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UNIVERSITI
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Fakulti
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INDUSTRIAL TRAINING REPORT

HRM666

(HR INTERNSHIP)



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PART 1 : PRELIMINARY PAGES

EXECUTIVE SUMMARY

My memorable and enlightening 6-month period of my industrial training began here at Camfil Malaysia Sdn Bhd, Batu Gajah, Perak. Camfil is one of the most diversified air filtration specialists globally. I was placed to do my industrial training under the Human Resource Department of this company for 24 weeks starting from March 1, 2023, until August 15, 2023. As a Human Resource Management student, this is a good opportunity for me to put my knowledge and skills that I have learnt in class into practice in the real working environment.

I have attached my updated resume at the student's profile section. The resume consists of my educational background, achievements, skills and personal details of mine. The next part of my internship report is the general information of my internship's company, I have included background and organizational chart of Camfil Malaysia Sdn Bhd.

Not only that, in this report, I have also included my training experience in Camfil Malaysia Sdn Bhd. This part highlights my responsibilities and assigned tasks by my department and how they have improved my skills as well as the benefits that I gained throughout my industrial training period in the company.

For the SWOT analysis part, I have identified and discussed the strengths, weaknesses, opportunities, and threats in Camfil Malaysia Sdn Bhd. Moreover, I have also suggested some recommendations on how to improve in order to remain competitive in the industry. Besides, I have also included the PESTLE analysis for Camfil Malaysia Sdn Bhd which consists of the economic, social, technological and environmental factors of the company.

All in all, this internship experience that I have gone through for 6 months is indeed very rewarding and useful for me. It has taught me about how the real working world is and also seeing things from different perspectives.

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PART 3 : COMPANY'S PROFILE

2.0 Name, Location, Background

Figure 1

Camfil's logo



Camfil is a Swedish and family-owned shareholding company, a leading manufacturer of premium clean air solutions that provides commercial and industrial systems for air filtration and air pollution control. Camfil manufactures products that could filter harmful particles out of the air, collect dust and odors, and avoid molecular contamination in a wide variety of different types of business.

It was founded in Trosa, Sweden by Gösta Larson in 1963 when US company, Cambridge Filter Corporation was looking for a European partner. Gösta became the partner and under his leadership, Camfil would be restricted to Scandinavia meanwhile the American company would operate the rest of Western Europe. However, Gösta turned out to have a valuable network of contacts, so the company changed strategy and Camfil began to set up business in Europe.

From there, Camfil expanded quickly where the first subsidiary was founded in Germany in 1966. Three years later, the second subsidiary was founded in Switzerland, and since then, Camfil has established a presence in most of the European countries. Between the year 1988 until 1999, Gösta Larson retired as the CEO and his son, Jan Eric Larson became the new successor. Camfil's employees increased from 600 to 1000 and the turnover rise from 400 to 750 SEK (Swedish Krona). During these years, Camfil managed to acquire 12 production sites, 26 subsidiaries and 41 agents in 54 countries and now Camfil is committed on its geographical expansion which focused on Asia Pacific region.

Figure 2

Camfil Malaysia Sdn Bhd



In 1997, Camfil Malaysia Sdn Bhd incorporated in Malaysia where the first regional sales office is located in Kuala Lumpur and the first production factory located in Plot 9A & 9B, Lorong Bemban 1, Bemban Industrial Estate, 31000 Batu Gajah, Perak and was awarded the ISO 9001 certificate in the same year. Camfil Malaysia Sdn Bhd formed a joint venture with QF company and started to acquire filter together with Farr and UL product certified.

Camfil Malaysia Sdn Bhd started to grow rapidly from the year 2000 until 2010 where some of its milestones were owning six major production lines which are Ashrae, Giga, Hepa, Robotic Line, Cam Line and Lamination, getting full ownership of QF Filter and merged Camfil Air Filter and QF Filter to Camfil Farr Malaysia (Camfil Malaysia Sdn Bhd's previous name), relocating to New Building (Plant 2) as well as launching CamfilCairing and Camfil Academy in Malaysia.

According to Camfil's Sustainability Report 2022, as at the year 2022, Camfil has 5,600 employees worldwide with 12.350 Million SEK net sales, 31 manufacturing sites, 6 R&D centres throughout the America, Europe and Asia Pacific area as well as 60 Years of Clean Air Solutions, meanwhile Camfil Malaysia Sdn Bhd has 597 employees nationwide with MYR 373 Million Turnover Year-To-Date 2022 and 25 Years of Clean Air Solutions.

3.0 Vision, Mission, Objective, Goal

3.1 Vision Statement

Based on Camfil's Sustainability Report 2022, Camfil show its way in raising awareness and creating debate by phrasing its vision statement as a question which is Clean air – a human right?

3.2 Mission Statement

Other than that, Camfil's mission is to deliver solutions that combine clean air with energy efficiency in a sustainable and profitable way.

3.3 Goals and objective

Camfil's goal is to achieve organic growth well above market growth with maintained profitability.

3.4 Core values

- Reliability** : We are reliable because we know the market, we are honest and truthful. Our people, products and processes must always meet, or supersede, agreed results.
- Commitment** : We are committed to always striving for the best possible solutions and we are in the forefront of technological and environmental developments in our fields of expertise.
- Customer satisfaction** : We put our customers first. We focus on identifying customer needs and creating long-lasting customer value.
- Teamwork** : Working together makes us stronger and increases employee satisfaction both locally and globally.
- Local presence** : Local understanding and presence on local markets builds customer relations and satisfaction.

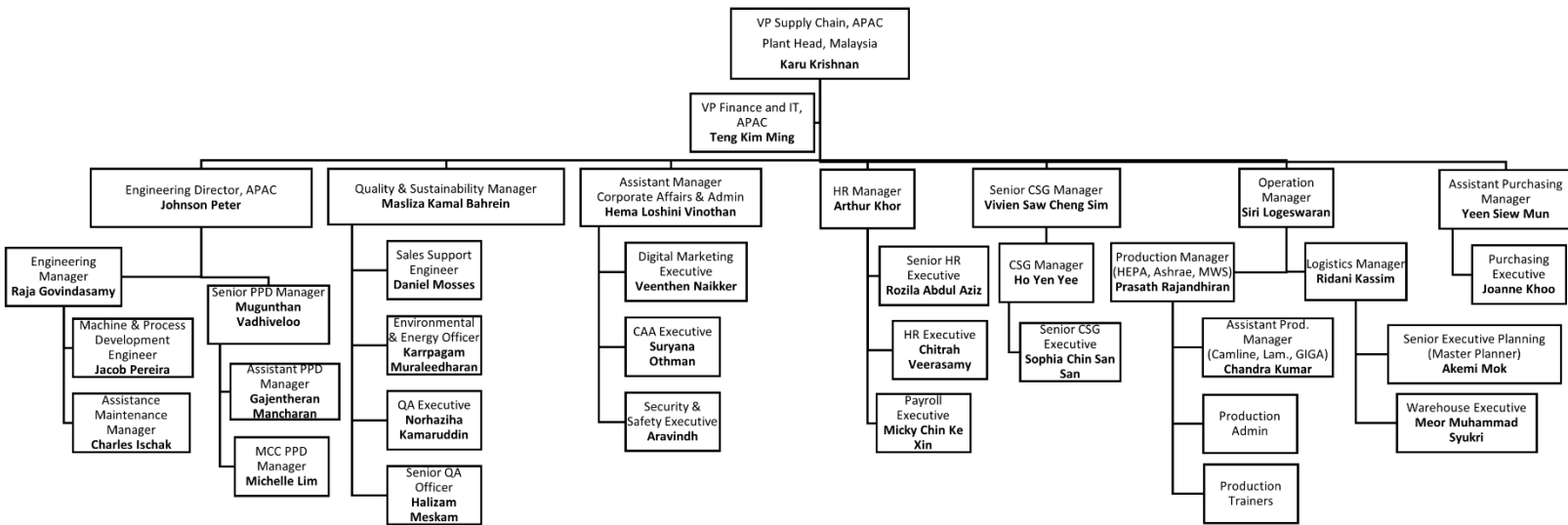
4.0 Organizational Structure

Figure 3

Camfil Malaysia Sdn Bhd's Organizational Chart



Camfil Malaysia Sdn Bhd Organizational Chart



PART 4 : TRAINING'S REFLECTION

5.0 SPECIFIC DATE, WORKING DAY AND TIME

5.1 Specific date

My journey as an internship student in Human Resource Department's Camfil Malaysia Sdn Bhd started from March 1, 2023, until August 15, 2023, which is 6 months period altogether. In my personal opinion, I believe that the 24 weeks period is a sufficient amount of time for university students to perform their internship in a company.

6-months period is a good amount of time for the students to gain knowledge about their respective company as much as they can. Although some universities require the students to pursue the internship program on a short term, it is still considered as crucial move from the higher education institutions' side as it helps us, the student in many ways such as shaping our careers, gaining technical and hands-on experience within the company or industry of our choice and also helping us to incorporate the knowledge that we learnt in universities into a real life working space with the other colleagues. Most company prefer to take intern students that would go through the period between 4 to 6 months of internship period as it will save up most of their time and company's cost as the students would retain longer in the company until their internship period ends. In other words, it optimizes the company's costs as they do not need to spend more on the uniforms and allowances as well as preparing the space, project and documents for the new intern.

5.2 Working day and time

Here, in Camfil Malaysia Sdn Bhd, the working hours differ for office staffs (white collar) and production staffs (blue collar). Since I am placed under the Human Resource Department, I would follow the normal working hours and working days for office staffs. My working days start from Monday until Friday and my working hours start from 8:00 am until 5:00 pm, I am not entitled to any overtime allowance hence it is up to us, the internship student, to work past the working hours voluntarily if we want to. Camfil Malaysia Sdn Bhd is open for business during

office hours and working days only, however production is open for 6 days until Saturday and the operators work in shifts.

6.0 DETAILS: DEPARTMENT, ROLES, REPONSIBILITIES, ASSIGNMENTS AND TASKS

6.1 Department

Camfil Malaysia Sdn Bhd's Human Resource Department consists of 6 members which are HR Manager, Senior HR Executive, HR Executive, HR Payroll Executive, HR Officer, and HR Assistant. I am reporting under HR Manager and being supervised under HR Executive who is in charge for Talent Acquisition, Learning and Development, Leadership Management, Internship Coordination and HR Support Role. Apart from helping the HR Executive within this scope, I also need to support the other HR Staffs if any assistance is needed at the moment. Every HR Staffs are expected to perform their duties diligently with integrity and passion, so it is important to have good communication among each one of us to avoid any blunder while carrying out our jobs.

6.2 Roles and Responsibilities as an Internship Student

Handle onboarding process for new hires

As an Industrial Trainee student under this department, one of my main tasks is to handle the onboarding process for the new hires during their first day of reporting to work for both white- and blue-collar employees. For production staffs, before the candidates attend the interview, I will call them by referring to the Job Application List that is placed at the guardhouse for the candidates to fill up after the HR Executives filtered out the suitable potential candidate. After that, the interview process would be done by the Manager and Executives, once the candidates are accepted, they would be asked to report to work on a certain date. I will prepare the forms that they need to fill up on the onboarding day and help them with the documentation process. I need to ensure that the new hires fill up and sign the forms as well as counter-check whether they have given a copy of their identity card, academic transcripts, SPM

or any related certificates, pay slip from previous company and bank details before proceeding with the filing for new hire's personal file and also preparing their employee ID.

Other than that, I am also in charge in assisting the HR team for preparing the new hires' employee ID and also safety shoes and make sure that the new hires get their ID and safety shoes handing them to their respective department whether they are office staffs or production staffs.

Update monthly medical cost and do filing

Moreover, I am also in charge of updating the monthly medical cost and do MC analysis after receiving the medical invoices from the panel clinics every month. I also need to make a copy of the medical invoices and do filing before sending the invoices to the Finance Department. In addition, I am supporting the HR Executive and HR Officer to draft out Guarantee Letter (GL) and Show Cause Letter as well as preparing the Family Medical Card for staffs in case if there are *ad hoc* tasks that need to be attended by them at the moment.

I am also helping the HR Team to do filing for all the documents that are handed to our department such as Briefing Records for each department, Training Attendance, Training Evaluation Matrix and Job Skill Matrix. I also retrieve the Employee Exit Pass daily from the guardhouse and hand over them to HR Officer to key in into the system. I also assist Senior HR Executive and HR Officer to make HR Claim by preparing and scanning the Petty Cash Voucher, Purchase Requisition Form and Advance Form to Finance Department if HR Department makes any purchase of stuffs such as stationaries, breakfasts from lunches order from canteen for trainings, benefits for newborn baby and marriage for the staffs and more.

Assist HR Executive in the employee's training and development process

To add on, I am also in charge of the employee's training and development process. I will assist the HR Executives and officer to handle the programs such as updating the participants' name lists that were sent by the managers or section heads in Excel and prepare the attendance sheets to be filled by the participants at the end of the trainings. Apart from that, I was also in charge for collecting the Pre and Post Training Assessment Form from the employees that have attended the trainings for documentation process to see whether the trainings or courses have helped the employee in any ways and if their skill gaps that were identified before attending the

training have been closed or minimized after the training session finished. I also helped the HR Executive to do Training Needs Analysis according to the Departments to see what kind of trainings that would help in minimizing the skill gaps and bridge of the employee's knowledge in order to achieve optimal performance in doing their jobs. Not only that, I am also responsible in assisting the HR Executive to execute the Product Training that would be attended by the office and production staffs. I would update the name list for the training participants and gives assistance just in case if there are any difficulties faced by the participants during the training as HR provides QR code for Product Training's quizzes at the end of the training session.

Assist HR Officer in offboarding process for internship students

Besides, during offboarding for the internship students, I am also in charge of making copies of their Certificate of Internship Completion and Expiry of Internship letters. After the internship students have signed both of the original and copies of the certificates and letters, I would need to collect their Clearance Form and ensure that they have returned all of the stuffs that were given by the departments such as headset, safety shoes, phone, ID card and pendrive. I also need to ensure that the internship students have done their presentation to the Managing Director on their Internship Project that was assigned by their supervisors before proceeding with the offboarding process.

