



UNIVERSITI
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Kampus Arau



SKY RESOURCES
GROUP OF COMPANIES

HRM666

INDUSTRIAL TRAINING REPORT

SKY RESOURCES GROUP OF COMPANIES

1 March 2023 - 15 August 2023

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Executive Summary

All students are required to do industrial training in order to complete their studies. Now, I have almost finished my industrial training at Sky Resources for 6 months. Sky Resources is a OEM skincare manufacturer company that produces a wide range of beauty products.

During this internship at Sky Resources, I have learned so many things in my department. Roles and responsibilities that I need to carry are including assisting in the recruitment process, administrative tasks and doing several projects. Not to forget, I managed to participate in doing posters for the company's event starting from July until December. As I engaged in this project, it made me utilize my creative skills very well as I did not get into the creative task. Besides, there are many valuable skills that I have developed which are organizational skills, interpersonal skills and communication skills. Furthermore, I also manage to participate in team meetings and discussion for employee's career progression. This provides me a comprehensive understanding of the progression in an employee's career such as what skills that they need to have in order to get promoted and how much duration period to get promoted.

Achievement that I get during this internship are my posters posted in the announcement in teams, on tv and also on the notice board. I feel so proud of myself because I've been doing this poster since May. It took me 2 months to get approved by the boss. Next achievement that I have made is that I managed to do decoration in the company for Aidilfitri celebration. Not to forget, doing all the tasks and seeing how the company operates, it also can give me knowledge and information about the strengths and weaknesses of the company which also can help me in doing SWOT Analysis.

The learning outcome that I get through this internship is skill development where it can enhance my organizational and communication skills and personal growth as there are some cases that require me to utilize communication, critical thinking and problem-solving skills.

Therefore, doing an internship at Sky Resources provides me a good experience, hands on learning, skill development, learning outcome and understanding the company's operation where it can help in my personal growth and development.

Table of Content

Executive summary	i
Table of Content	ii
Acknowledgement	iii
1.0 Student's Profile	1
2.0 Company's Profile	3
2.1 Company's Background	3
2.2 Company's Vision & Mission	4
2.3 Product Offered	6
2.4 Organization Structure	7
2.5 Company's Social Media and Shopping Platform	8
3.0 Training Reflection	9
4.0 Pestel Analysis	12
4.1 Political	12
4.2 Economic	12
4.3 Social	13
4.4 Technological	13
4.5 Environment	13
4.6 Legal	13
5.0 SWOT Analysis	14
5.1 Strength	14
5.2 Weaknesses	15
5.3 Opportunities	17
5.4 Threats	18
6.0 Discussion And Recommendation	20
6.1 Strengths and Opportunities Strategies	21
6.2 Weaknesses and Opportunities Strategy	21
6.3 Strength and Threat Strategy	21
6.4 Weaknesses and Threat Strategy	22
7.0 Conclusion	23
9.0 Appendices	26
9.1 Involvement and Contribution during Internship	26
9.2 Ouriginal Result	28

2.0 Company's Profile



Figure 2.0 Company's Logo

2.1 Company's Background

Sky Resources is a manufacturing OEM company that specializes in making skincare products, haircare, cosmetic, personal care, hair care, oral care, and baby care. Sky Resources has over 31 years of experience in the beauty and cosmetic industry. OEM or known as Original Equipment Manufacturer is a type of business where companies focus on creating and designing products that are meant to be sold under their clients' brand names. This means Sky Resources will be involved in the creation and customization of various components and products meant for use in other companies' final products. Sky Resources also offer customized solutions for customers who are looking to establish their own brand or expand their product offered range.

Sky Resources is a trusted brand and partner as they focus on customer satisfaction, product safety, and brand identity which can make other businesses that are looking to establish their own product brand. Sky Resources has other companies below them which are Sky Nutraceuticals and Sky Printech. Sky Nutraceuticals is an OEM Manufacturer of Functional Beauty, Health & Wellness which are mainly focused on supplements and food products. Since 2007, Sky Nutraceuticals has provided private-label products for wellness, health, and culinary beauty. Sky Nutraceuticals works to create functional food products that actually perform and give consumers noticeable effects, while Sky Printech creates the packaging, printing, and labeling for the goods in an effort to change the perception of dietary supplements. This indicates that Sky Resources will offer their clients a whole range of services, from creating the items' formulas to creating their packaging. The founder or CEO of Sky Resources Group was Dato Tan Hock Kheng. He is also CEO of MaxPine. Max Pine International Holdings Sdn. Bhd

was incorporated in 2008, is a licensed Multi-Level Marketing company and a full member of the Direct Selling Association of Malaysia (DSAM).

Name	Sky Resources Group of Companies
Location	No. 1720, Lorong Perusahaan Utama 1, Kawasan Perindustrian Bukit Tengah.14000 Seberang Prai Tengah, Bukit Mertajam, Pulau Pinang.
Founded	1981
Founder	Dato' Tan Hock Kheng
Sector	Manufacturing
Operation hour	8.30A.M - 6.30P.M
Website	https://sky-resources.com/

Table 2.1.1 Company's Profile

2.2 Company's Vision & Mission

- **Vision**

Asia's leading health & beauty Halal certified manufacturer providing impeccable products & services

- **Mission**

Providing exceptional quality Halal certified health & beauty products that value-add to brand owners from all over the world (“OEM & ODM Skin Care and Cosmetic Manufacturer in Malaysia).

