



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
CORPORATE MANAGEMENT DIVISION,
KELANTAN STATE SECRETARY'S OFFICE,
KOMPLEKS KOTA DARULNAIM, 15503, KOTA BHARU,
KELANTAN

SPECIAL PROJECT:
CORPORATE VIDEO SUK KELANTAN

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INFORMATION SYSTEM MANAGEMENT
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UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2017 – 31 DECEMBER 2017

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BY
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REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2017 – 31 DECEMBER 2017

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Nur Syahierah Mohd Ramzan
2015884716

Date of submission: 09/01/2018

ABSTRACT

Industrial training is an important phase of a student life. A well planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. It develops an awareness of industrial approach of organization. During 5 months of industrial training at Kelantan State Secretary's Office (SUK), most of the theoretical knowledge that has been gained during the course of studies is put to test.

The trainee was assign to Corporate Management Division. The trainee supervisor is Mrs. Rosmawati Bt Haron, an executive officer of the division. A special project which is corporate video was made during internship by the trainee. In addition, trainee also do several activities during industrial training and gained lot of knowledge and skills as experiences in working environment.

Keywords: Kelantan State Secretary's Office (SUK), Corporate Management Division, SUK Kelantan corporate video.

ACKNOWLEDGEMENT

Alhamdulillah, thank you to Allah, the Almighty, for giving opportunity to attend industrial training and finally completed my industrial training report within the given period at Corporate Management Division, Kelantan State Secretary's Office (SUK Kelantan).

Firstly I would like to give most thank you to The Chief of Corporate Division Department Mr. Mohd Shaifudeen Bin Md Salleh because give me the opportunity to doing the industrial training at this department. He gave me a lot of department's information and advice during my industrial training.

Next, I would like to dedicate appreciation to my industrial supervisor, Mrs. Rosmawati Binti Haron, at Corporate Division Department. She gave me a lot of guidance, advice and support to complete my industrial training. Do not forget to all Corporate Management Division staffs who always willing to assist me in completing this industrial training.

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Appendix 2 : Photocopy of FingerTec

CHAPTER 1 INTRODUCTION

1.1 Background of the Organization



Figure 1: Kelantan State Secretary's Office

Kelantan State Secretary's Office is one of the government bodies which carry out the task in terms of management and secretarial duties country. Kelantan State Secretary's Office has been established since the 19th century - 20th Century and which, in the past, the administration focused solely secretarial affairs of the 'scribes' letters and papers of the Royal Government official in relation to other state governments.

In the 19th century until the early 20th century secretarial tasks such as writing letters and papers of the Royal Government official has been carried out by "Semian" (Tok Semian). The word "Semian" comes from Siam meaning "scribe". At the end of the 19th century, located in the office building Semian length of wood in front of the Istana Balai Besar and known as "Opis Long" which was built at the beginning of the reign of Sultan Mansur (1891-1899).

At the beginning of the reign of Sultan Muhammad IV (1899-1920) had built a rectangular wooden building known as the "Tree Opis Celagi". Kelantan State Secretary's Office also been placed in the Providence Building, Jalan Sultan Ibrahim, Next to the Old Post Office, Kota Bharu. During the Japanese occupation in 1942, a new building for the Office of the Secretary of State has been moved to a new building in Jalan Hospital. Once completed new buildings in the village of Mas, Jalan Kuala Krai then in March 1987, the Kelantan State Secretary's Office began to be placed at Kompleks Kota Darulnaim, Kota Bharu, Kelantan.

1.1.1 Function

Kelantan State Secretary (SUK) is the secretariat of state who handles the affairs related to state administration. Among the key role played by the SUK is a state secretariat to handle administrative affairs of the state, is a leader in the discovery and implementation of areas to ensure the coordinated development between the state and the country, particularly in achieving the objective in realizing the agenda of human resources in settling and implementing strategic direction to produce human capital needs required by the state to face the challenges of competitiveness and global.

In addition, it acts as a facilitator, regulator and facilitate the way in matters of state on the development of national macro policies to make the country globally competitive, especially the provision of skilled human capital, knowledge, have self belief, proactive, competent, efficient, productive and smart thinking in accordance with the conditions to overcome the challenges.

In addition, it also serves as a strategic coordinator for the state to give importance to stakeholders and customers (citizens) whether the development of infrastructure and human capital development to ensure compliance with the advancement of the state of progress of the center.

SUK also acts as a two-way communication between the government and the people whose administrative offices State Secretary (SUK) have used the model "Two Step Flow", it is the feedback process between the government and the people. Through bilateral relationship will help the work so as to provide the best service to the people.

1.1.2 Objective

Role in shaping, planning, control, coordinate and implement policies and programs/ activities/ tasks such as Administrative Affairs and celebration program at the state level, economic planning, the state civil service, local government, finance, technology, technology information, tourism and culture, housing, the State Executive Council, Integrity, Training, Human Resource management and so on.

1.1.3 Vision

State Secretariat planting vision to become a leading organization of public services is fairly consistent with national development towards Vision 2020.

1.1.4 Mission

The main mission of the organization is to foster a civil servant employees to produce world-class caliber. In addition, the organization also accomplish the mission to strengthen the management of public services in the state of Kelantan.

1.1.5 Moto

Towards a World Class Organization.

1.1.6 Logo



Figure 2: Logo of Kelantan State Secretary's Office

1.1.7 Location

Kelantan State Secretary's Office was located at Kompleks Kota Darulnaim, 15503, Kota Bharu Kelantan.



Figure 3: Location of Kelantan State Secretary's Office

1.2 Organizational Structure

State Secretary (SUK) is the secretariat of state has the management team to handle the affairs related to state administration. Parties responsible and have high power in an organization at the Office of State Secretary (SUK) involved in making a decision. Parties involved is Yb. Faudzi Bin Dato Haji Haji Che Mamat (State Secretary), Dato 'Dr Tengku Mohamed Faziharudean (Tengku Kaya Perkasa) (Deputy State Secretary) and Dato' Hj. Adnan Bin Hussin (Deputy State Secretary).

