



اوپو سیتیتي تیکو لوگي مارا  
UNIVERSITI  
TEKNOLOGI  
MARA

Fakulti  
Pengurusan  
dan Perniagaan

# INDUSTRIAL TRAINING REPORT

## MGT666

ROBERT BOSCH POWER TOOLS  
PENANG

29 AUGUST 2022 - 10 FEBRUARY 2023

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**PROGRAMME : BA242**

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## **EXECUTIVE SUMMARY**

Industrial training is one of the requirements for the Bachelor of Business Administration (Hons.) Finance students to get a degree certificates. My industrial training was for 6 months where it started from 29 August 2022 until 10 February 2023. I am undergoing my internship at Robert Bosch Power Tools, Penang under Human Resource Department. My task as a support service for HR department and I also be part of the hiring team or Talent Acquisition (TA) team. I was under the supervision and guidance of Mrs. Ily Nur Yasmin Binti Mustapa along during my internship period especially for support services task. Ms. Oon Hooi Fen is my superior in TA team where all the tasks regarding hiring process I will liaise with her. After undergoing my industrial training for about 24 weeks, I required to prepare a full report of my internship. This report will provide a summary of all the tasks and assignments that have been given to me. I was assigned to HR Department where I gained a lot of knowledge and experiences. Through this journey, I have learnt how HR staff brainstorming to settle any problem of their employees since HR Department is the most important department for the company to operate well. They give me an inspiration to work harder in future. I am honoured that I got chosen to do my internship here. Throughout my internship also I must complete my research report with the guidance of Dr. Nor Anis Binti Shafai. The research is about the Determinants of Dividend Policy: Malaysia Perspective where I need to complete the whole report within my internship period. However, with a lot of effort and support from everyone I manage to complete the research report.

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## 2.0 COMPANY'S BACKGROUND AND PROFILE

### 2.1 ORGANIZATIONAL BACKGROUND



Robert Bosch GmbH, or generally Bosch, is a German multinational engineering and technology firm located in Gerlingen, Germany. Robert Bosch established the firm in Stuttgart in 1886. Robert Bosch Stiftung, a charity organisation, owns 92% of Bosch. Bosch's primary business sectors are mobility (hardware and software), consumer goods (including household appliances and power tools), industrial technology (including drive and control), and energy and building technology.

Robert Bosch Sdn Bhd, with branches in Selangor and Penang, has represented Bosch in Malaysia since 1923. Bosch is present in Malaysia in the areas of Mobility, Solutions, Industrial Technology, Consumer Goods, Energy and Building Technology. In Penang, the firm has three production arms that produce automotive multimedia systems, power tools, and steering systems. Malaysia generated around RM583 million in revenue and employed 4,400 workers in 2021.

### 2.2 COMPANY'S PROFILE

The company that I have done my internship is a **Robert Bosch Power Tools Sdn Bhd**. My company is located at **45, Hilir Sungai Kluang 1, Bayan Lepas Free Industrial Zone Phase 4, 11900 Bayan Lepas, Pulau Pinang**. My company's business sector is Consumer Goods, and it generated around 23% of overall Bosch Group revenue in 2019. Its Power Tools division sells power tools, tool accessories, and measurement equipment. Its products include lawnmowers, hedge trimmers, and high-pressure cleaners, in addition to power tools such as hammer drills, cordless screwdrivers, jigsaws, and e-bike battery. It may also be classified into other categories, including driving, drilling, cutting, shaping, sanding, grinding, routing, polishing, painting, heating, and others. One of the division's key areas is the availability of easy, high-performance cordless equipment, as well as web-enabled products and services.

### 2.2.1 MISSION AND VISION

The Bosch Group is a global leader in technology and services. As a result, the Bosch Group's goal or mission is to promote connected life through products and solutions that incorporate artificial intelligence (AI) or were developed or manufactured with its support. Bosch enhances people's lives throughout the world by developing new products and services that spark their interest. In short, Bosch manufactures technology that is "Invented for life".

Bosch is pursuing a vision of sustainable, safe, and exciting mobility. It leverages its experience in sensor technology, software, and services, as well as its own IoT cloud, to provide linked, cross-domain solutions to customers from a single source.

### 2.2.2 ORGANIZATIONAL CHART

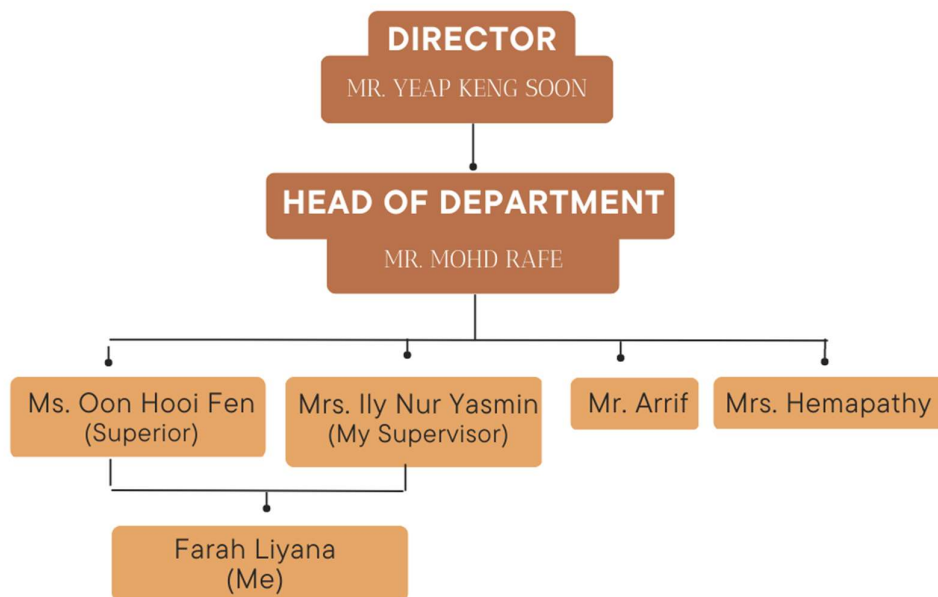


Figure 1

Figure 1 shows the organizational chart for the HR department at Robert Bosch Power Tools in Penang. Mr. Yeap Keng Soon is the director of the HR department, in charge of all HR aspects, including the care of all employees in the organization. Mr. Mohd Rafe is the Head of Department for Human Resources, and he is primarily responsible for blue collar staff such as foreign workers, operators, technicians, and clerks. All the HR staffs such as HR Executive, HR Generalist, HR Training and HR Recruiters for blue collars will be reported under Mr. Rafe.