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HUMAN RESOURCE INTERNSHIP (HRM 666)



**INDUSTRIAL TRAINING REPORT AT AMIR VISION SDN. BHD.
21 AUGUST 2022 – 09 FEBRUARY 2023**

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EXECUTIVE SUMMARY

Time flies in the blink of an eye. My memorable and enlighten six months industrial training began here at Amir Vision Sdn. Bhd. The whole experience started on 21 August 2022 until 9 February 2023 as a requirement for this semester to complete my studies in Human Resource Management. As being completely new to the working environment, every hour of I am spent during my internship gave me some experiences all the time, which cannot be explained in words. Nevertheless, they were all useful for my future career path. As a human resource student, I was really looking forward to being able to use the knowledge and skills that I have gained during my studies. I was also delighted to learn something new there. During my internship period, I have been assigned to human resources department. In this report, I have included what benefits I have received during my industrial training as well as knowledge and skills that I gained for work and self-development such as problem solving, multitasking and others. Next, I discuss about SWOT analysis of the organization based on my observation throughout the training. I have included the infographic of the SWOT analysis of the Amir Vision Sdn. Bhd. and the discussion into each element. Also, I included a few recommendations on how to sustain the strengths, to reduce the impacts of the weaknesses, how can the organisation take advantage of the opportunities and what can the company do to deal with the threats. The internship experience that I have gone through is very useful and rewarding. It has taught me to see things from other perspectives and how the real working world actually is. As I have no prior experience of working, this whole experience is an eye-opener.

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2.0 COMPANY'S PROFILE

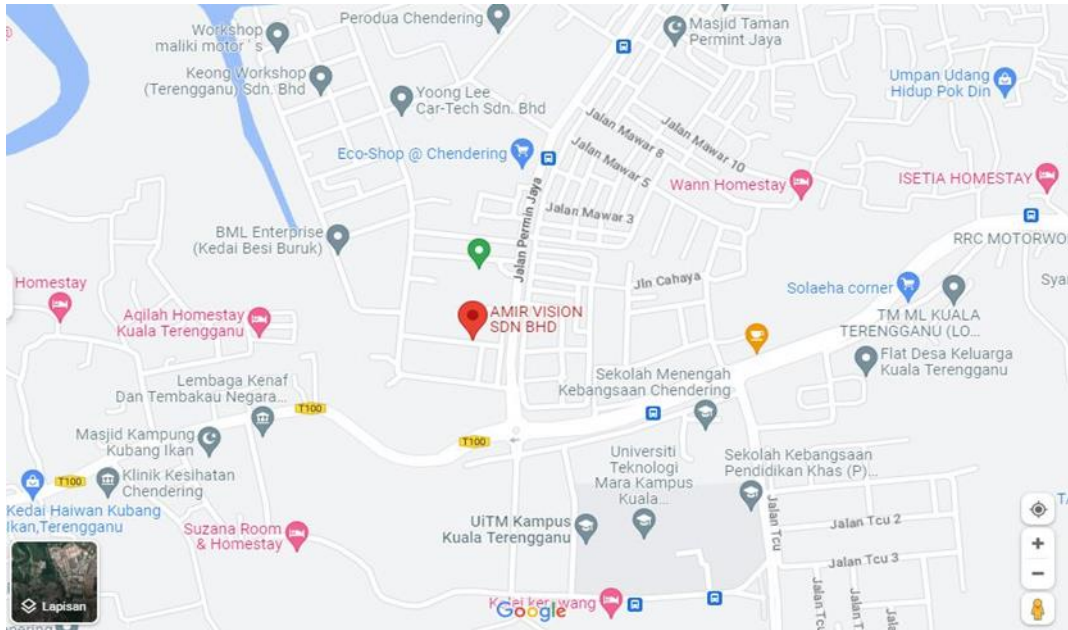
2.1 COMPANY'S BACKGROUND



Amir Vision Sdn. Bhd. was founded in April 2012. This business, which began operations in Pulau Kambing, has been actively engaged in the supply of food and equipment to the "Oil and Gas" industry for more than 7 years. AVSB has taken things a step further in 2020 by venturing into the food processing sector with a specialization on fish and seafood products. In order to create frozen goods under the "AV Seafood" brand, such as frozen minced, fish (otoshimi), and frozen keropok lekor, AVSB has relocated to Chendering Industrial Area in Kuala Terengganu.

In addition, AV Seafood uses modern technology to produce different kinds of frozen fish sausages (keropok lekor) and minced fish. JAKIM has granted items Halal certification. From the sourcing of raw materials to the preparation and processing of the products, the company also employ strict internal controls. Additionally, it provide fish crackers (keropok keeping) and raw fish crackers (keropok segera).

Next, the catering services provided by the business can be modified to match the unique needs of the employees. the organisation in charge of making ensuring that the food items supplied are Halal-certified and adhere to the rules on food safety and hygiene. Currently, the company also offers a tempting variety of traditional foods from Malaysia's east coast, like Nasi Dagang and Nasi Kuning Gulai Ikan Tongkol.



2.1.1 Location of Amir Vision Sdn. Bhd.

Name of Company	Amir Vision Sdn. Bhd.
Address	Lot 3586, Pusat Pameran Halal Hub Kawasan Perindustrian Chendering, 21080 Kuala Terengganu, Terengganu Darul Iman.
Contact Number	09-6173737
Founded	2012
Form of Company	Private Company
Services	Food Processing Industry
Operation Hour	8:00 a.m. – 5.00 p.m (Sunday to Thursday)
Website	www.amirvision.com.my

Table 2.1.2

2.2 COMPANY'S VISION AND MISSION

Amir Vision Sdn. Bhd. was operated to improve their vision in order to stay relevant and provide a better frozen food to the customers.

2.2.1 VISION

- To become the first choice in maintenance, trading and catering provider to oil and gas industry.
- To be leading in fishing industry in Malaysia.