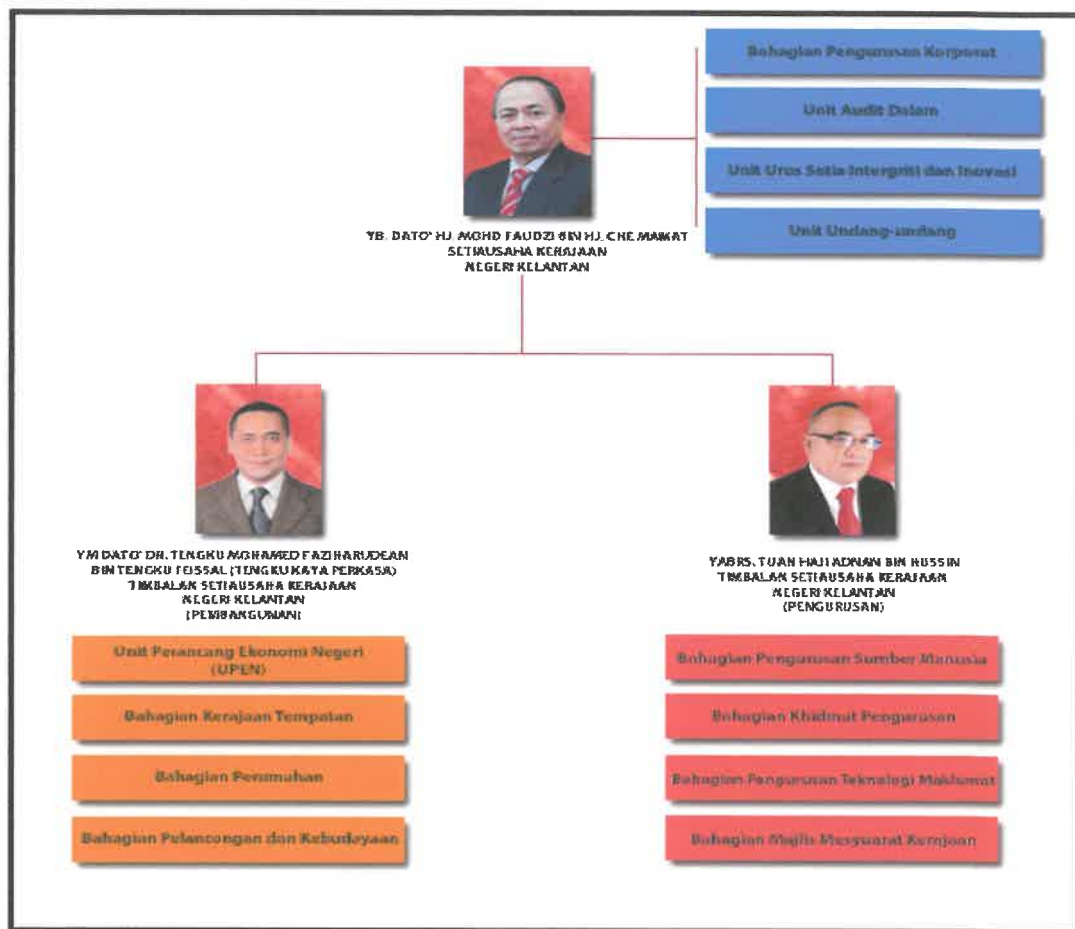


Figure 4: Organizational Structure of Kelantan State Secretary's Office

CHAPTER 2 ORGANIZATION INFORMATION

2.1 Departmental Structure (Corporate Management Division)

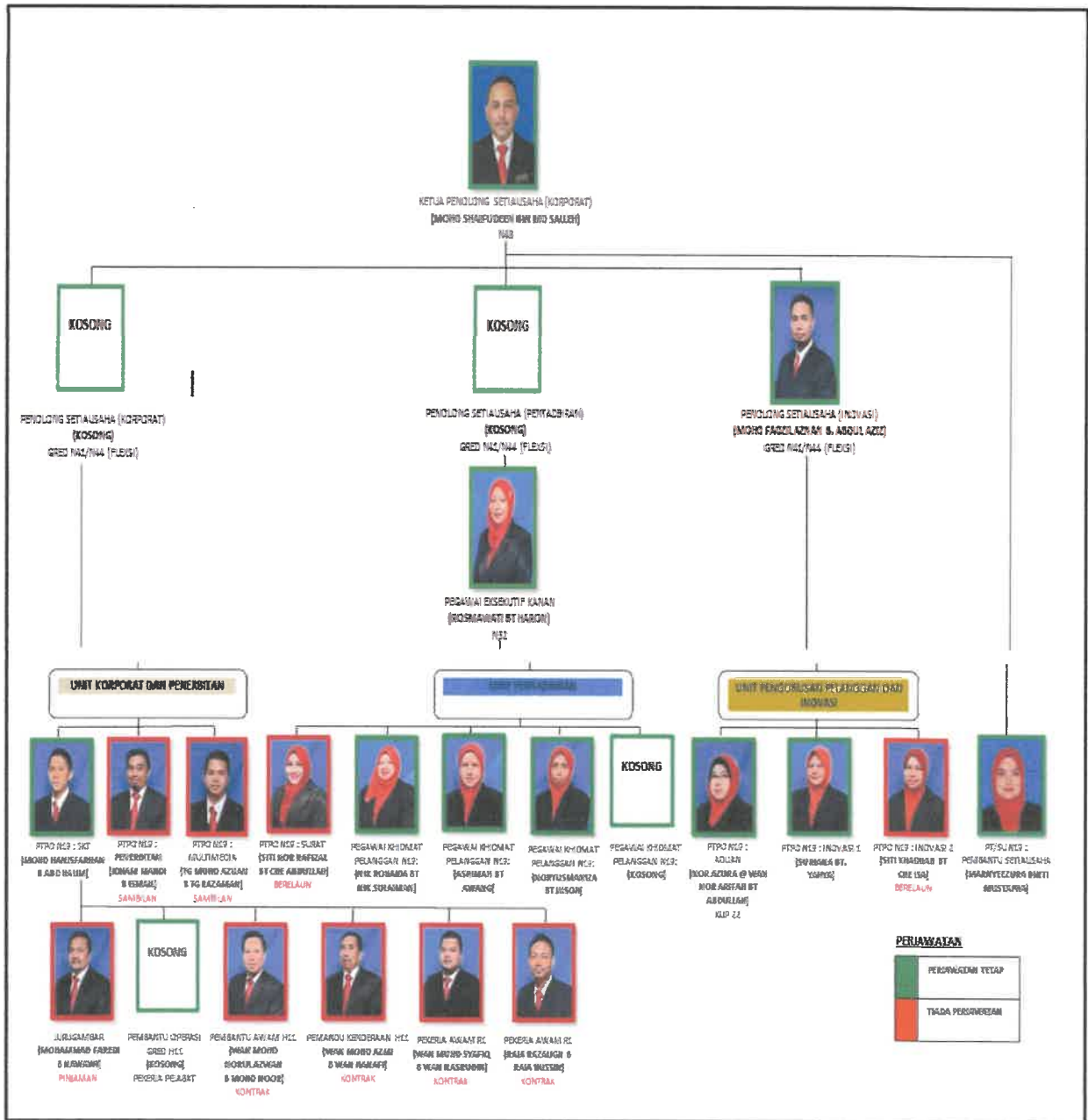


Figure 5: Departmental Structure of Corporate Management Division

2.2 Vision

Administrative leadership and excellent service.

2.3 Mission

Produce civil servants who have the first class mind and culture.

2.4 Objectives

Maintain, increase and ensures the implementation of all the directives laid down by the administration from time to time to the maximum possible under any circumstances.

2.5 Function

Corporate Management Division is responsible for managing matters related to customer complaints, the business target, customer service, choice of the monthly citizens of the State Secretariat, and coordinate the affairs and external visitors to Kota Darulnaim. Publication Secretary, Official Diary of the Annual Report and the State Government are also under the responsibility of the division.

Key responsibilities held are as follows:

1) Management Of Public Complaints

- Receive complaints from the Public Complaints Bureau, letters, e-mail, phone and others.
- Record every complaint received.
- Send any complaints to the relevant department.
- Meets three times a year.

2) Annual Work Targets

- Monitoring of the system of Annual Work Targets for offices and agencies of the State.
- Meets three times a year.

3) Monthly Staff's Awards

- Meets every month to select a sample Citizen Award for a month.

4) Newsletter Production And Annual Report

- Collecting materials for inclusion in the Bulletin and Annual Report.
- Make the editing process.
- Draft will be sent to the printing company for publishing.

5) Movement Regulating Room, Hall Lotus And Main Meeting Room

- Manage operations room reservations consumption, Lotus Council and the Main Meeting Room.

6) P.A. System and Photographer

- Manage and take orders for the use of PA System and Photographers.

7) Telephone Duties

- Received a phone call and pass to the related person or department.

CHAPTER 3
INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

3.1.1 Filing

- Filing in Kelantan State Secretary office has been done by following the reference number/code. For example SUK D 200 [10] 747/3.



Figure 6: Example of Files

- There was an active, non-active and closed files.



Figure 7: Active, non-active and closed files

- Every single sheet of letter that will be keep in the file must be write the letter description in the front list of the file.

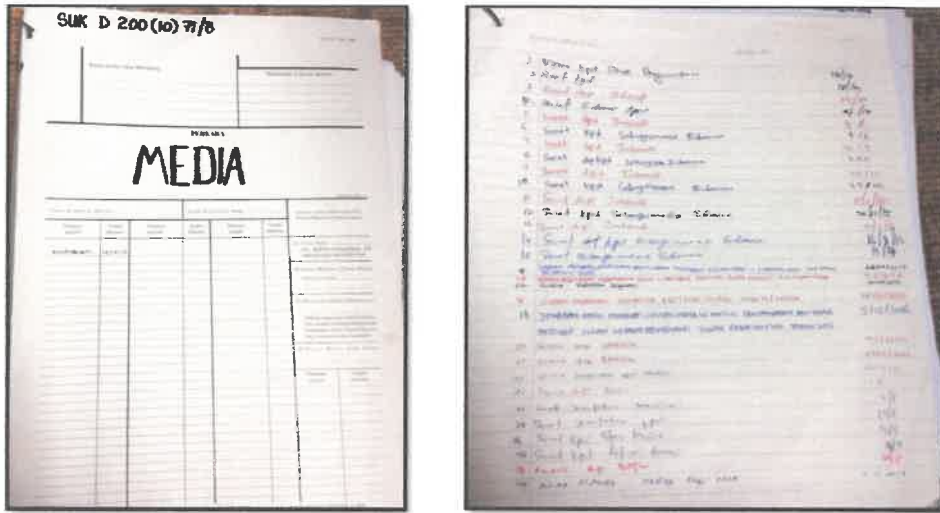


Figure 8: Example of letter description

- There was also have the file movement card to track the availability.

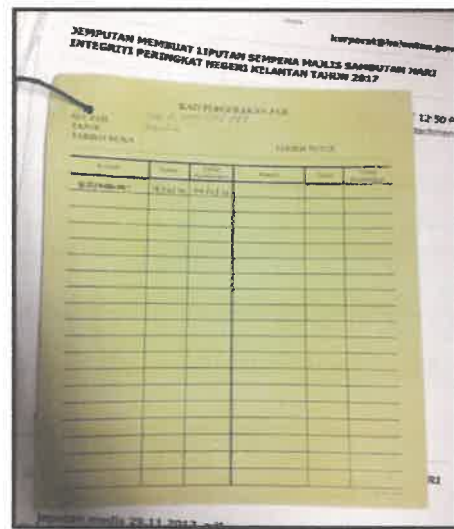


Figure 9: File movement card

3.1.2 Library

- Corporate Management Division need to open new library and have to shelving, sorting and record all the items that will be kept in the rack.

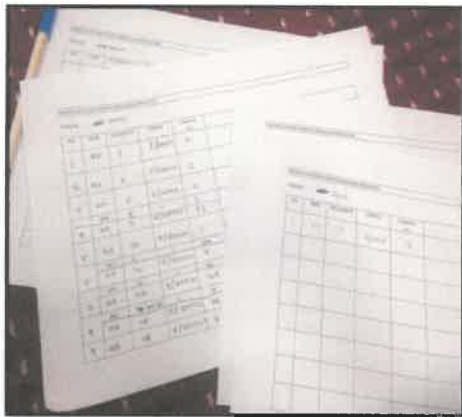


Figure 10: Library activities

- There are a few items that need to be disposed because was affecting by flood.



Figure 11: Disposed items

3.1.3 Photocopy

- Need to photocopy a letter, minutes of meeting and so on related to daily work operation.



Figure 12: Photocopy machine

- Every time use this machine, need to be record in the logbook.

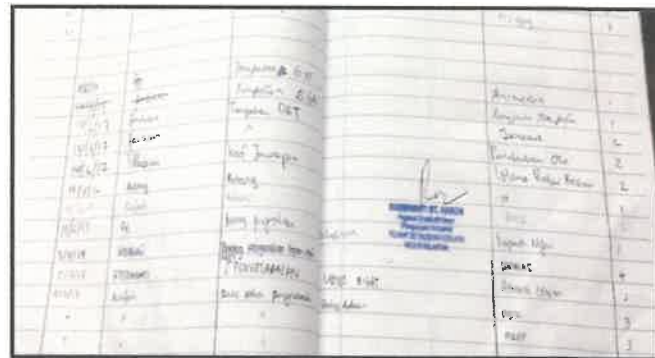


Figure 13: Photocopy machine logbook

3.1.4 Faxes

- Faxes all the letter to related organization or department.



Figure 14: Faxes machine

- Every time use this machine, need to be record in the logbook.

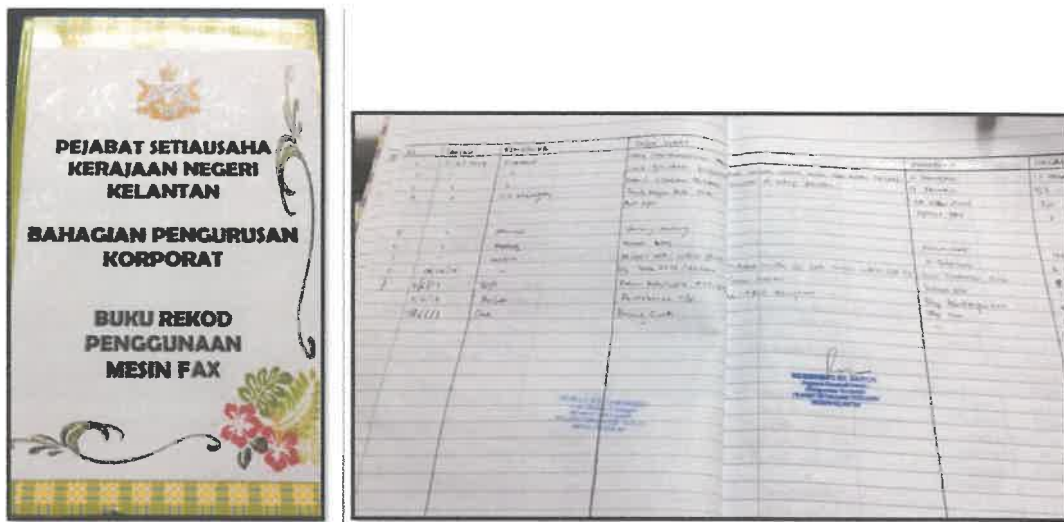


Figure 15: Faxes machine logbook

3.1.5 Create pamphlet

- Create event pamphlet by using microsoft powerpoint (two content layout).

