



**JABIL**

# **JABIL CIRCUIT SDN.BHD**

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**PREPARED BY:**

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**PREPARED FOR:**

DR. NURZAINIE BINTI ABD. HAMID  
DR. NURSYAMILAH BINTI ANNUAR

**GROUP:**

RBA 243 6B

**2023**



# EXECUTIVE SUMMARY

The internship was conducted in Jabil Circuit Sdn.Bhd, in Pulau Pinang with spanning a duration of 27 March to 15 August 2023. I have been assigned to Human Resources Department under Human Resources Services which is supervised by Mrs. Darushita Abdulajis. Our department's goal is to enhance the knowledge, skills, and competencies of team members in various areas of human resources management.

Throughout my 24 weeks at Jabil, I was responsible for managing jobs that focuses on transportation such as conducting audits, verifying invoices, monitoring attendance, and more. I also worked closely with team members where I have supported many programs and events.

Overall, my internship experience at Jabil Circuit provided a valuable platform for personal and professional growth. I have gain so much knowledge through engaging projects especially active involvement in different teams and departments. My internship experiences has not only reinforced my academic learning but also encourage passions for the Human Resources field and strengthened my commitment to pursuing a career in this domain.

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# STUDENT'S PROFILE



# COMPANY PROFILE

2023

MADE POSSIBLE.  
MADE BETTER.



# LOCATION



**HEADQUARTERS**  
St. Petersburg, Florida

## JABIL IN PULAU PINANG



Plant 1



Plant Batu Kawan



Plant 2



Plant Bukit Minyak Warehouse



Plant 3

Plant 8



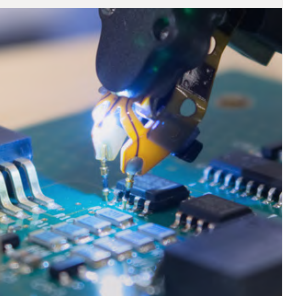




# ABOUT JABIL

Jabil Circuit Sdn. Bhd. is an electronic manufacturing service. This company contains 100 plants in 30 countries that included 250, 000 employees worldwide. Jabil was founded in 1966 by William E. Morean and James Golden in Detroit, Michigan.

Initially, Jabil focused on producing circuit boards for local electronics manufacturers. Jabil's entrepreneurial founders started assembling circuit boards around a kitchen table in Michigan. PCBs were one of the company's first manufactured products. Currently, the Chief Executive Office and the chairman are hold by Kenny Wilson.



Jabil is recognized as one of the world's leading manufacturing solutions providers. It serves a diverse range of industries, including automotive, healthcare, consumer electronics, industrial, aerospace, and defense. Furthermore, with its global presence, extensive capabilities, and commitment to innovation, Jabil remains at the lead of the manufacturing services industry.



## VISION

To be the most technologically advanced and trusted manufacturing solutions provider in the world.

## MISSION

Jabil strives to make anything possible and everything better. Jabil also empowers its customers to succeed in a rapidly evolving world by providing comprehensive manufacturing solutions that enable innovation, quality, and sustainability.