- **Objectives:**

1. To reduce cost of production without compromising on the quality of their products by implementing lean manufacturing practices, using advanced technology, and optimizing supply chain processes.
2. To increase market share by offering high-quality products and services to the customers by providing innovative solutions that meet the unique needs of their clients.
3. To expand into new markets and geographies by understanding the needs of potential customers in new markets and tailor their products and services to meet those needs (“OEM & ODM Skin Care and Cosmetic Manufacturer in Malaysia”).

- **Goals:**

1. To increase revenue by expanding product line and reaching new markets in asian and globally
2. To develop and maintain a competitive advantage over other OEM companies. to boost sales by broadening the product offering and entering new Asian and international markets

2.3 Product Offered

Sky Resources Products



Figure 2.3.1: Sky Resources Products

Sky Nutraceuticals Products



Figure 2.3.2: Sky Nutraceuticals Product

2.4 Organization Structure

TOP MANAGEMENT

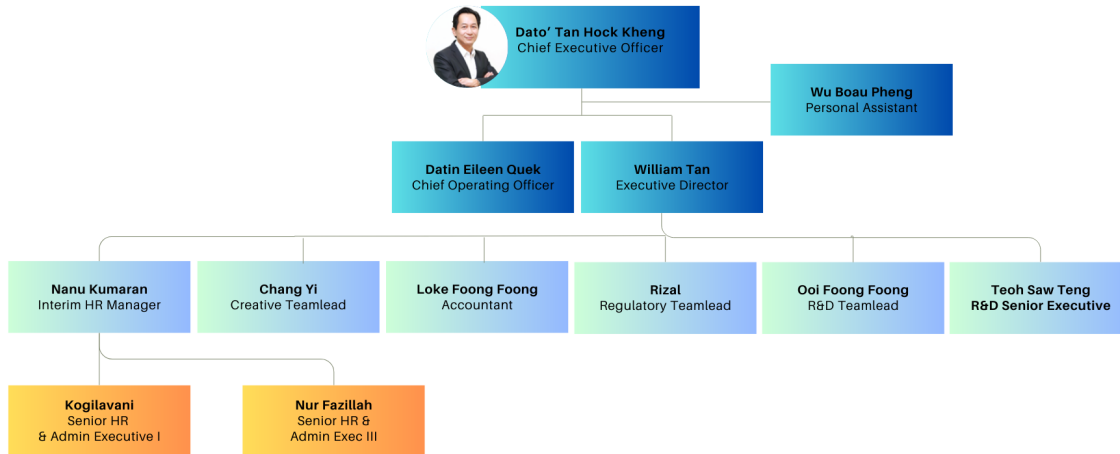


Figure 2.4.1: Top Management Organizational Chart

HR & ADMIN

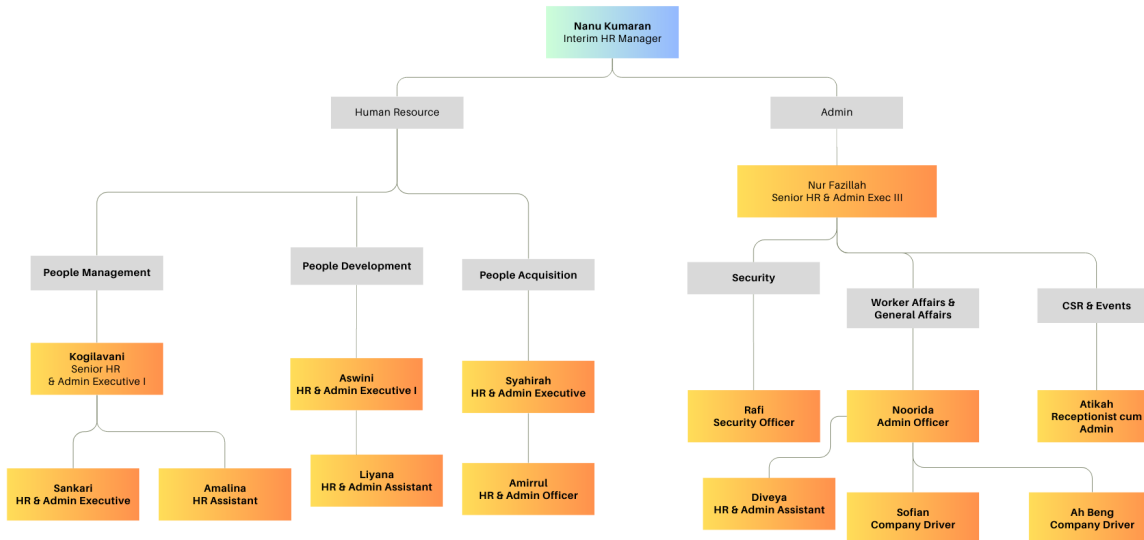
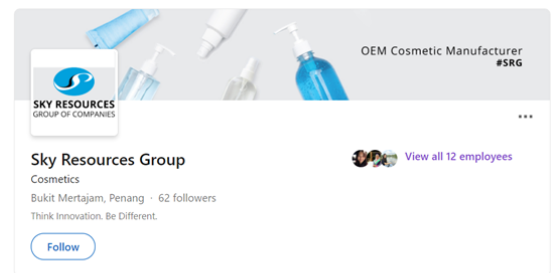
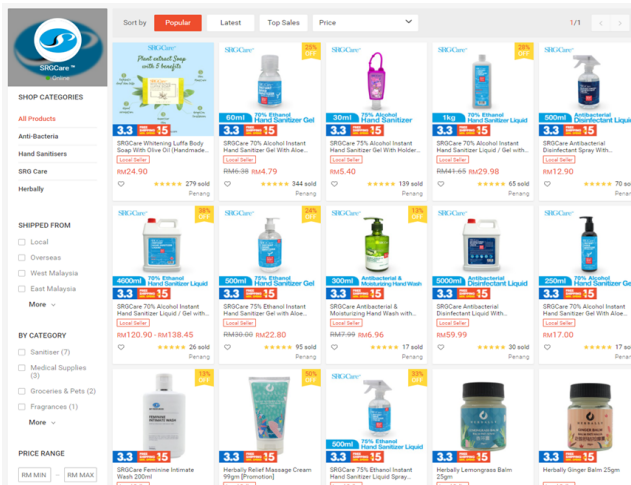
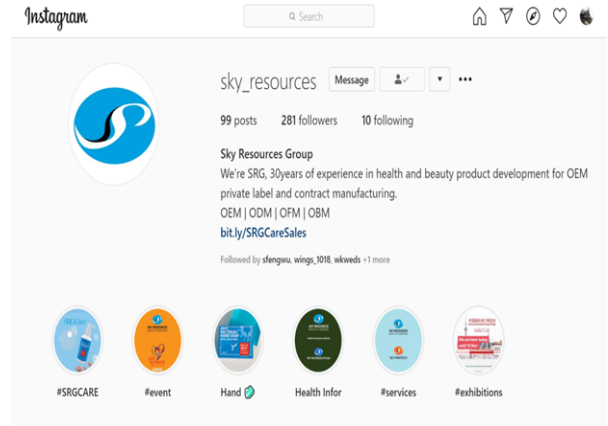
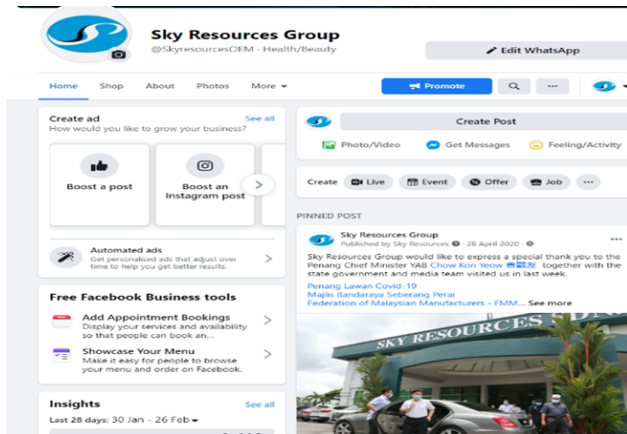


Figure 2.4.2: Human Resource & Administrative

2.5 Company's Social Media and Shopping Platform



About us

Company History

Sky Resources Group of Companies (SRG) was founded in 1991. Today, SRG has evolved into a competitive and professional health, beauty and personal care industry leader in Malaysia. Our accommodating facility of 65,000 sq. ft. headquartered in Penang, Malaysia houses production, quality control and assurance, packaging and design services, administrative office and state-of-the-art research & development center.