ATUPCARA

**Program Komuniti Boleh
Puspanti Cawangan Negeri Kelantan
Bersama Masyarakat Orang Asli:-**

Tarikh : 24 Muharam 1439H / 14 Oktober 2017 (Sabtu)
Masa : 11.00 Pagi
Tempat : Perkampungan Hamdrop, Lejing

**Mesyuarat Ahli Jawatankuasa Tetap
Puspanti Cawangan Negeri Kelantan
Bil. 3/2017:-**

Tarikh : 25 Muharam 1439H / 15 Oktober 2017 (Ahad)
Masa : 9.00 Pagi
Tempat : Bilik Gerakan,
Pejabat Tanah dan Galian Gua Musang

Disediakan Oleh:
Biro Penerbitan,
Puspanti Negeri Kelantan

**Puspanti Cawangan Negeri Kelantan
Bersama Masyarakat Orang Asli:-**

Taatilif Program:- 14 Oktober 2017 (Sabtu)

07.00 Pagi	: Berhenti dan SUNGEMANAN BERSAMA GUA MUSANG (Pakaian: Korpokrat Puspanti, Seluar Hitam dan Tudung Kuning)
08.30 Pagi	: Ibadah KESEDAR INN : Muzung yang
11.00 Pagi	: Lawatan ke Perkampungan Per Hamdrop / Orang Asli, Lejing, Gua Musang.
12.00 Tengah	: YBhg. Datuk Hajah Ros Azah Bt. Haji Ghazali Pengerusi PUSPANTI Kelantan dan rombongan ke 3 Perkampungan Per Hamdrop disertai dengan Penceramah - Sarung. : YBhg. Datuk Pengerusi PUSPANTI Kelantan dan Rombongan Mesyuarat Ahli Jawatankuasa Tetap Puspanti Negeri Kelantan : Penceramah undangan :- Sarung Ambang, Sarung Talar, Melayung : Penceramah Muzik Tradisional :- Chik Lintang Chik Bakar : Utusan YBhg. Datuk Hajah Ros Azah Bt. Haji Ghazali, Pengerusi PUSPANTI Negeri Kelantan : Penceramah undangan kepada 167 orang Ketua Ka. Tanah Asli, YBhg. Datuk Hajah Ros Azah Bt. Haji Ghazali, Pengerusi PUSPANTI Negeri Kelantan : Penceramah undangan kepada peserta acara demonstrasi anyaman dan muzik tradisional : Jamuan 3 bilah. Tengah.

02.00 Pagi	: YBhg. Datuk Pengerusi PUSPANTI Kelantan dan rombongan PUSPANTI bertolak ke Kluang KESEDAR INN
03.00 Pagi	: Check in di KESEDAR INN
03.01 Pagi	: Latihan ke Chik Tech- Program Penceramah Masyarakat Selayang bagi penerangan mengenai (Acara Filika, Pakaian Bekas)
04.00 Malam	: Majlis Malam 150000 Anjuran KESEDAR di Taman Selayang KESEDAR Perhentian (Pakaian: Korpokrat Merah Hitam)

**Mesyuarat Ahli Jawatankuasa Tetap
Puspanti Cawangan Negeri Kelantan
Bil. 3/2017**

Taatilif Program :- 15 Oktober 2017 (Ahad)

07.30 Pagi	: Sarung Baji di KESEDAR INN
08.40 Pagi	: Berhenti dan KESEDAR INN: Pejabat Tanah dan Galian Gua Musang
08.50 Pagi	: Acara berpakaian bertukar-tukar
09.00 Pagi	: Mesyuarat AJK Tetap Bil. 1/2017 & Bilik Gerakan Pejabat Tanah dan Galian Gua Musang (Gitaris: Baju Kurung Puspanti)
11.00 Pagi	: Berhenti ke Kerkoran Ramah Kerua, Pejabat Gua Musang bagi acara Demonstrasi Muzik Tradisional oleh Puspanti Pejabat Gua Musang
11.00 Pagi	: Jamuan 3 bilah. Tengah
2.00 Pagi	: Berhenti ke KESEDAR INN
2.30 Pagi	: Check-Out dan bertolak pulang ke Kota Bharu.

Figure 16: Event pamphlet

3.1.6 Montage

- Create Go green montage for Go Green launch event.



Figure 17: Go green montage

3.1.7 Video slideshow

- Create a slideshow video for dinner event of Kelantan State Secretary Office 2017.



Figure 18: Slideshow dinner

3.1.8 Buletin Video

- Create two (bil/1 and bil/2) buletin video for being showed to guest that visit the Kelantan State Secretary Office.

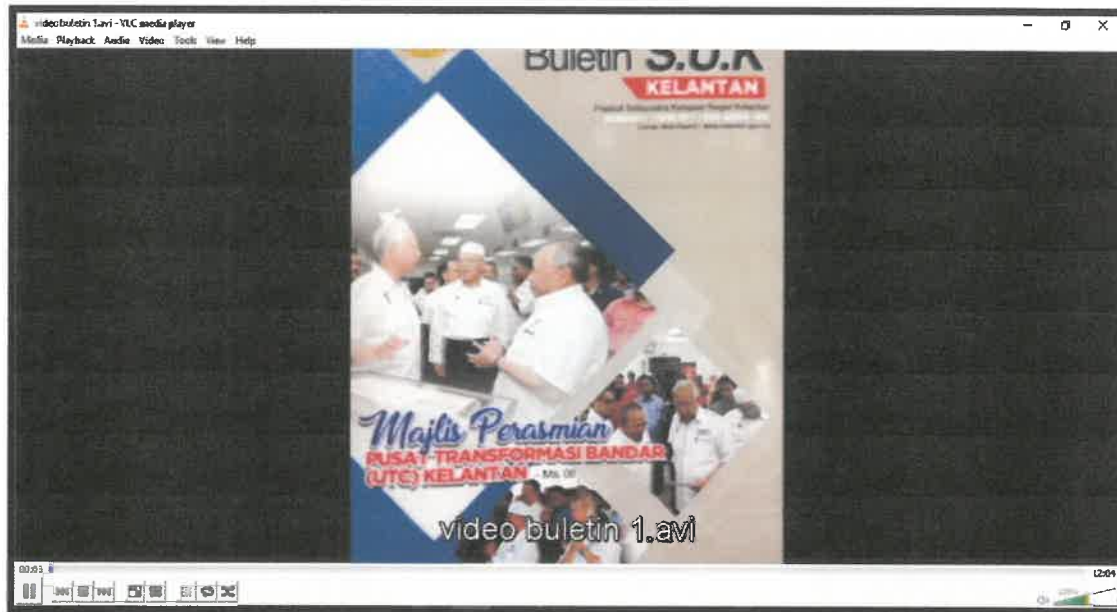


Figure 19: Buletin video

3.1.9 Fill in KPSU' daily records

- Fill the KPSU' daily records logbook which is about his meeting and agenda of the day.

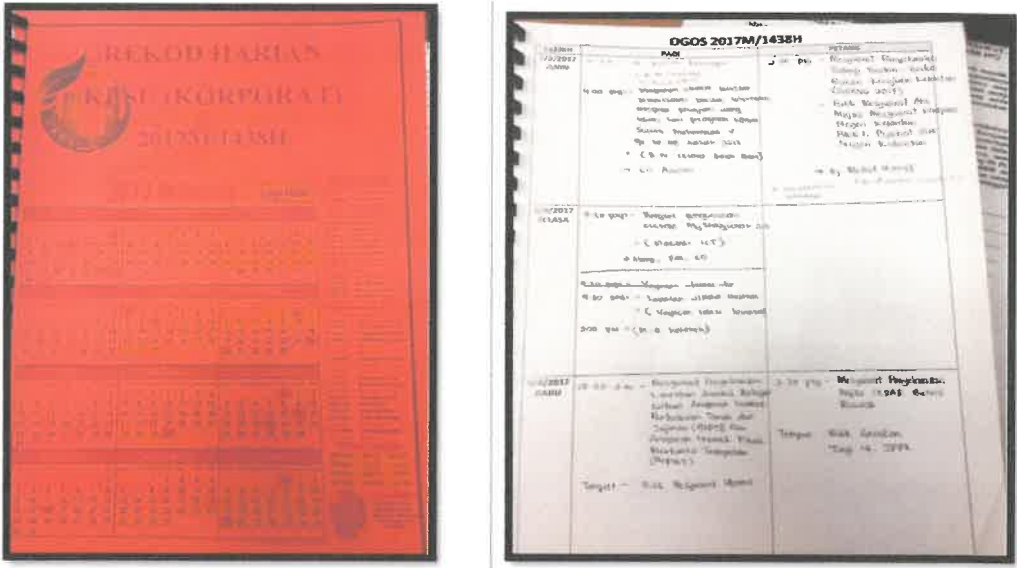


Figure 20: KPSU' daily records logbook

3.1.10 Powerpoint presentation slide

- Create powerpoint presentation slide for PSU

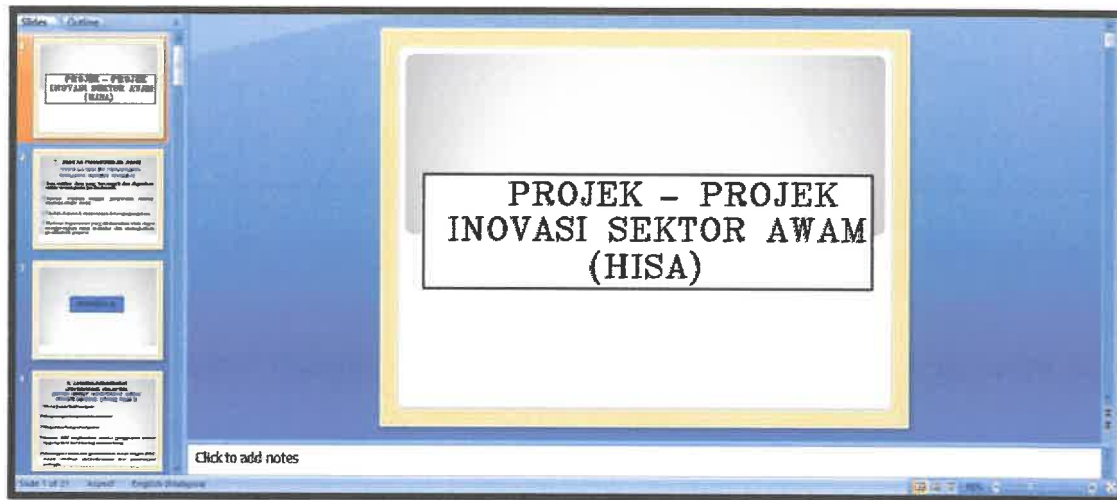


Figure 21: Presentation slide

3.1.11 Create Puspanita year book report

- Have to manage the email send by every Puspanita branch in Kelantan. Then, sort all the records properly to make a year book report.