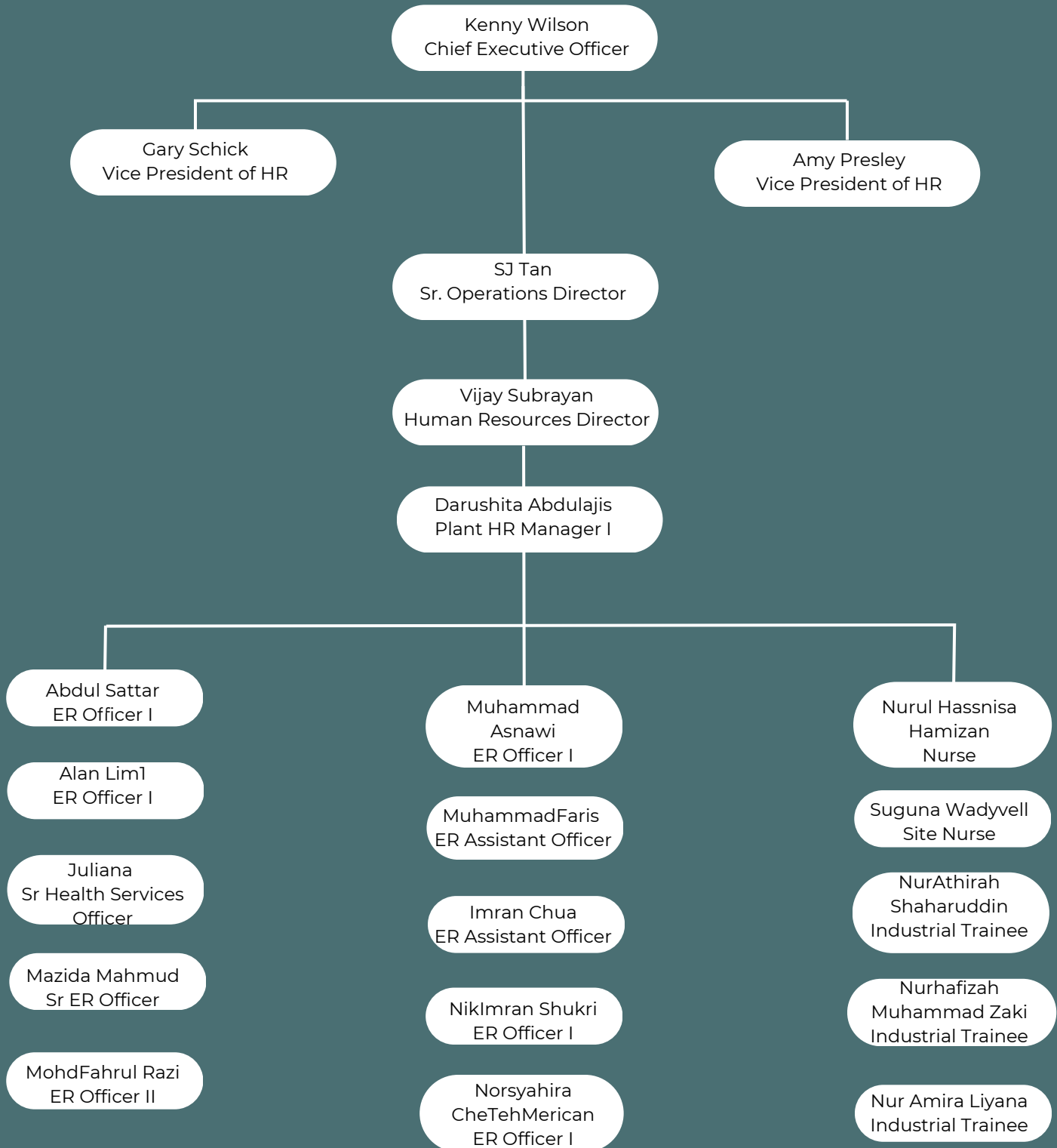
## GOALS

Jabil aims to maintain its position as a leading global manufacturing solutions provider, drive innovation, deliver superior customer experiences, achieve sustainable growth, and create long-term value for all stakeholders.





# ORGANIZATION CHART





# TRAINING REFLECTION

## DURATION

- Date: 27th February 2023 – 15 August 2023
- Working Day: Monday – Friday
- Working Time: 8:00 a.m. – 4.30 p.m.  
(8 hours Workdays)

## DEPARTMENT

- Human Resource Department: HR Services



## ROLES AND RESPONSIBILITIES



Handling weekly and monthly Transport Cost Analysis (TCA)



Supporting teams' programs, events and activities



Verify the invoice billing from contractors



Conducting audits for transportation and collecting confidentiality requirements from vendors



Creating minutes of meetings weekly



Monitoring Tracking Card of transportation through the ETMS system



Process transport attendance



Checking all documents for audit purpose



Conducting orientation sessions of Indirect Labour and providing necessary information in terms of transportation

# GAINS: INTRINSIC & EXTRINSIC BENEFITS



## INTRINSIC BENEFITS

Strengthen the networking opportunities

Confidence building

Enhanced communication skills

Workplace adaptability which I have been exposed to real work environments

Learn how to create Pivot Charts to visually represent data and gain insights

Discover functional formulas in Excel

## EXTRINSIC BENEFITS

Gained monthly allowance RM1,200.00

RM 100.00 meal allowance provided



**RM1,200**

Allowance



**RM100**

Meal Allowance



# SWOT ANALYSIS



# SWOT ANALYSIS

## Topic: Organizational Development in Human Resource Jabil Circuit Sdn. Bhd

Organizational Development in Jabil Circuit company is known as planned efforts and initiatives undertaken to improve an organization's effectiveness, efficiency, and adaptability. Specifically, organizational development in human resource management in Jabil is to enable the organization to adapt to changes, achieve its goals, competitive environment especially to maintain sustainability.

The following is the SWOT analysis of the Organizational Development implemented in Jabil Circuit Sdn. Bhd:

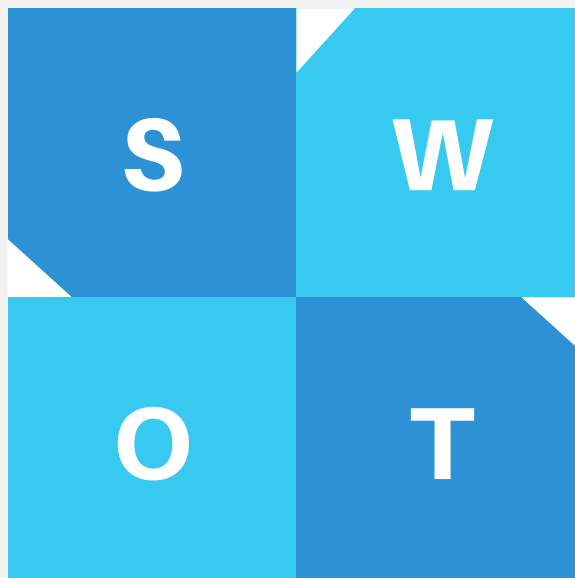
### SWOT diagram:

#### STRENGTHS

- Good Collaboration and Teamwork
- Great employee wellness programs and events
- Global Presence

#### OPPORTUNITIES

- Improve Leadership Effectiveness
- Incorporating advanced systems



#### WEAKNESSES

- Lack of team members
- Outdated system
- Limited Scope and Focus within the department

#### THREATS

- Economic Pressure
- Increased competitive pressure



# STRENGTH



## 1. Good Collaboration and Teamwork

- Jabil Circuit Sdn. Bhd has implemented good collaboration in Organization Development which brings together individuals from different teams, departments, or levels of the organization. Each team member has developed effective collaboration in any program, campaign, global event, and many more.
- All of these activities were successfully handled by the HR department where everyone willing to give full commitment and try their best to achieve the objective.
- Specifically, I have engaged in a lot of programs at Jabil such as the International Women’s Day program, World Environment Day, monthly employees’ birthday celebration, and many more.
- This shows that Jabil has implemented good collaboration and teamwork and promotes continuous improvement in OD practices.