2.2.2 MISSION

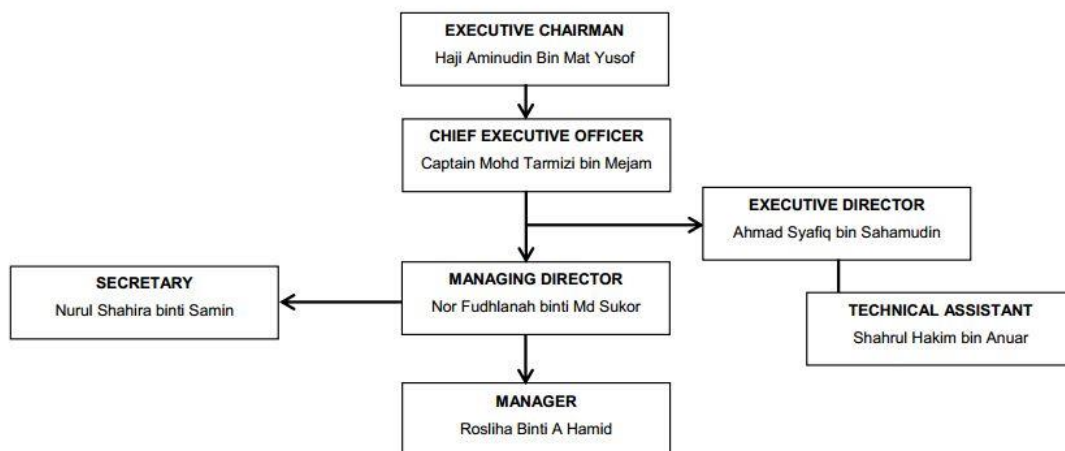
- To produce safe and excellent quality frozen minced fish, seafood and fish products that meets regulatory to derive total satisfaction by the customer.
- To provide catering services to oil and gas industry either at offshore or onshore platform through excellent service, quality food and meets food safety
- To drive the growth and development of upstream and downstream industry based on fishery resources.

2.2.3 OBJECTIVE AND GOAL

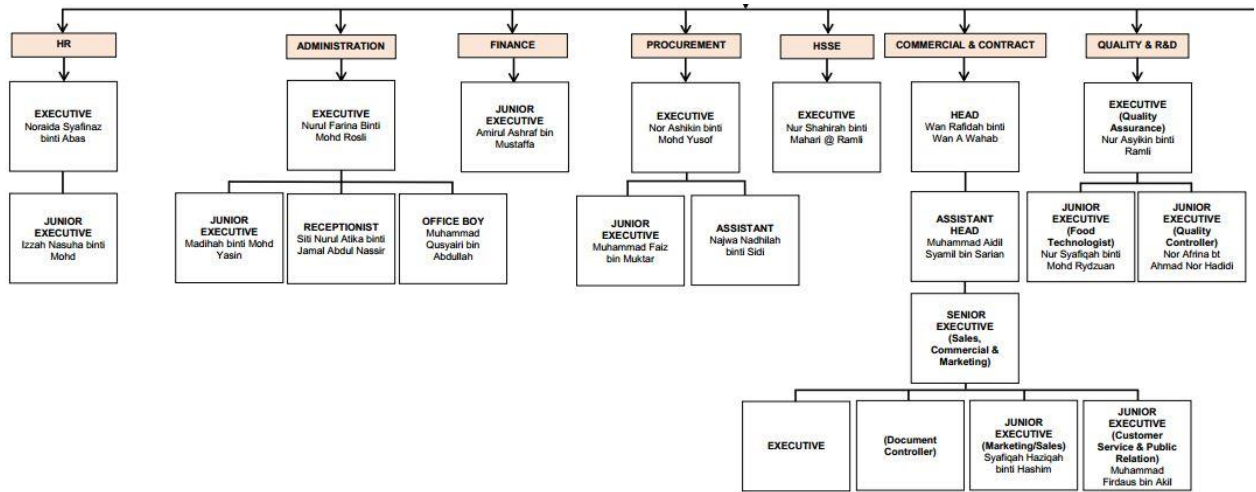
- Respond to the government's call to achieve the goal of increasing fish landing results from the domestic marine fisheries sector.
- Assist in the growth and development of resources based upstream and downstream industries fishing holistically.
- Increase the production of seafood to cover the shortage of fish supply in the declining coastal zone.

