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INDUSTRIAL TRAINING REPORT

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RBA243 - Bachelor of Business Administration
(HONS) Human Resources Management
HRM666 - Human Resources Intership



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MARA

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) HUMAN RESOURCE MANAGEMENT

DECLARATION OF ORIGINAL WORK

I, MUHAMAD NAZIF BIN AHMAD NASHARUDDIN (2020421436) hereby declared that:

- This internship report has not previously been accepted in substance for any degree and is not being concurrently submitted for this degree or any other degrees.
- This internship report is the result of my independent work and investigation, except where otherwise is stated.
- All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Signature

15/7/2023

Date



EXECUTIVE SUMMARY

This industrial training report is based on my excellent 6 months of industrial training at Print Expert Sdn. Bhd. Headquarters (Print Expert HQ). I have been assigned under the Administration and Human Resources Department, supervised by Mr. Muhammad Morsyid bin Samsul Zalni as an Executive of Administration at Print Expert Sdn. Bhd.

The duration of my Industrial Training at Print Expert Sdn. Bhd. is 24 weeks, starting from 6th March 2023 until 20th August 2023. The 24 weeks experience of in Industrial Training taught me many things. Being assigned under Mr. Morsyid and the other HR executives gave me wonderful memories and unique experiences during my Industrial Training there.

As an Industrial Training Student or Print Expert Trainee, it was a new experience but not an early exposure for me because I have worked before. With a little previous experience from my part-time job before, I used it in the new environment of work which is work in the office of one of the biggest companies in the printing service business, Print Expert.

As a Human Resources student, I want to learn more about being a good HR and being liked by the workers. This is because what I heard from being an HR is most HR are often disliked by employees due to the strictness of an HR person to follow the rules and laws of the company. At Print Expert, I try to learn and gain a lot of knowledge about being a good HR that can take care of employees' welfare.

I stated my resume in this Industrial Training Report which is all about my personal information. Secondly, I have included my internship company profile which consists of Print Expert's name, location, background, vision and mission and Print Expert shared value. I also included the training reflection which consists of the duration of Industrial Training, roles and responsibilities, intrinsic and extrinsic benefits. Next, I also explain about S.W.O.T analysis which is Strengths, Weaknesses, Opportunities and Threats and then I build the SWOT matrix strategies using SWOT analysis. Lastly, I make a recommendation and conclusion that can help improve Print Expert.



TABLE OF CONTENTS

CONTENT	PAGE
ACKNOWLEDGEMENT	i
EXECUTIVE SUMMARY	ii
PART 3: COMPANY PROFILE	1 - 4
PART 4: TRAINING REFLECTION	5 - 7
PART 5: SWOT ANALYSIS & SWOT MATRIX	8 - 14
PART 6: DISCUSSION & RECOMMENDATION	15
PART 7: CONCLUSION	16
PART 8: REFERENCES	17
PART 9: APPENDICES	18 - 24



3. COMPANY'S PROFILE

In this part of the report, it consists of a description of Print Expert Sdn. Bhd. Under this aspect, the main elements that will be elaborated on are the company's name, location, the company's background, vision, mission and organizational structure.



Photo 3.1 Print Expert Sdn. Bhd. Logo



Photo 3.2 Print Expert Sdn. Bhd. Headquarters

3.1. Print Expert Sdn. Bhd. Profile

3.1.1. Company's Name

Print Expert Sdn. Bhd.

3.1.2. Company's Location

Print Expert Sdn. Bhd. Headquarters (HQ) is located at 20, Jalan Bunga Tanjung 2/16, Section 2, 40000 Shah Alam, Selangor.