Employees' Birthday Celebration



# STRENGTH



## 2. Great employee wellness programs and events

- Jabil has developed lots of programs that involve employees in all areas including operators. HR Department has handled many valuable programs and events which strengthen the bond between employees.
- For instance, World Environmental Day has held in Jabil and involved all HR team members. The hiking activity at Bukit Panchor, Pulau Pinang also successfully engaged by volunteers from all departments. Jabil also organized its annual blood donation event at all plants in Penang.
- Blood Donation and Health Screening Program has been held to all plants where Jabil prioritize employee health and wellbeing.
- Workplace health promotion programs may target the promotion of healthy lifestyle behaviors, as these have been recognized as important modifiable risk factors for several chronic diseases (Proper& Oostrom, 2019).
- Wellness programs and events that have been held by Jabil have contributed to building a positive work culture that values and prioritizes the well-being of employees.





# STRENGTH



## 3. Global Presence

- Jabil has a strong global presence with operations in various countries, which gives the company a foundation for further international expansion.
- Moreover, Jabil is a well-known company in Malaysia especially in Pulau Pinang where it's had several plants that operate.
- As a global manufacturing company, Jabil has lead in Penang among other companies as they have the biggest number of employees.
- Furthermore, Jabil has been an active member of the Responsible Business Alliance (RBA) which is the world's largest industry coalition dedicated to corporate social responsibility (CSR) in global supply chains, specifically in the electronics industry (Ramanathan et al., 2020).



Jabil's World Environmental Day Penang



# WEAKNESSES



## 1. Lack of team members

- With fewer team members to handle the workload in Jabil HR Department, individuals have been required to take on additional responsibilities and tasks.
- There's a lack of team works within HR Services teams and sometimes they have to handle lots of jobs in a moment.
- Moreover, training teams are also faced with the same issues where overburdened team members struggle to manage orientation which impacts their ability to perform at optimal levels. This shows that insufficient support can result in reduced productivity and efficiency.

# RECOMMENDATION



## Utilize Automation

- Align with this era, Jabil must make a transformation in utilizing automation in the HR department.
- According to Aina and Thomas (2022), having modern electronic machines, and the internet has changed the way employees perform their roles and responsibilities.
- Furthermore, this development is able to create sufficient employment and the capacity for employees to gain the necessary skills.
- One of automation is developing automatic filling machines in HR Departments in order to prevent the workload of team members from the filling process manually.



# WEAKNESSES

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## 2. Outdated system

- Jabil is still stuck with the outdated system which is eTMS.
- This system often lacks the capabilities and functionalities that error system issues frequently to occur.
- Moreover, this can lead to manual workarounds, redundant tasks, and inefficiencies that slow down the workflow. For instance, this will disturb the process of payroll whenever the system is in error.
- These inefficient processes can impede OD initiatives by causing delays, reducing productivity, and creating frustration among employees.

# RECOMMENDATION

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- Companies must ensure appropriate high-performance work systems in such technology advancement within the organization in order to improve employee engagement (Joy, 2017).
- The effectiveness of high-performance work systems directly drives the organization to achieve a sustainable competitive advantage. (Joy, 2017)





## WEAKNESSES

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### 3. Limited Scope and Focus within the department

- Employees primarily focus on a specific area without exposure to broader aspects of their field, their professional growth and versatility may be limited.
- Those members of training teams have less knowledge of handling any task of employee relations teams.
- Without exposure to different perspectives and a broader scope, HR department has struggle to generate fresh ideas or identify innovative solutions.

## RECOMMENDATION

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- HR Department at Jabil has to develop Cross-Functional Team which broadens their roles and responsibilities. Cross-functional teams involved different functional subunits in completing any project which allows employees to communicate easier and integrate (Jansson& Persson, 2020).
- Employees will acquire more expertise and knowledge about working in teams, handling difficult issues, and collaborating with others who have different languages, interpretations, or interests. (Edmondson & Harvey, 2018)
- Cross-functional cooperation can strengthen individuals' ability to overcome boundaries and grow their networks of collaborators from other departments. (Edmondson & Harvey, 2018)
- It offers a setting that encourage developing abilities for potential future collaboration or integration inside the company. (Edmondson & Harvey, 2018)





# OPPORTUNITIES

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## 1. Improve Leadership Effectiveness

- In order to improve leadership effectiveness, Jabil be able to implement comprehensive leadership development programs that provide leaders with the necessary skills, knowledge, and tools to expertise in their roles. This directly embraces change, encourages innovation, and be open to new ideas.

# RECOMMENDATION

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- A comprehensive leadership development program should focus on areas such as emotional intelligence, communication, decision-making, critical thinking, and team building. (Turner et al., 2018).
- The authors further discuss that the knowledge, abilities, and skills acquired via such leadership development interventions need to apply what they have learned into practice. (Turner et al., 2018).



# OPPORTUNITIES

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## 2. Incorporating advanced systems

- Incorporating advanced systems into a leadership approach within Jabil can significantly enhance the effectiveness in the workplace.
- Jabil has to improve the existing system which is Etms by incorporating advanced systems that bring numerous benefits and opportunities to organizational development.

# RECOMMENDATION

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- Advanced systems automate manual tasks, streamline processes, and enable efficient workflows. This reduces the time and effort required to complete tasks and encourages the overall productivity of employees. (Endsley, 2017). By doing so, Jabil be able to cope with the error system issues which will improve the workflow efficiency.
- Advanced systems reduce human error and improve efficiency, organizations can save time, reduce costs, and enhance overall productivity (Saeid Nahavandi, 2019).