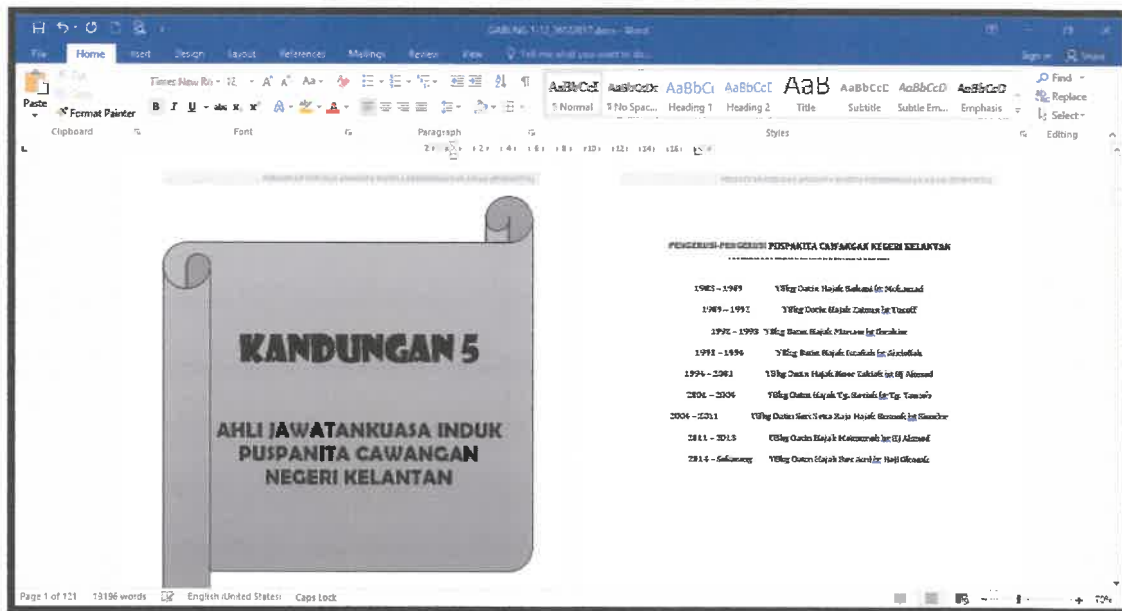


Figure 22: Puspanita year book report

3.2 Special Project (Corporate video SUK Kelantan)

Corporate video production is an audio-visual material used by a company, corporation or organization. Corporate video production often used to a specific purpose in a company or government corporation for limited show or for show to specific target audience group. This probably include product produced, service offered include promotion, training and information that wish to be sent through video form.

Corporate video production is also is as one of the company's marketing strategy or to promote particular company bodies. Corporate video examples is including staff training and, security promotion, information on branding or information on corporate body itself. For SUK Kelantan itself, by having this corporate video, they have one medium which can be simply shows the summary and little background of the organization. It also includes a real situation of the services provided by the organization and a picture that they can deliver to their guests or customers.

3.2.1 Problem Statement

Problem statement is one of the methods to investigate problem that occur in the organization of a way to deliver information. Nowadays, there are various ways to deliver message and information. It does include magazine, video, radio and television. Below are several problems that occur :-

- 1) Verbally deliver organization information to the guest. For example, every guest that comes to the organization which want to know about SUK Kelantan, the staffs will explain about the organization verbally.
- 2) No interactive medium to summarize about the organization. For example, if anyone wants the see the real situation of the organization, they need to see it by coming to the organization.
- 3) The way to deliver information does not interesting.

3.2.2 Objectives

The project has been developed with the objectives of :-

- a) To give interesting way to deliver information about the organization.
- b) To make easier for the staffs to give simple explanation to the guests.
- c) To shows the real situation of the organization.
- d) To reduce sentence in information presentation to guest in the form of picture and video.

3.2.3 Advantages

From this project development, some advantages were found which including :-

- a) Easy to understand.
- b) Minimum sentences use.
- c) Difference ways to deliver information.
- d) Save staff time to deliver organization information.
- e) Easy and save guests time to obtain information about the organization.

3.2.4 Scope of Project

This corporate video actually can be watch and will be publish for the guest of the organization and to the public. But the focusing of the video is to the guest of the organization which they can know a little background in interesting way. This video is the summarization of the company background and services provided. It can shows the real situation of the organization before the people come there by themself. It also can attract people to know about the company with an attractive way.

3.2.5 Gantt Chart

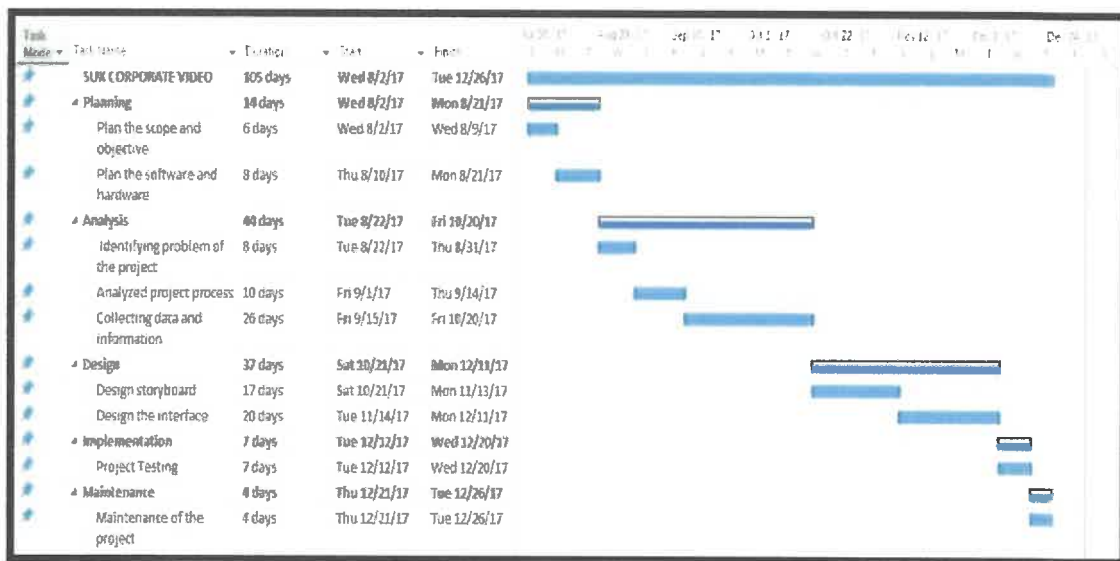


Figure 23: Gantt chart


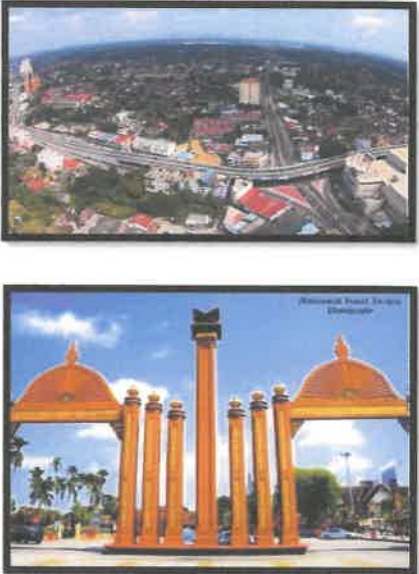
3.2.6 Hardware Requirement

- Drone camera : To capture the wide area of Kota Bharu and Kompleks Kota Darulnaim.
- Canon camera : To capture an images and take video.
- Microphone: To capture voice.
- Laptop Acer Aspire V5 : For editing and finding items on internet.

3.2.7 Software Requirement

- Adobe Audition : For audio editing (voice over).
- Adobe Illustrator : For creating vector graphics.
- Movie Maker : For video editing.
- Microsoft Powerpoint : Use to create and record slide transitions and animations.

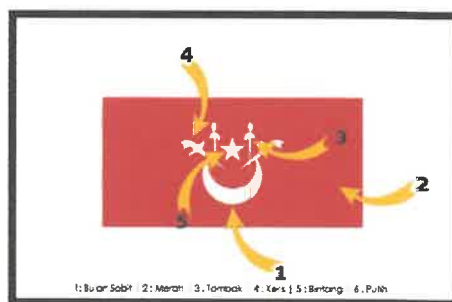
3.2.8 Story Board

<p>Scene 1</p> <ul style="list-style-type: none"> - Akan keluar satelit dan peta dunia dari luar angkasa. - Diikuti dengan peta Malaysia & tunjuk lokasi Negeri Kelantan. 	<p>Gambar dan Video</p> 
<p>Scene 2 (Suara latar)</p> <ul style="list-style-type: none"> - Menceritakan sejarah Negeri Kelantan <p>“Negeri Kelantan merupakan negeri yang terkenal dengan perjuangan Tok Janggut, merupakan negeri yang kaya dengan budaya kesenian. Kedudukan Negeri Kelantan yang terletak di sebelah Pantai Timur menjadikan Negeri Kelantan terkenal dengan jolokan negeri yang terkenal dengan “tanah serendah sekebung bunga”</p> <p>“Kota Bharu merupakan ibu negeri Kelantan juga dikenali sebagai “ Kota Bharu Kota Budaya” sesuai dengan peranannya yang menjadi pusat kegiatan budaya bagi rakyat Kelantan. Kota Bharu berfungsi sebagai ibu Diraja seperti Kayu Istana Johor, manakala Sultan Ismail Petra Arch merupakan struktur kayu hiasan dengan tulisan islam”</p>	<p>Gambar dan video</p> 

Scene 3 (Suara latar)

- Menceritakan Jata Negeri Kelantan.
- Menceritakan keistimewaan dan maksud disebalik simbol bendera Kelantan.

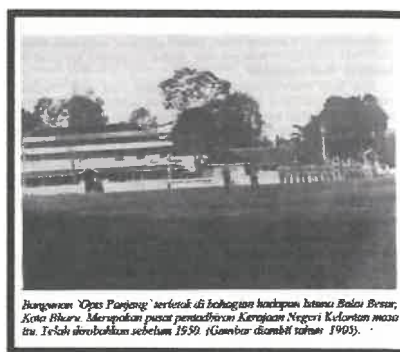
Gambar



Scene 4 (Suara latar)

- Ringkasan sejarah PSUK (KELANTAN)
- Sejarah PSUK
- " Abad ke 19, Pejabat Semian atau Setiausaha pada awalnya terletak dibangunan panjang yang diperbuat daripada kayu.
- Bangunan ini pada awalnya dibina dihadapan Istana Balai Besar.
- Pejabat Setiausaha pada awalnya dikenali dengan nama " Opis Panjang " yang dibina diawal pemerintahan Sultan Muhammad IV.

Gambar



Bangunan "Opis Panjang" terletak di bahagian hadapan Istana Balai Besar, Kota Bharu. Merupakan pusat pentadbiran Kerajaan Negeri Kelantan masa itu. Telah dirabahkan sebelum 1950. (Gambar diambil tahun 1903).

Scene 5 (Suara latar)

- Kedudukan PSUK, sebelum Kota Darul Naim.
 - i) Pejabat Setiausaha Kerajaan di Bangunan Takbir.
 - ii) Pejabat Setiausaha di Padang Gimlate.
 - iii) Pejabat Setiausaha Kerajaan di Jalan Hospital Kota Bharu.
 - iv) Pejabat Setiausaha Kerajaan di Kota Darul Naim (tempat sekarang)

Gambar



Scene 6

- Menceritakan mengenai Pejabat Setiausaha Kerajaan di Kota Darul Naim.

Suara Latar.

“ Kota Darul Naim terletak di Kampung Puteh, Jalan Kuala Krai Kota Bharu.

