

CONTOH KULIT DEPAN

**KOLEJ POLY-TECH MARA
KAMPUS CAWANGAN BATU PAHAT**

**INDUSTRIAL TRAINING REPORT
DIPLOMA IN HUMAN RESOURCES MANAGEMENT**

**NUR AFIQA BINTI HALIL
PTM170104283**

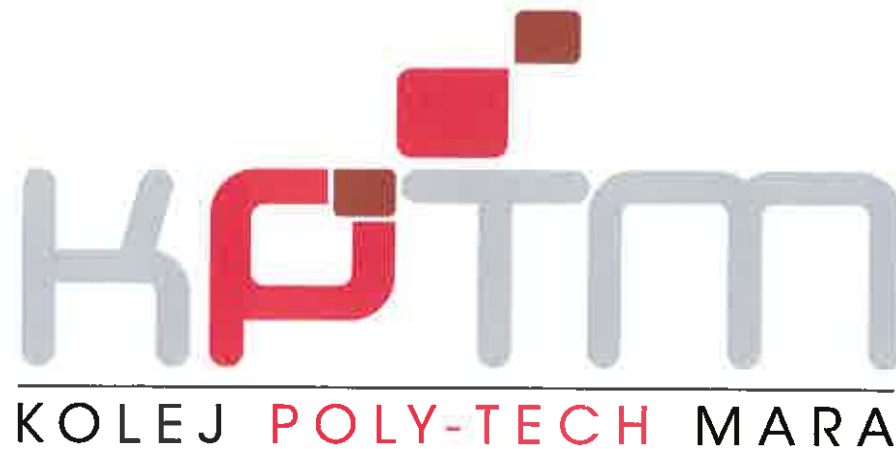
APRIL 2019

CONTOH KULIT TEPI

HRM

NUR AFICA BINTI HALIL

APRIL 2019



INDUSTRIAL TRAINING FINAL REPORT
SESSION: APRIL – AUGUST 2019

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ACKNOWLEDGEMENT

At the very beginning, I would like to express my deepest gratitude to almighty Allah for giving me the strength and the composure to complete my Diploma in Human Resource Management and prepare this report within the scheduled time. During the period of my internship work at Ranhill SAJ Batu Pahat, I've received generous help for many quarters and words actually will never enough to express my gratefulness. I would like to kindly pay my gratitude to them.

First and foremost, I would like to express my gratitude and respect to my honourable Industrial Supervisor which is Puan Maznah binti Basir for her constant guidance, advice, encouragement and every possible help in the overall preparation of this report. Her guidance, encouragement and suggestions provided me necessary insight into the research problem and paved the way for the meaningful ending the work in a short duration. I've no hesitation to say that, without her constant support and valuable advice from time-to-time, I would probably fail to complete the all work in an appropriate manner.

Then, I also would like to express my gratitude and respect to my honourable Madam Masitah which lecturer (mentor) of Kolej Poly-Tech MARA and my Academic Supervisor during internship program, Sir Mohd Norfi bin Ramli and Ustadz Azman for their constant guidance, advice, encouragement and every possible help in the overall preparation of this report. Without their direction and proper guidance this study would have been a little success. In every phase of the project, their supervision and guidance shaped this report to be completed perfectly. Not to forget, I would like to thanked all honoured lectures at Kolej Ploy-Tech MARA Batu Pahat as they're willing to teach me what I have to do and offered me support, help and advice to me and my fellow friends before and while I'm completing my internship.

Lastly, to my family especially my parents and friends among classmates that support me and give strengths to continue my journey as a trainee and complete this industrial training program at Ranhill SAJ Batu Pahat. Thank you to all of them that involved whether directly or indirectly training program to make sure it goes as planned. Only Allah is able to kindly repay each one of them.

EXECUTIVE SUMMARY

The Industrial Training Program is compulsory for me and all students at Kolej Poly-Tech Mara Batu Pahat which is a part of academic credit hour to have a diploma. As a final year student, I am required to undergo an Industrial Training Program at Ranhill SAJ Batu Pahat for 16 weeks starting 15 April 2019 until 1 August 2019 as per requirement of Kolej Poly-Tech Mara Batu Pahat before I've qualified enough to receive a diploma in course that I take. With the combination of knowledge working experience during 16 weeks industrial training, I was required to produce a written report.

