



INTERNSHIP REPORT

Pejabat Setiausaha Kerajaan Negeri Kelantan

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PREPARED BY

NIK NUR ATHIRAH BINTI NIK MOHD EPPENDI SHAH
2021118437

ADVISOR

DR FAZREENA MANSOR

EXAMINER

MS. AZENI ABU BAKAR

PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN

EXECUTIVE SUMMARY

My inspirational six-month industrial training commenced at the Kelantan State Government Secretary's Office. I initiated my training with the company on September 1, 2023, and it is scheduled to conclude on February 9, 2023. Being a Human Resources student, I successfully obtained a training placement within the Human Resources department, where I needed to battle with other students from different universities. For your information, the Kelantan State Government Secretary's Office only receives one hundred applications for internship students in a year, so I was fortunate to be part of the family.

Kelantan State Government Secretary's Office was a state government secretariat managing matters related to state administration affairs. Subsequently, this company has seventeen divisions, including human resources departments. Among the departments in the company, the human resources departments have the most internship students, with ten students in total. We all received allowance benefits, so we got paid for three months. Sometimes, we also got a complimentary meal from a meeting held at our central meeting rooms. I have been designated to contribute to the jobs of the Human Resources department for the entire duration of six months.

During my internship program, I was assigned a task where I needed to conduct EKSA and note every comment the evaluator gave. Since I had office management and technology during my diploma, resulted to my supervisor asked me to take over the task of our secretary of the director of the human resources department, where I needed to communicate with the higher-ranking staff, record every letter received by other departments and answering phone calls. However, I was also tasked to take care of our department inventory, which consists of six human resources department subsidiaries. I have evaluated the organization using the SWOT and PESTEL analysis, which outlines the Kelantan State Government Secretary's Office strengths, weaknesses, opportunities, and threats.

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3.0 COMPANY'S PROFILE

Kelantan State Government Secretary Office is a state government secretariat that manages matters related to state administration affairs. Moreover, Pejabat Setiausaha Kerajaan Negeri Kelantan has seventeen (17) divisions and support units consisting of:

1. Unit Perancang Ekonomi Negeri
2. Bahagian Pengurusan Sumber Manusia
3. Bahagian Khidmat Pengurusan
4. Bahagian Kerajaan Tempatan
5. Bahagian Perumahan
6. Bahagian Majlis Mesyuarat Kerajaan
7. Unit Audit Dalaman
8. Bahagian Pelancongan dan Kebudayaan Pejabat
9. Bahagian Pengurusan Teknologi Maklumat
10. Bahagian Pengurusan Korporat
11. Bahagian Integriti dan Tadbir Urus
12. Bahagian Koordinasi dan Program Khas
13. Bahagian Koridor dan Insfrastruktur dan Sistem Geospatial
14. Bahagian Penguatkuasaan
15. Bahagian Undang-undang
16. Bahagian Pengurusan Bencana
17. Bahagian Pelaburan
18. Bahagian Sekretariat SUKMA