Assist HR Team with the company's events and festive celebrations

Last but not least, I also help the HR team to plan out and ensure the events such as festive celebrations and company's function run smoothly. Throughout my internship period here, I have participated in many events and functions such as CamfilCairing Week 2023, Break Fasting Ceremony, Hari Raya Aidilfitri Celebration and HR APAC Meeting 2023. For Break Fasting Ceremony and Hari Raya Aidilfitri Celebration, I became one of the committee members that are in charge of the events. All committee members would have several meetings prior to the events to discuss the preparation and budget for the events.

For CamfilCairing Week 2023's event, HR Department is in charge for all of the activities that were listed such as walkathon, talks from AmanahRaya Berhad and Agensi Anti

Dadah Kebangsaan (AADK), wellbeing talks on healthy lifestyle by dietitian from Perak Community Specialist Hospital (PCSH), healthy sandwich making competition, health exhibition and many more. I was in charge of updating the name list of the participants for each activity during the CamfilCairing Week and I need to make sure that all the participants attended the programs as per listed in the program tentative. CamfilCairing Week is an annual event that focuses on health and wellbeing, and it is participated globally by all of Camfil's employees all over the world.

For HR APAC (Asia Pacific) Meeting 2023, Camfil Malaysia Sdn Bhd's HR Department is the host for this year's meeting since the meeting is held at WEIL Hotel, Ipoh from June 19, 2023, until June 23, 2023. I helped the whole team by preparing the welcome card, goodies bags, and name card, updating the participants' arrival and departure time at the airport, hotel room booking status and also their flight booking status. I also participated in the HR APAC Meeting 2023's team building activity. This is such a great experience for me as I am exposed with the flows of a corporate events and since this is a global meeting as it involves participants from Camfil Singapore, China, Taiwan, India, New Zealand, Australia and Sweden, it does gives us, Camfil Malaysia Sdn Bhd an amazing opportunity to really promote our culture meanwhile fostering relationships and bridging the gaps between the teams. The HR Team from all of these countries were here in Malaysia for the meeting on our newly-launched HR System which is CHRIS (Camfil Human Resource Information System), a common business tool for all HR processes globally that contains all employee master data in one place and handle all common people processes such as onboarding, employee's probation period, and offboarding processes.

Internship's Project

Furthermore, I am also assigned to an internship project under HR Department which is "Phase 2: Digitalizing the Job Application Form" (refer to the appendices) and I need to collaborate closely with the IT Department to get this project done. The purpose of this project is to reduce paper wastage within the company as we are going to a more sustainable working environment and to ease the sourcing process as well as to minimize storage space. Staffs from IT Department will guide me on the process to add some important details to the form's template that was already done by the previous intern. For example, I need to prepare dropdown lists for

the job title of the applied position for the candidates to choose, prepare a column for marital status and picture of ourselves. At the end of my internship period, I will need to do a presentation about this project to the plant head (Managing Director of Camfil Malaysia Sdn Bhd) and my internship supervisor.

7.0 GAINS: EXTRINSIC AND INTRINSIC BENEFITS

7.1 Extrinsic Benefits

According to Farooqui and Nagendra (2014), extrinsic benefits are described as benefits for employees in the form of extra benefits, payments, and other tangible advantages that one may receive from an organization to achieve certain goals or just because they are a member of the organization. Within my 6-months of industrial training at Camfil Malaysia Sdn Bhd, I have gained many benefits be it extrinsic or intrinsic benefits. First, for extrinsic benefits that I gained during my internship period, I got paid with a good price for my monthly allowance, and it is more than enough to support me every month during my internship days since I did not need to spend more on the accommodation as I am staying with my family. Apart from getting a good amount of allowance per month, I also managed to rank 2nd place for the team building activity that was held during the HR APAC Meeting 2023. My team and I managed to win a trophy, and even though this may seem like a small matter, it is my first time joining an activity in a corporate environment and actually winning the activity. Other than that, I was also partnered with Ms. Rozila, Senior HR Executive of Camfil Malaysia Sdn Bhd for one of the competitions that were held during the CamfilCairing Week 2023, which is the Healthy Sandwich Competition. As a team that represents HR Department, we managed to win the 2nd place for the competition. Entering the competitions was completely out of my norm since I prefer to just being the watcher of the competition but getting out of your comfort zone sometimes resulted to a great thing, hence, I am looking forward to participate in the activities when I enter the working environment soon. Extrinsic benefits are rewards such as allowances, bonuses or promotions and it can positively influence our extrinsic motivation, which involves engaging in an activity for external rewards or tangible benefits. When employees perceive a clear link between our performance and the rewards we receive, it can enhance our motivation to perform well (Kerketta & Chauhan, 2023).

7.2 Intrinsic Benefits

Next, I have learned a lot of valuable skills for the intrinsic benefits that I gained while being an intern here in Camfil Malaysia Sdn Bhd. According to Munir et. Al (2016), employees are motivated to improve their job performance through intrinsic incentives, which provide personal gratification by recognizing employees' accomplishments through verbal appreciation and placing trust in them to execute their jobs effectively.

For me, the first intrinsic benefit that I gained is better communication skills. Being an intern student in a multinational company (MNC) teaches me that communication skills are very important, and it does not matter if we are communicating with the staffs from upper level or lower level. I believe that everyone deserves to be treated equally with respect, whether you are a manager or even an operator. Being in this company also taught me that having a good English and other languages such as Mandarin and Tamil level of proficiency in speaking and writing is very important as it helps a lot in my daily conversation and makes it easier in conveying my messages to other employees. Most of the office staffs here are Indian and Chinese and they prefer to converse in Mandarin, Tamil, and English, hence, I am improving my English to converse better with them.

Throughout the 6-months period here, I witnessed a lot of workplace politics that happened in front of my eyes, compared to the times that I have only learned about workplace politics in class, going through it on my own is much more stressful. As HR, we are trained to keep all of the private and confidential matter of the employees regardless of their job position, this company implements the most common HR policy which is to shred all documents that contains their personal details if we are going to dispose them. This is to ensure that there will not be any security or personal data breach. My colleagues from HR Department would always emphasize that any problems that were shared to us inside the HR Department's room by the employees should not be told to the other employees by keeping all of the matter private, and we need to have integrity in doing our daily tasks.

Other than that, I have also improved my skills in Microsoft, particularly in Microsoft Excel. I have not had a lot of chance to use Microsoft Excel before during classes, as we were only taught on how to use Microsoft in our ASM452 (End User Application) and MGT555 (Business Analytics), but after having to deal with using Microsoft Excel in doing my daily tasks,

it is so much easier as it helps a lot in making my work done faster and also neater by using all of the Excel's functions and formulas such as VLOOKUP and COUNTA. At first, I was so nervous to be given tasks that need to be done by using Microsoft Excel, however, after being taught by my supervisor and colleagues, the tasks could be done easily.

Lastly, being an internship student in Camfil Malaysia Sdn Bhd for 6 months has taught me to be more confident in myself and also in doing my works. This is my first time interning in a big company and of course at first, I have a little bit of anxiety that I may not reach my supervisor's expectations towards my capabilities as an HR intern, however, I believe that in order to be better, we need to be confident in ourselves and accept whatever criticism that was thrown at us. In that way, it will motivate us to be a better member of organizations by taking the criticism as constructive criticism and keep pushing through, it is always better to learn from your own mistakes. Being confident in myself while doing my jobs has helped me so much in communicating with the employees that came to HR's room for help regarding their issues, I got to help them to settle their issue confidently without doing any mistakes after being taught by my subordinates

PART 5 : PESTEL & SWOT ANALYSIS

Table 1

PESTLE Analysis of Camfil Malaysia Sdn Bhd

PESTLE ANALYSIS OF CAMFIL MALAYSIA SDN BHD			
EXTERNAL FACTORS			
Economic (E)	Social (S)	Technological (T)	Environmental (E)
<ul style="list-style-type: none"> Manufacturing slowdown due to global economic slowdown and recession (Mena, 2023). (Threats) 	<ul style="list-style-type: none"> Employees would be happier, work harder, and feel like their personal and family lives are important if they were offered good benefits by the company (Noorazem et al., 2021). (Opportunities) 	<ul style="list-style-type: none"> Plant expansion would give more space for warehouse, production line, corporate offices, usage of higher technology and better office layout (Camfil, 2022). (Opportunities) 	<ul style="list-style-type: none"> Rising of demand in air filters product due to Covid-19 and rising air pollution levels (Tan, 2021). (Threats)

Table 2

SWOT Analysis of Camfil Malaysia Sdn Bhd

SWOT ANALYSIS OF CAMFIL MALAYSIA SDN BHD	
EXTERNAL FACTORS	
Strengths	Weaknesses
<ul style="list-style-type: none"> Strong brand image (Jones, 2021) Innovative products (Podolny & Hansen, 2020) Strong in-house culture of sustainability (Camfil Sustainability Report, 2022) 	<ul style="list-style-type: none"> High employee's turnover (Al-Suraihi et al., 2021) Inconsistency in HR System's stability Unmotivated employees (Girdwichai & Sriviboon, 2020)
INTERNAL FACTORS	
Opportunities	Threats
<ul style="list-style-type: none"> Expansion of plant (Camfil, 2022) 	<ul style="list-style-type: none"> Increased competition (Nathan, 2021)

<p>(Technological)</p> <ul style="list-style-type: none">• Attractive benefits offered to the employees <p>(Social)</p>	<p>(Environment)</p> <ul style="list-style-type: none">• Uncertain economic conditions (Future Market Insights, 2023) (Economic)
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According to Rozmi et al. (2018), SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis has become an essential tool for organizations to evaluate their market position and is extensively used to evaluate the internal and external environments of organizations during period of indecision. A SWOT analysis enables organizations to gain insight into their current situation, thus enabling them to evaluate their overall business performance.

Other than that, PESTLE is a framework utilized in strategic planning and marketing. When a company plans to introduce a new product, service, or innovation, they will conduct a PESTLE study to determine the product's feasibility and its influence on the company and its surroundings. Political, Economic, Social, Technological, Legal, and Environmental is the abbreviation for PESTLE (Casañ et al., 2021). The PESTEL study often precedes the SWOT analysis.

Camfil Malaysia Sdn Bhd applies SWOT and PESTLE analysis as well, particularly when evaluating a changing environment in order to respond proactively to potential issues that may arise. For instance, a meeting to discuss SWOT analysis would be held with a group that includes employees from management, sales, customer service, planning and logistics, purchasing, information technology, finance, and production to give their insights whenever a problem happens in the organization that affects the flow of the organization.

Camfil Malaysia Sdn Bhd is managed by Camfil Global and APAC (Asia Pacific), and we keep in constant contact with them in order to stay one step ahead of any problems that may affect the entire corporation. Camfil Malaysia is a multinational corporation (MNC). Calls and meetings through Microsoft Team are both the most common and the quickest method of communication we use. It is believed that the global cooperation of all Camfil's employees will make the company a better place to work, in addition to maximizing profits and creating and delivering solutions that combine clean air with energy efficiency in a sustainable and profitable manner.

PART 6 : DISCUSSION & RECOMMENDATIONS (PESTLE ANALYSIS)

8.0 ECONOMICS

Economic issues such as economic growth/decline, inflation, and pay rates, minimum wage, working hours, unemployment (local and national), and cost of living are all included. These elements are factors of an economy's success that have a direct impact on an organization as well as long-term consequences.

One of Camfil Malaysia Sdn Bhd's threats in the SWOT Analysis is uncertain economic conditions. We are currently facing a global economic slowdown both across the developed and developing countries, with many facing risks of recession this year. The United States, European Union and other developed economies' growth momentum is in weak condition which adversely affecting the world economy. Being a multinational company, Camfil Malaysia Sdn Bhd also faces declines in sales and profits during a recession. Our main customers mostly come from semiconductor manufacturing companies, and due to the economic uncertainty, chip demand from the consumer has fallen drastically as they are trapped between the high inflation and borrowing costs, hence the consumers have been cutting back on spending (Mena, 2023). This situation has impacted on our company as well as the fact that we received lesser orders from most of our customers in the semiconductor industry.

9.0 SOCIAL

The cultural norms and expectations, levels of health awareness, population growth rates, age distribution, career attitudes, and health and safety are all examples of social factors. The consideration of these aspects enables businesses to design their marketing analytics and strategy more effectively.

The offer of attractive benefits by Camfil Malaysia Sdn Bhd may provide the company with the ability to keep the workers they already have as well as to recruit new employees. According to Noorazem et al. (2021), if a company provided its workers with favorable advantages, those workers would experience greater levels of happiness, put in more effort at work, and have the perception that their own personal and family life are vital to the company. Because not all firms are able to provide workers with desirable advantages that they may enjoy while working for the company, the majority of employees who have such an opinion would work for the organization for a longer period of time if they had the choice. For instance, employees of Camfil Malaysia Sdn Bhd are provided with a family medical card with a total value of RM 600. This card can be used to pay for the medical care of their parents and younger siblings (if the employee is single) or their children and spouse (if the employee is married) at any of the panel clinics that are registered with the company. Aside from that, the workers may also be eligible for marriage benefits, newborn infant benefits, long service employee's bonus, work from home for office staff, and winter clothing allowances for employees who need to travel abroad for business.

10.0 TECHNOLOGICAL

In this context, "technological factors" refers to inventions and technological advances. These elements have an effect on the functioning of an organisation. If a firm is not able to keep up with the latest technological trends, such as Artificial Intelligence, Internet of Things, Machine Learning, and Deep Learning, it runs the risk of losing its place in the market.

Camfil Malaysia Sdn Bhd is in the midst of extending their facility right now. A year ago, they purchased the factory that is located next to their present plant, and now they are expanding it. Because of the expansion of the facility, there will be more space available in the warehouse, all along the production line, and in the administrative offices. If there was extra space in both the production line and the warehouse for storing items, the lead time might potentially be lowered by as much as fifty percent. In addition to that, the office building at Plant 2 is going to go through some upgrades. This office building has the theatre, kitchen, conference room, exhibition room, and foyer, among other spaces (Camfil, 2022). Renovating the facilities at Plant 1, including the laboratory, was another one of the plans.