“ Kota Darul Naim terdiri daripada 8 buah bangunan yang berasingan dan mempunyai ciri-ciri reka bentuk tempatan negeri Kelantan.

Gambar dan video



Scene 7

- Menceritakan peranan PSUK Kelantan.

Suara Latar: DATO SUK

“ Setiausaha Kerajaan Negeri merupakan Ketua Pentadbiran negeri dan bertindak sebagai Ketua Pejabat bagi semua Jabatan atau Agensi Kerajaan Badan Berkanun Negeri dan Persekutuan serta dua belas (12) Pihak Berkuasa Tempatan Negeri Kelantan. Antara peranan utama yang dimainkan oleh Pejabat Setiausaha Kerajaan Negeri sebagai sekretariat kerajaan negeri dalam mengendalikan hal ehwal pentadbiran negeri.

- Masukkan gambar setiap bhg dalam PSUK Kelantan.
 - ❖ Peranan sebagai pemimpin dan pelaksana.
 - ❖ Peranan sebagai fasilitator, pengawal selia (regulator)
 - ❖ Peranan sebagai penyelar strategik negeri.
 - ❖ Perhubungan dua hala antara pihak kerajaan dan rakyat .

Gambar dan video



Scene 8

- Menceritakan mengenai matlamat PSUK.
- Masukkan MOTTO PSUK “ Pentadbiran membangun bersama Islam ”

Suara Latar “

“ Dasar Pentadbiran Kerajaan Negeri Kelantan berpandukan motto membangun bersama islam iaitu

- ❖ Ubudiyah -
- ❖ Masuliah -
- ❖ Itqan -

Gambar dan video



	<p>NILAI TERAS PERTAMA UBUDIYAH Manusia sebagai hamba Allah yang diciptakan seraya-mata untuk beribadat kepada-Nya. Ia memberi signifikansi dan sudut pandang hidup dan juga cara menjalani kehidupan yang lahir dari persoran iman dan Aqidah yang jelas.</p> <p>NILAI TERAS KEDUA MASULIYAH Keberbantuanjawaaban (Akuradabikah), yaitu segala kerja tanggungjawab yang dilakukan di dunia dan akan dipersoalkan oleh Allah di hari pengadilan kelak. Suatu proses khilafah yang menuntut manusia bagi mematuhi perintah Allah melalui amalan yang berdasarkan syariat.</p> <p>NILAI TERAS KETIGA ITQAN Kualitas kerja yang boleh ditunjukkan sebagai ketekunan, komitmen dan kesungguhan kerja, resembesak peribadi yang berakhlak dan bermoral serta modal insan yang carterbang dalam melaksanakan tugas.</p>
--	---

<p>Scene 9 (Suara latar)</p> <ul style="list-style-type: none"> - Menceritakan atau menjelaskan carta organisasi PSUK - Menjelaskan setiap jabatan di bawah naungan PSUK. 	<p>Gambar dan video</p> 
--	--

Table 1: Storyboard

3.2.9 Project Design



Figure 24: Opening

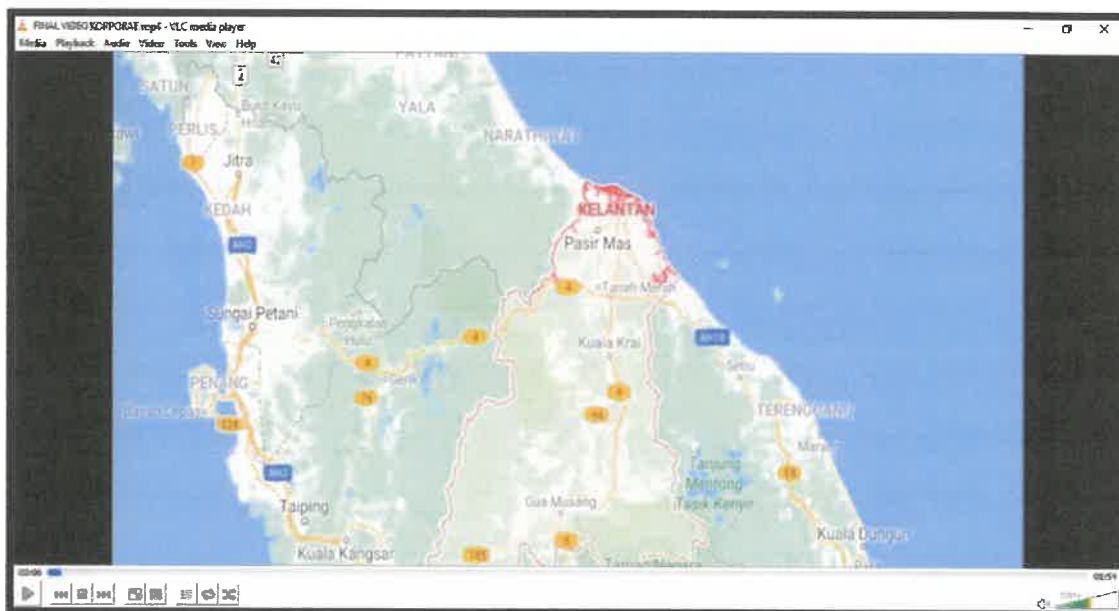


Figure 25: Kelantan state map



Figure 26: Kota Bharu city area



Figure 27: Symbol Kelantan state



Figure 28: Kelantan state flag



Figure 29: Old building of Kelantan state secretary office



Figure 30: Kompleks Kota Darulnaim



Figure 31: State Secretary

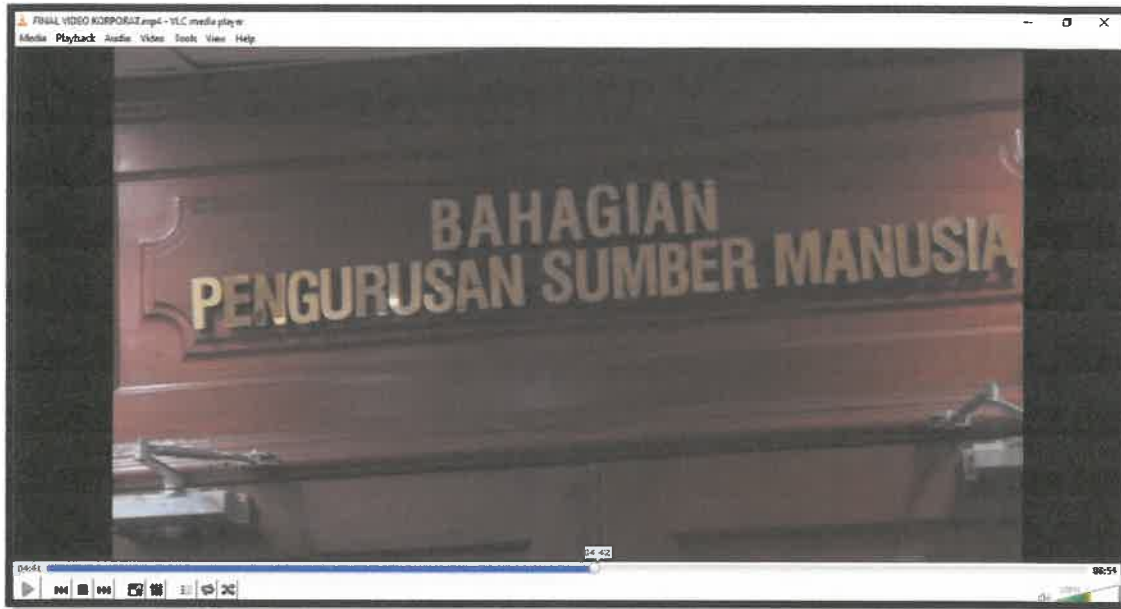


Figure 32: Unit or Division in Kelantan State Secretary Office



Figure 33: Vision of Kelantan State Secretary Office



Figure 34: Mision of Kelantan State Secretary Office



Figure 35: Motto of Kelantan State Secretary Office

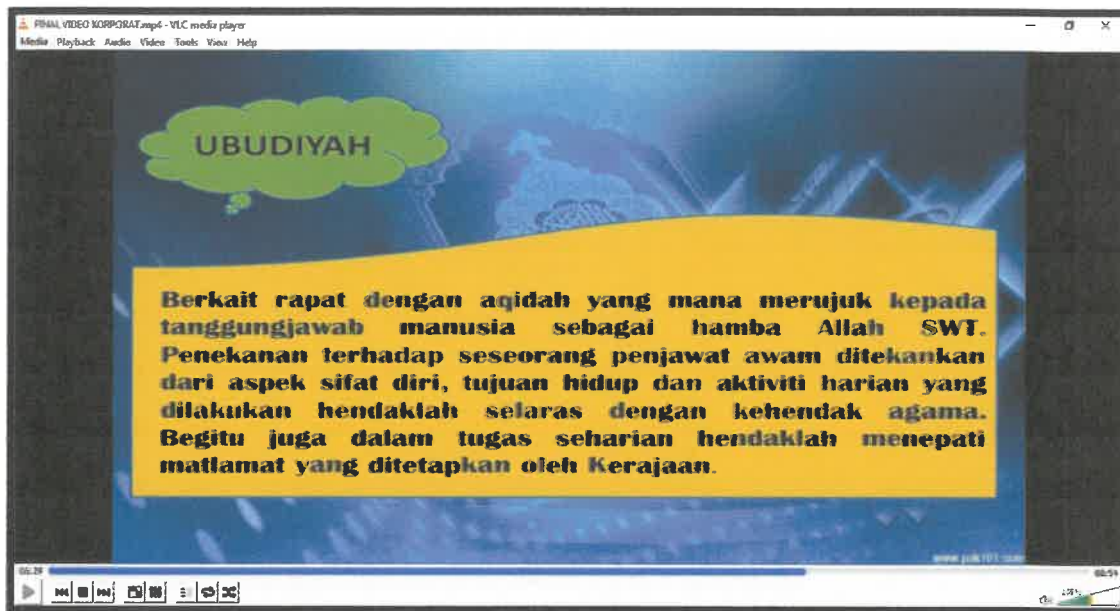


Figure 36: UMI values (Ubudiyah)