2.3 ORGANIZATIONAL STRUCTURE

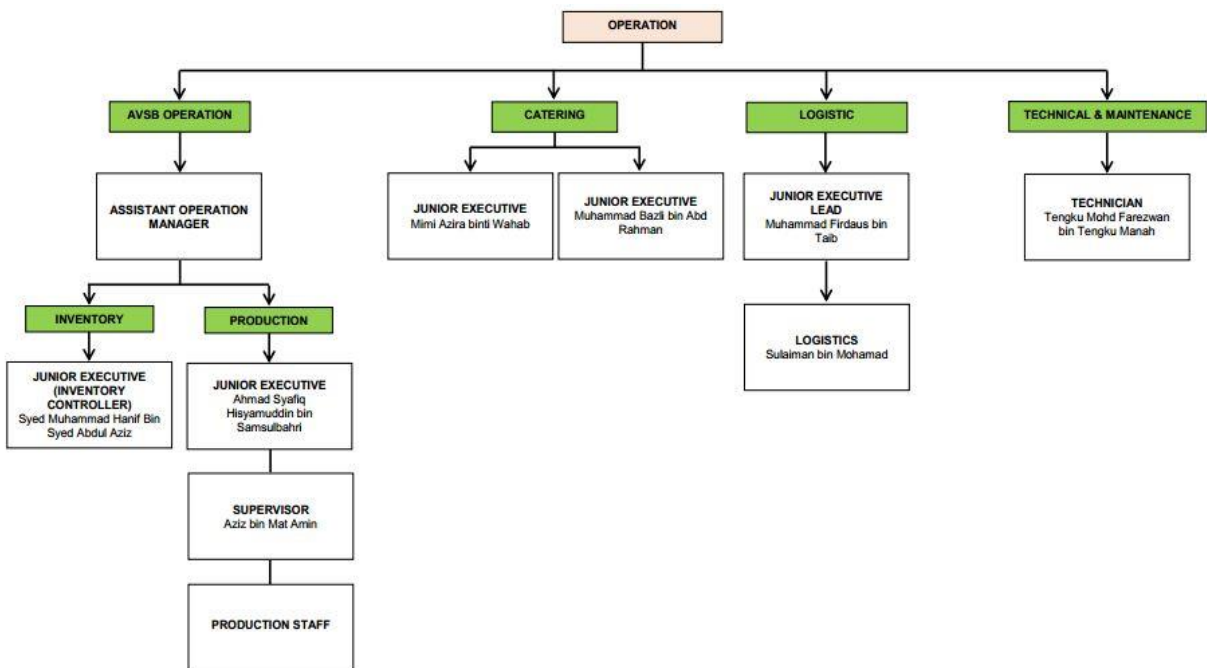
The organizational structure of Amir Vision Sdn. Bhd. is led by Executive Chairman, Haji Aminudin bin Mat Yusof and Captain Mohd Tarmizi bin Mejam as the Chief Executive Officer. Amir Vision Sdn. Bhd. was managed by managing director, Nor Fudhlanah binti Md Sukor and assisted by Rosliha binti A Hamid as manager. There are eight departments or units under the supervision of Amir Vision Sdn. Bhd. Each department is led by eight different Head of Department (HOD). The head of department for Human Resource management was led by Puan Noraida Syafinaz binti Abas. Under this unit, there are junior executive that help in manage Human Resource department, Izzah Nasuha binti Mohd. For procurement department, the executive employee in charge is Nor Ashikin binti Mohd Yusuf. Under his supervision is the junior executive and assistant that handles the matters and duties which is Muhammad Faiz bin Muktar and Najwa Nadhilah binti Sidi. Next, Nur Shahirah binti Mahari @ Ramli as an executive in Health, Safety, Security and Environment (HSSE) department. Commercial and contract department was led by Wan Rafidah binti Wan A Wahab. For department Quality Research and Development (R&D), Nur Asyikin binti Ramli managed her staff. Next, administration department was handled by executive, Nurul Farina binti Mohd Rosli. Lastly, finance department was handled by Amirul Ashraf bin Mustaffa and Rosliha binti A Hamid for operation department. Below is organizational structure for Amir Vision Sdn. Bhd.



2.3.1 Management's Organizational Structure



2.3.2 Organizational Structure for each department



2.3.4 Organizational Structure for Operation

3.0 TRAINING'S REFLECTION

3.1 DURATION

I began my 25-week internship at Amir Vision Sdn. Bhd. on 21 August 2022, and it ended on 9 February 2023. I started one week early because my supervisor at Amir Vision Sdn. Bhd. asked me to, and I am willing to start early. Except for weeks 1 and 3, I worked on Saturday and I worked from 8 a.m. to 5 p.m. from Sunday to Thursday.

3.2 SPECIFIC DEPARTMENT

I have been assigned to the Human Resources Department during my internship period. I have learned a lot while working at this department with guidance from my supervisor and other employees.

3.3 ROLES, RESPONSIBILITIES, TASKS AND ASSIGNMENT

During my internship period, I have been assigned different tasks and assignments. At first, it took me around two days to fully adapt myself and to get to use all the machines as well as the office systems. My tasks and assignments are consist of:

➤ **Key in attendance.**

Most of my tasks and assignments are key in attendance. As I was assigned to the Human Resource department, I was taught how to key in attendance in excel from the office system. I was told to alert on staff who is late and absent.

➤ **Call and assist an interview.**

For interview. I was asked to call each candidate to ask about the status which is accepted or rejected the interview. Before that, I will print their resume. On interview day, I will assist an interview such as distribute job application form to candidate and call up each name to enter the

manager's room. Not only that, I also call internship students to confirm their status. To request more internship student, I was called the industry to ask about the internship student and how to offer the job to the internship student.

- Extrinsic benefits

- Allowance and meal

I was provided with an allowance for the six months (6) I doing my internship here. The allowance was RM100 per month. Sometimes I would be provided with meals during solat hajat which will be held every month and the meal would be from McDonald's as the company dealt with McDonalds as the client.

- Leave

During my internship period, I was provided with leave. I was given six days for annual leave and eight days for medical leave for six months I doing my internship there. It was good benefit as I had to take leave in case anything happens.