Figure 4

Camfil Malaysia Sdn Bhd's Plant 2 layout

AERIAL VIEW – PLANT 2 WHOLE SITE



CLEAN AIR SOLUTIONS



11.0 ENVIRONMENTAL

These factors are mostly concerned with the impact that the surrounding environment has, as well as the influence that ecological components have. Rules governing the disposal of garbage, laws protecting the environment, and regulations governing the usage of energy are among them.

Camfil Malaysia Sdn Bhd is in danger due to the increasing rivalry that can be found in the market for air filters. Because of COVID-19 and increasing levels of air pollution, there has been an increase in the market for products that filter the air. According to Tan (2021), ever since the beginning of the Covid-19 outbreak, there has been a rising trend in the market for air purifiers. The World Health Organization (WHO) has recently acknowledged that the coronavirus is spread via the air, which has led to an increase in the number of people purchasing air purifiers. As a result of the Covid-19 pandemic, there has been a surge in the number of people installing air filters, which has opened up new prospects for businesses to expand their client base (Nathan, 2021). The expansion of the worldwide air purifier and clean air filter business is being driven by increasing global awareness as well as increasing demand for air filters and other products that promote clean air.

PART 6 : DISCUSSION & RECOMMENDATIONS (SWOT ANALYSIS)

12.0 STRENGTHS

12.1 Strong brand image

Camfil has been in the air filter industry for more than half a century, or nearly 60 years as of 2023, according to its Sustainability Report 2022. Camfil began its adventure in Sweden in 1963 and has been aggressively preserving and expanding its business ever since. Camfil has gained a reputation as one of the leading producers of premium clean air solutions, providing commercial and industrial systems for air filtration and air pollution management, as a consequence of its efforts to continuously improve the quality of both its products and services. This will increase worker and equipment productivity while reducing energy consumption and providing benefits for human health and the environment.

Camfil Malaysia Sdn Bhd is among the leading manufacturers and developers of air filters and clean air products in Malaysia and the Asia-Pacific region. This company also provides air filters and clean air goods to well-known companies in Malaysia, such as Petronas, Tenaga Nasional Berhad (TNB), and Rolls-Royce, for which it supplies Gas Turbine Filtration's products. Hovid, B Braun, Pharmaniaga, Abbot, and Nestle also employ Camfil's products, as its air filtering solutions play a crucial part in the pharmaceutical process chain, which requires a steady supply of clean air. Pharmaniaga and Hovid, for instance, are pharmaceutical companies whose facilities have specialized air quality to protect personnel, equipment, and processes from diseases and toxic substances. Thus, the fact that these large corporations utilize Camfil's air filters and clean air products to keep the air filtered and clean demonstrates that Camfil has a strong brand image and is trusted by others to keep the air clean.

I believe that having a good brand image is crucial for Camfil Malaysia Sdn Bhd, as it increases the likelihood that potential customers will recognize the company. Camfil distinguished itself positively after more than half a century in the air filter sector and gaining the trust of many customers to deliver clean air products and air filters. According to Jones (2021), a strong brand image aids in the creation of loyal customers because positive and good branding can give our company a more human side, allowing our customers to relate to and feel more connected with our company. This, in turn, aids in the development of relationships with our

clients, which can result in the creation of loyal customers. In addition, Camfil may be able to build a favorable brand image and differentiate its products and services from those of its competitors by constantly introducing something new, which takes us to its second strength.

12.2 Innovative products

Camfil is a company that has consistently placed a significant emphasis on technological advancement. Camfil is able to analyze the performance requirements of its customers and use this information to build the most effective filtering system in accordance with the customer's specific requirements because the company places a significant emphasis on research and development (R&D) and makes significant investments in this area. Camfil puts a significant amount of resources into research and development (R&D) since the company has the belief that it will play an important part not only in the development of air filtration but also in the future of our society. Camfil has a number of labs and testing facilities located in various parts of the world, which enables the company to develop new clean air products and air filters in the near future.

Camfil Global, for example, has recently developed the Next Generation Hi-Flo Filter, which provides a major improvement in performance and sustainability. Hi-Flo Filter was initially introduced in 1969 and has since become one of the world's most popular filters and one of Camfil's most significant accomplishments. Following a detailed innovation process by the R&D team, it has been demonstrated that the latest Hi-Flo Filter could give a 12% decrease in energy consumption and up to 30% lower energy consumption than the industry standard (Camfil, 2022).

Camfil needs to be aware of technological changes in order to remain relevant in the air filter industry. Modern technologies, on the other hand, are undeniably worthwhile investments, given the increased growth and productivity of the products that they enable. Technology is evolving faster than ever before, which means that new, more efficient technologies to make better products and market your business may exist. Camfil will be able to optimise its business and gain a competitive advantage over its competitors by taking advantage of these new technologies for product innovation. As Podolny and Hansen (2020) point out, innovation helps a company differentiate itself. At its most basic level, innovation means doing something that no one else in your industry has done before. The goal is to use innovation to create or update a product for the company.

12.3 Strong in-house culture of sustainability

Since 1963, Camfil has maintained its dedication to the preservation of the natural environment. Because of the growing significance of sustainability and the demand for it from customers, Camfil is obligated to make sure that it continues to be a top priority. Instead of making sustainability a practice that we engage in, we should make it a part of who we are. Camfil is dedicated to reducing the negative impact that its business activities have on the surrounding environment, and the company is continually working to develop environmentally responsible business practices by way of a wide variety of initiatives that are carried out during various stages of the product's life cycle.

First, Camfil invests heavily in the research and development required to create new, environmentally friendly goods and solutions. Aside from that, this organization is continuously enhancing its energy efficiency, creating, and employing more sustainable materials during the manufacturing phase. In addition, when it comes to transportation and logistics, Camfil is decreasing its carbon footprint by opening new operations closer to our clients, resulting in a reduction in transport time. At the conclusion of a filter's useful life, we strive to minimize general waste by ensuring, if possible, that the waste is easily separable into recyclable or reusable components.

According to Camfil's Sustainability Report 2022, the company supports the UN Global Compact's 10 principles and four major areas—human rights, labor, the environment, and anti-corruption—and is a member. Camfil pledges to reduce its environmental effect in the report. Camfil follows the UN's Agenda 2030 Sustainable Development Goals (UNSDG), including Goal 3 – Good Health and Well-being, which calls for actions to address health determinants like air pollution, and Goal 8 – Decent Work and Economic Growth, which promotes safe, secure working environments to create decent work opportunities (Camfil,2022).

13.0 WEAKNESSES

13.1 High employee's turnover

Based on my observations throughout the course of my six-month internship, Camfil Malaysia Sdn Bhd experiences a high rate of staff turnover, particularly among its operators. Employee turnover is a severe problem for the organization as it can affect the company performance where the company will lose talented and skilled employees (Al-Suraihi et al., 2021). Unquestionably, the functions of production operators are crucial, as they are in charge of the assembly line and machinery that performs certain tasks in the factory and guarantee that production processes run smoothly. However, the turnover rate among Camfil's operators is significant, which may be due to the employees' lack of company loyalty. After a couple of months of employment at Camfil, the majority of young operators who have recently graduated from high school tend to disappear. Some long-tenured Camfil operators have departed after receiving better offers from other corporations or opting to work for the government in positions such as the police and the military.

Aside from that, the Resignation Analysis of the operators revealed that the majority of them resigned or absconded from work because they wish to relocate to large cities like as Kuala Lumpur and Singapore to find better career chances, to further their education, and to relieve stress. Peer pressure may be one of the reasons why the majority of Camfil Malaysia Sdn Bhd employees quit; employees, especially young operators, are influenced by their peers to work in other factories or locations.

For my recommendation, Camfil Malaysia Sdn Bhd's HR Department, which is responsible for hiring new workers or operators, should filter the candidates as thoroughly as possible, such as only hiring operators with at least six months of industry experience. In addition, after being employed, employees or operators could be subject to a contract or probation period to determine whether they are capable of doing successfully on the job. If the employees or operators show no signs of disloyalty towards the company after the period has expired, an extension of contract or permanent staff's title may be granted, and the employees will receive the same benefits as the company's permanent staffs.

13.2 Inconsistency in HR System's stability

The inconsistency of the HR System's stability is the second weakness that I had observed as an intern here. Camfil Malaysia Sdn Bhd selected an Info-Tech software solution for time attendance, payroll management, and leave application and approval for all employees. Additionally, Info-Tech includes a mobile application that combines GPS tracking and face recognition technologies, enabling employees to track their attendance while their attendance data is synchronized with the Cloud Attendance System. As a result of being able to monitor an employee's time and attendance, firms may experience a reduction in payroll expenditures and a reduction in salary fraud and other misdeeds. Since I began my internship, however, the Info-Tech system has been unable to synchronize its data with the HRMS software.

For instance, numerous operators have reported to the HR Department that they are unable to scan in and out of the office at the face scan machine because the devices are unable to register their faces. In addition, numerous sets of face scan machines located at the guardhouse are out of commission and cannot be utilised to scan staff. In addition, numerous employees have reported that they are unable to view their clock in and clock out times on the mobile app, resulting in incorrectly calculated overtime compensation due to the app's poor performance. Moreover, whenever an employee's attendance record is not captured by the system, HR personnel must re-register the employee's face scan at the machines. This requires the team to make many trips to the guardhouses in Plant 1 and Plant 2 to re-register the employees' information.

As part of my recommendations, I urge Camfil Malaysia Sdn Bhd to choose a more consistent and stable HR Management System that would simplify the everyday HR processes. For instance, Camfil Malaysia Sdn Bhd could switch from Info-Tech to BrioHR, which is widely acknowledged as the most complete and user-friendly HR software, covering the entire employee lifecycle from talent acquisition to administrative automation and performance management. BrioHR facilitates the automation of repetitive operations and staff engagement for maximum productivity (BrioHR, n.d.).

13.3 Unmotivated employees

Employee motivation adds passion and enthusiasm to the job and can generate an energizing environment for a number of employees. Motivation also plays a crucial role in reducing the gap between employees' skill and willingness to work. In certain circumstances, however, motivated employees may become demotivated. For instance, after monitoring the working environment at Camfil Malaysia Sdn Bhd for six months, I was able to determine that some of the employees are demotivated due to the Head of Department or Managers' ineffective leadership. As we all know, effective leadership is crucial to employee motivation, and if great leadership is lacking or negatively affecting the team's view, certain team members or employees may become demotivated. Because of a minor error, I have witnessed Managers yelling at Executives in a condescending manner. All employees would feel bad after being treated in such a manner; therefore, managers and leaders have an important role to play by refraining from putting employees down in a demeaning manner. Doing so will help to build trust and respect within the team, which will ultimately contribute to the achievement of the company's goals as all employees are motivated to do their jobs.

The second reason that might lead to uninspired employees is an unmanageable amount of work. Using the Human Resources Department of Camfil Malaysia Sdn Bhd as an example, our department occasionally experiences an unmanageable workload because we are too busy with too many ad hoc tasks. In addition, our payroll executive is currently on maternity leave, so the rest of the department's members are responsible for her daily tasks related to the payroll management of the employees. As time progresses, the employees have less and less time to complete their own daily activities due to the growing number of ad hoc responsibilities. According to Girdwichai and Sriviboon (2020), a lack of motivation or a low level of motivation may result in a drop in employee performance, which may contribute to a decline in the competitiveness, performance, and productivity of the team as a whole.

In this case, my advice is to always collaborate and communicate with the team if you have too much on your plate at the time. It is acceptable to seek assistance from your team, and it is the leaders' and superiors' responsibility to delegate tasks if they observe their subordinate struggling to manage their workload. Good team communication may be beneficial because the team may be unaware of how heavy your workload is at the time.

14.0 OPPORTUNITIES

14.1 Expansion of plants

Camfil Malaysia expanded its production capacity and industrial area in 2022 so that it could better fulfil the ever-increasing demand for its air filter products and services around the world. The combined space of the two factories will equal 759,000 square feet when the expansion is finished, and it will be placed exactly next to the Camfil factory that is already in operation. At the expanded plant, production of the High Efficiency Particulate Air (HEPA) filter, Turbo Machinery, and Molecular Filters will take place. In order for the factory to continue contributing to the achievement of the Sustainable Development Goals set forth by the United Nations, it will continue to manufacture air filters that have a low impact on the environment and to offer additional options for maintaining clean air (UNSDG).

According to statements made by Teng Kim Ming, Vice President of Camfil APAC's Finance & IT, Camfil Malaysia Sdn Bhd has also allotted MYR50M for investment in the new plant expansion. This will enable the company to accelerate its growth strategy and broaden its offerings in Asia Pacific while maintaining a primary concentration on providing long-term value to the company's clients (Camfil, 2022). Aside from that, the new plant expansion will also give greater warehouse space and production area, and it will be able to shorten lead time by around fifty percent.

Camfil Malaysia Sdn Bhd expects to expand production with the help of this new plant so that it can fulfil the needs of customers all over the world. Numerous advantages would result from the new plant's expanded production capacity, such as the ability to store inventory to fulfil huge orders that occur while you're already at capacity or to stockpile items during slow times to meet last-minute demand.

14.2 Attractive benefits offered to the employees

The term "employee benefit" refers to any type of compensation, other than pay or salary, which is paid for in whole or in part by the employer (Abdul Kadir et al., 2019). The employees of Camfil Malaysia Sdn Bhd are eligible for a variety of benefits, including a dental card, a family medical card, a panel clinic, a no-smoking allowance, a transportation allowance, newborn baby benefits, marriage benefits, and also condolence money. These benefits can be found in the company's benefits package. However, employees won't be able to take use of these benefits until after they have successfully completed their probationary period and been promoted to a permanent position at Camfil Malaysia Sdn Bhd.

In addition, Camfil Malaysia Sdn Bhd provides numerous recreational events for its employees, including badminton and futsal matches on weekends, fishing competitions, and a Mobile Legend Tournament for employees who enjoy playing mobile games.