# THREATS



## 1. Economic Pressure

- Economic pressure can be identified as a potential threat to the organization. During an economic downturn or recession, Jabil will face financial challenges such as reduced revenue, budget cuts, or downsizing.
- These economic pressures can result in limited resources and a decreased willingness to invest in Organization Development initiatives.

# RECOMMENDATION



- The organization has to prioritize cost-cutting measures over developmental efforts where which impacts the implementation and effectiveness of OD (Gonzales, 2018).
- Therefore, Jabil be able to analyze its spending carefully in order to identify areas where savings might be accomplished.



# THREATS

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## 2. Increased competitive pressure

- With increased competitive pressure, Jabil may face challenges in retaining existing customers and building strong customer loyalty.
- Competitors may offer better incentives, discounts, or more personalized experiences to attract customers away from the organization.

# RECOMMENDATION

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- Foster a culture of continuous learning and adaptation within the organization which encourages employees to acquire new skills, stay updated with industry trends, and adapt to changing et dynamics. (Ransbotham et al., 2020).





# CONCLUSION

In summary, OD in human resource management in Jabil is a strategic approach that focuses on enhancing the organization's effectiveness through the development and well-being of its employees. It fosters a positive work culture, facilitates organizational change, and enables organizations to stay competitive and achieve long-term success.

Apart from that, I gain lots of valuable knowledge with my HR Services team where they teach me to always seek new experiences whenever I go. My positive work culture also has provided opportunities for my professional growth and development. Furthermore, my internship has enhanced my communication and teamwork skills while strengthening my networks. I had the opportunity to collaborate with individuals from different departments and backgrounds, which taught me the value of a positive work environment and supportive team members. These golden experiences have also improved my ability to work well in diverse teams and adapt to different work styles.

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# APPENDICES



Jabil's Town Hall Program





# APPENDICES



Jabil's Compliance Awareness Campaign





# APPENDICES



Jabil's Birthday & Hari Raya Celebration





# APPENDICES



Transportation Audit

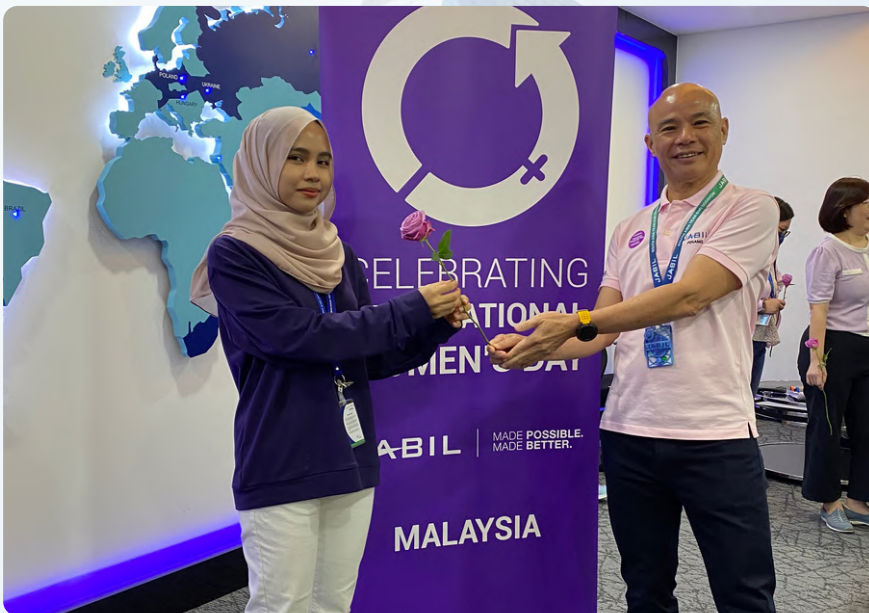




# APPENDICES



Jabil's International Women Day





# APPENDICES



Jabil's World Environmental Day





# APPENDICES

**Transport Cost Analysis**

Start Date: 6/24/2023 End Date: 7/23/2023

Shift Capacity HeadCount DayType

TripCount TripAmount TotalAmount InfoDate

Building	Vendor	Route	Transport...	Transport	24/06 TripCount	TripAmount	TotalAmount		
P1	SHL_P1	Route-A01	Bus	A01	2	330	330		
			Van	A1A P1	2	120	120		
		Route-A01 Total				4	450	450	
		Route-A03	Bus	A03	2	240	240		
		Route-A05	Van	A05	2	140	140		
		Route-A06	Bus	A06	2	260	260		
		Route-A07	Bus	A07	2	240	240		
		Route-A07 B...	Bus	A07 Bus2	2	240	240		
		Route-A08	Van	A08	2	140	140		
		Route-A09	Van	A09	2	140	140		
		Route-A10	Van	A10	2	190	190		
		Route-A14 P1	Van	A14	2	140	140		
		Route-A16 A...	Van	A16	2	130	130		
		Route-A18	Van	A18	2	140	140		
		SHL_P1 Total				26	2450	2450	
		P2	SHL_P2	Route-A11 P2	Van	A11 P2	2	180	180
				Route-A12 P2	Van	A12 P2	2	140	140
				Route-A13 P2	Van	A13 P2	2	140	140
Route-A15 P2	Bus			A15 P2	2	240	240		