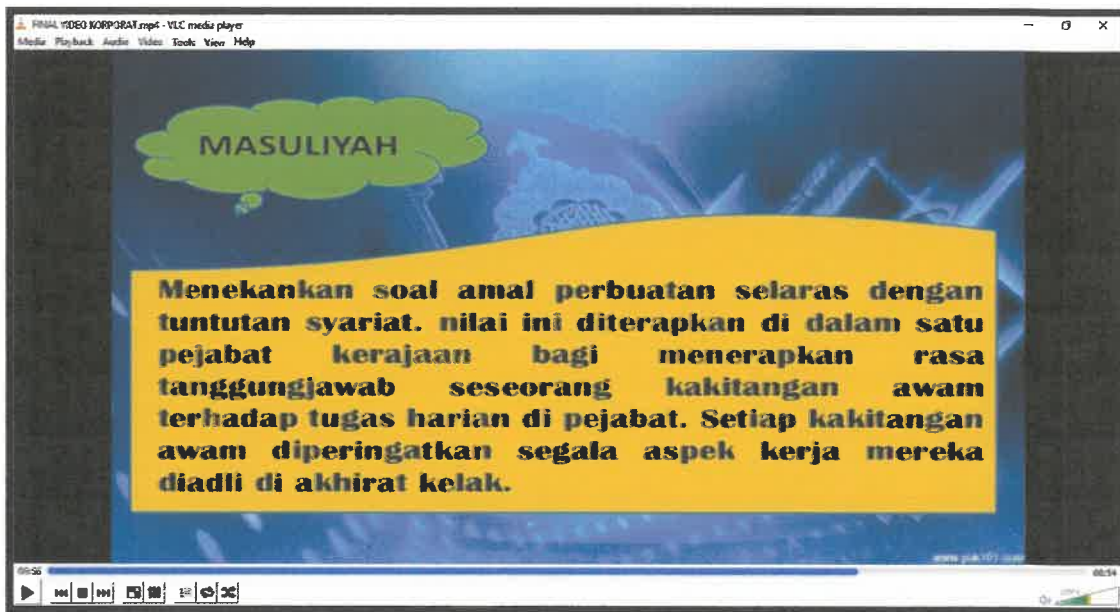


Figure 37: UMI values (Masuliyah)

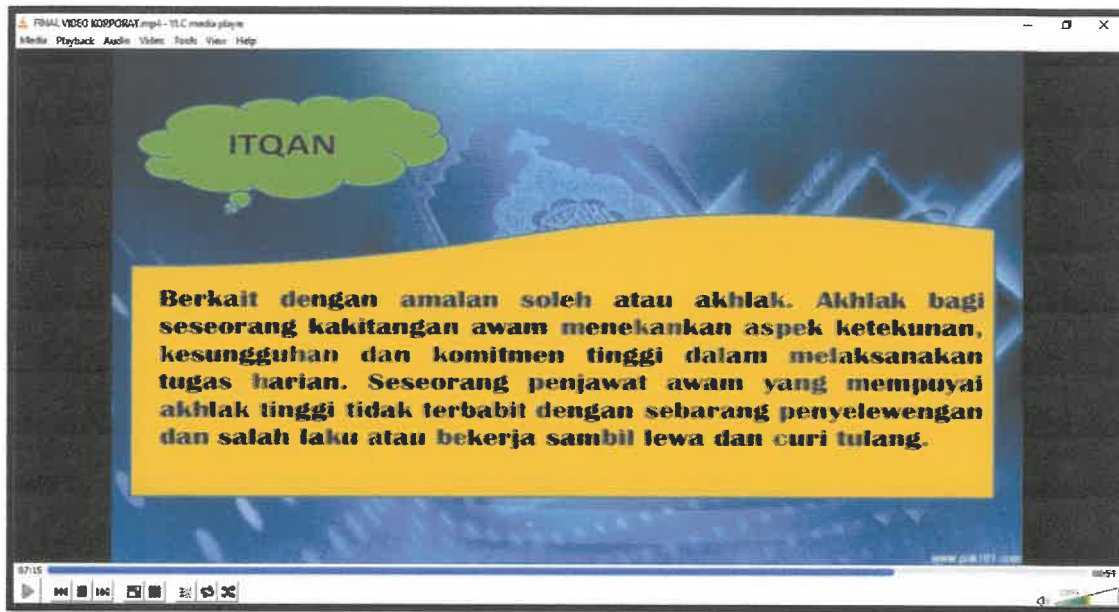


Figure 38: UMI values (Itqan)

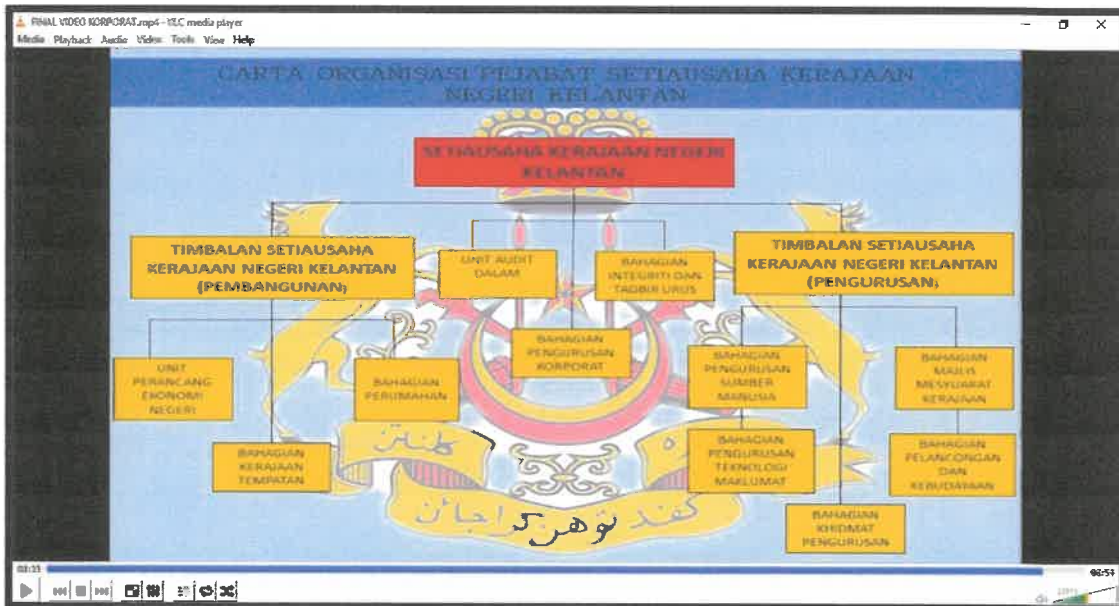


Figure 39: Organizational chart



Figure 40: Official Website



Figure 41: Closing

CHAPTER 4

CONCLUSION

4.1 Application of knowledge, skills and experience

The trainee had applied the knowledge and skills learnt from Information Management course overall such as video editing, create presentation slide, creating pamphlet, filing, make yearbook, library activities and so on that has been learn in various subject under this course. The experience gathered from joining meeting, events and programmes that was held by SUK Kelantan and Corporate Management Division.

4.2 Personal thought and opinion

The trainee feels that the organization provide a lot of opportunities and supportive environment. The supervisor, the staff and even the top management are friendly and easy to dealt with. The trainee also thinks that knowledge and skills gained from the organization is necessary and useful to be used in working environment soon.

4.3 Lesson learnt

The trainee has learnt to be more dicipline, punctual and has improve in communication skills. Being in working surrounding, the trainee has learnt how to commit with time, people, multiple tasks and so on that can be adapt in real working environment soon.

4.4 Limitations and recommendations

The equipment provided by organization is quite limited. The trainee would like to suggest that some improvement need to be done by SUK Kelantan in the term of how they disposed their important document. They need a shredding machine to disposed their non-active document because all the information is the state secret. The trainee would also like to recommend that faculty may improved the course by providing more technical skills rather than only theories learnt in class.

REFERENCES

About SUK Kelantan. (2017). Retrieved at www.kelantan.gov.my.

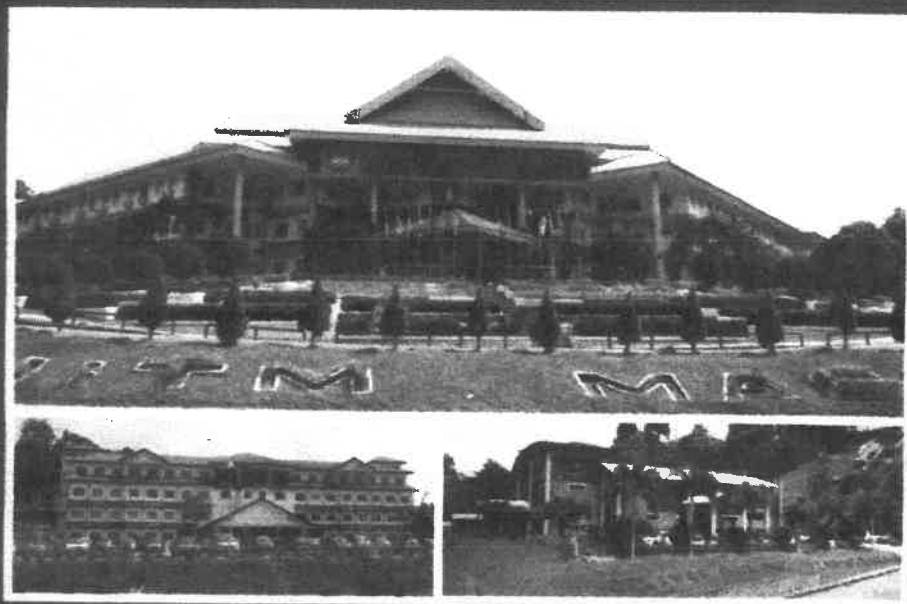
Sejarah Pejabat Setiausaha Kerajaan Negeri Kelantan. (2016). *Buku Sejarah PSUK.*

Rosmawati Haron. Executive Officer, Corporate Management Division. 0199677933.

APPENDICES



UNIVERSITI TEKNOLOGI MARA (KELANTAN)



PRACTICAL TRAINING
LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/8/17	- Registration session	Roz
	- Briefing session	
2/8/17	- Record letters received in logbook	Roz
	- Fill in name list medal recipient.	
	- Fill in kpsu's daily logbook.	
	- Learn to use photocoppy machine	
	- Write address on envelop.	
	- Insert data using microsoft Word	
3/8/17	- Learn to use fax s machine.	Roz
	- Sorting and stapling letters.	
6/8/17	- photocopy	Roz
7/8/17	- Faxes	Roz
8/8/17	- Faxes	Roz
9/8/17	- Stapling letters	Roz
	- CD labelling	
	- Laminating.	
	- Special project planning.	
10/8/17	- Discuss about special project.	Roz
	- Form team members for special project which is Suk Corporate Video.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/8/17	- key in data using microsoft word	Rov
	- planning the scope and objective for corporate video	
14/8/17	- Joining "Kuliah Bulanan Wanita" at Balai Islam, Lundang, KB.	Rov
15/8/17	- Faxs	Rov
	- Photocopy	
	- Sorting and stapling letters	
16/8/17	- key in data using microsoft word	Rov
17/8/17	- key in data using microsoft word.	Rov
20/8/17	- Faxs	Rov
	- Trip to public library Kota Bharu to know how they sort and record "Warta Kerajaan".	
21/8/17	- Faxs	Rov
	- create draft record Warta.	
	- Planning the software and hardware to be used in creating corporate video.	
22/8/17	- Creating memo for meeting.	Rov
	- photocopy	
	- Faxs	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/8/17	- Joining "Hari Kajian Kepuasan Pelanggan" at UTC, KB.	Roz
24/8/17	- starting library activities. - cleaning and choose book/warta to be placed on the rack at new library.	Roz
30/8/17	- Briefing on corporate video.	Roz
5/9/17	- Filing activities - library activities.	Roz
6/9/17	- calculate the percentage of Annual Work Target.	Roz
11/9/17	- collecting data and information for corporate video. - faxes - calling state agency to get their officer contact number.	Roz
12/9/17	- Editing buletin video 1 - photocopy	Roz
13/9/17	- Editing buletin video - choose picture and caption for buletin video.	Roz