For me, I have one suggestion for the benefits that are being offered by HR which is offering tuition assistance for employees that want to further their education while also working in the company. For example, many employees from officer level want to further their studies in order to increase their job position and many of them were offered to further their study but they are unable to do so as they are working and have another financial commitment apart from paying for their tuition fees. Employees would be happier, work harder, and feel like their personal and family lives are important if they were offered good benefits by company (Noorazem et al., 2021)

15.0 THREATS

15.1 Uncertain economic conditions

The economic and industrial development of nations throughout the world impacts the growth of industrial filtration sales. As a result, any unfavorable economic conditions may have an impact on the industrial filtration business (Future Market Insight, 2023). Furthermore, due to escalating trade and geopolitical conflicts, which have exacerbated the uncertainty in the global trading system, global economic development has been shifting and becoming increasingly unstable in recent years. In addition, because of the volatility of the economy, extra plant capacity and expansion projects in the power generation, oil and gas, chemical, pulp and paper, and pharmaceutical industries are frequently delayed or cancelled, which is detrimental to the air filtration company.

This uncertainty in the global economy has affected Camfil as a supplier of air filtration products and clean air products to its clients, as it could drive companies to reduce production, expenditure, and employee compensation. Due to high inflation, aggressive monetary tightening, and rising economic uncertainty, the current state of the global economy has hampered the speed of economic recovery following the Covid-19 crisis, resulting in a recession this year. If the economic conditions remain static and do not change, Camfil Malaysia Sdn Bhd may not receive any orders from its customers.

Therefore, I would advise the company's management to make Camfil recession-proof. In order to maintain the company's cash flow, it is vital to decrease or reduce any needless costs incurred by the business. By reducing wasteful expenditures on less This uncertainty in the global economy has impacted Camfil as a supplier of air filtration products and clean air products to its clients, as it may prompt businesses to reduce production, expenses, and employee remuneration. As a result of high inflation, aggressive monetary tightening, and increased economic uncertainty, the current status of the global economy has slowed the rate of economic recovery from the COVID-19 crisis, culminating in a recession this year. If economic conditions continue unchanged, Camfil Malaysia Sdn Bhd might not receive any orders from its clients. Investing in essentials such as recreational activities and non-essential technologies is likely to help the company survive a recession. In addition, a continuous and reliable cash flow is necessary to ensure that the company has the funds to pay its expenses and generate profits.

15.2 Increased competition

As a leading manufacturer and developer of air filters and clean air products, Camfil Malaysia Sdn Bhd is subject to competitive pressure from a rival in the same industry who sells the same product line. The increased installation of air filters during the Covid-19 pandemic has created new market entrance opportunities for companies seeking to recruit more customers (Nathan, 2021). Increasing global awareness and demand for air filters and clean air products are driving growth in the global air purifier and clean air filter industry.

For instance, the Asia-Pacific region has been a significant factor in the increased demand for air filters and air purifiers. Taking South Korea as an example, practically every house is equipped with an air purifier as a result of the expanding advertising activities that have led to an increase in consumer awareness. For the next five years, El Nino will cause the global temperature to reach alarming levels, which will increase the likelihood of a global haze catastrophe as a result of less rainfall, hence decreasing the air quality level (World Meteorological Organization, 2023). The rising demand for air filtration goods has led to heightened competition in the air filter sector. Dyson, Coway, Hitachi, and Daikin are well-known market competitors that are now present.

To strengthen its position in the air filter sector, Camfil must ensure that its products are more distinctive than those of its competitors. Since Camfil has been in the sector for more than half a century and its customers are loyal to its products, I do not believe it will be difficult for the company to achieve this. Since 1963, Camfil has been the innovator of the Hi-Flo Filter, which has been Camfil's greatest success story; thus, I feel that no competition could surpass this company's Hi-Flo product if Camfil continues to innovate its Hi-Flo filters.

PART 7 : CONCLUSION

In conclusion, the SWOT and PESTLE analyses provide an in-depth picture of the business operations that a firm runs, irrespective of the goods or services that the organization provides. It has the potential to teach the brain to see all of the facets and elements that could potentially damage our company. The PESTLE and SWOT analyses are the appropriate mediums for us to refer to in the event that unforeseen problems arise, and you are unsure what strategy could be used to overcome the issue. This is because the analyses formulate the plan and actions that we need to take in order to address the problem.

During my six months as an intern at Camfil Malaysia Sdn Bhd, I gave it my all to put into practice everything I had studied in my Bachelor of Business Administration (Honors) in Human Resource Management program. After getting a taste of the real working world, I can say with confidence that my understanding has improved thanks to practical application rather than just theoretical study and test prep. My internship in Human Resources at Camfil Malaysia Sdn Bhd, for instance, is allowing me to use my education and experience in areas like as employment law, strategic management, business analytics, talent recruitment and selection, and human resource development to good use and it helped me in gaining both of the extrinsic and intrinsic benefits during my industrial training here.

Although adjusting to my new workplace presented some initial challenges, I've found that doing so has paid huge benefits in terms of the knowledge and experience I've gained from my coworkers. The skills I developed and the contacts I made during my internship will serve me well in my future career.

PART 8 : REFERENCES

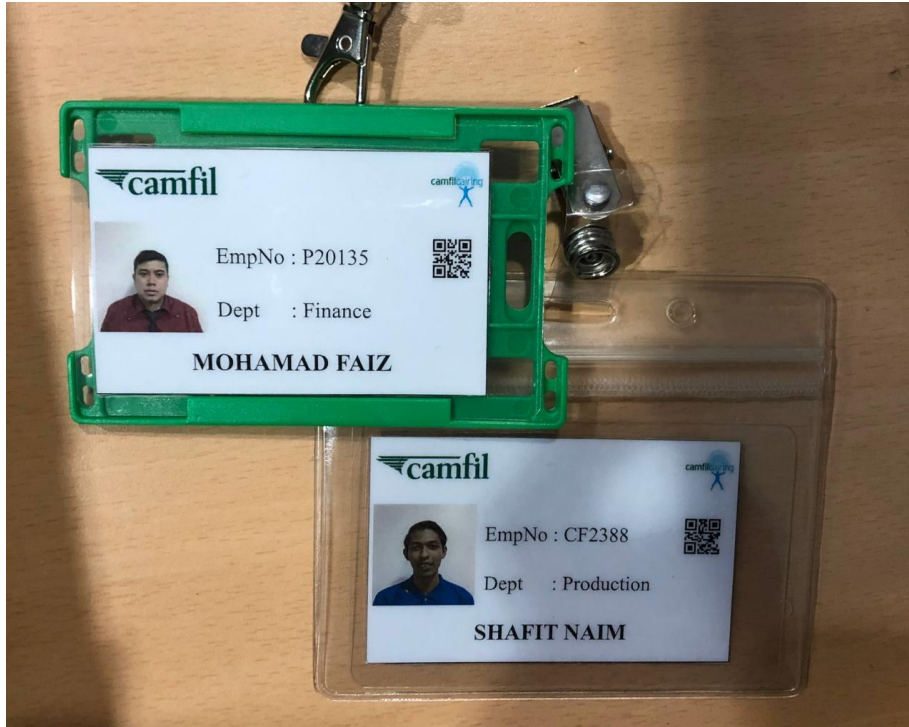
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PART 9 : APPENDICES



Preparing employee ID for staffs and interns

Emp No	Name	Department	Medical Cost	Grade	
2001	MUGLINTHAN AJI SACHDEVLOO	72109-PRODUCT & PROCESS DEVELOPMENT	92.00	E1 SENIOR MANAGER	
2002	MOHAMAD HAFIZ BIN RAZAK	72109-PRODUCTION PLANNER	87.00	E2 SUPERVISOR/ENGINEER	
2003	KALIDIASON AJI CHANAKSAGABAN	SELF	45.00	E4 MAINTENANCE TECHNICIAN/TA TECHNICIAN	
2004	MOHAMAD HAFIZ BIN RAZAK	72109-PRODUCT & PROCESS DEVELOPMENT	33.00	E1 SENIOR MANAGER	
2005	CHONG HOE LOONG	72104-FINANCE	47.00	E1 SENIOR MANAGER	
2006	KALIDIASON AJI CHANAKSAGABAN	SELF	27.00	E4 MAINTENANCE TECHNICIAN/TA TECHNICIAN	
2007	MUHAMMAD AZIZ BIN MASALIS	70309-PRODUCTION MGRS	40.00	E3-PRODUCTION OPERATOR	
2008	MALINI APY RAMACHANDRAN	SELF	70.00	E1 SENIOR EXECUTIVE ENGINEER	
2009	MALINI APY RAMACHANDRAN	SELF	72101-MARKETING/FINANCE	70.00	E1 SENIOR EXECUTIVE ENGINEER
2010	NOOR HUSAIN BIN KAMALUDJAMAN	SELF	70309-PRODUCTION MGRS	50.00	E1 SENIOR EXECUTIVE ENGINEER
2011	MOHAMMAD HAFIZ BIN RAZAK	72109-PRODUCT & PROCESS DEVELOPMENT	485.00	E3 SENIOR MAINTENANCE TECHNICIAN/TA/ASSISTANT MACHINE OP	
2012	MOHAMMAD HAFIZ BIN RAZAK	72109-PRODUCT & PROCESS DEVELOPMENT	485.00	E2 EXECUTIVE ENGINEER	
2013	MOHAMMAD HAFIZ BIN RAZAK	72104-FINANCE AND ADMIN	75.00	E1 SENIOR MAINTENANCE TECHNICIAN/TA/ASSISTANT MACHINE OP	
2014	CHONG HOE LOONG	72104-FINANCE AND ADMIN	110.00	E4 MANAGING DIRECTOR	
2015	CHONG HOE LOONG	70309-PRODUCTION MGRS	45.00	E3 SENIOR MAINTENANCE TECHNICIAN/TA/ASSISTANT MACHINE OP	
2016	TENG FIA NONG	72104-FINANCE AND ADMIN	70.00	E1 SENIOR MAINTENANCE TECHNICIAN/TA/ASSISTANT MACHINE OP	
2017	CHONG HOE LOONG	72109-PROD LAB	55.00	E2 MANAGER	
2018	CHONG HOE LOONG	72109-PROD LAB	55.00	E2 MANAGER	
2019	MUHAMMAD HAFIZ BIN RAZAK	72109-PRODUCT & PROCESS DEVELOPMENT	100.00	E2 EXECUTIVE ENGINEER	
2020	MUHAMMAD HAFIZ BIN RAZAK	72109-PRODUCT & PROCESS DEVELOPMENT	50.00	E1 SENIOR EXECUTIVE ENGINEER	
2021	FRISKA KUMAR @ VISHAL AJI SARABAJEE	SELF	70309-PRODUCTION MGRS	70.00	G4-WAREHOUSE ASSISTANT/QUALITY ASSURANCE ASSISTANT
2022	DANIEL AJI MOHAMED	SELF	72109-QUALITY	40.00	E2 EXECUTIVE ENGINEER
2023	THIRUGARAJA AJI POOTANAM	FAMILY	72104-FINANCE AND ADMIN	202.24	E1 SENIOR MAINTENANCE TECHNICIAN/TA/ASSISTANT MACHINE OP
2024	SURINTEEN AJI PERUMAL	SELF	72109-QUALITY	110.00	E1 SENIOR EXECUTIVE ENGINEER
2025	BO REN YEE	SELF	72104-CORPORATE LOGISTICS	110.00	E2 EXECUTIVE ENGINEER
2026	VINCENT AJI ABRAHAM ENDAZIE	FAMILY	72101-CUSTOMER SERVICE GROUP	182.50	E1 SENIOR EXECUTIVE ENGINEER
2027	BO REN YEE	SELF	72104-FINANCE AND ADMIN	110.00	E2 MANAGER
2028	BO REN YEE	SELF	72101-CUSTOMER SERVICE GROUP	182.50	E1 SENIOR EXECUTIVE ENGINEER
2029	BO REN YEE	SELF	72104-FINANCE AND ADMIN	252.10	E4 MAINTENANCE TECHNICIAN/TA TECHNICIAN
2030	KALIDIASON AJI CHANAKSAGABAN	SELF	40209-MAINTENANCE	128.20	E4 MAINTENANCE TECHNICIAN/TA TECHNICIAN
2031	KALIDIASON AJI CHANAKSAGABAN	SELF	40209-MAINTENANCE	211.10	E1 SENIOR EXECUTIVE ENGINEER
2032	SHARIFA BINTI ABIS	SELF	72109-PRODUCTION PLANNER	332.00	E1 SENIOR EXECUTIVE ENGINEER
2033	SHARIFA BINTI ABIS	SELF	3193.08	E1 SENIOR EXECUTIVE ENGINEER	

Key in medical cost according to departments



HR APAC Meeting 2023's Dinner at Assam House, Ipoh



Hari Raya Aidilfitri Celebration at Camfil's Canteen



Employee Yearbook Giving Ceremony during CamfilCairing Week 2023



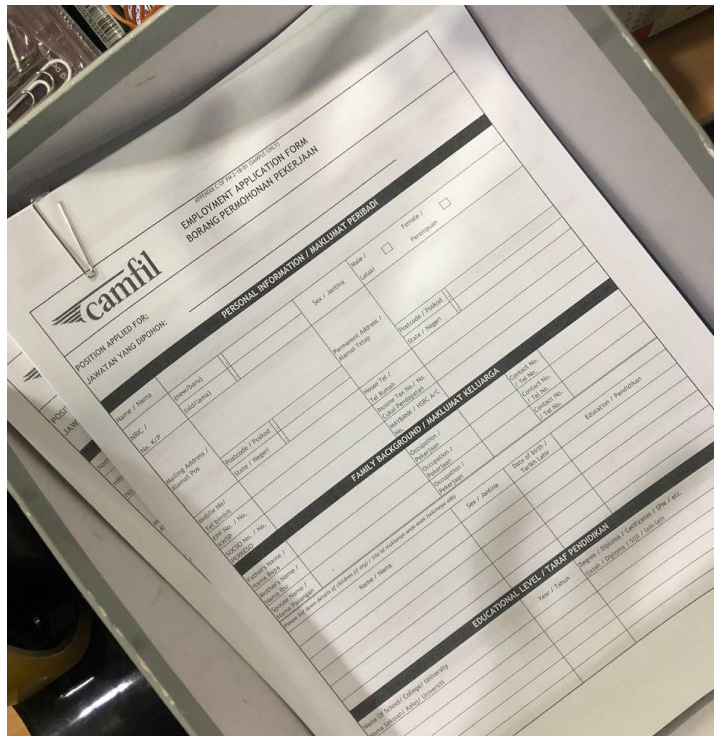
Team Building Activity with HR APAC Team at WEIL Hotel, Ipoh