Company Overview

SRG is your trusted manufacturer, from creation to completion, we provide our valued customers the most comprehensive one stop solution of OEM, ODM & OFM services. We help to make your products unique, outstanding in the market and ahead of your competitors. We will always design the most valuable solution for you by minimizing your costs and maximizing your profits. With the experience and expertise of over 300 employees across a diverse range of fields, we persist in developing exceptional quality products, ideal customer services and on-time deliveries.

3.0 Training Reflection

- **Duration**

Training reflection refers to the process of reviewing and evaluating experiences getting from training in order to gain insights and improve learning outcomes . There are many things that I have learned during my internship period. I managed to work for 6 months starting from the first day of March in 2023 until 15th August 2023. I'm working 5 days a week which is from Monday to Friday and the time that I start my work is at 8.30 until 6.30pm.

- **Experience**

Doing an internship at Sky Resources also gives me valuable experience. Since I'm doing many different tasks and helping my other colleagues, I have managed to learn so many things. One of them is that it can enhance my organizational skills as I always do several tasks related to administration and recruitment such as organizing documents and files, managing office supplies for beverage stock at the pantry. This also made me learn to handle multiple tasks.

In terms of recruitment, it makes me familiar with the recruitment and interview processes. I need to do job descriptions, find applicants, arrange interviews, shortlist candidates and make offer letters. I also have learned how to fit a candidate's qualifications with the required specific roles.