- Intrinsic benefits

- Problem solving

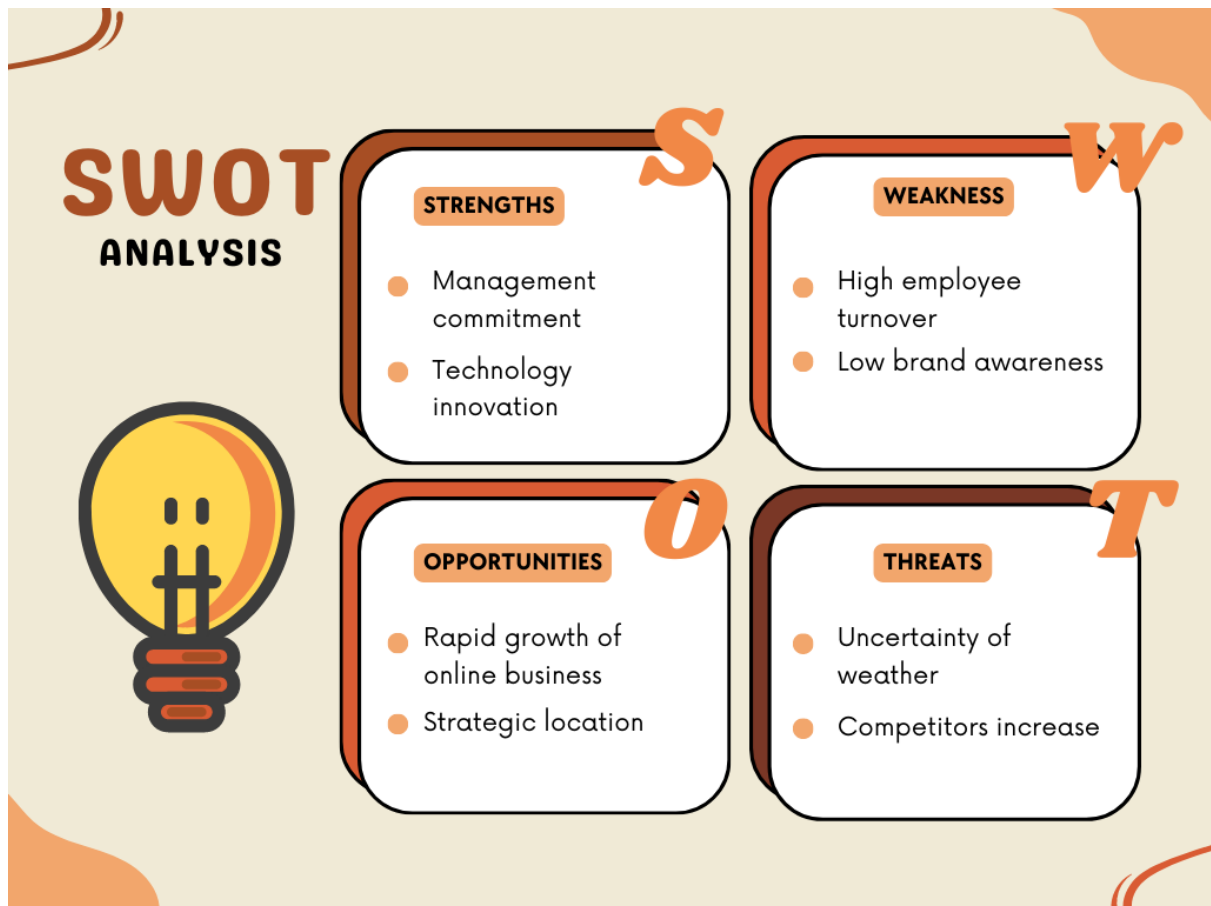
I gained knowledge about how to handle some issues as an intern, which is a very important skill for the workplace. I had to decide how to handle the issue as soon as I encountered it. I ask myself, how do I solve the issue? For instance, I had a problem during key in Employees Provident Fund (EPF) where the amount of Employees Provident Fund (EPF) are not same with the template of salary. I completed the task that was given to me by looking for answers and I found it. In order to come up with the greatest ideas, problem-solving also enables me to be more inventive. My internship there helps me develop problem-solving abilities, which are crucial in all fields and professions.

➤ Communication skill

My ability to communicate has also improved. Previously, I had no idea how to communicate in a professional and working setting. However, I was tasked to assist the interview and make phone call to the candidates. I learned the importance of communication skill with a friendly tone and polite attitude. By learning how to assist the candidates, I improved my communication skill. At the same time, I also developed good communication skills while working with other employees to convey my points of view. In addition, I also gained confidence in my ability to communicate with others. My internship has assisted me in raising the level of my communication abilities, which will be helpful to me in the future.

4.0 SWOT ANALYSIS

According to the study, SWOT Analysis is an analysis method used to evaluate the ‘strengths’, ‘weaknesses’, ‘opportunities’ and ‘threats’ involved in an organization, a plan, a project, a person or a business activity (Gürel, 2017).



SWOT ANALYSIS

5.0 DISCUSSION

5.1 STRENGTH

A resource or capacity that the organisation can employ well to accomplish its goals is considered a strength. While other person stated that defining characteristics of a business that offer it an advantage over its competitors is what we called as strength (Ashutoh, Sharma, & Beg, 2019).

- Management commitment

Through my observation, working with a skilled people, the department's top management has showed outstanding leadership. Leading employees in every sectors can be highly challenging. However, the top management that have a variety of experiences during their career have shown great leadership skills in managing their staff. The top management have frequently demonstrated their leadership abilities, particularly when dealing with cases that occurred during projects or events hosted by the company. For example, the recent event has caught my attention when the person in charge to deliver products suddenly absent and cannot travel because of his daughter suddenly warded. The top management were having a discussion to solve this problem because the delivery was to Perak. After had a discussion,

- Technology innovation

Amir Vision Sdn. Bhd.'s recent technological and system upgrades are one of its strengths. Technology will ensure that the company operations and services work efficiently on a day-to-day basis. Technology gives a huge impact and very crucial in many organizations including government and private sectors in achieving their objectives and innovations (Rajan, Dhir, & Sushil, 2020). Amir Vision Sdn. Bhd. has been purchased many machines to produce their product. The latest asset such as machines make it faster and easier to produce otoshimi. The company's processes have been updated in pace with the development of technology, which will increased employee's productivity.

Next, many organizations, including private sector moved to an online platform. Amir Vision Sdn. Bhd. are using online platform for staff which name 'I-Office' systems. There, the staff can apply their leave, overtime form and others in that system. In fact, the staff need to scan their daily attendance using this systems. It will help us to track their location. The management and efficiency of their staff are improved by updating the technology. Hence, it enables them to carry out their duties and jobs without worrying about any issues arising from the technology used.

5.2 WEAKNESSES

A weakness is a disadvantage, flaw, or defect in an organisation that prevents it from achieving its goals. A company needs to fix this weakness and should not let it continue to happen because it will have a bad effect on the company.

- High employee turnover

Organizations all over the world are concerned about a shortage of staff in their workforce. This happens because of high employee turnover. Mostly people seeking more money, better benefits, a better work-life balance, more opportunities to advance in their careers, time to address personal issues like health issues or relocations, increased flexibility, or to leave a toxic or ineffective manager or workplace, are the main causes of employee turnover. In my observation, these reasons are valid in main reason of their employee turnover. In Amir Vision Sdn. Bhd., there are too many staffs who are resign within one year.