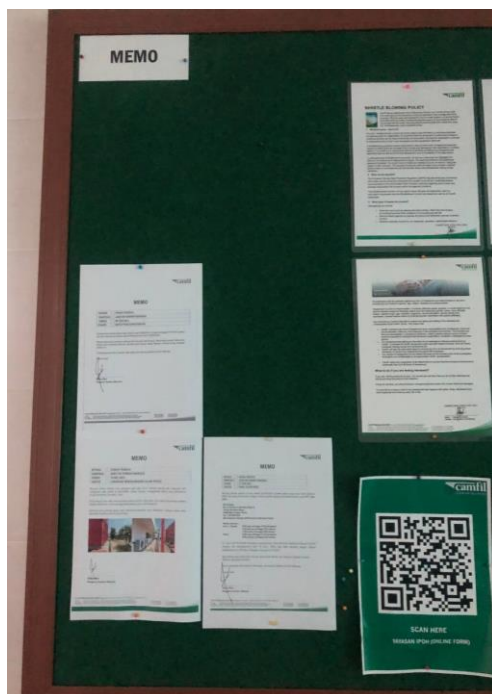
Morning briefing at the Finish Goods Warehouse



Training room preparation for training or briefing sessions



Prepare Induction Forms for new hires to be filled up on their reporting day



Update HR's Information Board with latest information and memo

OUR ORIGINAL'S ANALYSIS REPORT

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INDUSTRIAL TRAINING REPORT HRM666 (HR INTERNSHIP) NAME : NUR SYAFIQAH BINTI ROHADI STUDENT ID :

2020496124 GROUP : RBA2436B INTERNSHIP SUPERVISOR : MS. CHITRAH VEERASAMY
 INTERNSHIP ADVISOR : DR. SHAMSHUL ANAZ BIN KASSIM

i PART 1 : PRELIMINARY PAGES EXECUTIVE SUMMARY My memorable and enlightening 6-month period of my industrial training began here at Camfil Malaysia Sdn Bhd, Batu Gajah, Perak. Camfil is one of the most diversified air filtration specialists globally. I was placed to do my industrial training under the Human Resource Department of this company for 24 weeks starting from March 1, 2023, until August 15, 2023. As a Human Resource Management student, this is a good

opportunity for me to put my knowledge and skills that I have learnt in class into practice in the real working

environment. I have attached my updated resume at the student's profile section. The resume consists of my educational background, achievements, skills and personal details of mine. The next part of my internship report is the general information of my internship's company, I have included background and organizational chart of Camfil Malaysia Sdn Bhd. Not only that, in this report, I have also included my training experience in Camfil Malaysia Sdn Bhd. This part highlights my responsibilities and assigned tasks by my department and how they have improved my skills as well as the benefits that I gained throughout my industrial training period in the company. For the SWOT analysis part, I have identified and discussed the strengths, weaknesses, opportunities, and threats in Camfil Malaysia Sdn Bhd. Moreover, I have also suggested some recommendations on how to improve in order to remain competitive in the industry. Besides, I have also included the PESTLE analysis for Camfil Malaysia Sdn Bhd which consists of the economic, social, technological and environmental factors of the company. All in all, this internship experience that I have gone through for 6 months is indeed very rewarding and useful for me. It has taught me about how the real working world is and also seeing things from different perspectives.

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1 ACKNOWLEDGEMENT First and foremost, I would like to express all of my highest gratitude to Allah S.W.T, alhamdulillah with His help, I am able to successfully complete my industrial training in Camfil Malaysia Sdn Bhd and make this internship report. I would like to thank Him for granting me the good health and motivation to finish this report on time and give me guidance to search for the materials and information that I need in order to complete this report. Not only that, I would also like to express my

gratitude to Dr. Shamshul Anaz bin Kassim for his support and guidance in helping my groupmates and I to finish this project as my industrial training's advisor. His dedication in giving all the input and knowledge about this project made me manage to finish this project. Without all of his advice, support and kindness,

I would not have been able to finish this project on time. Furthermore, I would like to thank my HR Manager, Mr. Arthur Khor and my industrial training's supervisor, Ms. Chitrah Veerasamy for giving me the opportunity to be under their supervision throughout my internship period in Camfil Malaysia Sdn Bhd. Not to forget, I would like to thank all of the HR Team, Ms. Rozila, Ms. Micky, Salvinder and Khairul for their guidance, assistance, and support in various ways that they showed to me during my internship days. Moreover, my heartfelt gratitude goes to my family members, friends and classmates for always giving me the support that I needed to go through my internship period with ease. I am very grateful to have such a nice and helpful circle around me and always motivates me to push through whenever I face hardships in completing this journey. Last but not least, I would like to say thank you to all of the parties that have been involved directly and indirectly in this process of completing my industrial training period and report here in Camfil Malaysia Sdn Bhd.

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PART 2 : STUDENT'S PROFILE 1.0 UPDATED RESUME 3 4 PART 3 : COMPANY'S PROFILE 2.0 Name, Location,			

Background Figure 1 Camfil's logo Camfil is a Swedish and family-owned shareholding company,

85%	MATCHING BLOCK 3/14	W	a leading manufacturer of premium clean air solutions that provides commercial and industrial systems for air filtration and air pollution control.
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Camfil manufactures products that could filter harmful particles out of the air, collect dust and odours, and avoid molecular contamination in a wide variety of different types of business. It was founded in Trosa, Sweden by Gösta Larson in 1963 when US company, Cambridge Filter Corporation was looking for a European partner. Gösta became the partner and under his leadership, Camfil would be restricted to Scandinavia meanwhile the American company would operate the rest of Western Europe. However, Gösta turned out to have a valuable network of contacts, so the company changed strategy and Camfil began to set up business in Europe. From there, Camfil expanded quickly where the first subsidiary was founded in Germany in 1966. Three years later, the second subsidiary was founded in Switzerland, and since then, Camfil has established a presence in most of the European countries. Between the year 1988 until 1999, Gösta Larson retired as the CEO and his son, Jan Eric Larson became the new successor. Camfil's employees increased from 600 to 1000 and the turnover rise from 400 to 750 SEK (Swedish Krona). During these years, Camfil managed to acquire 12 production sites, 26 subsidiaries and 41 agents in 54 countries and now Camfil is committed on its geographical expansion which focused on Asia Pacific region.

5 Figure 2 Camfil Malaysia Sdn Bhd In 1997, Camfil Malaysia Sdn Bhd incorporated in Malaysia where the first regional sales office is located in Kuala Lumpur and the first production factory located

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in Plot 9A & 9B, Lorong Bemban 1, Bemban Industrial Estate, 31000 Batu Gajah, Perak

and was awarded the ISO 9001 certificate in the same year. Camfil Malaysia Sdn Bhd formed a joint venture with QF company and started to acquire filter together with Farr and UL product certified. Camfil Malaysia Sdn Bhd started to grow rapidly from the year 2000 until 2010 where some of its milestones were owning six major production lines which are Ashrae, Giga, Hepa, Robotic Line, Cam Line and Lamination, getting full ownership of QF Filter and merged Camfil Air Filter and QF Filter to Camfil Farr Malaysia (Camfil Malaysia Sdn Bhd's previous name), relocating to New Building (Plant 2) as well as launching CamfilCairing and Camfil Academy in Malaysia. According to Camfil's Sustainability Report 2022, as at the year 2022, Camfil has 5,600 employees worldwide with 12.350 Million SEK net sales, 31 manufacturing sites, 6 R&D centres throughout the America, Europe and Asia Pacific area as well as 60 Years of Clean Air Solutions, meanwhile Camfil Malaysia Sdn Bhd has 597 employees nationwide with MYR 373 Million Turnover Year-To-Date 2022 and 25 Years of Clean Air Solutions.

6 3.0 Vision, Mission, Objective, Goal 3.1 Vision Statement Based on Camfil's Sustainability Report 2022, Camfil show its way in raising awareness and creating debate by phrasing its vision statement as a question which is Clean air ? a human right? 3.2 Mission Statement Other than that, Camfil's mission is to deliver

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Industrial training report (Maisarah Ainaa 201 ... (D143395489)

solutions that combine clean air with energy efficiency in a sustainable and profitable way. 3.3

Goals and objective Camfil's goal is to achieve organic growth well above market growth with maintained profitability. 3.4 Core values Reliability : We are reliable because we know the market, we are honest and truthful. Our people, products and processes must always meet, or supersede, agreed results. Commitment : We are committed to always striving for the best possible solutions and we are in the forefront of technological and environmental developments in our fields of expertise. Customer satisfaction : We put our customers first. We focus on identifying customer needs and creating longlasting customer value. Teamwork : Working together makes us stronger and increases employee satisfaction both locally and globally. Local presence : Local understanding and presence on local markets builds customer relations and satisfaction.

7 4.0 Organizational Structure Figure 3 Camfil Malaysia Sdn Bhd's Organizational Chart

8 PART 4 : TRAINING'S REFLECTION 5.0 SPECIFIC DATE, WORKING DAY AND TIME 5.1

Specific date My journey as an internship student in Human Resource Department's Camfil Malaysia Sdn Bhd started from March 1, 2023, until August 15, 2023, which is 6 months period altogether. In my personal opinion, I believe that the 24 weeks period is a sufficient amount of time for university students to perform their internship in a company. 6-months period is a good amount of time for the students to gain knowledge about their respective company as much as they can. Although some universities require

the students to pursue the internship program on a short term, it is still considered as crucial move from the higher education institutions' side as it helps us, the student in many ways such as shaping our careers, gaining technical and hands-on experience within the company or industry of our choice and also helping us to incorporate the knowledge that we learnt in universities into a real life working space with the other colleagues. Most company prefer to take intern students that would go through the period between 4 to 6 months of internship period as it will save up most of their time and company's cost as the students would retain longer in the company until their internship period ends. In other words, it optimizes the company's costs as they do not need to spend more on the uniforms and allowances as well as preparing the space, project and documents for the new intern.

5.2 Working day and time

Here, in Camfil Malaysia Sdn Bhd, the working hours differ for office staffs (white collar) and production staffs (blue collar). Since I am placed under the Human Resource Department, I would follow the normal working hours and working days for office staffs. My working days start from Monday until Friday and my working hours start from 8:00 am until 5:00 pm, I am not entitled to any overtime allowance hence it is up to us, the internship student, to work past the working hours voluntarily if we want to. Camfil Malaysia Sdn Bhd is open for business during

9 office hours and working days only, however production is open for 6 days until Saturday and the operators work in shifts.

6.0 DETAILS: DEPARTMENT, ROLES, REponsibilities, ASSIGNMENTS AND TASKS

6.1 Department

Camfil Malaysia Sdn Bhd's Human Resource Department consists of 6 members which are HR Manager, Senior HR Executive, HR Executive, HR Payroll Executive, HR Officer, and HR Assistant. I am reporting under HR Manager and being supervised under HR Executive who is in charge for Talent Acquisition, Learning and Development, Leadership Management, Internship Coordination and HR Support Role. Apart from helping the HR Executive within this scope, I also need to support the other HR Staffs if any assistance is needed at the moment. Every HR Staffs are expected to perform their duties diligently with integrity and passion, so it is important to have good communication among each one of us to avoid any blunder while carrying out our jobs.

