXPERIENCE

- **2023**  
Bukit Sebukor, Melaka

**INTERNATIONAL COLLEGE OF YAYASAN MELAKA (ADMINISTRATION)**

  - Performing clerical and operational tasks.
  - Play a role in general administrative tasks, personnel management, counter service and processing, data and information collection, handling of communication.
- **2020**  
Tanjung Agas, Muar, Johor

**V-TECH MALAYSIA (OPERATOR)**

  - Operate equipment safely and effectively for production processing.
  - Work under the guidance of Supervisor to perform and complete the assigned duties in a timely manner.
- **2019 - 2020**  
Batu Pahat, Johor

**ROTI2U (KITCHEN)**

  - Maintain the work area clean, effectively for production and organized.
  - Ensure that equipment are maintained in good and safe working condition
- **2018**  
Bukit Pasir, Muar

**PARAGON PROGRESS (OPERATOR)**

  - Maintain the work area clean, effectively for production and organized.
  - Ensure that equipment is maintained in good and safe working condition

### EDUCATION

- **2020 – 2023**

**UNIVERSITY TEKNOLOGI MARA (UITM)**

  - Bachelor of Business Administration (Honors) Human Resource Management
  - Current CGPA: 3.33
- **2018 - 2019**

**SMK PEKAN BARU**

  - Sijil Tinggi Pelajaran Malaysia (STPM)
  - CGPA: 3.42
- **2013 - 2017**

**SMK BUKIT NANING**

  - Sijil Pelajaran Malaysia (SPM)
  - Result: 5A 1B 3C 1E

### EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Teamwork
- Critical Thinking
- Leadership

### SKILLS SUMMARY

Design Process	<div style="width: 78%;"></div> 78 %
Project Management	<div style="width: 81%;"></div> 81 %
Data Visualization	<div style="width: 93%;"></div> 93 %
Machine Learning	<div style="width: 47%;"></div> 47 %

### REFERENCES

Mr. Sahban Bin Hj Md Smail  
Deputy Vice President Academic ICYM