The purpose of this program is to fulfil course in order to complete the Diploma as well as graduate from our college. Industrial training is to expose students to real work of environment experience and at the same time, to gain the knowledge through hands on observation and job execution. From the industrial training, me and all students can develop our skills in work ethics, communication, management and others. We're also can even learn teamwork environment, leadership, decision making, problem solving, time management and many others.

First of all, this report will defining the term of industrial training and description on industrial training objectives. This part explains the details about objectives of industrial training report and industrial report. Then, it describes in details about company such as background, history and more. Other than that, this report will explain the various task and activities in weekly that are done by me as trainee. The task and activities given are essential for me and all students as developing our field of work.

Moreover, during my internship I gained practical knowledge on how the human resource division of an organization operate and coordinate the activities to ensure smooth functioning of the organization at all levels by ensuring right numbers of people are available at the right time to do the right job. Not only that, I have also gained insight into the working culture of the organization and observed how Ranhill SAJ Batu Pahat handles its employees with value and empowerment to ensure they're motivated to give their best to the organization.

In conclusion, the industrial training program that I had already gone through for 16 weeks were very interesting, instructive and somehow challenging for someone that has zero-working experience. It gave me lots of benefit and positive changes that enable me to enter the working environment. Through this training I was able to gain new insights and more comprehensive understanding about the real industry working condition and practice.

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1. INTRODUCTION

The Industrial Training indicates to a program which aims to provide a managed good practical training within particular time frame. This training is provided by both government organizations and in the private sector. Industrial Training is compulsory for all final year students and will give students the opportunity to experience real-life situations in the workplace. In addition, the industrial training can add new knowledge that students will not find in the classroom. Knowledge in the workplace is one of the knowledge that students must feel before we'll be a permanent staff when we have successfully completed our studies at our institution.

Generally, for students majoring in Human Resources Management is very important because they can learn about organizational function that deals with the people and issues related to people such as compensation and benefits, recruiting and hiring employees, on boarding employees, performance management, training, organization development and culture, and advising senior staff about the impact on people in the organization. Find a way to communicate with staff in a professional manner. We're able to meet with various people who have been successful in the working world to share business knowledge. For those who have the opportunity to undergo practical training in a company or firm undertaking large projects, so many things can be learned. We'll also be experience in the future.

Next, we as student will be more mature, knowledgeable and will test ourselves in dealing with all the problems during our industrial training. This is because every problem faced by us in this period will be handled by our own. This will open the students mind to enhance creativity and efforts to strengthen the credibility by ourselves. At the same time, during the training ground as well, we'll be exposed to the team work too. This is because we'll work under one roof. Therefore, teamwork is encouraged. Students can also

learn how to get along with the staff and it can maintain a good relationship and strengthen the relationship between each other.

In conclusion, with the advent of the industrial training, we can relate theories learned to real practical situations. Thus, the basic lessons learned to improve the understanding, skills and confidence to us. With this, the task will be carried out with enthusiasm and dedication. Overall, industrial training provides many advantages and benefits to us as students. So, the involvement of me and all students in the field of industrial training has opened yet another opportunity to add new experiences, especially in the field of human resource task. Opportunities provided by the educational institution such as this should be used as far as possible to find as much experience and knowledge available in the industrial training.

1.2 OBJECTIVES OF THE INDUSTRIAL TRAINING

The main objective of Industrial Training is to expose the students to actual working environment and enhance our knowledge and skill from what we've learned in the college. Another purpose of this program is to keep the good qualities of integrity, responsibility and self-confidence. All ethical values and good working practices must be followed by student. It is also to help the students about the safety practices and regulations inside the industry and to keep the spirit of teamwork and good relationship between students and employees.

Industrial training definitely will let students to explore career path. Some of us begin college with a major career path but end up changing their mind. Throughout this program, it allows us to work in our desire field, helping us decide if the field is right for us. One of the most important things in this program is, what kind of we'll learn through this phase is we'll gain confidence. This is because, internship allow us to test out specific techniques learned during college before entering working life.