6.2 Roles and Responsibilities as an Internship Student

Handle onboarding process for new hires

As an Industrial Trainee student under this department, one of my main tasks is to handle the onboarding process for the new hires during their first day of reporting to work for both white- and blue-collar employees. For production staffs, before the candidates attend the interview, I will call them by referring to the Job Application List that is placed at the guardhouse for the candidates to fill up after the HR Executives filtered out the suitable potential candidate. After that, the interview process would be done by the Manager and Executives, once the candidates are accepted, they would be asked to report to work on a certain date. I will prepare the forms that they need to fill up on the onboarding day and help them with the documentation process. I need to ensure that the new hires fill up and sign the forms as well as counter-check whether they have given a copy of their identity card, academic transcripts, SPM

10 or any related certificates, pay slip from previous company and bank details before proceeding with the filing for newhire's personal file and also preparing their employee ID. Other than that, I am also in charge in assisting the HR team for preparing the new hires' employee ID and also safety shoes and make sure that the new hires get their ID and safety shoes handing them to their respective department whether they are office staffs or production staffs. Update monthly medical cost and do filing

Moreover, I am also in charge of updating the monthly medical cost and do MC analysis after receiving the medical

invoices from the panel clinics every month. I also need to make a copy of the medical invoices and do filing before sending the invoices to the Finance Department. In addition, I am supporting the HR Executive and HR Officer to draft out Guarantee Letter (GL) and Show Cause Letter as well as preparing the Family Medical Card for staffs in case if there are ad hoc tasks that need to be attended by them at the moment. I am also helping the HR Team to do filing for all the documents that are handed to our department such as Briefing Records for each department, Training Attendance, Training Evaluation Matrix and Job Skill Matrix. I also retrieve the Employee Exit Pass daily from the guardhouse and hand over them to HR Officer to key in into the system. I also assist Senior HR Executive and HR Officer to make HR Claim by preparing and scanning the Petty Cash Voucher, Purchase Requisition Form and Advance Form to Finance Department if HR Department makes any purchase of stuffs such as stationaries, breakfasts from lunches order from canteen for trainings, benefits for newborn baby and marriage for the staffs and more. Assist HR Executive in the employee's training and development process To add on, I am also in charge of the employee's training and development process. I will assist the HR Executives and officer to handle the programs such as updating the participants' name lists that were sent by the managers or section heads in Excel and prepare the attendance sheets to be filled by the participants at the end of the trainings. Apart from that, I was also in charge for collecting the Pre and Post Training Assessment Form from the employees that have attended the trainings for documentation process to see whether the trainings or courses have helped the employee in any ways and if their skill gaps that were identified before attending the

11 training have been closed or minimized after the training session finished. I also helped the HR Executive to do Training Needs Analysis according to the Departments to see what kind of trainings that would help in minimizing the skill gaps and bridge of the employee's knowledge in order to achieve optimal performance in doing their jobs. Not only that, I am also responsible in assisting the HR Executive to execute the Product Training that would be attended by the office and production staffs. I would update the name list for the training participants and gives assistance just in case if there are any difficulties faced by the participants during the training as HR provides QR code for Product Training's quizzes at the end of the training session. Assist HR Officer in offboarding process for internship students Besides, during offboarding for the internship students, I am also in charge of making copies of their Certificate of Internship Completion and Expiry of Internship letters. After the internship students have signed both of the original and copies of the certificates and letters, I would need to collect their Clearance Form and ensure that they have returned all of the stuffs that were given by the departments such as headset, safety shoes, phone, ID card and pendrive. I also need to ensure that the internship students have done their presentation to the Managing Director on their Internship Project that was assigned by their supervisors before proceeding with the offboarding process. Assist HR Team with the company's events and festive celebrations Last but not least, I also help the HR team to plan out and ensure the events such as festive celebrations and company's function run smoothly. Throughout my internship period here, I have participated in many events and functions such as CamfilCairing Week 2023, Break Fasting Ceremony, Hari Raya Aidilfitri Celebration and HR APAC Meeting 2023. For Break Fasting Ceremony and Hari Raya Aidilfitri Celebration, I became one of the committee members that are in charge of the events. All committee members would have several meetings prior to the events to discuss the preparation and budget for the events. For CamfilCairing Week 2023's event, HR

Department is in charge for all of the activities that were listed such as walkathon, talks from AmanahRaya Berhad and Agensi Anti

12 **Dadah Kebangsaan (AADK)**, wellbeing talks on healthy lifestyle by dietitian from Perak Community Specialist Hospital(PCSH), healthy sandwich making competition, health exhibition and many more. I was in charge of updating the name list of the participants for each activity during the CamfilCairing Week and I need to make sure that all the participants attended the programs as per listed in the program tentative. CamfilCairing Week is an annual event that focuses on health and wellbeing, and it is participated globally by all of Camfil's employees all over the world. For HR APAC (Asia Pacific) Meeting 2023, Camfil Malaysia Sdn Bhd's HR Department is the host for this year's meeting since the meeting is held at WEIL Hotel, Ipoh from June 19, 2023, until June 23, 2023. I helped the whole team by preparing the welcome card, goodies bags, and name card, updating the participants' arrival and departure time at the airport, hotel room booking status and also their flight booking status. I also participated in the HR APAC Meeting 2023's team building activity. This is such a great experience for me as I am exposed with the flows of a corporate events and since this is a global meeting as it involves participants from Camfil Singapore, China, Taiwan, India, New Zealand, Australia and Sweden, it does gives us, Camfil Malaysia Sdn Bhd an amazing opportunity to really promote our culture meanwhile fostering relationships and bridging the gaps between the teams. The HR Team from all of these countries were here in Malaysia for the meeting on our newly-launched HR System which is CHRIS (Camfil Human Resource Information System), a common business tool for all HR processes globally that contains all employee master data in one place and handle all common people processes such as onboarding, employee's probation period, and offboarding processes. Internship's Project Furthermore, I am also assigned to an internship project under HR Department which is "Phase 2: Digitalizing the Job Application Form" (refer to the appendices) and I need to collaborate closely with the IT Department to get this project done. The purpose of this project is to reduce paper wastage within the company as we are going to a more sustainable working environment and to ease the sourcing process as well as to minimize storage space. Staffs from IT Department will guide me on the process to add some important details to the form's template that was already done by the previous intern. For example, I need to prepare dropdown lists for

13 the job title of the applied position for the candidates to choose, prepare a column for marital status and picture ofourselves. At the end of my internship period, I will need to do a presentation about this project to the plant head (Managing Director of Camfil Malaysia Sdn Bhd) and my internship supervisor.

14 **7.0 GAINS: EXTRINSIC AND INTRINSIC BENEFITS** 7.1 **Extrinsic Benefits** According to Farooqui and Nagendra (2014),extrinsic benefits are described as benefits for employees in the form of extra benefits, payments, and other tangible advantages that one may receive from an organization to achieve certain goals or just because they are a member of the organization. Within my 6-months of industrial training at Camfil Malaysia Sdn Bhd, I have gained many benefits be it extrinsic or intrinsic benefits. First, for extrinsic benefits that I gained during my internship period, I got paid with a good price for my monthly allowance, and it is more than enough to support me every month during my internship days since I did not need to spend more on the accommodation as I am staying with my family. Apart from getting a good amount of allowance per month, I also managed to rank 2 nd place for the team building activity that was held during the HR APAC Meeting 2023. My team and I managed to win a trophy, and

even though this may seem like a small matter, it is my first time joining an activity in a corporate environment and actually winning the activity. Other than that, I was also partnered with Ms. Rozila, Senior HR Executive of Camfil Malaysia Sdn Bhd for one of the competitions that were held during the CamfilCairing Week 2023, which is the Healthy Sandwich Competition. As a team that represents HR Department, we managed to win the 2nd place for the competition. Entering the competitions was completely out of my norm since I prefer to just being the watcher of the competition but getting out of your comfort zone sometimes resulted to a great thing, hence, I am looking forward to participate in the activities when I enter the working environment soon. Extrinsic benefits are rewards such as allowances, bonuses or promotions and it can positively influence our extrinsic motivation, which involves engaging in an activity for external rewards or tangible benefits. When employees perceive a clear link between our performance and the rewards we receive, it can enhance our motivation to perform well (Kerketta & Chauhan, 2023).

15 7.2 Intrinsic Benefits Next, I have learned a lot of valuable skills for the intrinsic benefits that I gained while being an intern here in Camfil Malaysia Sdn Bhd. According to Munir et. Al (2016), employees are motivated to improve their job performance through intrinsic incentives, which provide personal gratification by recognising employees'

accomplishments through verbal appreciation and placing trust in them to execute their jobs effectively. For me, the first intrinsic benefit that I gained is better communication skills. Being an intern student in a multinational company (MNC) teaches me that communication skills are very important, and it does not matter if we are communicating with the staffs from upper level or lower level. I believe that everyone deserves to be treated equally with respect, whether you are a manager or even an operator. Being in this company also taught me that having a good English and other languages such as Mandarin and Tamil level of proficiency in speaking and writing is very important as it helps a lot in my daily conversation and makes it easier in conveying my messages to other employees. Most of the office staffs here are Indian and Chinese and they prefer to converse in Mandarin, Tamil, and English, hence, I am improving my English to converse better with them. Throughout the 6-months period here, I witnessed a lot of workplace politics that happened in front of my eyes, compared to the times that I have only learned about workplace politics in class, going through it on my own is much more stressful. As HR, we are trained to keep all of the private and confidential matter of the employees regardless of their job position, this company implements the most common HR policy which is to shred all documents that contains their personal details if we are going to dispose them. This is to ensure that there will not be any security or personal data breach. My colleagues from HR Department would always emphasize that any problems that were shared to us inside the HR Department's room by the employees should not be told to the other employees by keeping all of the matter private, and we need to have integrity in doing our daily tasks. Other than that, I have also improved my skills in Microsoft, particularly in Microsoft Excel. I have not had a lot of chance to use Microsoft Excel before during classes, as we were only taught on how to use Microsoft in our ASM452 (End User Application) and MGT555 (Business Analytics), but after having to deal with using Microsoft Excel in doing my daily tasks,

16 it is so much easier as it helps a lot in making my work done faster and also neater by using all of the Excel's functions and formulas such as VLOOKUP and COUNTA. At first, I was so nervous to be given tasks that need to be done by using Microsoft Excel, however, after being taught by my supervisor and colleagues, the tasks could be done easily. Lastly, being an internship student in Camfil Malaysia Sdn

Bhd for 6 months has taught me to be more confident in myself and also in doing my works. This is my first time interning in a big company and of course at first, I have a little bit of anxiety that I may not reach my supervisor's expectations towards my capabilities as an HR intern, however, I believe that in order to be better, we need to be confident in ourselves and accept whatever criticism that was thrown at us. In that way, it will motivate us to be a better member of organizations by taking the criticism as constructive criticism and keep pushing through, it is always better to learn from your own mistakes. Being confident in myself while doing my jobs has helped me so much in communicating with the employees that came to HR's room for help regarding their issues, I got to help them to settle their issue confidently without doing any mistakes after being taught by my subordinates

17 PART 5 : PESTEL & SWOT ANALYSIS Table 1 PESTLE Analysis of Camfil Malaysia Sdn Bhd
 Table 2 SWOT Analysis of
 Camfil Malaysia Sdn Bhd PESTLE ANALYSIS OF CAMFIL MALAYSIA SDN BHD EXTERNAL
 FACTORS Economic (E) Social (S)

Technological (T) Environmental (E) ? Manufacturing slowdown due to global economic slowdown and recession (Mena, 2023) (Threats) ? Employees would be happier, work harder, and feel like their personal and family lives are important if they were offered good benefits by company (Noorazem et al., 2021) (Opportunities) ? Plant expansion would give more space for warehouse, production line, corporate offices, usage of higher technology and better office layout (Camfil, 2022) (Opportunities) ? Rising of demand in air filters product due to Covid-19 and rising air pollution levels (Tan, 2021) (Threats) SWOT ANALYSIS OF CAMFIL MALAYSIA SDN BHD EXTERNAL FACTORS Strengths Weaknesses ? Strong brand image (Jones, 2021) ? Innovative products (Podolny & Hansen, 2020) ? Strong in-house culture of sustainability (Camfil Sustainability Report, 2022) ? High employee's turnover (Al-Suraihi et al., 2021) ? Inconsistency in HR System's stability ?

Unmotivated employees (Girdwichai & Sriviboon, 2020) INTERNAL FACTORS Opportunities Threats ? Expansion of plant

(Camfil, 2022) (Technological) ? Attractive benefits offered to the employees (Social) ? Increased competition (Nathan,

2021) (Environment) ? Uncertain economic conditions (Future Market Insights, 2023) (Economic) 18 According to Rozmi et al. (2018), SWOT (

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Strengths, Weaknesses, Opportunities, and Threats) analysis has become an essential tool for organizations to evaluate their market position and is extensively used to evaluate the internal and external environments of organizations during period of indecision.

A SWOT analysis enables organizations to gain insight into their current situation, thus enabling them to evaluate their overall business performance. Other than that, PESTLE is a framework utilised in strategic planning and marketing. When a company plans to introduce a new product, service, or innovation, they will conduct a PESTLE study to determine the product's feasibility and its influence on the company and its

surroundings. Political, Economic, Social, Technological, Legal, and Environmental is the abbreviation for PESTLE (Casañ et al., 2021). The PESTEL study often precedes the SWOT analysis. Camfil Malaysia Sdn Bhd applies SWOT and PESTLE analysis as well, particularly when evaluating a changing environment in order to respond proactively to potential issues that may arise. For instance, a meeting to discuss SWOT analysis would be held with a group that includes employees from management, sales, customer service, planning and logistics, purchasing, information technology, finance, and production to give their insights whenever a problem happens in the organization that affects the flow of the organization. Camfil Malaysia Sdn Bhd is managed by Camfil Global and APAC (Asia Pacific), and we keep in constant contact with them in order to stay one step ahead of any problems that may affect the entire corporation. Camfil Malaysia is a multinational corporation (MNC). Calls and meetings through Microsoft Team are both the most common and the quickest method of communication we use. It is believed that the global cooperation of all Camfil's employees will make the company a better place to work, in addition to maximizing profits and creating

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and delivering solutions that combine clean air with energy efficiency in a sustainable and profitable

manner.

19 **PART 6 : DISCUSSION & RECOMMENDATIONS (PESTLE ANALYSIS) 8.0 ECONOMICS**
Economic issues such as economic growth/decline, inflation, and pay rates, minimum wage, working hours, unemployment (local and national), and cost of living are all included. These elements are factors of an economy's success that have a direct impact on an organization as well as long-term consequences. One of Camfil Malaysia Sdn Bhd's threats in the SWOT Analysis is uncertain economic conditions. We are currently facing global economic slowdown both across the developed and developing countries, with many facing risks of recession this year. The United States, European Union and other developed economies's growth momentum is in weak condition which adversely affecting the world economy. Being a multinational company, Camfil Malaysia Sdn Bhd also faces declines in sales and profits during a recession. Our main customers mostly come from semiconductor manufacturing companies, and due to the economic uncertainty, chip demand from the consumer has fallen drastically as they are trapped between the high inflation and borrowing costs, hence the consumers have been cutting back on spending (Mena, 2023). This situation has impacted our company as well as we received lesser orders from most of our customers in the semiconductor industry.