**Transport Attendance**

Start Date: 6/24/2023 End Date: 7/23/2023

Shift Capacity HeadCount DayType

TripCount TripAmount TotalAmount InfoDate

Building	Vendor	Route	Transport...	Transport	24/06 TripCount	TripAmount	TotalAmount		
P1	SHL_P1	Route-A01	Bus	A01	2	330	330		
			Van	A1A P1	2	120	120		
		Route-A01 Total				4	450	450	
		Route-A03	Bus	A03	2	240	240		
		Route-A05	Van	A05	2				
		Route-A06	Bus	A06	2				
		Route-A07	Bus	A07	2				
		Route-A07 B...	Bus	A07 Bus2	2				
		Route-A08	Van	A08	2				
		Route-A09	Van	A09	2				
		Route-A10	Van	A10	2				
		Route-A14 P1	Van	A14	2				
		Route-A16 A...	Van	A16	2				
		Route-A18	Van	A18	2				
		SHL_P1 Total				26			
		P2	SHL_P2	Route-A11 P2	Van	A11 P2	2		
				Route-A12 P2	Van	A12 P2	2	140	140
				Route-A13 P2	Van	A13 P2	2	140	140
Route-A15 P2	Bus			A15 P2	2	240	240		

Process Transport Attendance & Transport Cost Analysis (TCA) in eTMS

**Transport Time Card**

Start Date: 6/21/2023 End Date: 7/23/2023

Drag a column header here to group by that column

Route	Description	Type	CapturedTime	EditedTime
Route-B10AA (...)	Normal Sg Petani Shuttle (P2)	In	7/21/2023 7:32 AM	7/21/2023 7:32 AM
Route-B11	Baling (P1)	In	6/21/2023 6:05 AM	6/21/2023 6:05 AM
Route-B11	Baling (P1)	In	6/21/2023 5:58 PM	6/21/2023 5:58 PM
Route-B11	Baling (P1)	In	6/22/2023 6:05 AM	6/22/2023 6:05 AM
Route-B11	Baling (P1)	In	6/22/2023 5:55 PM	6/22/2023 5:55 PM
Route-B11	Baling (P1)	In	6/23/2023 6:09 AM	6/23/2023 6:09 AM
Route-B11	Baling (P1)	In	6/23/2023 5:56 PM	6/23/2023 5:56 PM
Route-B11	Baling (P1)	In	6/24/2023 6:10 AM	6/24/2023 6:10 AM
Route-B11	Baling (P1)	In	6/24/2023 6:09 PM	6/24/2023 6:09 PM
Route-B11	Baling (P1)	In	6/25/2023 6:18 AM	6/25/2023 6:18 AM
Route-B11	Baling (P1)	In	6/25/2023 6:13 PM	6/25/2023 6:13 PM
Route-B11	Baling (P1)	In	6/26/2023 6:00 AM	6/26/2023 6:00 AM
Route-B11	Baling (P1)	In	6/26/2023 5:57 PM	6/26/2023 5:57 PM
Route-B11	Baling (P1)	In	6/27/2023 6:13 AM	6/27/2023 6:13 AM
Route-B11	Baling (P1)	In	6/27/2023 6:04 PM	6/27/2023 6:04 PM
Route-B11	Baling (P1)	In	6/28/2023 6:14 AM	6/28/2023 6:14 AM
Route-B11	Baling (P1)	In	6/28/2023 6:29 PM	6/28/2023 6:29 PM
Route-B11	Baling (P1)	In	7/3/2023 6:08 AM	7/3/2023 6:08 AM
Route-B11	Baling (P1)	In	7/3/2023 6:10 PM	7/3/2023 6:10 PM

## Document Information

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<b>Submitted</b>	7/22/2023 12:38:00 PM
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Bismillahirrahmanirrahim, In the name of Allah the Most Merciful. All praises to Allah S.W.T. for the blessing to me in completing this Internship Report. I would like to express special thanks to my beloved advisor and coordinator, Dr. Nurzainie and Dr. Nursyamilah for the guidance and opportunity that have been given during the process of finishing this report. It was a very golden experience to gain more knowledge along my Industrial Training. Though many challenges happened during completing this internship, it is such a blessing as I'm able to handle and manage in preparing this report. Furthermore, I would like to express my deepest gratitude to my supervisor, Mrs. Darushita Abdulajis in always showered the best advice and exposed me to the real working environment in Jabil Circuit Sdn.Bhd. This is an amazing opportunity and experience to work with Human Resources Department. It has been a great pleasure and honor to have them as team members. Lastly, I'm grateful to have supportive parents for always giving me the best motivation and never letting me give up throughout my internship. Along with all Dua', I appreciate in having good people around my orbits. ACKNOWLEDGEMENT ACKNOWLEDGEMENT  
Executive Summary Acknowledgement Student'

<b>60%</b>	<b>MATCHING BLOCK 1/5</b>	<b>SA</b>	Industrial Training Report_Nur Qaisara Binti A ... (D172248617)
<p>s Profile Name, Location, Background Vision, Mission, Objective, Goal Organizational Structure Company's Profile Duration Department, Roles &amp; Responsibilities Assignments &amp; Tasks. Gains Training Reflection SWOT Analysis Discussion &amp; Recommendation Conclusion References Appendices 01 02 03 04 05 06 07 08</p>			

STUDENT'S PROFILE

J A B I L

RESUME 1

COMPANY PROFILE 2023 MADE POSSIBLE. MADE BETTER. <https://www.jabil.com/> 2

Plant 1 Plant Bukit Minyak Warehouse Plant 2 INTERNSHIP AT BATU KAWAN & PLANT 1 Plant 3 Plant 8 Plant Batu Kawan HEADQUARTERS St. Petersburg, Florida JABIL IN PULAU PINANG LOCATION LOCATION 3