- **Roles and Responsibilities**

During my internship at Sky Resources, I was assigned to the HR & Admin Department headed by Mr Wu and then he assigned a recruitment team which is Muhammad Amirrul and Nur Syahirah to handle me. My roles related to Human Resources are more towards recruitment since Mr Amirrul and Ms Syahirah handle the recruitment process and several administrative tasks. For the recruitment part, I was assigned to assist the recruitment team to schedule interviews and give assessments for potential candidates by giving them a common test, typing test and color blind test. I also help in assisting materias for interview preparation such as marking candidate's test, give comments about candidates on behalf of Human Resources part in the last page of Employee Application Form. Not only that, I also drafted a job description for new join employees. Furthermore, I also learned to make an offer letter to the candidate after they are accepted working here. In preparing offer letters, attention to detail is very important as

I need to put employee's information correctly and match their qualification contract according to the employee handbook. If there is some error in the offer letter, the offer letter is void.

As I'm an intern, my roles are not fixed since I'm still in the process of learning. In terms of administrative work, I managed to learn administrative tasks such as replacing receptionists by assisting clients that come to meet the person in charge, answering phone calls, handling postage for employees, monitoring and updating pantry stock beverages and also relevant tasks that are required or needed. Next, it also improved my communication skills as I also interacted with the other employees from other departments, customers, clients and applicants. Not only that, doing an internship at this company also improved my written communication skills as I need to send professional emails and give clear information to other employees and candidates for interviews.

Furthermore, I'm also experienced in participating in team meetings where I need to present my work and contribute ideas during the meeting in order to find solutions for the problem. This also will help in honing my interpersonal skills and ability to work in a team. Not only that, this internship exposed me to professional development as I have learned from professionals in the field which are the company's day to day operations and gained insights into the business environment . Furthermore, my supervisor, colleagues and staff at the company are very helpful when I need their assistance. They are also willing to teach me and correct me properly when I make a mistake. This makes me more excited to go to work

I also feel included when they always ask for my opinion even though I'm just an intern and include me in important tasks such as job grading and posters for company's event. Overall, my internship at Sky Resources gave me a lot of valuable knowledge, skills and experience where it can be as preparation for me in the future. Besides that, I'm also helping my colleagues by doing data entry that requires me to fill in employee's details in a word document or spreadsheet and sometimes open an employee's personal file in order to get the details.

For another task or project, I was instructed to make and design a company calendar event that has all the events that the company celebrated. It took me months to get the approval from my boss for the poster's design. Not only that, in Sky Resources, we celebrate the birthday of employees every month. So everyone in the HR & Admin Department is involved. We were divided to do our tasks such as order food and cake, make announcements and posters, manage the goodies to give for the birthday babies, photographer, MC and mix with the crowds.

My role is to edit poster compilation of the event and take pictures on the day and upload it into the server under the share folder so that everyone can see.

I also managed to learn about doing 5S Audit. 5S Audit is a methodical approach to identifying improvement opportunities in the workplace. It generally observes the proper implementation of 5S in the work area which stands for the 5 steps of this methodology which are sort, set in order, shine, standardize and sustain. Conducting 5S audits can help ensure that the workplace consistently follows a proper procedure and becomes more efficient. In Sky Resources, there are two 5S Audits which are 5S Audit in a company and a hostel that is lived by foreigners.

- **Salary and Benefit**

For allowances, Sky Resources provided me RM800 per month for the first 3 months I joined the company. After completing 3 months working there, the company increased the allowance up to RM1,000 per month. Furthermore, they also provide me with a laptop including its equipment for me to do work. Not only that, if I need to go off site duty, they also provide a car to go there.

