



اَوْبَهُوَ رَسِيْقِي تِيَكُو لُو كِي مَبَارَا
UNIVERSITI
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HUMAN RESOURCE MANAGEMENT
(BA243)**

**HRM666
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**ASSIGNMENT TITLE:
INDUSTRIAL TRAINING REPORT AT PEJABAT TANAH
DAN JAJAHAN PASIR MAS (PTJPM)**

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EXECUTIVE SUMMARY

My memorable and enlightening 6-month industrial training began at Pejabat Tanah dan Jajahan Pasir Mas. From this report, I will share the overview of the industrial training in which I have learn many things during the internship. However, I was given the opportunity to work in the Unit of Administration and I want to demonstrate my abilities and knowledge that I have acquired. I have prepared a report in which I will explain my internship experience, activities and organizational concerns. This report is important for students as it can measure the understanding regarding the organization in which student can learn and improve when involved for the real working environment.

The content of this report is divided into nine parts. Firstly, the preliminary page. Secondly, the student's profile which is my personal information such as education, work experience, achievement and skills was presented in the resume. Then, it will continue with the company's profile and it will be explained based on history, vision and mission and organizational structure. I also explained about the training reflection such as duration of working days, tasks, benefit and skills that I have gained. Based on my observation in this organization, I have found the analysis in which I have list and explained the strengths, weaknesses, opportunities, and threats (SWOT) and PESTEL analysis. Furthermore, I also included the recommendation as my opinion in improving the organization. I also make the conclusion and reference as summarize all the knowledge that I have gain and provide the appendices as to show the pictures during my internship.

Lastly, this industrial training is very useful as I can gain the knowledge, experience and improve my skills plus able to connect with many people and it helps me to be more confident, professional and improve my communication skills.

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PART 3: COMPANY PROFILE



Figure 1: Logo of Pejabat Tanah dan Jajahan Pasir Mas

3.0 Name, Location and Background

3.1 Company's name

Pejabat Tanah dan Jajahan Pasir Mas (PTJPM)

3.2 Location

Kompleks Apam Putra, Bandar Baru Pasir Mas Lubok Jong,
17000 Pasir Mas, Kelantan.

3.3 Background

The history of the establishment of Pejabat Tanah dan Jajahan Pasir Mas is a development that held on a 107.06 acres of government land in Lubok Jong Mukim Apam, Gual Periok District. It is located along the Pasir Mas and Rantau Panjang highways. However, it was established on 1918 and the District Officer of Pejabat Tanah dan Jajahan Pasir Mas was Encik Jaafar. For now, Encik Hazmi Bin Abdul Hamid is currently the District Officer in which he began working for this department since 7 Mac 2021. The development component for Bandar Baru Pasir Mas also houses for the Pejabat Tanah dan Jajahan Pasir Mas building, Pasir Mas District Council, the Official Residence of the District Chief and the Multipurpose Hall. Jajahan Pasir Mas is centered in Pejabat Tanah dan Jajahan Pasir Mas in which it is under the administration of State Secretary. Pejabat Tanah dan Jajahan Pasir Mas offers services to 10 districts in which it is under the administration of Pasir Mas District that includes 40 Land Sub-Districts and 83 Penghulu Sub-Districts. For Penggawa District, it consists of Alor Pasir, Bunut Susu, Chetok, Gual Periok, Kangkong, Kubang Gadong, Kubang Sepat, Lemal, Pasir Mas and Rantau Panjang districts. However, Pasir Mas district occupies 614.15 square kilometres, or 57,800 hectares, which is 3.9 percent of the area of Kelantan.

3.4 Vision, Mission, Objective, Goal

3.4.1 Vision

To be leading land and colony office institution in providing high quality services in the era of technology and globalization.

3.4.2 Mission

To manage and administer land and colony affairs to achieve balanced development and always provide sustainable and customer-friendly services.

3.4.3 Objective

To ensure the administration and development of land and colonies is done in a transparent, efficient and effective manner to achieve balanced development and sustainable and customer-friendly service delivery in line with the government's policy based on Islam as Addin with the motto "Building Together with Islam".

3.4.4 Goal

To develop the colony and the state and its people in accordance with the wishes of Islam.