Jabil Circuit Sdn. Bhd. is an electronic manufacturing service. This company contains 100 plants in 30 countries that included 250, 000 employees worldwide. Jabil was founded in 1966 by William E. Morean and James Golden in Detroit, Michigan. Initially, Jabil focused on producing circuit boards for local electronics manufacturers. Jabil's entrepreneurial founders started assembling circuit boards around a kitchen table in Michigan. PCBs were one of the company's first manufactured products. Currently, the Chief Executive Office and the chairman are hold by Kenny Wilson. ABOUT ABOUT Jabil is recognized as one of the world's leading manufacturing solutions providers. It serves a diverse range of industries, including automotive, healthcare, consumer electronics, industrial, aerospace, and defense. Furthermore, with its global presence, extensive capabilities, and commitment to innovation, Jabil remains at the lead of the manufacturing services industry. 4

J A B I L C I R C U I T S D N . B H D VISION MISSION GOALS

<b>100%</b>	<b>MATCHING BLOCK 2/5</b>	<b>SA</b>	FINAL INTERNSHIP REPORT_WAN NURHAZIRAH BINTI W ... (D172287444)
<p>To be the most technologically advanced and trusted manufacturing solutions provider</p>			

in the world. Jabil strives to make anything possible and everything better. Jabil also empower its customers to succeed in a rapidly evolving world by providing comprehensive manufacturing solutions that enable innovation, quality, and sustainability Jabil aims to maintain its position as a leading global manufacturing solutions provider, drive innovation, deliver superior customer experiences, achieve sustainable growth, and create long-term value for all stakeholders. 5

ORGANIZATION ORGANIZATION CHART CHART Muhammad Asnawi ER Officer I

MuhammadFaris ER Assistant Officer

Imran Chua ER Assistant Officer

NikImran Shukri ER Officer I

Norsyahira CheTehMerican ER Officer I

Nurul Hassnisa Hamizan Nurse

Suguna Wadyvell Site Nurse

NurAthirah Shaharuddin Industrial Trainee  
 Nurhafizah Muhammad Zaki Industrial Trainee  
 Nur Amira Liyana Industrial Trainee  
 Abdul Sattar ER Officer I  
 Alan Lim1 ER Officer I  
 Juliana Sr Health Services Officer  
 Mazida Mahmud Sr ER Officer  
 MohdFahrul Razi ER Officer II  
 Kenny Wilson Chief Executive Officer  
 SJ Tan Sr. Operations Director  
 Darushita Abdulajis Plant HR Manager I

**82%** **MATCHING BLOCK 3/5** SA Industrial Training Report\_Nur Qaisara Binti A ... (D172248617)  
 Gary Schick Vice President of HR Amy Presley Vice President of HR Vijay Subrayan Human Resources Director 6

TRAINING TRAINING REFLECTION REFLECTION 7  
 ROLES AND

**81%** **MATCHING BLOCK 4/5** SA FINAL INTERNSHIP REPORT\_WAN NURHAZIRAH BINTI W ... (D172287444)  
 RESPONSIBILITIES DEPARTMENT Date: 27th February 2023 – 15 August 2023 Working Day: Monday – Friday Working Time: 8:00 a.m. – 4.30 p.m. (8

hours Workdays) Human Resource Department: HR Services Supporting teams' programs, events and activities  
 Conducting audits for transportation and collecting confidentiality requirements from vendors Monitoring Tracking Card  
 of transportation through the ETMS system Checking all documents for audit purpose Handling weekly and monthly  
 Transport Cost Analysis (TCA) Conducting orientation sessions of Indirect Labour and providing necessary information in  
 terms of transportation Creating minutes of meetings weekly Verify the invoice billing from contractors Process transport  
 attendance DURATION J A B I L C I R C U I T S DN.BHD 8  
 Strengthen the networking opportunities Confidence building Enhanced communication skills Workplace adaptability  
 which I have been exposed to real work environments Learn how to create Pivot Charts to visually represent data and  
 gain insights Discover functional formulas in Excel INTRINSIC BENEFITS EXTRINSIC BENEFITS RM1,200 Allowance  
 RM100 Meal Allowance GAINS: INTRINSIC & EXTRINSIC BENEFITS Gained monthly allowance RM1,200.00 RM 100.00  
 meal allowance provided 9  
 SWOT ANALYSIS 10  
 Topic: Organizational Development in Human Resource Jabil Circuit Sdn. Bhd Organizational Development in Jabil  
 Circuit company is known as planned efforts and initiatives undertaken to improve an organization's effectiveness,  
 efficiency, and adaptability. Specifically, organizational development in human resource management in Jabil is to enable  
 the organization to adapt to changes, achieve its goals, competitive environment especially to maintain sustainability.

**71%** **MATCHING BLOCK 5/5** SA Industrial Training Report\_Nur Qaisara Binti A ... (D172248617)  
 The following is the SWOT analysis of the Organizational Development implemented in Jabil Circuit Sdn. Bhd:

SWOT diagram: SWOT ANALYSIS SWOT ANALYSIS S STRENGTHS Good Collaboration and Teamwork Great employee  
 wellness programs and events Global Presence WEAKNESSES Lack of team members Outdated system Limited Scope  
 and Focus within the department OPPORTUNITIES Improve Leadership Effectiveness Incorporating advanced systems  
 THREATS Economic Pressure Increased competitive pressure O W T 11

Jabil Circuit Sdn. Bhd has implemented good collaboration in Organization Development which brings together individuals from different teams, departments, or levels of the organization. Each team member has developed effective collaboration in any program, campaign, global event, and many more. All of these activities were successfully handled by the HR department where everyone willing to give full commitment and try their best to achieve the objective. Specifically, I have engaged in a lot of programs at Jabil such as the International Women's Day program, World Environment Day, monthly employees' birthday celebration, and many more. This shows that Jabil has implemented good collaboration and teamwork and promotes continuous improvement in OD practices. STRENGTH Good Collaboration and Teamwork 1. Employees' Birthday Celebration 12