4.0 Pestel Analysis

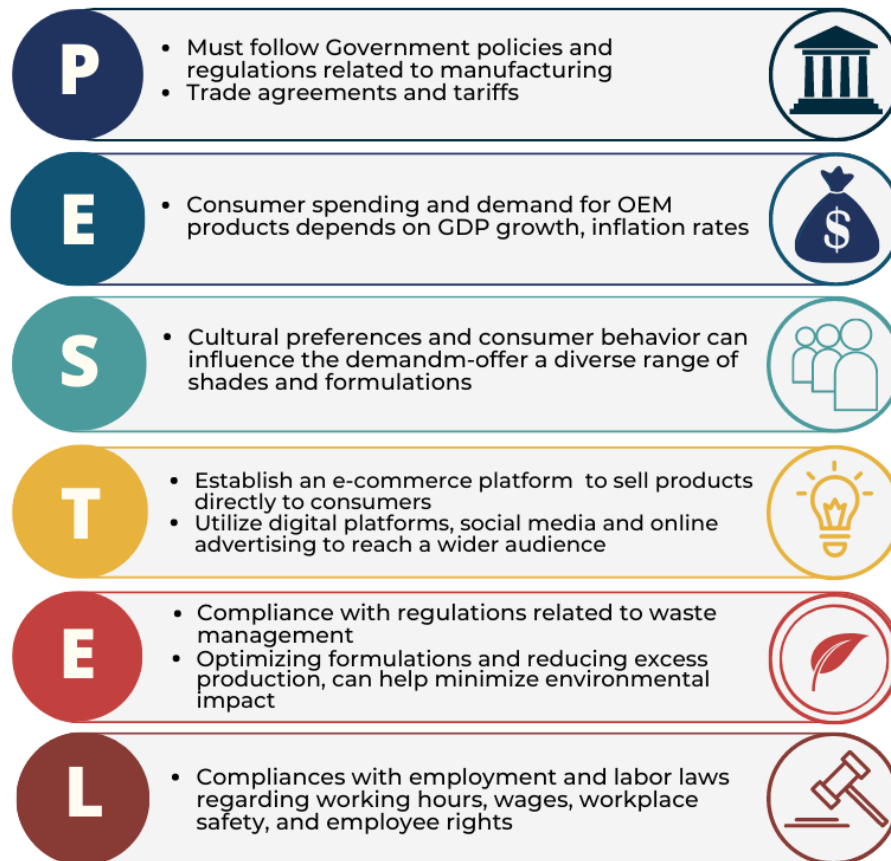


Figure 4.0: Pestel Analysis

4.1 Political

Sky Resources is a manufacturing company which means that the company needs to adhere to policies and regulations that were set by the government in order to ensure operations run smoothly and compliance with the policies. Trade agreements and tariffs are also crucial to the company in ensuring the process of importing and exporting materials or products.

4.2 Economic

Demand in the original equipment manufacturer (OEM) with the level of consumer spending is tightly connected to the GDP growth and inflation rates.

4.3 Social

Sky Resources also fulfills the evolving consumer needs as the demand for the diverse range of products and formulations are influenced by consumer behavior and cultural preferences.

4.4 Technological

The company also established an e-commerce platform to sell the products directly to the consumer by using the Shopee platform. Therefore it will expand the market and bring convenience to the customers. Not to forget, they also utilized their social media platforms in order to promote the brand and their products.

4.5 Environment

Sky Resources is also responsible in ensuring the company is complying with the environmental regulations pertaining to the waste management which they reduce the excess production in order to minimize the impacts on the environment.

4.6 Legal

Last but not least, the company also adheres to the law of employment and labor in order to ensure that all regulations are followed regarding the wages, working hours, employee rights and workplace safety.

5.0 SWOT Analysis



Figure 5.0: SWOT Analysis

5.1 Strength

1. Ability to customize products to meet customer specifications

A company that is able to provide something unique is better than competitors. Not only that, it is also crucial in determining the success of a company. Sky resources are able to offer and customize products to the customers according to their needs. Because of that, Sky Resources can increase their customer satisfaction and loyalty. This is because most businesses want specifications in their products which align with their brand identity. This shows that they can meet customers specifications and satisfaction by fulfilling customer's needs and providing solutions to them.

Besides, when a company allows customization of products to customers, customers are willing to pay a premium for personalized products and are able to wait longer for them as long as they will provide what they want (Pallant et al. #). When a company can give satisfaction to the customer, indirectly it can generate higher profits. Not only that it also can make the company adapt to the customer demands because they already used to follow what customers

require them. By providing customized products, a company can also establish a reputation for being flexible, responsive, and innovative, which can enhance its brand image and competitive advantage (Pallant et al. #). For example, Sky Resources has a large customer base that includes famous brands like Naelofar and Maez, which greatly contributes to their profitability. This means that Sky Resources earns significant profits from these renowned brands.

2. Inadequate investment in technology and innovation

Inadequate investment in technology and innovation is also one of the strengths in Sky Resources. This is because when a company has limited resources to invest in new technologies, it will force them to focus on improving their current processes where it will result in effectiveness and efficiency in current operations.

Besides, by not investing in technology and innovation, a company may be able to reduce its operating costs. For example, they can cut costs when servicing older equipment because it may be cheaper than investing in newer ones which are more modern. The company also can minimize the disruption and resistance which may occur when they adopt new technologies.

Furthermore, limited investment in technology and innovation can also provide opportunities for businesses to create new solutions to existing problems in the market. For example, the company can optimize the process using the existing system by efficient workflows, enhance productivity and eliminate waste so that they can achieve competitive advantage.

5.2 Weaknesses

1. Higher turnover rates

In terms of weaknesses, Sky Resources faces a high turnover rate. Turnover rate refers to the rate at which employees leave a company and are replaced by new hires. Based on the exit interview form that I received to do research about high turnover in the company including the reason employees resign, it is clear that the company experienced a high turnover rate. The feedback that was provided in the form also indicates the reason why employees leave the company. A higher turnover rate can be considered a weakness for Sky Resources because it can lead to increased cost of recruitment, hiring, onboarding new employees and training. This is because when a company continuously brings in new employees and then provides them with

necessary training it can be expensive for the company and time-consuming as companies need to spend some money on it.

Not only that, it also will disrupt workflow and productivity as new hires will take time to become fully effective in their roles. While for other workers, they also will experience an increase in workload as they need to carry responsibilities of their resigned colleague (Lancaster, 2023). This will lead to reduced productivity among the employees due to the excessive workload they have to bear.