Objectives of industrial training are also to develop students professional skills where we can learn what kind of our weakness and strengthens. In this situation, we can improve and learn more about the field we're in. Internship also allows supervisor and others who are established in the field to provide feedback of their trainee and offer a unique learning opportunity that students have never gain before entering internship life. This is because students will be surrounded by professional in the industry. Internship is not only about earning credit, get a better grade or making money (for those who receives allowance), but also provided an opportunity to learn from people surround us.

Apart from that, Industrial training programs allows student or to alert students of how important is time management. Punctuality is the key in working life. This is because school or college life is different from working life. In school or college life, students can break the rules however they want but in working life, they are dealing with professional people. From that, slowly we as student will learn on how to improve ourselves.

1.3 OBJECTIVES OF THE REPORT

Industrial training report is an important document to each of students. It is a document with the actives that have been learned throughout the industrial training. One excellent work would mean nothing if it cannot be reported in a statement that is excellent.

Therefore, writing reports requires special attention of every student to be able to follow every instruction set and can meet the needs of an institution. Each student will be grateful to be able to prepare this report in a timely manner and can generate a report that includes all the parts that have been learned during the industrial training in our own company.

Among the advantages and benefits to be obtained for this report is it could be used as evidence to the college that students have to undergo industrial training report are to document all the activities that have been carried out during the period of industrial training for 16 weeks.

Apart from that, when students make a report for their internship, slowly it will train students to follow directions set by the college. The report also presents a challenge for students to attend and interview which will be conducted by college by leveraging existing experience. When students prepare a report, it could also be used as a reference by prospective employers during a later interview.

Last but not least, students can train themselves to do some paperwork because of the style of writing and the report is more or less the same for the completion of paperwork. Objectives of industrial training report is to enable students to think and remember what they have learned and practiced during internship. Familiarization of students to prepare a report to be better prepared when facing a stage higher and helping the students with the courage to communicate and interacting with employers to obtain information related to an industrial report.

2.0 COMPANY PROFILE

2.1 COMPANY BACKGROUND



Syarikat Air Johor SDN BHD known as a Ranhill SAJ SDN BHD where is a public-interest corporation company under Ranhill Utilities Berhad (RUB) which carries the vision and mission of the company in providing world-class service through a quality management. RUB through its wholly owned subsidiary, Ranhill SAJ operates a comprehensive water privatization scheme for Johor for 30 years beginning in 2000 and is based in Johor Bahru.

Ranhill SAJ Sdn Bhd is a Johor state government-linked companies which responsible for water supply services in Johor. SAJ is actually a subsidiary of the Ranhill Holdings Berhad where integrated water supply company, involved in the process of treated water treatment to consumers until billing and collection. This company engages in the process of water treatment and distribution of treated water to consumers. Their activities include distribution of treated water to domestic, commercial, and institutional customers; collecting and retaining charges and fees relating to the supply of treated water for various classes of consumers; and development, operations, and maintenance of water treatment, reticulation, and supporting systems. Its

services include application, disconnection, and reconnection of water supply, as well as water meter testing and complaints handling.

Ranhill Holdings Berhad is a Malaysian conglomerate with interests in environment and power sectors. In the environment sector, it provides water supply services, operates water and wastewater treatment plants, and provides specialised services in the management and optimisation of water utility assets. In the power sector, it develops, owns and operates power generation assets. Its operations and services are primarily in Malaysia, and its international operations are centered in Asian markets such as China, Thailand and South East Asia.

Overall, Ranhill, via its subsidiary Ranhill SAJ Sdn Bhd (SAJ) is the exclusive provider of source-to-tap water in Johor, the second most populous state in Malaysia. They hold an exclusive license by the Minister of Energy, Green Technology and Water Malaysia. The license enables them to complete the cycle of potable water supply services from the sourcing of raw water, treatment of water to consumers, and the management of the maintenance of the water supply. This company responsible for supplying clean water that has been processed to be channelled or supplied to consumers throughout the State of Johor. In view of this, the company's main activity is to provide water to consumers in state of Johor.

