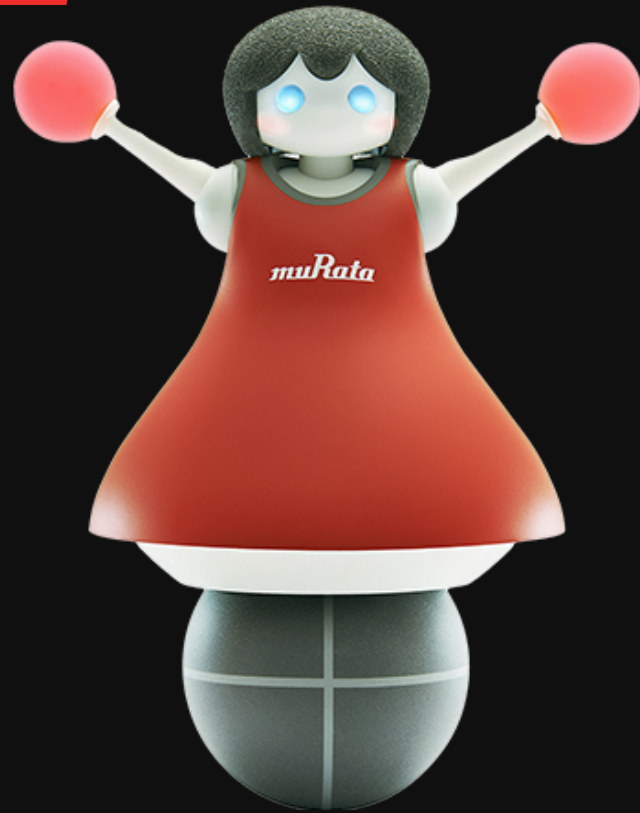




INDUSTRIAL TRAINING REPORT

MURATA ELECTRONICS SDN. BHD.
AUGUST 30TH 2022 – FEBRUARY 10TH 2023



**BACHELOR OF BUSINESS ADMINISTRATION (HONS)
HUMAN RESOURCE MANAGEMENT (BA243)**

PREPARED BY:

NAME: RAJA NUR LIYANA BINTI RAJA KAMARRUDIN

NO. MATRIC: 2020994899

CLASS: RBA2436B

PREPARED FOR:

ADVISOR: TN. HAJI ZULKAFLI MANSOR

EXAMINER: DR. NUR ZAINIE ABD HAMID

EXECUTIVE SUMMARY

Time flies by so fast, I have already completed my six months of industrial training at Murata Electronics (M) Sdn Bhd. Murata Electronics is a company based in Japan that produces a variety of electronic components. Also, Murata Electronics has a lot of branches all around the world, such as in Malaysia, China, Singapore, United States, Spain, and many more. An industrial training report is essential for every student of the Faculty of Business and Administration during semester 6, which is the last semester. This report summarised my industrial training experience for 24 weeks, which is 6 months. My internship began on August 30, 2022, and ended on February 10, 2023. The industrial training programme essentially prepares students for future careers as professional employees. We were also introduced to new experiences and assisted in learning new skills to execute all of the tasks that were assigned to us, as well as given exposure to working well in teams.

During my internship, I was assigned to the General Affairs, Training, and Personnel department. The main section I have been assigned to is the Recruitment section. Throughout this internship, I have been exposed to know how this position works out in the organization and their tasks and responsibilities as human resource staff. Since I am on the recruitment team, I have learned how important it is to find the right candidate for the right position in the company. By completing this internship also allow me to observe the SWOT analysis of this company and I believe that Murata Electronics is the great company to gain a new working experience and done my internship.

Strength of Murata that I have list down in this report included, strong in global network, alliances and affiliates and strong in talent management. Apart from that, Murata also have their own weaknesses, for instance needed continuous improvement in technology and high employee turnover. Besides, Murata opportunities, they can produced variety of products that fulfil needs and demand, and involvement in many events, contribute to the society and create a good engagement with others. Last but not least, is, threats. Which included, climate change and changing in political environment. Also, there are some discussions and recommendations on how to improve their business.

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2.0 COMPANY'S PROFILE



Figure 2.1 Company Logo

2.1 Company's name

Murata Electronics (M) Sdn. Bhd.

2.2 Address / Location

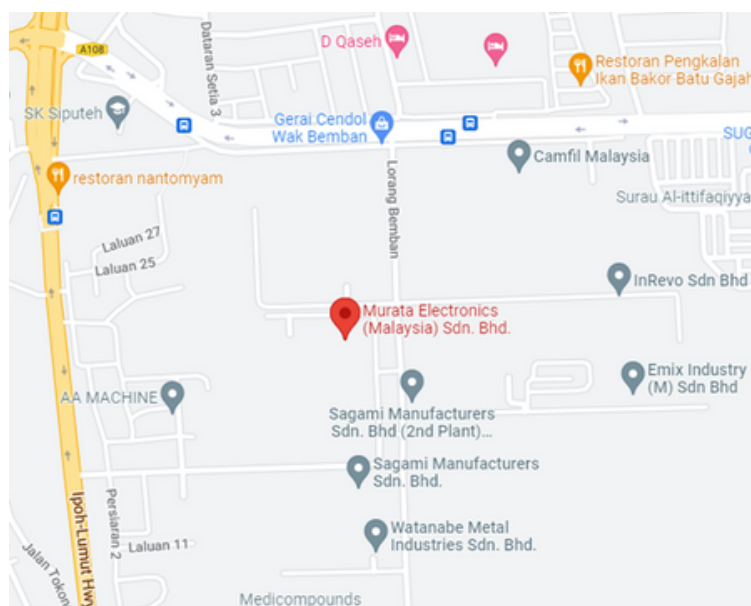


Figure 2.2 Company Location

Plot 15, Bemban Industrial Park, Jalan Bemban, 31000 Batu Gajah, Perak Darul Ridzuan

2.3 Background of the company

Murata Electronics (Malaysia) Sdn. Bhd. (MME) is one of the subsidiaries of Murata Manufacturing, which is based in Japan. MME has a manufacturing plant in Bemban Industrial Park, Batu Gajah. Also, they have sales offices in Kuala Lumpur and Penang. Besides, Toko Electronics is located in Kuching, Sarawak. Besides Malaysia, Murata has subsidiaries all around the world, such as in the United States, Spain, Canada, Singapore, China, and many more. This proves that Murata is such a big and stable manufacturing company. MME was founded in 1993 and officially started operations in 1994. MME also has approximately 80,000 m² of land space. The total number of employees at MME consisted of 1271 employees who worked in the factory and 27 employees who worked in the sales office.

MME started their production by producing ceramic capacitors, ceramic resonators, and many more. Currently, MME has greatly improved their production by producing a lot of products such as power inductors, HAC coils, RF inductors, and common mode choke coils. For power inductors, it is mainly used in hard discs, HAC coils are used in hearing aid devices, RF inductors are used in mobile phones, and a common mode choke coil (DCC) is used in USB and HDMI connections. These products were mainly transferred to Japan. Murata also conducts resale business through International Procurement Center (IPC) operations. So, basically, Murata is really active in electronic component production to meet the demands of customers in Southeast Asia and the rest of the world.

In addition, MME is live and has applied their philosophy to all employees to achieve their mission and vision. This philosophy, or "SHAZE," is practically pledged and implemented in our daily work.