- Low brand awareness

Before I start my internship at Amir Vision Sdn. Bhd., I do not know about their product. I never found the product in mall or any vendor. Actually, a business that has low brand awareness may struggle before it actually starts. Nobody will contact us if they unaware that our product is exist. Brand awareness is essential to a company's success. If the customer do not know our existence, the

company's marketing will not be a sales. Through my observation, Amir Vision Sdn. Bhd. lack of product's promotion. As I know, I am never see their product in any social media platform. Customer familiarity and brand recognition are both measures that demonstrate how well your brand is known by your customers (Favela, 2021).

5.3 OPPORTUNITIES

Any favourable situation in the organization's environment is viewed as an opportunity. It is usually a trend or change of some kind, or an unidentified need, that increases demand for a product or service and allows the company to improve its position by supplying it. Amir Vision Sdn. Bhd. need to aware of these opportunities to expand their business wider.

- Rapid growth of online business

Technology has become an integral element of our daily lives in the era of globalisation. Some of the most important variables that aid an organization's innovation processes are technology transfer and diffusion of innovative technologies (Rajan, Dhir, & Sushil, 2020). Amir Vision Sdn. Bhd. also have technology that used to involve with customers and services. In order to attract customers, the company expand their business by putting the products in website. Due to technology arise now, consumer are more likely to shopping online compared to buy in physical store. That issue are not very critical to the company as we aware about this issue. Not only that, they were prepared online banking and cash on delivery (COD) for their beloved customer.

- Strategic location

For a business to succeed, it is essential to be in the ideal location. If a company selects a poor location, it might not have proper access to clients, staff, transportation, supplies, and other resources. Amir Vision Sdn. Bhd. had a very strategic location as it is easy to found. It has a huge area that can fit factory since the machines required a big space. Other than that, it has a wide office

yard and it is convenience for the staff to park their cars as most of them use cars as a transportation. As a result, a company's location usually affects its earnings and overall success.

Amir Vision Sdn. Bhd. was initially built in Pulau Kambing, Terengganu for seven years. For focusing more on frozen industry, Amir Vision Sdn. Bhd. has moved to Chendering Industrial Area, Kuala Terengganu on property with machinery, facilities and equipment for making frozen products. Amir Vision Sdn. Bhd. now have a great opportunity to offer their services to locals due to their new location. Due to their potential to expand into the frozen industry, this location is now being developed.

5.4 THREAT

Any unpleasant condition in an organizational field that has the potential to affect its strategy is considered a threat. A physical barrier, a constraint, or anything else that could cause problems, damage, or injury could be considered a threat. A company should do something about threat because if it continue to be threat, the business will be slow down.

- Uncertainty of weather

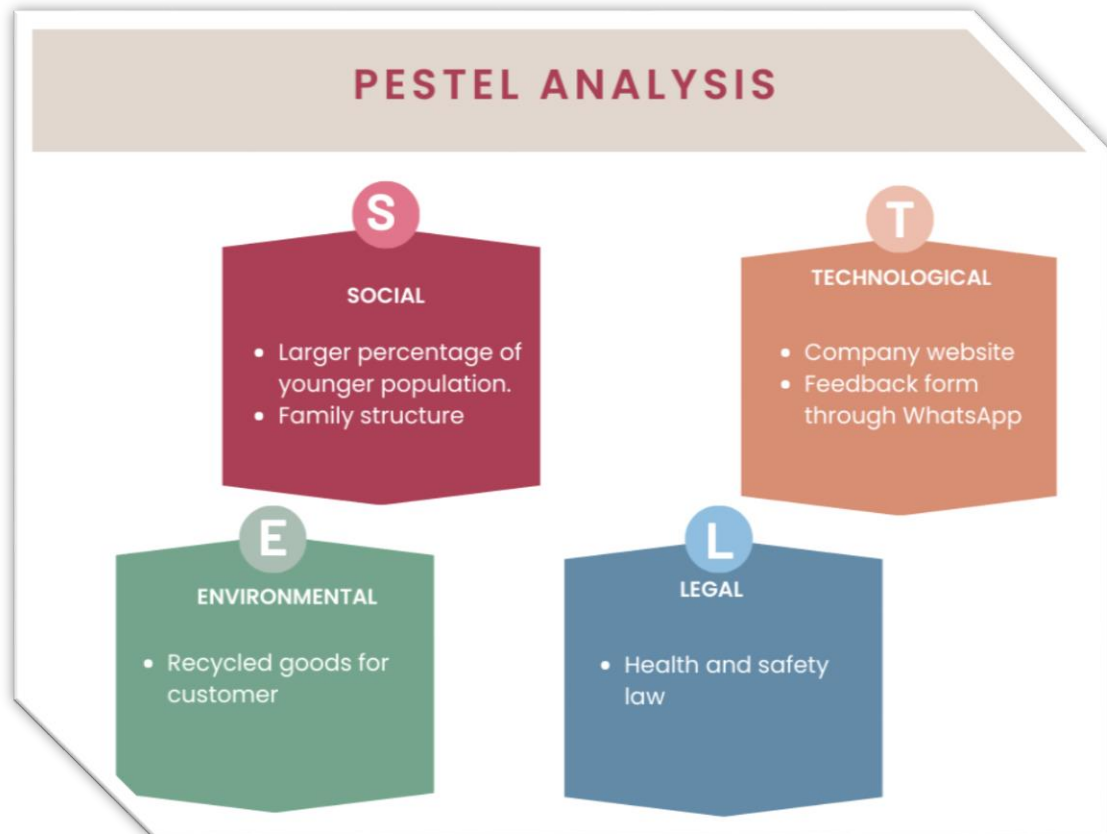
The company at East Coast that produce seafood products is facing problem when monsoon season. No exception for the company of Amir Vision Sdn. Bhd. The production staff of Amir Vision Sdn. Bhd. were temporarily dismissed until the factory was open in March. People's lives are significantly impacted by the weather. The weather can have an impact on businesses as well. However, there is no way to prevent a natural disaster from occurring and harming the economy, such as monsoon season. Instead, to avoid the effects, business owners should develop a plan that can assist them in being ready for extreme weather events. The severity of the monsoon season will determine whether it affects our business. Dust storms and thunderstorms during the monsoon season can affect our business by making it harder to obtain raw fish.