Jabil has developed lots of programs that involve employees in all areas including operators. HR Department has handled many valuable programs and events which strengthen the bond between employees. For instance, World Environmental Day has held in Jabil and involved all HR team members. The hiking activity at Bukit Panchor, Pulau Pinang also successfully engaged by volunteers from all departments. Jabil also organized its annual blood donation event at all plants in Penang. Blood Donation and Health Screening Program has been held to all plants where Jabil prioritize employee health and wellbeing. Workplace health promotion programs may target the promotion of healthy lifestyle behaviors, as these have been recognized as important modifiable risk factors for several chronic diseases (Proper & Ostrom, 2019). Wellness programs and events that have been held by Jabil have contributed to building a positive work culture that values and prioritizes the well-being of employees. STRENGTH 2. Great employee wellness programs and events 13

Jabil has a strong global presence with operations in various countries, which gives the company a foundation for further international expansion. Moreover, Jabil is a well-known company in Malaysia especially in Pulau Pinang where it's had several plants that operate. As a global manufacturing company, Jabil has lead in Penang among other companies as they have the biggest number of employees. Furthermore, Jabil has been an active member of the Responsible Business Alliance (RBA) which is the world's largest industry coalition dedicated to corporate social responsibility (CSR) in global supply chains, specifically in the electronics industry (Ramanathan et al., 2020). STRENGTH 3. Global Presence Jabil's World Environmental Day Penang 14

With fewer team members to handle the workload in Jabil HR Department, individuals have been required to take on additional responsibilities and tasks. There's a lack of team works within HR Services teams and sometimes they have to handle lots of jobs in a moment. Moreover, training teams are also faced with the same issues where overburdened team members struggle to manage orientation which impacts their ability to perform at optimal levels. This shows that insufficient support can result in reduced productivity and efficiency. WEAKNESSES 1. Lack of team members Align with this era, Jabil must make a transformation in utilizing automation in the HR department. According to Aina and Thomas (2022), having modern electronic machines, and the internet has changed the way employees perform their roles and responsibilities. Furthermore, this development is able to create sufficient employment and the capacity for employees to gain the necessary skills. One of automation is developing automatic filling machines in HR Departments in order to prevent the workload of team members from the filling process manually. RECOMMENDATION Utilize Automation 15

Jabil is still stuck with the outdated system which is eTMS. This system often lacks the capabilities and functionalities that error system issues frequently to occur. Moreover, this can lead to manual workarounds, redundant tasks, and inefficiencies that slow down the workflow. For instance, this will disturb the process of payroll whenever the system is in error. These inefficient processes can impede OD initiatives by causing delays, reducing productivity, and creating frustration among employees. WEAKNESSES 2. Outdated system Companies must ensure appropriate high-performance work systems in such technology advancement within the organization in order to improve employee engagement (Joy, 2017). The effectiveness of high-performance work systems directly drives the organization to achieve a sustainable competitive advantage. (Joy, 2017) RECOMMENDATION 16



Employees primarily focus on a specific area without exposure to broader aspects of their field, their professional growth and versatility may be limited. Those members of training teams have less knowledge of handling any task of employee relations teams. Without exposure to different perspectives and a broader scope, HR department has struggle to generate fresh ideas or identify innovative solutions. WEAKNESSES 3. Limited Scope and Focus within the department HR Department at Jabil has to develop Cross-Functional Team which broadens their roles and responsibilities. Cross-functional teams involved different functional subunits in completing any project which allows employees to communicate easier and integrate (Jansson& Persson, 2020). Employees will acquire more expertise and knowledge about working in teams, handling difficult issues, and collaborating with others who have different languages, interpretations, or interests. (Edmondson & Harvey, 2018) Cross-functional cooperation can strengthen individuals' ability to overcome boundaries and grow their networks of collaborators from other departments. (Edmondson & Harvey, 2018) It offers a setting that encourage developing abilities for potential future collaboration or integration inside the company. (Edmondson & Harvey, 2018) RECOMMENDATION 17

In order to improve leadership effectiveness, Jabil be able to implement comprehensive leadership development programs that provide leaders with the necessary skills, knowledge, and tools to expertise in their roles. This directly embraces change, encourages innovation, and be open to new ideas. OPPORTUNITIES 1.Improve Leadership Effectiveness A comprehensive leadership development program should focus on areas such as emotional intelligence, communication, decision- making, critical thinking, and team building. (Turner et al., 2018). The authors further discuss that the knowledge, abilities, and skills acquired via such leadership development interventions need to apply what they have learned into practice. (Turner et al., 2018). RECOMMENDATION 18

Incorporating advanced systems into a leadership approach within Jabil can significantly enhance the effectiveness in the workplace. Jabil has to improve the existing system which is Etms by incorporating advanced systems that bring numerous benefits and opportunities to organizational development. OPPORTUNITIES 2. Incorporating advanced systems Advanced systems automate manual tasks, streamline processes, and enable efficient workflows. This reduces the time and effort required to complete tasks and encourages the overall productivity of employees. (Endsley, 2017). By doing so, Jabil be able to cope with the error system issues which will improve the workflow efficiency. Advanced systems reduce human error and improve efficiency, organizations can save time, reduce costs, and enhance overall productivity (Saeid Nahavandi, 2019). RECOMMENDATION 19