Furthermore, high turnover also makes Sky Resources also experience loss of top talent. This is because when experienced and talented employees leave, they will take with them their valuable skills and knowledge, skills which other employees do not have in order to replace them. This also can affect the performance of the company. Not only that, it also can impact a company's reputation and brand image where potential job candidates may be hesitant to join an organization with a reputation for high turnover because they view it as a sign of underlying issues within the company. Recruitment also will face challenges as high turnover rates can make it difficult to attract top talent. Potential candidates may perceive the company as unstable or unattractive due to its turnover issues which make it harder to recruit skilled professionals.

2. Limited parking space

At Sky Resource, parking space is provided to employees for them to park their vehicle. Parking space was provided for vehicles that employees use to come to work, such as cars, motorcycles and also bicycles for foreign workers. However, car parking space is very limited. This means after all the parking spaces have been fully parked by employees, the rest need to park at the end area which is quite far from the company. This will reduce the productivity of the employees as this situation will contribute to the stress and potential delay in arriving at work on time as they need to walk a bit and sometimes it is dangerous because there are stray dogs and trailers that use the road.

3. Limited brand recognition and customer awareness

Sky Resources also faces limited brand recognition and customer awareness. This is because the company's social media insight is below the expectations where the engagement

on the social media post only got few likes. This shows that the content is not resonating with the target audience. This will limit the brand's ability to expand their online presence in order to attract new customers.

5.3 Opportunities

1. Development of new and innovative products to meet changing customer needs

Opportunities refer to external factors that can benefit the organization, and one of the opportunities is the development of new and innovative products. Understanding the changing needs and preferences of customers is crucial in order to stay competitive in the market. With the advancement of technology and the constant evolution of customer expectations, the company always has the chance to improve their business or produce new products to meet the market trends. Sky Resources are able to develop new and innovative products to the customer according to their needs. This is because Sky Resources offers customization in products which allow their customers to upgrade what they want and also make the product with the better formulation to the customers. By developing new and innovative products, customers will remain loyal to the company as they see the company has the potential to fulfill all of their needs.

Besides, Sky Resources also will gain a competitive edge when they can develop innovative products in order to differentiate from the competitors. By developing and producing innovative products, the company can expand the markets and adapt to the shifting consumer behavior. Besides, they also not only retain the existing customers but also attract new customers from switching to the other company.

2. Growing Demand

Sky Resources will always have growing demand as they are a company that provides OEM products and services. As we can see right now, cosmetic products are considered essential products in human life so it always has demand. Besides, customers also will look for new and exciting products. This will bring opportunities to Sky Resources as they are an OEM manufacturing company in order to cater the growing demand by developing innovative and high end quality products that meet customer satisfaction. Customers choose to collaborate with the Sky Resources in order to develop products because it can save their time and resources as the company already has necessary resources which are equipment, skilled workers and infrastructure to handle manufacturing.

Besides, they also can custom formulate, design the packaging according to their needs. One of the factors these products experience is high demand because of influencer culture. As we can see in Malaysia right now, many people are influenced to use products that influencers promote in their social media. For example, Maez, which is the most successful brand that uses Sky Resources's services to produce their products, had a lot of customers when they started to promote their products through influencer reviews. As we can see, the beauty industry will always have a growing demand because of people's desire for their self care and ability of the business beauty industry to adapt with the changing trends in the beauty industry. According to the article Beauty and cosmetics market size: growth and industry trends, the beauty market globally is valued at 511 billion dollars and will continue to grow with a compound annual growth rate at 4.76% between 2022 and 2026 (Killip, 2022).

5.4 Threats

1. Economic downturns that lead to reduced demand for products

Economic downturns that lead to reduced demand for products are considered a threat because they have a negative impact on businesses. An economic downturn can occur due to various reasons, such as a recession, inflation, currency devaluation, or an economic crisis. The Sky Resources case is during MCO. This pandemic and MCO has led to decrease in consumer spending power which indirectly decreases demands for cosmetic products offered by OEM companies because they will prioritize the health and essential needs more. This is because many people experience significant financial uncertainties which leave them unable to purchase non-essential products.

This affects Sky Resources as this company is an OEM Manufacturing Company that produces beauty products. As we can see, during the pandemic, the usage of cosmetic products decreased with the average 28% in weekly compared to pre pandemic (*Less Is More: How the Pandemic Shifted the Beauty Market, 2022*). Furthermore, this pandemic also leads to supply chain disruptions because it is difficult to get the raw material for the production because of restrictions such as factory close, international trade and others.

2. Product defects

Last but not least, getting defects in products is also one of the challenges for Sky Resources. Product defects in manufacturing happen when a product is made incorrectly or does not match with its intended design (*Defects in Manufacturing, n.d.*). The reasons why

defects occur in the production process is mainly because of poor design, negligence of workmanship and poor material quality. This is very dangerous to the company because it can damage the company's reputation. This is because when customer received the products with the defects, they spread news about the defective products which can damage the company's image. Not only that, it also can contribute to the increasing customer complaints and returns as the company need to pay for return and produce for the replacement or refunds. In order to prevent and minimize this risk, Sky Resources has a good Quality Assurance and Quality Control to that all procedure during the production process from getting the raw material to the assessment of final products (*Leading Skincare & Cosmetics Manufacturer | Services*, n.d.).