20 **9.0 SOCIAL** The cultural norms and expectations, levels of health awareness, population growth rates, agedistribution, career attitudes, and health and safety are all examples of social factors. The consideration of these aspects enables businesses to more effectively design their marketing analytics and strategy. The offer of attractive benefits by Camfil Malaysia Sdn Bhd may provide the company with the ability to keep the workers they already have as well as to recruit new employees. According to Noorazem et al. (2021), if a company provided its workers with favourable advantages, those workers would experience greater levels of happiness, put in more effort at work, and have the perception that their own personal and family life are vital to the company. Because not all firms are able to provide workers with desirable advantages that they may enjoy while working for the company, the majority of employees who

have such an opinion would work for the organisation for a longer period of time if they had the choice. For instance, employees of Camfil Malaysia Sdn Bhd are provided with a family medical card with a total value of RM 600. This card can be used to pay for the medical care of their parents and younger siblings (if the employee is single) or their children and spouse (if the employee is married) at any of the panel clinics that are registered with the company. Aside from that, the workers may also be eligible for marriage benefits, newborn infant benefits, long service employee's bonus, work from home for office staffs, and winter clothing allowances for employees who need to travel to abroad for business. 21 10.0

TECHNOLOGICAL In this context, "technological factors" refers to the inventions and technological advances. These elements have an effect on the functioning of an organisation. If a firm is not able to keep up with the latest technological trends, such as Artificial Intelligence, Internet of Things, Machine Learning, and Deep Learning, it runs the risk of losing its place in the market. Camfil Malaysia Sdn Bhd is in the midst of extending their facility right now. A year ago, they purchased the factory that is located next to their present plant, and now they are expanding it. Because to the expansion of the facility, there will be more space available in the warehouse, all along the production line, and in the administrative offices. If there was extra space in both the production line and the warehouse for storing items, the lead time might potentially be lowered by as much as fifty percent. and In addition to that, the office building at Plant 2 is going to go through some upgrades. This office building has the theatre, kitchen, conference room, exhibition room, and foyer, among other spaces (Camfil, 2022). Renovating the facilities at Plant 1, including the laboratory, was another one of the plans. Figure 4 Camfil Malaysia Sdn Bhd's Plant 2 layout 22 11.0

ENVIRONMENTAL These factors are mostly concerned with the impact that the surrounding environment has, as well as the influence that ecological components have. Rules governing the disposal of garbage, laws protecting the environment, and regulations governing the usage of energy are among them. Camfil Malaysia Sdn Bhd is in danger due to the increasing rivalry that can be found in the market for air filters. Because to COVID-19 and increasing levels of air pollution, there has been an increase in the market for products that filter the air. According to Tan (2021), ever since the beginning of the Covid-19 outbreak, there has been a rising trend in the market for air purifiers. The World Health Organization (WHO) has recently acknowledged that the coronavirus is spread via the air, which has led to an increase in the number of people purchasing air purifiers. As a result of the widespread spread of the COVID-19 epidemic, there has been a surge in the number of people installing air filters, which has opened up new prospects for businesses to expand their client base (Nathan, 2021). The expansion of the worldwide air purifier and clean air filter business is being driven by increasing global awareness as well as increasing demand for air filters and other products that promote clean air. 23 **PART 6 : DISCUSSION & RECOMMENDATIONS (SWOT ANALYSIS) 12.0 STRENGTHS 12.1 Strong brand image Camfil**

has been in the air filter industry for more than half a century, or nearly 60 years as of 2023, according to its Sustainability Report 2022. Camfil began its adventure in Sweden in 1963 and has been aggressively preserving and expanding its business ever since. Camfil has gained a reputation as one of the

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leading producers of premium clean air solutions, providing commercial and industrial systems for air filtration and air pollution

management, as a consequence of its efforts to continuously improve the quality of both its products and services. This will increase worker and equipment productivity while reducing energy consumption and providing benefits for human health and the environment. Camfil Malaysia Sdn Bhd is among the leading manufacturers and developers of air filters and clean air products in Malaysia and the Asia-Pacific region. This company also provides air filters and clean air goods to well-known companies in Malaysia, such as Petronas, Tenaga Nasional Berhad (TNB), and Rolls-Royce, for which it supplies Gas Turbine Filtration's products. Hovid, B Braun, Pharmaniaga, Abbot, and Nestle also employ Camfil's products, as its air filtering solutions play a crucial part in the pharmaceutical process chain, which requires a steady supply of clean air. Pharmaniaga and Hovid, for instance, are pharmaceutical companies whose facilities have specialized air quality to protect personnel, equipment, and processes from diseases and toxic substances. Thus, the fact that these large corporations utilize Camfil's air filters and clean air products to keep the air filtered and clean demonstrates that Camfil has a strong brand image and is trusted by others to keep the air clean. I believe that having a good brand image is crucial for Camfil Malaysia Sdn Bhd, as it increases the likelihood that potential customers will recognize the company. Camfil distinguished itself positively after more than half a century in the air filter sector and gaining the trust of many customers to deliver clean air products and air filters. According to Jones (2021), a strong brand image aids in the creation of loyal customers because positive and good branding can give our company a more human side, allowing our customers to relate to and feel more connected with our company. This, in turn, aids in the development of relationships with our

24 clients, which can ultimately result in the creation of loyal customers. In addition, Camfil may be able to build a favorable brand image and differentiate its products and services from those of its competitors by constantly introducing something new, which takes us to its second strength.

25 12.2 Innovative products Camfil is a company that has consistently placed a significant emphasis on technological advancement. Camfil is able to analyze the performance requirements of its customers and use this information to build the most effective filtering system in accordance with the customer's specific requirements because the company places a significant emphasis on research and development (R&D) and makes significant investments in this area. Camfil puts a significant amount of resources into research and development (R&D) since the company has the belief that it will play an important part not only in the development of air filtration but also in the future of our society. Camfil has a number of labs and testing facilities located in different parts of the world, which enables the company to develop new clean air products and air filters in the near future. Camfil Global, for example, has recently developed the Next Generation Hi-Flo Filter, which provides a major improvement in performance and sustainability. Hi-Flo Filter was initially introduced in 1969 and has since become one of the world's most popular filters and one of Camfil's most significant accomplishments. Following a detailed innovation process by the R&D team, it has been demonstrated that the latest Hi-Flo Filter could give a 12% decrease in energy consumption and up to 30% lower energy consumption than the industry standard (Camfil, 2022). First, Camfil invests heavily in the research and development required to create new, environmentally friendly goods and solutions. Aside from that, this organization is continuously enhancing its energy efficiency and creating and employing more sustainable materials during the manufacturing phase. In addition, when it comes to transportation and logistics, Camfil is decreasing its carbon footprint by opening new operations closer to our clients, resulting in a reduction in transport time. At the conclusion of a filter's useful life, we strive to minimize general waste by ensuring, if possible, that the waste is easily separable into recyclable or

reusable components. Camfil needs to be aware of technological changes in order to remain relevant in the air filter industry. Modern technologies, on the other hand, are undeniably worthwhile investments, given the increased growth and productivity of the products that they enable.

Technology is evolving faster than ever before, which means that new, more efficient technologies to make 26 better products and market your business may exist. Camfil will be able to optimise its business and gain a competitive advantage over its competitors by taking advantage of these new technologies for product innovation. As Podolny and Hansen (2020) point out, innovation helps a company differentiate itself. At its most basic level, innovation means doing something that no one else in your industry has done before. The goal is to use innovation to create or update a product for the company.

27 12.3 Strong in-house culture of sustainability Since 1963, Camfil has maintained its dedication to the preservation of the natural environment. Because of the growing significance of sustainability and the demand for it from customers, Camfil is obligated to make sure that it continues to be a top priority. Instead of making sustainability a practice that we engage in, we should make it a part of who we are. Camfil is dedicated to reducing the negative impact that its business activities have on the surrounding environment, and the company is continually working to develop environmentally responsible business practices by way of a wide variety of initiatives that are carried out during various stages of the product's life cycle. First, Camfil invests heavily in the research and development required to create new, environmentally friendly goods and solutions. Aside from that, this organization is continuously enhancing its energy efficiency and creating and employing more sustainable materials during the manufacturing phase. In addition, when it comes to transportation and logistics, Camfil is decreasing its carbon footprint by opening new operations closer to our clients, resulting in a reduction in transport time. At the conclusion of a filter's useful life, we strive to minimize general waste by ensuring, if possible, that the waste is easily separable into recyclable or reusable components. According to Camfil's Sustainability Report 2022, the company supports the UN Global Compact's 10 principles and four major areas—human rights, labour, the environment, and anti-corruption—and is a member. Camfil pledges to reduce its environmental effect in the report. Camfil follows the UN's Agenda 2030 Sustainable Development Goals (UNSDG), including Goal 3 – Good Health and Well-being, which calls for actions to address health determinants like air pollution, and Goal 8 – Decent Work and Economic Growth, which promotes safe, secure working environments to create decent work opportunities (Camfil, 2022).

28 13.0 WEAKNESSES 13.1 High employee's turnover Based on my observations throughout the course of my six-month internship, Camfil Malaysia Sdn Bhd experiences a high rate of staff turnover, particularly among its operators. Employee turnover is a severe problem for the organization as it can affect the company performance where the company will lose the talented and skilled employees (Al-Suraihi et al., 2021). Unquestionably, the functions of production operators are crucial, as they are in charge of the assembly line and machinery that perform certain tasks in the factory and guarantee that production processes run smoothly. However, the turnover rate among Camfil's operators is significant, which may be due to the employees' lack of company loyalty. After a couple of months of employment at Camfil, the majority of young operators who have recently graduated from high school tend to disappear. Some long-tenured Camfil operators have departed after receiving better offers from other corporations or opting to work for the government in positions such as the police and the military. Aside

from that, the Resignation Analysis of the operators revealed that the majority of them resigned or absconded from work because they wish to relocate to large cities like as Kuala Lumpur and Singapore to find better career chances, to further their education, and to relieve stress. Peer pressure may be one of the reasons why the majority of Camfil Malaysia Sdn Bhd employees quit; employees, especially young operators, are influenced by their peers to work in other factories or locations. For my recommendation, Camfil Malaysia Sdn Bhd's HR Department, which is responsible for hiring new workers or operators, should filter the candidates as thoroughly as possible, such as only hiring operators with at least six months of industry experience. In addition, after being employed, employees or operators could be subject to a contract or probation period to determine whether they are capable of doing successfully on the job. If the employees or operators show no signs of disloyalty towards the company after the period has expired, an extension of contract or permanent staff's title may be granted, and the employees will receive the same benefits as the company's permanent staffs.

29 13.2 Inconsistency in HR System's stability The inconsistency of the HR System's stability is the second weakness that I had observed as an intern here. Camfil Malaysia Sdn Bhd selected an Info-Tech software solution for time attendance, payroll management, and leave application and approval for all employees. Additionally, Info-Tech includes a mobile application that combines with the GPS tracking and face recognition technologies, enabling employees to track their attendance while their attendance data is synchronized with the Cloud Attendance System. As a result of being able to monitor an employee's time and attendance, firms may experience a reduction in payroll expenditures and a reduction in salary fraud and other misdeeds. Since I began my internship, however, the Info-Tech system has been unable to synchronize its data with the HRMS software. For instance, numerous operators have reported to the HR Department that they are unable to scan in and out of the office at the face scan machine because the devices are unable to register their faces. In addition, numerous sets of face scan machines located at the guardhouse are out of commission and cannot be utilised to scan staff. In addition, numerous employees have reported that they are unable to view their clock in and clock out times on the mobile app, resulting in incorrectly calculated overtime compensation due to the app's poor performance. Moreover, whenever an employee's attendance record is not captured by the system, HR personnel must re-register the employee's face scan at the machines. This requires the team to make many trips to the guardhouses in Plant 1 and Plant 2 to re-register the employees' information. As part of my recommendations, I urge Camfil Malaysia Sdn Bhd to choose a more consistent and stable HR Management System that would simplify the everyday HR processes. For instance, Camfil Malaysia Sdn Bhd could switch from Info-Tech to BrioHR, which is widely acknowledged as the most complete and user-friendly HR software, covering the entire employee lifecycle from talent acquisition to administrative automation and performance management. BrioHR facilitates the automation of repetitive operations and staff engagement for maximum productivity (BrioHR, n.d.).

30 13.3 Unmotivated employees Employee motivation adds passion and enthusiasm to the job and can generate an energising environment for a number of employees. Motivation also plays a crucial role in reducing the gap between employees' skill and willingness to work. In certain circumstances, however, motivated employees may become demotivated. For instance, after monitoring the working environment at Camfil Malaysia Sdn Bhd for six months, I was able to determine that some of the employees are demotivated due to the Head of Department or Managers' ineffective leadership. As we all know,

effective leadership is crucial to employee motivation, and if great leadership is lacking or negatively affecting the team's view, certain team members or employees may become demotivated. Because of a minor error, I have witnessed Managers yelling at Executives in a condescending manner. All employees would feel bad after being treated in such a manner; therefore, managers and leaders have an important role to play by refraining from putting employees down in a demeaning manner. Doing so will help to build trust and respect within the team, which will ultimately contribute to the achievement of the company's goals as all employees are motivated to do their jobs. The second reason that might lead to uninspired employees is an insurmountable amount of work. Using the Human Resources Department of Camfil Malaysia Sdn Bhd as an example, our department occasionally experiences an unmanageable workload because we are too busy with too many ad hoc tasks. In addition, our payroll executive is currently on maternity leave, so the rest of the department's members are responsible for her daily tasks related to the payroll management of the employees. As time progresses, the employees have less and less time to complete their own daily activities due to the growing number of ad hoc responsibilities. According to Girdwichai and Sriviboon (2020), a lack of motivation or a low level of motivation may result in a drop in employee performance, which may contribute to a decline in the competitiveness, performance, and productivity of the team as a whole. In this case, my advice is to always collaborate and communicate with the team if you have too much on your plate at the time. It is acceptable to seek assistance from your team, and it is the leaders' and superiors' responsibility to delegate tasks if they observe their subordinate struggling to manage their workload. A good team communication may be beneficial because the team may be unaware of how heavy your workload is at the time.