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/9/17	- photocopy - Editing bulletin video.	Roz
18/9/17	- Faxs - Completing bulletin video 2	Roz
19/9/17	- Creating storyboard of corporate video.	Roz
20/9/17	- Library activities	Roz
21/9/17	- Faxs - Filing - photocopy.	Roz
24/9/17	- Uploading pictures and status on puspanita facebook. - Faxs - photocopy.	Roz
25/9/17	- Faxs - Photocopy - Calculating customer charter achievement - Filing.	Roz
26/9/17	- follow supervisor and kpsu to printing company (Touch Jet), KB. - setting the place for registration at Dewan Bunga Teratai.	Roz

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/9/17	- AGK of "Kursus Audit EKSA 2017" at Dewan Bunga Teratai.	Rovs
28/9/17	- Faxes. - Filing.	Rovs
1/10/17	- Sorting charter achievement report. - Present storyboard corporate video to KPSU.	Rovs
2/10/17	- Library activities - Filing	Rovs
3/10/17	- Calculating the charter achievement. - Library activities.	Rovs
4/10/17	- Faxes. - Filing.	Rovs
5/10/17	- cleaning office for "Ekosistem Kandusi Sektor Awam", EKSA.	Rovs
8/10/17	- Photocopy minutes of meeting.	Rovs
9/10/17	- Create newsletter	Rovs
10/10/17	- Library activities	Rovs

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/10/17	- Checking error on Year Report draft. - Library activities. - Creating powerpoint slide for EKSA.	Rovs
12/10/17	- Completing ^{powerpoint} powerpoint slide EKSA	Rovs
15/10/17	- Calculating charter achievement.	Rovs
16/10/17	- faxes	Rovs
17/10/17	- Joining "Hari Sayyidatina Khadijah" at Balai Islam, FB.	Rovs
19/10/17	- faxes - Photocopy.	Rovs
22/10/17	- Creating interface of corporate video. - Joining "Majlis sambutan 27 Tahun Membangun Bersama Islam" at Dewan Jamuan Utama.	Rovs
23/10/17	- Supervisor give new task - Creating Puspanita Year Book Report 2017.	Rovs
24/10/17	- Creating interface of corporate video. - Design Puspanita book cover. - Creating draft of Puspanita Year Book.	Rovs

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/10/17	- Fax.	
	- Library activities.	
	- Creating content of Puspanita Year Book.	Roz
	- checking puspanita email for the content of Year Book.	
26/10/17	- creating newsletter.	Roz
	- creating gift slip.	
29/10/17	- Completing newsletter.	Roz
	- Calculating charter achievement.	
30/10/17	- Printing activities	Roz
	- Create tagging for event.	
31/10/17	- Ask for "majlis Han Inovasi".	Roz
1/11/17	- Record the charter achievement.	Roz
	- Library activities	
2/11/17	- Library activities	Roz
5/11/17	- Sorting and binding activities	Roz
	- Filing	
	- Photocopy.	
	- Sending letter	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/11/17	- photocopy . - Sorting bulletin book to be distribute .	Roy
7/11/17	- Faxes	Roy
9/11/17	- Creating Go Green montage .	Roy
14/11/17	- Checking puspanita Email and updating year Book content .	Roy
15/11/17	- Calculating charter achievement . - Downloading "Negaraku " song for Dato' SS . - Choosing images for go green montage .	Roy
16/11/17	- Library activities - Distribute bulletin book -	Roy
20/11/17	- Editing go green montage .	Roy
21/11/17	- Library activities	Roy
22/11/17	- Library activities	Roy
23/11/17	- Faxes - Creating script for shooting for montage Go Green .	Roy

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/11/17	- Faxs - Shooting for montage go green.	Rous
27/11/17	- Faxs - photocopy. - Completing go green montage.	Rous
28/11/17	- Prepare item for meeting - Joining "Majlis Han Integriti & Perasmian Go Green".	Rous
29/11/17	- photocopy - Faxs	Rous
30/11/17	- Downloading and sorting items for Puspamita Year Book.	Rous
3/12/17	- creating powerpoint slide HISA	Rous
4/12/17	- Typing contact number officer using microsoft word.	Rous
5/12/17	- Completing powerpoint slide HISA - editing buletin video 2.	Rous
6/12/17	- Typing officer contact number. - Completing video buletin	Rous



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/12/17	- Editing corporate video	Roy
10/12/17	- Editing corporate video and present it to the kpsu.	Roy
11/12/17	- Calculate chapter achievement and make a summary.	Roy
12/12/17	- Scanning Buk kelantan history book for corporate video. - Editing error on corporate video	Roy
13/12/17	- Creating pamphlet for psuk dinner - Printing activities	Roy
14/12/17	- Completing corporate video	Roy
17/12/17	- Typing name list for dinner.	Roy
18/12/17	- Completing pamphlet.	Roy
19/12/17	- Photocopy minutes of meeting. - Creating Pospanita Year Book	Roy
20/12/17	- Printing pamphlet.	Roy
21/12/17	- Creating slideshow for dinner.	Roy

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/12/17	- Create gift tagging - Printing activities	Roy
27/12/17	- Rehearsal Dinner psuk at Grand Riverview Hotel.	Roy
28/12/17	- Prepare meeting files.	Roy
31/12/17	- Faxes - Photocopy	Roy



66028

√=Excused

Date	Weekday	Day Type	Sche	In	Break Resume	Out	Off	Benef	Work	Overtime	Short	Leave Taken	Remark
01/08/2017	Tuesday	WORKDAY	0			17:00				1.00			
02/08/2017	Wednesday	WORKDAY	0	07:45		17:00			8.00	1.00			
03/08/2017	Thursday	WORKDAY	0	07:46		15:31			6.30	1.01			
04/08/2017	Friday	OFFDAY	0										
05/08/2017	Saturday	OFFDAY	0										
06/08/2017	Sunday	WORKDAY	0	07:48		17:00			8.00	1.00			
07/08/2017	Monday	WORKDAY	0	07:48		17:00			8.00	1.00			
08/08/2017	Tuesday	WORKDAY	0	07:46		17:00			8.00	1.00			
09/08/2017	Wednesday	WORKDAY	0	07:52		17:00			8.00	1.00			
10/08/2017	Thursday	WORKDAY	0	07:47		15:30			6.30	1.00			
11/08/2017	Friday	OFFDAY	0										
12/08/2017	Saturday	OFFDAY	0										
13/08/2017	Sunday	WORKDAY	0	07:47		17:01			8.00	1.01		PELEPASAN KHAS	Kuliah Bujenan Wanita
14/08/2017	Monday	WORKDAY	0										
15/08/2017	Tuesday	WORKDAY	0	07:54		17:01			8.00	1.01			
16/08/2017	Wednesday	WORKDAY	0	07:48		17:01			8.00	1.01			
17/08/2017	Thursday	WORKDAY	0	07:55		15:30			6.30	1.00			
18/08/2017	Friday	OFFDAY	0										
19/08/2017	Saturday	OFFDAY	0										
20/08/2017	Sunday	WORKDAY	0	07:47		17:00			8.00	1.00			
21/08/2017	Monday	WORKDAY	0	07:51		17:00			8.00	1.00			
22/08/2017	Tuesday	WORKDAY	0	07:49		17:21			8.00	1.21			
23/08/2017	Wednesday	WORKDAY	0										
24/08/2017	Thursday	WORKDAY	0	07:52		15:30			6.30	1.00		URUSAN RASMI	UTC
25/08/2017	Friday	OFFDAY	0										
26/08/2017	Saturday	OFFDAY	0										
27/08/2017	Sunday	WORKDAY	0									TIDAK HADIR	
28/08/2017	Monday	WORKDAY	0									TIDAK HADIR	
29/08/2017	Tuesday	WORKDAY	0									TIDAK HADIR	
30/08/2017	Wednesday	WORKDAY	0										
31/08/2017	Thursday	WORKDAY	0	07:43		17:00			8.00	1.00		TIDAK HADIR	Hari Kebangsaan

Day Type	Total Days	Present	Absent	Work	Overtime	Short	Leave Taken	Remark
WORKDAY	23	17	6	122.00	17.25		4.000	URUSAN RASMI LAIN-LAIN
HOLIDAY								
RESTDAY	8							BERBALIN ISTERI BERSALIN PELEPASAN KHAS 1.000
OFFDAY	31	17	6	122.00	17.25		1.000	KURSUS/SEMINAR MESYUARAT LAWATAN KERJA

Supervisor /Date: NURSYAHIERAH BT MOHD RAMZAN
 BAHAGIAN PENGURUSAN KORPORAT SUK
 6.000

✓=Excused

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	☉	Bene	Work	Overtime	Short	Leave Taken	Remark
01/09/2017	Friday	OFFDAY	0											
02/09/2017	Saturday	OFFDAY	0											
03/09/2017	Sunday	WORKDAY	0										TIDAK HADIR	Cuti Ganti Raya Hajj
04/09/2017	Monday	WORKDAY	0										TIDAK HADIR	Cuti Peristiwa
05/09/2017	Tuesday	WORKDAY	0	07:51		17:02				8.00	1.02			
06/09/2017	Wednesday	WORKDAY	0	07:45		17:02				8.00	1.02			
07/09/2017	Thursday	WORKDAY	0											
08/09/2017	Friday	OFFDAY	0											
09/09/2017	Saturday	OFFDAY	0											
10/09/2017	Sunday	WORKDAY	0											
11/09/2017	Monday	WORKDAY	0	07:52		17:13				8.00	1.13			Ganti Hari Agung
12/09/2017	Tuesday	WORKDAY	0	07:53		17:05				8.00	1.05			
13/09/2017	Wednesday	WORKDAY	0	07:50		17:14				8.00	1.14			
14/09/2017	Thursday	WORKDAY	0	07:52		15:30				6.30	1.00			
15/09/2017	Friday	OFFDAY	0											
16/09/2017	Saturday	OFFDAY	0											
17/09/2017	Sunday	WORKDAY	0	08:02		17:08				7.58	1.08	0.02		Cuti Ganti Hari Malaysia
18/09/2017	Monday	WORKDAY	0											
19/09/2017	Tuesday	WORKDAY	0											
20/09/2017	Wednesday	WORKDAY	0	07:54		17:04				8.00	1.04			
21/09/2017	Thursday	WORKDAY	0	07:50		15:32				6.30	1.02			Taklimet SPP
22/09/2017	Friday	OFFDAY	0											
23/09/2017	Saturday	OFFDAY	0											
24/09/2017	Sunday	WORKDAY	0	07:50		17:09				8.00	1.09			
25/09/2017	Monday	WORKDAY	0	07:41		17:05				8.00	1.05			
26/09/2017	Tuesday	WORKDAY	0	07:54		17:07				8.00	1.07			
27/09/2017	Wednesday	WORKDAY	0	07:52		17:03				8.00	1.03			
28/09/2017	Thursday	WORKDAY	0	07:54		15:32				6.30	1.02			
29/09/2017	Friday	OFFDAY	0											
30/09/2017	Saturday	OFFDAY	0											