6.0 Discussion And Recommendation

<p>Internal Environment</p> <p>External Environment</p>	<p>Strengths:</p> <p>S1: Ability to customize products to meet customer specifications</p> <p>S2: Inadequate investment in technology and innovation</p>	<p>Weaknesses:</p> <p>W1: Higher turnover rates</p> <p>W2: Limited parking space</p> <p>W3: Limited brand recognition and customer awareness of the OEM company itself</p>
<p>Opportunities:</p> <p>O1: Development of new and innovative products to meet changing customer needs</p> <p>O2: Growing Demand</p>	<p>SO Strategy:</p> <p>S1, O2: Maximize Customization Capabilities</p>	<p>WO Strategy:</p> <p>W3, O2: Enhancing Brand Awareness and Market Positioning</p>
<p>Threats:</p> <p>T1: Economic downturns that lead to reduced demand for products</p> <p>T2: Product defects</p>	<p>ST Strategy:</p> <p>S1, T2: Proactive Customer Collaboration</p>	<p>WT Strategy:</p> <p>W3, T2: Utilize customer testimonials and reviews to mitigate the threat of product defects and overcome limited brand recognition</p>

Figure 6.0: SWOT Matrix

The SWOT matrix strategies are known as strategic actions that are obtained from the analysis of the internal strengths and weaknesses and also external opportunities, and threats which are identified from the SWOT analysis. These strategies will be useful for an organization in aligning their internal capabilities with external factors in order to maximize opportunities and minimize threats. By doing an internship at Sky Resources for almost six months, there are some strengths and weaknesses that I have discovered in this company.

6.1 Strengths and Opportunities Strategies

- **Maximize customization capabilities**

These Strengths-Opportunities strategies aim to leverage internal strengths to capitalize on external opportunities. Sky Resources need to maximize customization capabilities in order to further grow the demand of their products and services. By applying this strategy, it can help the company better than its competitors and cater growing demand. In order to implement this strategy, the company can conduct market research about customer insight so that the company can determine customers' demands and preferences in the products that company offers. This can be done by gathering customer feedback about their preferences through the customization of products. This strategy also can help in increasing sales and revenue to the company because customers are willing to pay a premium price for the customized products. Not only that, it also can build customer loyalty as they are happy with what they get and will return to make another product with the company (Zajdo, 2023).

6.2 Weaknesses and Opportunities Strategy

- **Enhancing Brand Awareness and Market Positioning**

This strategy refers to overcoming internal weaknesses by taking advantage of external opportunities. Enhancing brand awareness and market positioning is very important for an OEM company in order to establish a strong presence, attract customers, and strengthen brand loyalty. This is because when consumers trust the quality of a product, it can lead to effective branding which can drive customer preference and market share. The company can build brand awareness by knowing target audience, set brand awareness KPIs by do website visiting to track activity on website, engage with audience using social media pages, brand searches to know how many people looking for the products and track brand's mention in order to know how much people talk about the product or brands. Next, companies also can consider doing brand awareness campaigns with varied channels such as video marketing, paid social media marketing and lastly track and optimize to know what works better to create awareness for the brand (Kloot, 2023).

6.3 Strength and Threat Strategy

- **Proactive Customer Collaboration**

This strategy refers to leverage internal strength to reduce the impact of identified threats to the businesses. Sky Resources can consider to emphasize proactive customer engagement and collaboration throughout the customization process. This strategy can be implemented by involving customers in an early process to know their input and preferences about the formulation and customization of products.

Next the company can give consultation to guide customers in the process of customization and also to provide recommendations according to specific factors such as for cosmetic products, can provide more information and suggestions about a range of shades that are suitable with Malaysia's skins. Besides, the company also needs to involve customers in prototyping and testing products so that customers can provide their feedback on product samples and prototypes. This proactive customer collaboration strategy can enhance customer satisfaction and business performance as preferences and specific needs play an important role in the customization process where to ensure that the final products meet customers expectations.

6.4 Weaknesses and Threat Strategy

- **Utilize customer testimonials and reviews to mitigate the threat of product defects and overcome limited brand recognition**

This strategy aims to minimize weaknesses and avoid threats. The company can utilize customer testimonials and reviews to mitigate the threat of product defects and overcome limited brand recognition. This is because customer testimonials and reviews are important in creating a positive brand perception and influencing consumer purchasing decisions are vital objectives for any business or organization. For Sky Resources's products that focus more on skincare, cosmetic and health supplements, where the quality of product, safety, and effectiveness are important, getting positive testimonials and reviews from customers can mitigate concerns about product defects and elevate the company's brand image.

7.0 Conclusion

Internship at Sky Resources has been an exciting experience and given significant personal growth. During this internship period, I managed to get an opportunity to work on several projects such as posters for company's event, career progression and cooperate with team or colleagues where this can enhance my understanding of the company's culture and operation.