- Competitors increase

There are numerous competitors in this business who aim to expand their operations and engage in this industry. As everyone knows, Terengganu's keropok lekor industry is a significant one and has developed as the state's icon and it will increase the competitors. Amir Vision Sdn. Bhd. is in a high risk situation because of the different tastes of customers. It is crucially necessary to think like our customer while we are in a selling situation rather than concentrating on our self, our business, and our products. It is crucial to understand their problems, the criteria they used to choose a solution, and the order in which those factors were considered. It's crucial to know our competition and think like them in addition to thinking like the buyer. A high risk of newcomers makes an industry less appealing, as do low entry barriers. As a result, new competitors can easily enter the industry, rival with businesses, and gain market share.

6.0 PESTEL ANALYSIS

The PESTEL analysis is one of the tools that is used to identify and analyze the key drivers of change in the organizational environment (Buye, 2021). The PESTLE Analysis is consist of political, economic, social, technological, environmental and legal.



PESTEL ANALYSIS

6.1 SOCIAL

One of factor in social segment is demographics. For Amir Vision Sdn. Bhd., a larger percentage of the younger population is advantageous because it will give the business access to a larger customer base. This group promotes the Amir Vision Sdn. Bhd. brand and inspires the younger generation to become loyal consumers. Next is family structure. The size and composition of the household affects how frequently and what kinds of purchases are made. This is crucial for comprehending consumption trends. Amir Vision Sdn. Bhd. is primarily dealt with families with children and working people for the target group in the current market. This is because it is easy for them to buy frozen food and just need to reheat it back. This is why target market for Amir Vision Sdn. Bhd. are not limited to certain people only.

6.2 TECHNOLOGICAL

Technology is essential for services and can affect the decisions a business makes. Modern technology has made it easy for people to deal with their issues. With the help of mobile communications and the internet, people can conduct online transactions and resolve the majority of their troubles in a few of clicks. Amir Vision Sdn. Bhd. introduced their products in their website. For example, the company put their products into each section such as type of frozen minced fish and frozen fish sausage (keropok lekor), raw fish cracker (keropok keping) and fish cracker (keropok segera). In addition, they also provides many feedbacks from customers in the form of their conversation in WhatsApp.

6.3 LEGAL

One of legal factors in this company is health and safety law. Regarding the health and safety of employees at work, there are strict regulations. Trustworthy organisations and associations conduct routine checks with firms to determine whether safety, standard operating procedure (SOP) and other preventative measures are being implemented at the workplace. In addition, the safety and health of employees includes not only their physical health but also their emotional and mental health. Head of department in Amir Vision Sdn. Bhd. plays an important role in make sure to take care their employee. The safety and health of its employees are extremely important to Amir Vision Sdn. Bhd. and the company is constantly working to make improvements in these areas.

6.4 ENVIRONMENTAL

Recycling and environmental sustainability are gaining attention. Consumers are increasingly demanding ways to recycle items before disposing of them. Furthermore, consumer demand for recycled goods is increasing. Like many other businesses, Amir Vision Sdn. Bhd. is also launching a new product line of recycled goods for consumers to enjoy. The company use a specific plastic to pack their products. Plastic does not decompose easily and dissolves naturally. It takes too long which is from tens of years until some reach hundreds of thousands of years to decompose according to the types of plastic. Recycling can save the environment because waste material will be recycled, thus pollution will be reduced. Natural raw materials will also be less mined and used because existing waste materials have been recycled.

7.0 RECOMMENDATION

7.1 STRENGTH

The following recommendations can help organizations maintain or expand their management and upgraded technology.

- Strengthen the bond between employees and employers

The organization's strengths must be maintained or expanded. It is critical for the organisation because it allows it to grow in the industry. According to research, the primary purpose is to strengthen the bond between employers and their employees by identifying and resolving workplace issues, improving employee satisfaction and morale, and providing necessary support to the organization's performance management processes (Calvello, 2021). The top management in Amir Vision Sdn. Bhd. can strengthen the bond with their employee by make sure they always communicate with the employee. They can ask about the problem or any issue that can be solve together. Not only that, the top management also can organize an event such as family day to know each other better. In office, they can provided programs that involve gaining knowledge in teamwork, managing conflict, and organizational change, diversity, and communication. For example, top management could be paired with employees for mentoring. Indirectly, it can strengthen the bond between these people.

- Provided more machines

As Amir Vision Sdn. Bhd. involve with more products day by day, it is essential to invest more machine at company. Investing in new equipment and technologies allows businesses to be more agile and responsive as business requirements change. Businesses can reach a point where they must invest in their operations in order for them to grow and become more profitable. With new equipment, their production will increase. Increasing the quantity and quality of their

product or service allows them to provide more to their customers. From here, they can consider expanding into new markets or gaining new contracts for the additional services they can offer. This also will increase their revenue streams

7.2 WEAKNESSES

The recommendations below can help the organisation overcome the weaknesses identified in the SWOT analysis.

➤ Promote frequently on social media

The emergence of social media has remarkably changed the way people and organizations communicate and interact (Saari et al., 2022). Amir Vision Sdn. Bhd. has a low marketing in their commercial. Therefore, they need to pay attention more to social media as our society nowadays focus more on social media. I would suggest that Amir Vision need to share video such as visual content. Video content, in particular, is great for capturing people's attention while also conveying personality and desire to their customers. People are more likely to view and interact with visual content as they scroll through their social feeds. To get the best reaction, the company should make an interesting, narrative-driven video. Next, I think the company should concentrate on acquiring customers who are interested, loyal, and engaged instead of attempting to acquire as many followers as possible.

