



SEPT 2023-FEB 2024

# INDUSTRIAL TRAINING REPORT

**KOLEJ UNIVERSITI ISLAM PERLIS (KUIPs)**

**PREPARED BY:**

Nur Syahirah Binti Mohammad Asri  
2021112411  
RBA2436B



016-7921986



nssyahirah81@gmail.com

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# EXECUTIVE SUMMARY

This internship report details my hands-on experience as an HR intern at Kolej Universiti Islam Perlis (KUIPs) within the Department of Registrar, Human Resources Division, spanning from September 1, 2023, to February 9, 2024.

KUIPs, a private educational institution funded by the Perlis Islamic Religious and Malay Customs Council (MAIPs), served as the backdrop for my internship journey. In this report, I will dive into my main responsibilities during this period. Throughout the internship, I actively engaged in key activities central to KUIPs human resources operations. My primary focus was on recruitment and selection, involving tasks like screening and shortlisting resumes and applications for various positions such as administrative assistant (N17), assistant administrative officer (N27), assistant legal officer (L27), and more. Additionally, I participated in departmental events like the Malaysia day run, convocation, staff appreciation ceremony, and many more. I also took on a supervisory role, overseeing part-time employees, handling service statements, and organizing 147 staff personal files. Notably, I also served as a committee member for the convocation which help me gaining valuable insights into event management.

Overall, this report includes a SWOT and PESTEL analysis, offering a comprehensive understanding of the internal and external factors influencing KUIPs. Furthermore, discussions and recommendations are presented, reflecting on my observations and experiences during the internship.



Kolej University Islam Perlis (KUIPs) is a private institution of higher education that was created under the authority of the Perlis Islamic Religious and Malay Customs Council (MAIPs). KUIPs commenced operations in the Kompleks Islam Perlis on June 17th, 2013, and subsequently relocated to Kompleks Desa Siswa, Sg. Chuchuh on March 03rd, 2014. KUIPs is strategically positioned as a new university to support the state government's objective of developing Perlis into an education hub.

KUIPs is dedicated to establishing itself as a prominent Islamic institution in the ASEAN region. Its goal is to be the top choice for Islamic students hailing from Malaysia, Thailand, Singapore, Indonesia, the Philippines, and West Asia. The university aims to make a substantial contribution to the educational environment and play a central role in the advancement of Perlis as a centre for outstanding academic achievement.

The inaugural intake of KUIPs students was held on 15th of May 2014 with the admission of 61 people which consisted of Muamalah Foundation Program students and Islamic Banking Diploma students under the Faculty of Science and Humanities (FSK) and Faculty of Muamalat Management (FPM). In line with the development of KUIPs, on 1st of October 2019, these two faculties were rebranded to be more in line with their respective area of expertise. Thus, the Faculty of Islamic Studies (FPI), the Faculty of Business and Management Sciences (FPSP) and the Faculty of Muamalat and Islamic Finance (FMKI) were established. On the 17th of April 2019, KUIPs was further expanded with the establishment of another faculty, the Faculty of Al- Quran and Sunnah.

As an institution of higher learning that is in the process of expanding its Education hub, KUIPs is active in developing her home-grown academic programs which is the philosophy and the goal of KUIPs at the Foundation, Diploma, Bachelor's, Master's and Doctoral levels. In addition to offering academic programs, KUIPs also offer short-term courses to the local community.

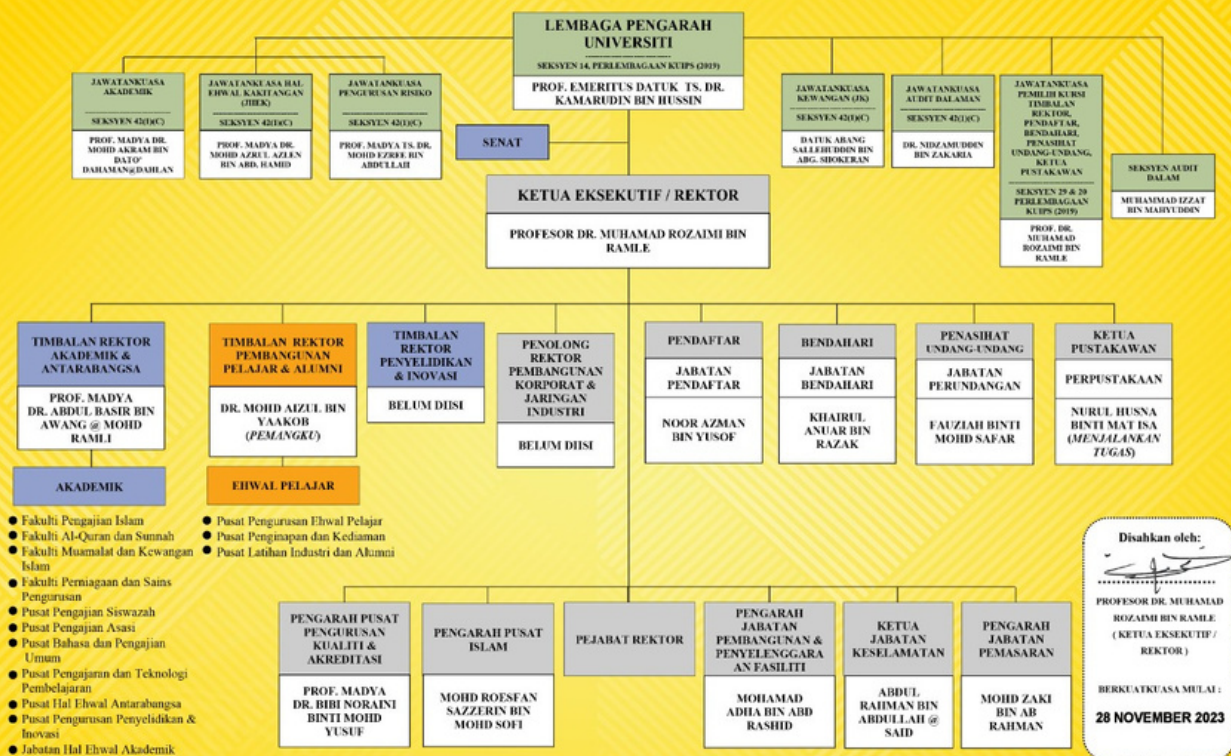


# ORGANIZATIONAL CHART

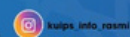


## Kolej Universiti Islam Perlis

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