This internship also allows me to apply my theoretical knowledge that I have learned during my university life to real work situations. This will enhance my understanding of the Human Resource and Administration field. Not only that, I also manage to develop necessary skills which include organizational, communication, problem-solving skills which are crucial for my future career. Furthermore, I am also proud of myself for the accomplishment that I managed to achieve during this internship . I managed to do posters for the company's event, and participated in doing employee's career progression. This also will provide me valuable experiences. Next, being able to collaborate with colleagues especially in my department can help in creating a good and positive environment to work. Not only that, my colleagues are also helpful and willing to correct me if I made a mistake.

I am very grateful to have this kind of opportunity that I have obtained during my internship. The valuable lessons that I have learned and skills that I have gained will help me in my future career as a successful Human Resource & Admin position.

Therefore, I would like to express my gratitude to everyone at Sky Resources, especially the Human Resource and Admin department for giving me the opportunity to do industrial training and support throughout my journey there. I believe that all the knowledge and experiences that I have acquired will benefit me in my future career.

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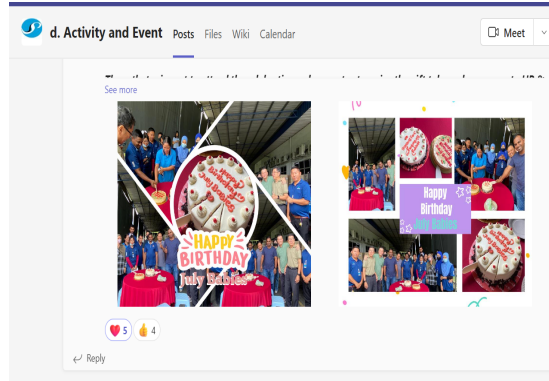
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9.0 Appendices

9.1 Involvement and Contribution during Internship



Taking pictures for Birthday Celebration and editing in collage and post in the activity and event announcement in Company's Teams



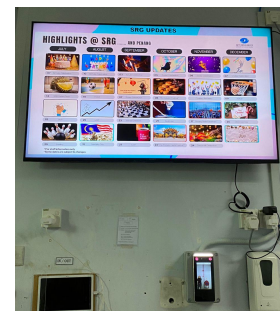
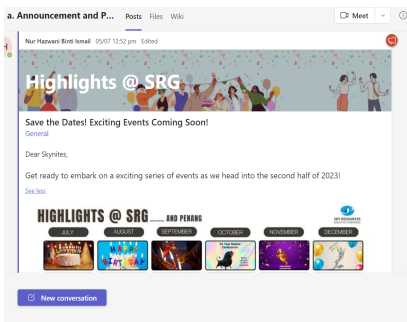
Assists colleagues for Hari Raya Open House



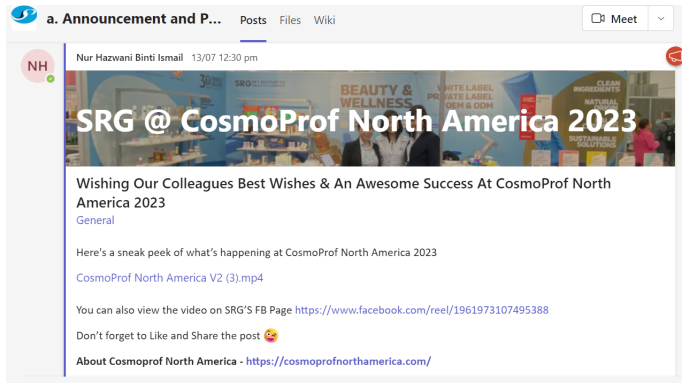
Doing a 5S Audit in Production Department where it required me to wear smock, hair net and shoes cover



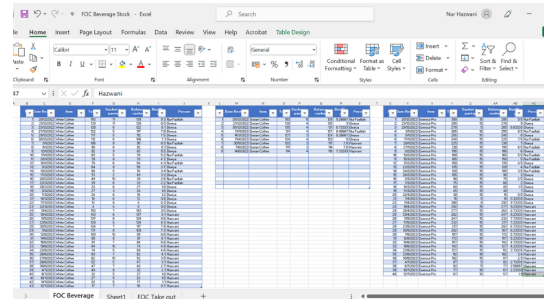
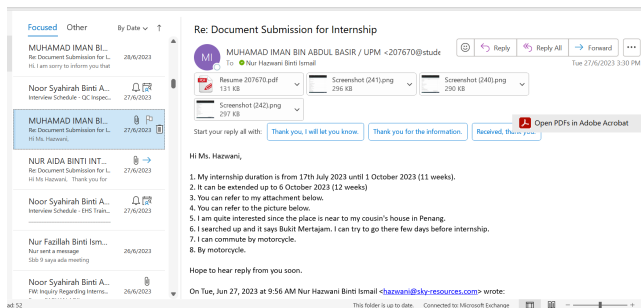
Doing 5S Audit at Foreign Workers Hostel



My poster managed to post at company announcement and in Television



Posting to thank colleagues that contribute to promote company's brand at Las Vegas and making employee's batch card



Emailing potential candidate for Internship and updating stock beverage in company's pantry

9.2 Original Result



Document Information

Analyzed document	Industrial Training Report - Content.docx.pdf (D172261906)
Submitted	2023-07-21 04:55:00
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Sources included in the report

Entire Document

Executive summary All students are required to do industrial training in order to complete their studies. Now, I have