➤ Offered more benefit to employees

When thinking about overall job satisfaction in the workplace, extrinsic and intrinsic job satisfaction combined is what overall job satisfaction is in the workplace (Marshall, 2020). Due to high employee turnover in Amir Vision Sdn. Bhd., the top management need to solve this issue. I would like to recommend the company can offered more extrinsic benefit to employees. For example, they can provide attendance reward in term of bonus to the employee who are full attendance. As an internship student, I would like to suggest that that organisation fill the

vacant as soon as possible, as a lack of staff will have an impact on the organization's effectiveness.

7.3 OPPORTUNITIES

The organizations can take advantage by using opportunities wisely.

➤ Create vendor systems.

According to research, having vendors or third-party service providers is a necessary part of your business in order to operate and provide the services and/or products to your customers (Larsen, n.d.). Good vendors are difficult to come by. For me, if the company work with excellent suppliers, they should do everything possible to strengthen their relationships with them in order to encourage loyalty. The company can ensure efficiencies that lead to smooth processes with effective supplier management, which can help they build the loyalty they need to maintain their great suppliers as part of their supply chain for the long term.

➤ Strategic location

As for suggestion, I believe that the organisation should capitalise on the fact that it is surrounded by other great buildings by marketing and promoting itself. Chendering Industrial in Kuala Terengganu will be a fully developed, so this area will be occupied by many residents. So I would suggest to Amir Vision Sdn. Bhd. to stay at this location. This is a chance to lure more customers to buy the company's products. Attracting local customers is critical because they contribute to the organization's earnings every time they use our service.

7.4 THREATS

In order of Amir Vision Sdn. Bhd. to deal with the threats, they can apply the suggestion below.

➤ Order more raw material before monsoon season.

To avoid terminate the contract of production staff, Amir Vision Sdn. Bhd. need to solve a solution that involves weather risk issue. According to research, The Kuala Terengganu coastline in Malaysia is impacted on by natural forces largely governed by the Southwest monsoon (May to September) and the Northeast monsoon (October to March) (Bagheri et al., 2022). Malaysia's major rainy season and powerful waves are triggered by the Northeast monsoon, with monsoon winds affecting the country. Malaysia's major rainy season and powerful waves are triggered by the Northeast monsoon, with monsoon winds affecting the country. Natural forces such as waves, wind, and currents move unconsolidated soils and sand along the coast, causing sudden changes in shoreline positions. It gives an effect to Amir Vision's production. When raw material are in short, automatically the products cannot be produce. So I would like to suggest order more raw fish to produce the products during monsoon season.

➤ Provide great customer service.

Great customer service means following best practices like valuing customers' time, having a pleasant attitude, and providing knowledgeable and resourceful resources, but that you also take things a step further to exceed rather than just meet expectations (Heath, 2022). To avoid competitors increase, I would like to suggest Amir Vision Sdn. Bhd. to provide great customer service. If they are having great service, the customer will be delight to buy from the company another time. Providing excellent and memorable customer service is an excellent way to build customer loyalty and differentiate our self from another competitors. The staff in Amir Vision Sdn. Bhd. should greet customers with a pleasant smile and express gratitude to those with whom they interact. They must always be available to respond to customer inquiries.

They should take a problem-solving approach and ask for customer feedback at all times.

8.0 CONCLUSION

To sum up, the internship experience I had was very beneficial and helpful. It helped me learn how to view things from different angles and how the real working world worked. This experience has opened my eyes because I have never worked before. Throughout this experience, my understanding of the workplace has increased. All of the tasks and assignments that were assigned to me assisted in my development as a more creative and mature decision-maker. I am grateful for all of the challenges and experiences I gained while there. However, I believe there are some aspects of the job that I need to improve in order to do it better. I need to gain confidence in order to express myself during discussions or meetings. This is one of the things I need to work on before beginning work on my own career path. While working on my SWOT analysis, I had to make some observations and speak with some employees to learn about their perspectives on the organisation. This method allows me to identify the SWOT analysis for the organisation while also improving my skills. I have improved and gained new skills such as problem-solving and communication skill. This experience has given me a clear vision for my future career path. I want to strike a good work-life balance that includes constant self-improvement and kindness. I would like to be respected for my future accomplishments and abilities. As a result, this entire internship experience has provided as a stepping stone for me to always seek learning and self-growth.

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10.0 APPENDICES

Document Information

Analyzed document	OURIGINAL INDUSTRIAL TRAINING REPORT_NURIN FARHANA BINTI ISMAIL_2020974213.pdf (D157705807)
Submitted	2/3/2023 7:50:00 AM
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Similarity	4%
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Sources included in the report

W	URL: http://www.amirvision.com.my/ Fetched: 2/3/2023 7:50:00 AM	 3
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Entire Document

1 EXECUTIVE SUMMARY Time flies in the blink of an eye. My memorable and enlighten six months industrial training began here at Amir Vision Sdn. Bhd. The whole experience started on 21 August 2022 until 9 February 2023 as a requirement for this semester to complete my studies in Human Resource Management. As being completely new to the working environment, every hour of I am spent during my internship gave me some experiences all the time, which cannot be explained in words. Nevertheless, they were all useful for my future career path. As a human resource student, I was really looking forward to being able to use the knowledge and skills that I have gained during my studies. I was also delighted to learn something new there. During my internship period, I have been assigned to human resources department. In this report, I have included what benefits I have received during my industrial training as well as knowledge and skills that I gained for work and self-development such as problem solving, multitasking and others. Next, I discuss about SWOT analysis of the organization based on my observation throughout the training. I have included the infographic of the SWOT analysis of the Amir Vision Sdn. Bhd. and the discussion into each element. Also, I included a few recommendations on how to sustain the strengths, to reduce the impacts of the weaknesses, how can the organisation take advantage of the opportunities and what can the company do to deal with the threats. The internship experience that I have gone through is very useful and rewarding. It has taught me to see things from other perspectives and how the real working world actually is. As I have no prior experience of working, this whole experience is an eye-opener.