31 14.0 OPPORTUNITIES 14.1 Expansion of plants Camfil Malaysia expanded its production capacity and industrial area in 2022 so that it could better fulfil the ever-increasing demand for its air filter products and services around the world. The combined space of the two factories will equal 759,000 square feet when the expansion is finished, and it will be placed exactly next to the Camfil factory that is already in operation. At the expanded plant, production

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of the High Efficiency Particulate Air (HEPA) filter, Turbo Machinery, and Molecular		

Filters will take place. In order for the factory to continue contributing to the achievement of the Sustainable

Development Goals set forth by the United Nations, it will continue to manufacture air filters that have a low impact on the environment and to offer additional options for maintaining clean air (UNSDG). According to statements made by Teng Kim Ming, Vice President of Camfil APAC's Finance & IT, Camfil Malaysia Sdn Bhd has also allotted MYR50M for investment in the new plant expansion. This will enable the company to accelerate its growth strategy and broaden its offerings in Asia Pacific while maintaining a primary concentration on providing long-term value to the company's clients (Camfil, 2022). Aside from that, the new plant expansion will also give greater warehouse space and production area, and it will be able to shorten lead time by around fifty percent. Camfil Malaysia Sdn Bhd expects to expand production with the help of this new plant so that it can fulfil the needs of customers all over the world. Numerous

advantages would result from the new plant's expanded production capacity, such as the ability to store inventory to fulfil huge orders that occur while you're already at capacity or to stockpile items during slow times to meet last-minute demand.

32 14.2 Attractive benefits offered to the employees The term "employee benefit" refers to any type of compensation, other than pay or salary, that is paid for in whole or in part by the employer (Abdul Kadir et al., 2019). The employees of Camfil Malaysia Sdn Bhd are eligible for a variety of benefits, including a dental card, a family medical card, a panel clinic, a no-smoking allowance, a transportation allowance, newborn baby benefits, marriage benefits, and also condolence money. These benefits can be found in the company's benefits package. However, employees won't be able to take use of these benefits until after they have successfully completed their probationary period and been promoted to a permanent position at Camfil Malaysia Sdn Bhd. In addition, Camfil Malaysia Sdn Bhd provides numerous recreational events for its employees, including badminton and futsal matches on weekends, fishing competitions, and a Mobile Legend Tournament for employees who enjoy playing mobile games. In addition, Camfil Malaysia Sdn Bhd provides several recreational activities for its employees, such as badminton and futsal matches on weekends, fishing

tournaments, and a Mobile Legend Tournament for employees who prefer mobile gaming. For me, I have one suggestion for the benefits that are being offered by HR which is offering tuition assistance for employees that want to further their education while also working in the company. For example, many employees from officer level want to further their studies in order to increase their job position and many of them were offered to further their study but they are unable to do so as they are working and have another financial commitment apart from paying for their tuition fees.

33 15.0 THREATS 15.1 Uncertain economic conditions The economic and industrial development of nations throughout the world impacts the growth of industrial filtration sales. As a result, any unfavorable economic conditions may have an impact on the industrial filtration business (Future Market Insight, 2023). Furthermore, due to escalating trade and geopolitical conflicts, which have exacerbated the uncertainty in the global trading system, global economic development has been shifting and becoming increasingly unstable in recent years. In addition, because of the volatility of the economy, extra plant capacity and expansion projects in the power generation, oil and gas, chemical, pulp and paper, and pharmaceutical industries are frequently delayed or cancelled, which is detrimental to the air filtration company. This uncertainty in the global economy has affected Camfil as a supplier of air filtration products and clean air products to its clients, as it could drive companies to reduce production, expenditure, and employee compensation. Due to high inflation, aggressive monetary tightening, and rising economic uncertainty, the current state of the global economy has hampered the speed of economic recovery following the Covid-19 crisis, resulting in a recession this year. If the economic conditions remain static and do not change, Camfil Malaysia Sdn Bhd may not receive any orders from its customers. Therefore, I would advise the company's management to make Camfil recession-proof. In order to maintain the company's cash flow, it is vital to decrease or reduce any needless costs incurred by the business. By reducing wasteful expenditures on less This uncertainty in the global economy has impacted Camfil as a supplier of air filtration products and clean air products to its clients, as it may prompt businesses to reduce production, expenses, and employee remuneration. As a result of high inflation, aggressive monetary tightening, and increased economic uncertainty, the current status of the

global economy has slowed the rate of economic recovery from the COVID-19 crisis, culminating in a recession this year. If economic conditions continue unchanged, Camfil Malaysia Sdn Bhd might not receive any orders from its clients. Investing in essentials such as recreational activities and non-essential technologies is likely to help the company survive a recession. In addition, a continuous and reliable cash flow is necessary to ensure that the company has the funds to pay its expenses and generate profits.

34 15.2 Increased competition As a leading manufacturer and developer of air filters and clean air products, Camfil Malaysia Sdn Bhd is subject to competitive pressure from a rival in the same industry who sells the same product line. The increased installation of air filters during the Covid-19 pandemic has created new market entrance opportunities for companies seeking to recruit more customers (Nathan, 2021). Increasing global awareness and demand for air filters and clean air products are driving growth in the global air purifier and clean air filter industry. For instance, the Asia-Pacific region has been a significant factor in the increased demand for air filters and air purifiers. Taking South Korea as an example, practically every house is equipped with an air purifier as a result of the expanding advertising activities that have led to an increase in consumer awareness. For the next five years, El Nino will cause the global temperature to reach alarming levels, which will increase the likelihood of a global haze catastrophe as a result of less rainfall, hence decreasing the air quality level (World Meteorological Organization, 2023). The rising demand for air filtration goods has led to heightened competition in the air filter sector. Dyson, Coway, Hitachi, and Daikin are well-known market competitors that are now present. To strengthen its position in the air filter sector, Camfil must ensure that its products are more distinctive than those of its competitors. Since Camfil has been in the sector for more than half a century and its customers are loyal to its products, I do not believe it will be difficult for the company to achieve this. Since 1963, Camfil has been the innovator of the Hi-Flo Filter, which has been Camfil's greatest success story; thus, I feel that no competition could surpass this company's Hi-Flo product if Camfil continues to innovate its Hi-Flo filters.

35 PART 6 : DISCUSSION & RECOMMENDATIONS (SWOT MATRIX)

36 PART 7 : CONCLUSION In conclusion, the SWOT and PESTLE analysis as well as the SWOT matrix provide an in-depth picture of the business operations that a firm runs, irrespective of the goods or services that the organization provides. It has the potential to teach the brain to see all of the facets and elements that could potentially damage our company. The SWOT analysis is the most likely appropriate medium for us to refer to in the event that unforeseen problems arise, and you are unsure what strategy could be used to overcome the issue. This is because the analysis formulates the plan and actions that we need to take in order to address the problem. During my six months as an intern at Camfil Malaysia Sdn Bhd, I gave it my all to put into practice everything I had studied in my Bachelor of Business Administration (Honors) in Human Resource Management programme. After getting a taste of the real working world, I can say with confidence that my understanding has improved thanks to practical application rather than just theoretical study and test prep. My internship in human resources at Camfil Malaysia Sdn Bhd, for instance, is allowing me to use my education and experience in areas like as employment law, strategic management, business analytics, talent recruitment and selection, and human resource development to good use. Although adjusting to my new workplace presented some initial challenges, I've found that doing so has paid huge benefits in terms of the knowledge and experience

I've gained from my coworkers. The skills I developed and the contacts I made during my internship will serve me well in my future career.

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Global temperatures set to reach new records in next five years. Retrieved from World Meteorological Organization: 3

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W

[media/press-release/global-temperatures-set-reach-new-records-next-five-years](https://public.wmo.int/en/media/press-release/global-temperatures-set-reach-new-records-next-five-years) 40

PART 9 : APPENDICES Preparing employee ID for staffs and interns Key in medical cost according to departments

41 HR APAC Meeting 2023's Dinner at Assam House, Ipoh Hari Raya Aidilfitri Celebration at Camfil's Canteen

42 Employee Yearbook Giving Ceremony during CamfilCairing Week 2023 Team Building Activity with HR APAC Team atWEIL Hotel, Ipoh

43 Morning briefing at the Finish Goods Warehouse Training room preparation for training or briefing sessions

44 Prepare Induction Forms for new hires to be filled up on their reporting day Update HR's Information Board with latestinformation and memo

Hit and source - focused comparison, Side by Side

Submitted text As student entered the text in the submitted document.

Matching text As the text appears in the source.

1/14	SUBMITTED TEXT	26 WORDS	82% MATCHING TEXT	26 WORDS
	PART 1 : PRELIMINARY PAGES..... i EXECUTIVE SUMMARY.....i TABLE OF CONTENTS.....2 ACKNOWLEDGEMENT.....1 PARTS PROFILE..... 2 1.0 RESUME.....2 PART 3 PROFILE..... 4 2.0 Background.....4 3.0		PART 1: PRELIMINARY PAGES Declaration of Executive Summary Table of Contents Acknowledgement STUDENT'S PROFILE Updated Resume PART 3: COMPANY'S PROFILE Company Name, Location Vision,	
SA	Industrial Training Report at ARS Synergy Sdn Bhd - Sharifah Nur Iffa Binti Syed Tajuddin (202088 ... (D158346006)			

2/14	SUBMITTED TEXT	16 WORDS	91% MATCHING TEXT	16 WORDS
	PART 2 : STUDENT'S PROFILE 1.0 UPDATED RESUME PART 3 : COMPANY'S PROFILE 2.0 Name, Location,		PART 2: STUDENT'S PROFILE Updated Resume PART 3: COMPANY'S PROFILE Company Background, Name, Location	
SA	Industrial Training Report at ARS Synergy Sdn Bhd - Sharifah Nur Iffa Binti Syed Tajuddin (202088 ... (D158346006)			

3/14

20 WORDS 85%

20 WORDS

a leading manufacturer of premium clean air solutions
a leading manufacturer of premium clean air solutions,
that provides commercial and industrial systems for air
we provide commercial and industrial systems for air
filtration and air pollution control. filtration and air pollution control

W <https://www.camfil.com/en-us/>

4/14

SUBMITTED TEXT

15 WORDS 95% MATCHING TEXT

15 WORDS

in Plot 9A & 9B, Lorong Bemban 1, Bemban Industrial in 2020. Plot 9A & 9B Lorong Bemban 1 Bemban
Estate, 31000 Batu Gajah, Perak Industrial Estate 31000 Batu Gajah Perak

W https://www.emis.com/php/company-profile/MY/Camfil_Malaysia_Sdn_Bhd_en_4203454.html

5/14

SUBMITTED TEXT

14 WORDS 100% MATCHING TEXT

14 WORDS

solutions that combine clean air with energy efficiency
solutions that combine clean air with energy efficiency in
a sustainable and profitable way. 3.3 a sustainable and profitable way.

SA Industrial training report (Maisarah Ainaa 2019475706).docx (D143395489)

6/14

SUBMITTED TEXT

33 WORDS 68% MATCHING TEXT

33 WORDS

Strengths, Weaknesses, Opportunities, and Threats) strengths, weaknesses, opportunities, and threats (SWOT)
analysis has become an essential tool for organizations analysis has become a fundamental tool for organizations
evaluate their market position and is extensively used to evaluate their position in the market and is widely used
evaluate the internal and external environments of to analyze the internal and external environments of
organizations during period of indecision. organizations during times of indecision (

SA Mohd. Khairul Ikhwan-SAF RICH EMPIRE (M) SDN BHD.pdf (D142564447)

7/14

SUBMITTED TEXT

14 WORDS 100% MATCHING TEXT

14 WORDS

and delivering solutions that combine clean air with
and delivering solutions that combine clean air with
energy efficiency in a sustainable and profitable energy efficiency in a sustainable and profitable

SA Industrial training report (Maisarah Ainaa 2019475706).docx (D143395489)

8/1418 WORDS **80%**

18 WORDS

leading producers of premium clean air solutions, providing commercial and industrial systems for air filtration and air pollution

leading manufacturer of premium clean air solutions, we provide commercial and industrial systems for air filtration and air pollution

W <https://www.camfil.com/en-us/>

9/14**SUBMITTED TEXT**

12 WORDS

95% MATCHING TEXT

12 WORDS

of the High Efficiency Particulate Air (HEPA) filter, Turbo Machinery, and Molecular

of-the-art High Efficiency Particulate Air (HEPA) filter, Turbo Machinery and Molecular

SA Industrial training report (Maisarah Ainaa 2019475706).docx (D143395489)

10/14**SUBMITTED TEXT**

24 WORDS

88% MATCHING TEXT

24 WORDS

Al-Suraihi, W., Samikon, S., Al-Suraihi, A.-H., & Ibrahim, I. (2021, June). Employee Turnover: Causes, Importance and Retention Strategies. European Journal of Business and Management Research.

Al-Suraihi, W.A., Samikon, S.A., Al-Suraihi, A.-H.A., Ibrahim, I.: Employee turnover: Causes, importance and retention strategies. European Journal of Business and Management Research. 6, 1–10 (2021).

SA INDUSTRIAL TRAINING REPORT SITI NUR SYUHADA BINTI MOHD ZAKHIR@MOHAMAD ZAKHIR 2019627138 KBA2406A.docx (D143349671)

11/14**SUBMITTED TEXT**

19 WORDS

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19 WORDS

Employee Motivation and Performance: Do The Work Environment and The Training Matter? Journal of Security and Sustainability 38 Issues, 9.

Employee Motivation and Performance: Do The Work Environment and The Training Matter? Journal of Security and Sustainability Issues, 43-54.

SA MGT666_NURATIQAHA SHAZLYN BINTI ABD AZIZ_2020980671.pdf (D142789524)

12/14**SUBMITTED TEXT**

26 WORDS

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26 WORDS

Business Review. Rozmi, A. N., Nordin, Aliimran, & A.Bakar, M. (2018, January). The Perception of ICT Adoption in Small Medium Enterprise: A SWOT Analysis. International Journal of Innovation

Business Management Rozmi, A. N. A., Nordin, A., & Bakar, M. A. (2018). The perception of ICT adoption in small medium enterprise: A SWOT analysis. International Journal of Innovation

SA INTERNSHIP REPORT WAN NUR HANIS BINTI WAN HAURI.pdf (D142996372)

13/14

16

81%

16

Global temperatures set to reach new records in next years. Retrieved from World Meteorological years | World Meteorological 39

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14/14

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2

100% MATCHING TEXT

2

media/press-release/global-temperatures-set-new- records-next-five-years media/press-release/global-temperatures-set-new-records-next-five-years

W <https://public.wmo.int/en/media/press-release/global-temperatures-set-reach-new-records-next->