



UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Melaka  
Kampus Bandaraya Melaka



## INDUSTRIAL TRAINING REPORT AT INFINEON TECHNOLOGIES SDN BHD

01 March 2023 - 15 August 2023

Siti Hawa Zainal Abidin | 2020363047 | BA 246



## **EXECUTIVE SUMMARY**

This report is about an internship in Infineon Technologies Melaka, it explained about the company profile, types of services offer in Human Resources Department, Roles and Responsibility that have been carried out by student, training reflection of internship and also SWOT analysis that students found while doing the training in the company.

Infineon Technologies is a German semi-conductor company. The company was founded on 1<sup>st</sup> April 1999. Previously Infineon was known as Siemens. Infineon had conquered the Europe, Asia Pacific, America, Japan and Greater China. Infineon started operating in Malaysia in 1973, through its Melaka plant, which used to be part of the semiconductor group of Siemens. Infineon has now grown bigger and had spread its wings to Kulim and also Penang.

There are several departments in Infineon. One of the departments is Human Resources. Human Resources department in Infineon has grown bigger. There are 10 departments under human resources which are Business Partner, Talent Network, Employee Services, Recruiting Services, Payroll Services, Learning Services, Employee Relation, People Leader and Development, People Organization Effectiveness and Compensation and Benefits. Each of the team has its own function.

Other than that, this report will also discuss on roles and responsibility that has been assigned to student during internship such as arrange for interview, hosting New Employee Orientation, prepare kit for new hire and also assist registration for new hire. Moreover, student will also need to support on document arrangement and collection.

Next is for training reflection, it explained about skills and experience that students gained while doing internship on Infineon Technologies which are improve communication skills, time management and challenges that students experience while doing internship. Lastly is students also required to identify SWOT analysis for company.

## Table of Contents

ACKNOWLEDGE.....	1
1.0) STUDENT'S PROFILE .....	2
2.0) COMPANY PROFILE.....	3
2.1) COMPANY VISION & MISSION.....	4
2.2) BACKGROUND OF THE ESTABLISHMENT .....	5
2.3) ORGANIZATIONAL STRUCTURE .....	7
7	
3.0) SERVICES OFFER IN HUMAN RESOURCES.....	13
3.1 Recruiting and staffing employee.....	13
3.2) Compensation and benefits .....	14
3.3) Training and development .....	15
3.4) Employee welfare and discipline.....	16
4.0) ROLES/ RESPONSIBILITY.....	17
4.1) Interview arrangement (Kulim, Penang, Memory Solution & Batam ) .....	17
4.2 Hosting New Employee Orientation.....	23
4.3) Assist on registration new hire.....	24
4.4) Prepare kit for new hire .....	24
5.0) TRAINING REFLECTION.....	26
6.0) SWOT ANALYSIS .....	28
7.0 DISCUSSION .....	29
7.1) Strengths.....	29
7.2) Weaknesses.....	30
7.3) Opportunities.....	30
7.4) Threat.....	31
8.0 RECOMMENDATION .....	32
8.1) <i>Improved applicant tracking systems (ATS) can help smooth the hiring process.</i> .....	32
8.2) <i>Create bonding and build trust between team</i> .....	32
8.3) <i>Communicate Clearly</i> .....	32
8.4) <i>Provide more training to employee</i> .....	32

## 2.1) COMPANY VISION & MISSION

### **Mission**

- *Driving decarbonization and digitalization. Together.*

### **Decarbonization**

The world must reduce carbon emissions and use energy much more efficiently to secure quality of life for future generations. With our power system solutions, we are a key enabler in the move to harness renewable energy resources and deliver energy-efficient solutions along the entire electrical energy chain. Together with our customers and partners, we make more out of less to actively shape a greener future.

### **Digitalization**

Digital transformation is changing the way we live, work, produce, and consume. With our smart IoT devices and systems solutions, we link the real and the digital world, and play a key role in unleashing the full potential of digitalization. Together with our customers and partners, we make the world smarter so we can all look forward to a better tomorrow.

### **Vision**

- *We are the link between the real and digital world*

Our vision describes the future we envision and want to achieve for our organization. It is the ultimate goal that inspires and motivates us to keep moving forward. Shaping everything from the IoT, artificial intelligence, and Industry 4.0 to deep machine learning and intuitive sensing, the digital transformation is becoming reality, and the physical world will be connected with the virtual world like never before.

## **2.2) BACKGROUND OF THE ESTABLISHMENT**

Infineon Technologies is a German Semiconductor Company founded on 1st April 1999. Infineon was previously owned by Siemens it is a global pioneer in semiconductor solutions that make life easier, safer, and greener. Infineon microelectronics hold the key to a brighter future. With around 50,280 workers globally, leading in all of the major end markets which are automotive, power semiconductors, and security ICs.

Infineon is split into four sectors, each of which has its own strategic deployment based on the Group Strategy. In this case, the segments are in charge of certain areas that reflect their unique core skills. The Automotive (ATV) segment is in charge of business with 4 semiconductors for automotive electronics. The Industrial Power Control (IPC) segment focuses on power semiconductors largely used in industrial applications, whereas the Power & Sensor Systems (PSS) segment is based on consumer-oriented applications and power supply in general. The Connected Secure Systems (CSS) division consolidates activities related to traditional and emerging security applications

Infineon began operations in Malaysia in 1973, through its Melaka plant, which was previously part of Siemens' semiconductor company. Infineon was spun off from Siemens AG. Outside of the United States and Europe, Malaysia is the only location where Infineon performs fully integrated production, including wafer fabrication, semiconductor chip assembly, and testing.

Infineon has three main operations in Malaysia. Infineon Technologies (Kulim) Sdn. Bhd, which is responsible for both front-end and back-end operations (wafer fabrication) at Kulim, Kedah. Following that, Infineon Technologies (M) Sdn.Bhd administers the back-end operations of sophisticated logic microelectronics products at Batu Berendam Free Trade Zone. Melaka Infineon Technologies (Advanced Logic) Sdn.Bhd, a subsidiary of Infineon Technologies Melaka, in handling assembly and testing of various discrete, power, memory and logic semiconductor products. In addition to production, all Infineon facilities in Malaysia perform R&D on process development for next-generation semiconductor chips and devices, notably in the automotive and power semiconductor industries.