UiTM's Academic Integrity Pledge

By signing this form, I agree to act in a manner that is consistent with UiTM's academic assessment and evaluation policy and processes. I will practice integrity in regard to all academic assessments, and pursue scholarly activities in UiTM in an open, honest, and responsible manner. I will not engage or tolerate acts of academic dishonesty, academic misconduct, or academic fraud that include but are not limited to:

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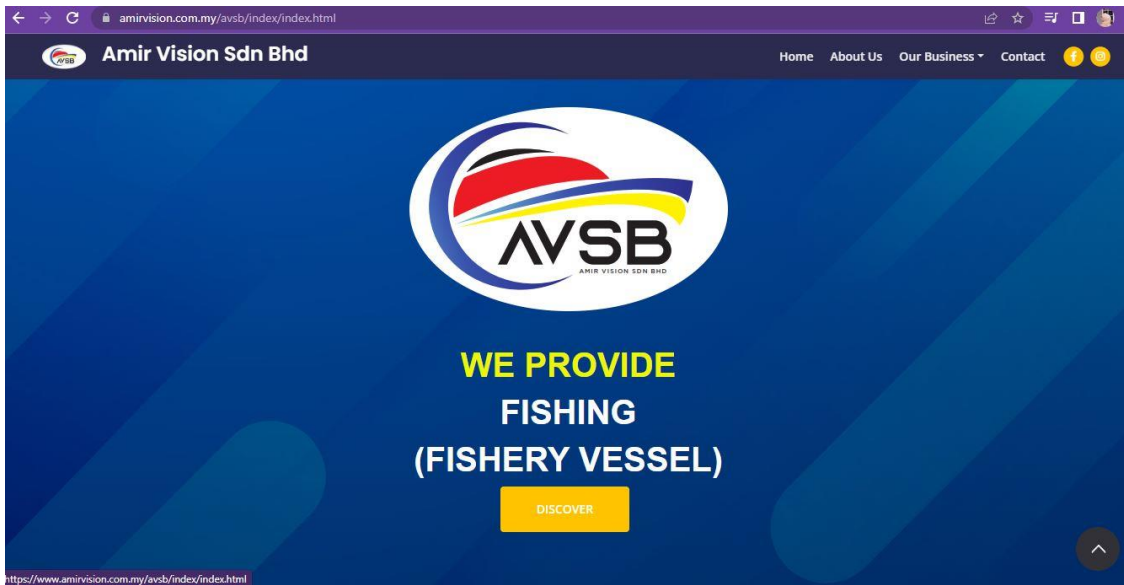
Matric Number: 2020974213

Course Code: HRM666

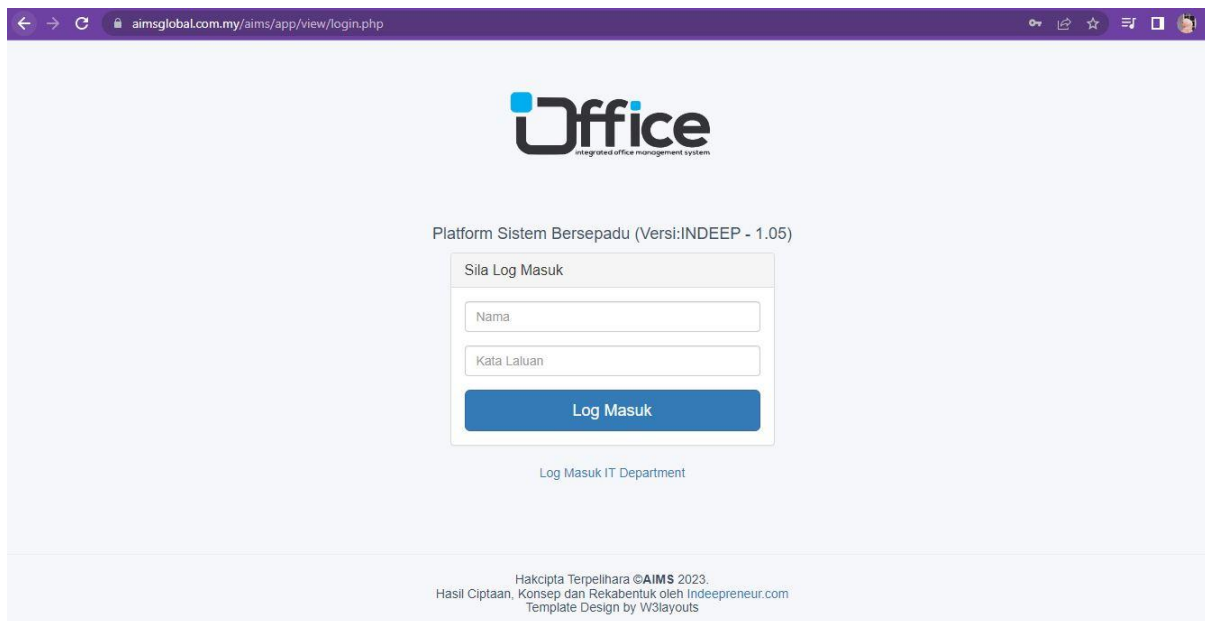
Programme code: BA243

Faculty / Campus : FACULTY OF BUSINESS AND MANAGEMENT / UITM KAMPUS ARAU

*Students are required to sign one pledge for each course taken.



Appendix 1 : Official Website Of Amr Vision Sdn. Bhd.



Appendix 2 : I-Office System



Appendix 3: Human Resources Department



Appendix 4: Monthly gathering (Solat Hajat and Birthday celebration)



Appendix 5: Al-Nisa's ship launching ceremony



Appendix 6: Staff's meal



Appendix 7: Training and Briefing



Appendix 8: Vessel Tour & Familiarisation



Appendix 9: Fire Drill's Training



Appendix 10: Meeting face-to-face with advisor



Appendix 11: Online meeting with advisor