Day Type	Total Days	Present	Absent	Work	Overtime	Short	Tidak Hadir	Cuti AM / Umum	URUSAN RASMI
WORKDAY	20	14	6	107.28	15.16	0.02	TIDAK HADIR	6.000	URUSAN RASMI
HOLIDAY							CUTI REHAT		LAIN-LAIN
RESTDAY	10						CUTI SAKIT		BERSALIN
OFFDAY	30	14	6	107.28	15.16	0.02	C. TANPA REKOD		ISTERI BERSALIN
							C. TANPA GAJI		PELEPASAN KHAS
							C. GANTIAN		KURSUS/SEMINAR
							C. HAJI / UMRAH		MESYUARAT
									LAWATAN KERJA

Supervisor /Date: NURSYAHIERAH BT MOHD RAMZAN BAHAGIAN PENGURUSAN KORPORAT SUK 6.000

Date	Weekday	Day Type	Sche	In	Break Resume	Out	Off	Done	Work	Overtime	Short	Leave Taken	Remark
01/10/2017	Sunday	WORKDAY	0	07:48		17:30			8.00	1.30			
02/10/2017	Monday	WORKDAY	0	08:00		17:11			8.00	1.11			
03/10/2017	Tuesday	WORKDAY	0	07:52		17:03			8.00	1.03			
04/10/2017	Wednesday	WORKDAY	0	07:56		17:05			8.00	1.05			
05/10/2017	Thursday	WORKDAY	0	07:57		15:30			6.30	1.00			
06/10/2017	Friday	OFFDAY	0										
07/10/2017	Saturday	OFFDAY	0										
08/10/2017	Sunday	WORKDAY	0	07:57		17:01			8.00	1.01			
09/10/2017	Monday	WORKDAY	0	07:46		17:15			8.00	1.15			
10/10/2017	Tuesday	WORKDAY	0	07:58		17:12			8.00	1.12			
11/10/2017	Wednesday	WORKDAY	0	07:53		17:04			8.00	1.04			
12/10/2017	Thursday	WORKDAY	0	07:57		15:31			6.30	1.01			
13/10/2017	Friday	OFFDAY	0										
14/10/2017	Saturday	OFFDAY	0										
15/10/2017	Sunday	WORKDAY	0	07:58		17:02			8.00	1.02			
16/10/2017	Monday	WORKDAY	0	07:57		17:06			8.00	1.06			
17/10/2017	Tuesday	WORKDAY	0	07:52		13:46			5.46		2.14		
18/10/2017	Wednesday	WORKDAY	0										
19/10/2017	Thursday	WORKDAY	0	07:54		15:30			6.30	1.00			PELEPASAN KHAS Hari Deepavali
20/10/2017	Friday	OFFDAY	0										
21/10/2017	Saturday	OFFDAY	0										
22/10/2017	Sunday	WORKDAY	0	07:50		17:02			8.00	1.02			
23/10/2017	Monday	WORKDAY	0	07:53		17:09			8.00	1.09			
24/10/2017	Tuesday	WORKDAY	0	07:59		17:09			8.00	1.09			
25/10/2017	Wednesday	WORKDAY	0	07:54		17:10			8.00	1.10			
26/10/2017	Thursday	WORKDAY	0	07:55		15:31			6.30	1.01			
27/10/2017	Friday	OFFDAY	0										
28/10/2017	Saturday	OFFDAY	0										
29/10/2017	Sunday	WORKDAY	0	07:50		17:07			8.00	1.07			
30/10/2017	Monday	WORKDAY	0	07:49		17:00			8.00	1.00			
31/10/2017	Tuesday	WORKDAY	0	07:47		17:23			8.00	1.23			

Day Type	Total Days	Present	Absent	Work	Overtime	Short	Tidak Hadir	Cuti AM / UMGU	URUSAN RASMI
WORKDAY	23	22	1	167.46	23.31	2.14	CUTI AM / UMGU	CUTI AM / UMGU	URUSAN RASMI
HOLIDAY							CUTI REHAT	BERSALIN	LAIN-LAIN
RESTDAY							CUTI SAKIT	ISTERI BERSALIN	
OFFDAY	8						C. TANPA REKOD	PELEPASAN KHAS 1.000	
							C. TANPA GAJI	KURSUS/SEMINAR	
							C. GANTIAN	MESYUARAT	
	31	22	1	167.46	23.31	2.14	C. HAJI / UMRAH	LAWATAN KERJA	

Supervisor /Date: NURSYAHIERAH BT MOHD RAMZAN BAHAGIAN PENGURUSAN KORPORAT SUK 1.000

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	Off	Done	Work	Overtime	Short	Leave Taken	Remark
01/11/2017	Wednesday	WORKDAY	0	07:52			17:06			8.00	1.06			
02/11/2017	Thursday	WORKDAY	0	07:58			15:30			6.30	1.00			
03/11/2017	Friday	OFFDAY	0											
04/11/2017	Saturday	OFFDAY	0											
05/11/2017	Sunday	WORKDAY	0	07:45			17:07			8.00	1.07			
06/11/2017	Monday	WORKDAY	0	07:53			17:04			8.00	1.04			
07/11/2017	Tuesday	WORKDAY	0	07:58			17:02			8.00	1.02			
08/11/2017	Wednesday	WORKDAY	0										TIDAK HADIR	
09/11/2017	Thursday	WORKDAY	0	07:55			15:30			6.30	1.00			
10/11/2017	Friday	OFFDAY	0											
11/11/2017	Saturday	OFFDAY	0											
12/11/2017	Sunday	WORKDAY	0											
13/11/2017	Monday	WORKDAY	0											
14/11/2017	Tuesday	WORKDAY	0	07:57			17:20			8.00	1.20			
15/11/2017	Wednesday	WORKDAY	0	07:51			17:29			8.00	1.29			
16/11/2017	Thursday	WORKDAY	0	07:52			15:30			6.30	1.00			
17/11/2017	Friday	OFFDAY	0											
18/11/2017	Saturday	OFFDAY	0											
19/11/2017	Sunday	WORKDAY	0	07:49			17:09			8.00	1.09			
20/11/2017	Monday	WORKDAY	0	07:49			17:11			8.00	1.11			
21/11/2017	Tuesday	WORKDAY	0	07:57			17:17			8.00	1.17			
22/11/2017	Wednesday	WORKDAY	0	07:56										
23/11/2017	Thursday	WORKDAY	0				15:31				1.01			
24/11/2017	Friday	OFFDAY	0											
25/11/2017	Saturday	OFFDAY	0											
26/11/2017	Sunday	WORKDAY	0	07:55			17:00			8.00	1.00			
27/11/2017	Monday	WORKDAY	0	07:55			17:18			8.00	1.18			
28/11/2017	Tuesday	WORKDAY	0	08:00			17:14			8.00	1.14			
29/11/2017	Wednesday	WORKDAY	0	08:02			17:03			7.58	1.03	0.02		
30/11/2017	Thursday	WORKDAY	0	07:55			15:32			6.30	1.02			

Day Type	Total Days	Present	Absent	Work	Overtime	Short
WORKDAY	22	19	3	129.58	20.23	0.02
HOLIDAY						
RESTDAY						
OFFDAY	8					
	30	19	3	129.58	20.23	0.02

Supervisor /Date: NURSYAHIERAH BT MOHD RAMZAN

BAHAGIAN PENGURUSAN KORPORAT SUK

URUSAN RASMI LAIN-LAIN

BERSALIN

ISTERI BERSALIN

PELEPASAN KHAS

KURSUS/SEMINAR

MESYUARAT

LAWATAN KERJA

TIDAK HADIR

CUTI AM / UMUM

1.000

2.000

3.000

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	Off	Deac	Work	Overtime	Short	Leave Taken	Remark
01/12/2017	Friday	OFFDAY	0											
02/12/2017	Saturday	OFFDAY	0											
03/12/2017	Sunday	WORKDAY	0	07:55			17:10			8.00	1.10			
04/12/2017	Monday	WORKDAY	0	07:54			17:31			8.00	1.31			
05/12/2017	Tuesday	WORKDAY	0	07:56			17:16			8.00	1.16			
06/12/2017	Wednesday	WORKDAY	0	07:56			17:08			8.00	1.08			
07/12/2017	Thursday	WORKDAY	0	08:01			15:30			6.29	1.00	0.01		
08/12/2017	Friday	OFFDAY	0											
09/12/2017	Saturday	OFFDAY	0											
10/12/2017	Sunday	WORKDAY	0	07:54			17:01			8.00	1.01			
11/12/2017	Monday	WORKDAY	0	07:57			17:01			8.00	1.01			
12/12/2017	Tuesday	WORKDAY	0	08:00			17:06			8.00	1.06			
13/12/2017	Wednesday	WORKDAY	0	07:55			17:01			8.00	1.01			
14/12/2017	Thursday	WORKDAY	0	07:54			15:31			6.30	1.01			
15/12/2017	Friday	OFFDAY	0											
16/12/2017	Saturday	OFFDAY	0											
17/12/2017	Sunday	WORKDAY	0	07:56			17:09			8.00	1.09			
18/12/2017	Monday	WORKDAY	0	07:55			17:15			8.00	1.15			
19/12/2017	Tuesday	WORKDAY	0	08:00			17:04			8.00	1.04			
20/12/2017	Wednesday	WORKDAY	0	07:55			17:08			8.00	1.08			
21/12/2017	Thursday	WORKDAY	0	07:56			15:32			6.30	1.02			
22/12/2017	Friday	OFFDAY	0											
23/12/2017	Saturday	OFFDAY	0											
24/12/2017	Sunday	WORKDAY	0	07:57			17:05			8.00	1.05		TIDAK HADIR	Hari Krismas
25/12/2017	Monday	WORKDAY	0										TIDAK HADIR	
26/12/2017	Tuesday	WORKDAY	0											
27/12/2017	Wednesday	WORKDAY	0	07:58			17:05			8.00	1.05			
28/12/2017	Thursday	WORKDAY	0	07:59			15:32			6.30	1.02			
29/12/2017	Friday	OFFDAY	0											
30/12/2017	Saturday	OFFDAY	0											
31/12/2017	Sunday	WORKDAY	0	07:49			17:14			8.00	1.14			

Day Type	Total Days	Present	Absent	Work	Overtime	Short	CUTI AM / UMUM
WORKDAY	21	19	2	145.59	21.19	0.01	TIDAK HADIR 2.000
HOLIDAY							BERSALIN
RESTDAY	10						ISTERI BERSALIN
OFFDAY	31	19	2	145.59	21.19	0.01	PELEPASAN KHAS
							KURSUS/SEMINAR
							MESYUARAT
							LAWATAN KERJA
							URUSAN RASMI
							LAIN-LAIN

Supervisor /date: NURSYAHIERAH BT MOHD RAMZAN BAHAGIAN PENGURUSAN KORPORAT SUK 2.000