Economic pressure can be identified as a potential threat to the organization. During an economic downturn or recession, Jabil will face financial challenges such as reduced revenue, budget cuts, or downsizing. These economic pressures can result in limited resources and a decreased willingness to invest in Organization Development initiatives. THREATS Economic Pressure 1. The organization has to prioritize cost-cutting measures over developmental efforts where which impacts the implementation and effectiveness of OD (Gonzales, 2018). Therefore, Jabil be able to analyze its spending carefully in order to identify areas where savings might be accomplished. RECOMMENDATION 20

With increased competitive pressure, Jabil may face challenges in retaining existing customers and building strong customer loyalty. Competitors may offer better incentives, discounts, or more personalized experiences to attract customers away from the organization. THREATS 2. Increased competitive pressure Foster a culture of continuous learning and adaptation within the organization which encourages employees to acquire new skills, stay updated with industry trends, and adapt to changing et dynamics. (Ransbotham et al., 2020). RECOMMENDATION 21

In summary, OD in human resource management in Jabil is a strategic approach that focuses on enhancing the organization's effectiveness through the development and well-being of its employees. It fosters a positive work culture, facilitates organizational change, and enables organizations to stay competitive and achieve long-term success. Apart from that, I gain lots of valuable knowledge with my HR Services team where they teach me to always seek new experiences whenever I go. My positive work culture also has provided opportunities for my professional growth and development. Furthermore, my internship has enhanced my communication and teamwork skills while strengthening my networks. I had the opportunity to collaborate with individuals from different departments and backgrounds, which taught me the value of a positive work environment and supportive team members. These golden experiences have also improved my ability to work well in diverse teams and adapt to different work styles. CONCLUSION CONCLUSION 22

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**Submitted text** As student entered the text in the submitted document.  
**Matching text** As the text appears in the source.

1/5	SUBMITTED TEXT	20 WORDS	60% MATCHING TEXT	20 WORDS
	s Profile Name, Location, Background Vision, Mission, Objective, Goal Organizational Structure Company's Profile Duration Department, Roles & Responsibilities Assignments & Tasks. Gains Training Reflection SWOT Analysis Discussion & Recommendation Conclusion References Appendices 01 02 03 04 05 06 07 08		s Profile Name, Location, Background Vision, Mission, Objective, Goal Organizational Structure 04 Part 4: Training's Reflection Duration Details: department, roles, responsibilities, assignments, tasks. Gains: Intrinsic & benefits 05 Part 5: SWOT Analysis Strength Weakness Opportunities Threats 06 Part 6: Discussion & Recommendation 07 Part 7: Conclusion 08 Part 8: References 09 Part 9: Appendices 4	
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2/5	SUBMITTED TEXT	11 WORDS	100% MATCHING TEXT	11 WORDS
	To be the most technologically advanced and trusted manufacturing solutions provider		To be the most technologically advanced and trusted manufacturing solutions provider	
	SA FINAL INTERNSHIP REPORT_WAN NURHAZIRAH BINTI WAN NOOR AZAM SHAH (2021131999).pdf (D172287444)			
3/5	SUBMITTED TEXT	13 WORDS	82% MATCHING TEXT	13 WORDS
	Gary Schick Vice President of HR Amy Presley Vice President of HR Vijay Subrayan Human Resources Director 6		GARY SCHICK VICE PRESIDENT OF HR AMY PRESSLEY VICE PRESIDENT OF HR VIJAY SUBRAYAN HUMAN RESOURCE DIRECTOR	
	SA Industrial Training Report_Nur Qaisara Binti Azhar_2021115101.pdf (D172248617)			
4/5	SUBMITTED TEXT	75 WORDS	81% MATCHING TEXT	75 WORDS
	RESPONSIBILITIES DEPARTMENT Date: 27th February 2023 – 15 August 2023 Working Day: Monday – Friday Working Time: 8:00 a.m. – 4.30 p.m. (8		Responsibilities • Date: 27th February 2023 – 15 August 2023 (6 months) • Working Day: Monday – Friday (Normal Shift) • Working Time: 8:00 a.m. – 4.30 p.m.	
	SA FINAL INTERNSHIP REPORT_WAN NURHAZIRAH BINTI WAN NOOR AZAM SHAH (2021131999).pdf (D172287444)			

5/5

**SUBMITTED TEXT**

16 WORDS

**71% MATCHING TEXT**

16 WORDS

The following is the SWOT analysis of the Organizational Development implemented in Jabil Circuit Sdn. Bhd:

The following is the SWOT analysis of the Human Resource Management in Jabil Circuit Sdn.Bhd:

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UNIVERSITI TEKNOLOGI MARA

## ENDORSEMENT OF OUR ORIGINAL REPORT

### Coordinator

Unit Jaminan Kualiti Akademik (UJKA)  
Universiti Teknologi MARA Cawangan Perlis  
02600 Arau  
Perlis

Sir

### ENDORSEMENT OF OUR ORIGINAL REPORT FOR PROPOSAL/DISSERTATION/THESIS/PROJECT PAPER/ ASSIGNMENT

With reference to the work of the candidate below:

Name : Nur Athirah Binti Shahrudin

Matric No. : 2021115105

Faculty : Pengurusan dan Perniagaan

Programme : BA243

Title : Laporan Latihan Industri

Percentage of Our Original Report :

I am pleased that the proposal/thesis/dissertation/project paper/ assignment of the above candidate has fulfilled the Our original percentage of the university's requirement.

Thank

~~DR NUR ZAINIE ABD HAMID~~  
1<sup>st</sup> advisor's signature and stamp  
Name: **Pensyarah Kanan**  
**Fakulti Pengurusan dan Perniagaan**  
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15 August 2023  
Date

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