2.2 COMPANY HISTORY

Syarikat Air Johor Ranhill SDN.BHD known as a Ranhill SAJ SDN.BHD is a public-interest corporation company under Ranhill Utilities Berhad (RUB) which carries the vision and mission of the company in providing world-class service through quality management. RUB through its wholly owned subsidiary, Ranhill SAJ operates a comprehensive water privatization scheme for Johor for 30 years beginning in 2000.

Prior to 1989, water supply in Johor was handled by the Department of Works (JKR). In 1994, Syarikat Air Johor SDN.BHD (SAJ) was established as wholly-owned company of The Johor State Government.

Subsequently, through the establishment of the Water Supply Department in January 198, operational and management functions were handled by the state government. Through the corporatization process in February 1994, the Johor Water Supply Department was converted to Air Johor SDN.BHD (SAJSB) with 100% shares held by the Johor State Government. It was established to discharge water supply responsibilities in the State of Johor under the Water Supply Enactment 1993.

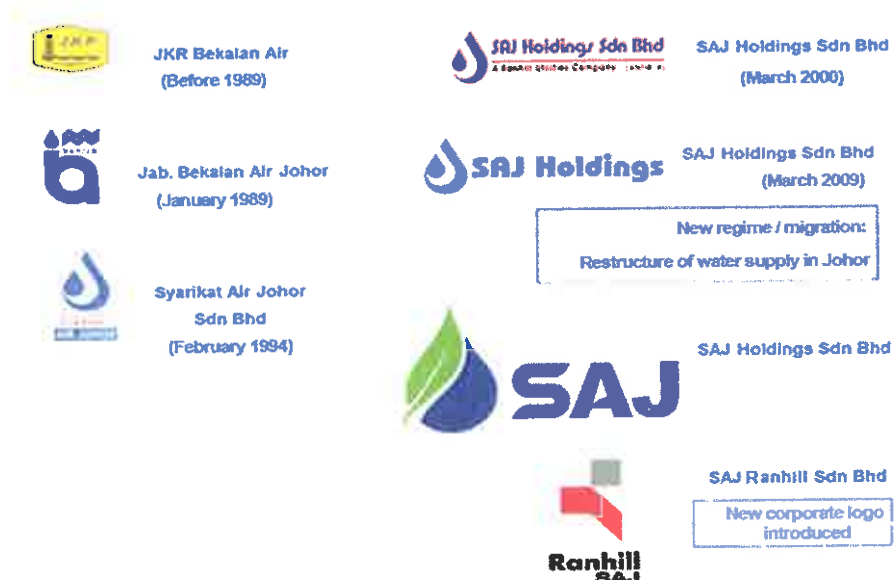
Privatization of water supply in Johor was implemented as a government move to improve water supply and services in Johor. The concession agreement signed on April 20, 1999 between Johor State was Government, Lambang Optima SDN.BHD, Syarikat Air Johor SDN.BHD and Syarikat Air Johor Holdings (SAJH) was formed as a concessionaire company exclusively to supply water to customers on Johor or the period 30 years from 1 March 2000.

Therefore, the financial condition of the Johor Water Company has decided to privative the operation, administration and development of water supply to SAJ Holdings (SAJH) from 20 April 1999. After privatization, all the

debts and liabilities left by the Johor Water Company have been taken over by SAJ Holdings (SAJH)>

Without the privatization, the water supply in the State of Johor will be paralyzed with the development of a 5 year water supply before the privatization. To date, SAJ Holdings (SAJH) is working to rebuild, although it takes quite a while. To expand the company's business, Ranhill Utilities Berhad (RUB) has also submitted an application to the government seeking any privatization" water privatization scheme which includes water supply and sewage treatment.

Operation of the Air Johor Holdings Company (SAJH) makes its commitment to manage 43 water treatment plants, 54 pump houses, 410 tanks and over 9000 KM of main pipes and distribution pipes throughout the State of Johor. This includes samples that ensure all the treated water channeled into safe use and set the standards of the organization as well as meeting the World Health Organization (WHO) and the Ministry of Health Malaysia. After that, SAJ Holdings (SAJH) has changed to Ranhill SAJ Batu Pahat SDN.BHD.

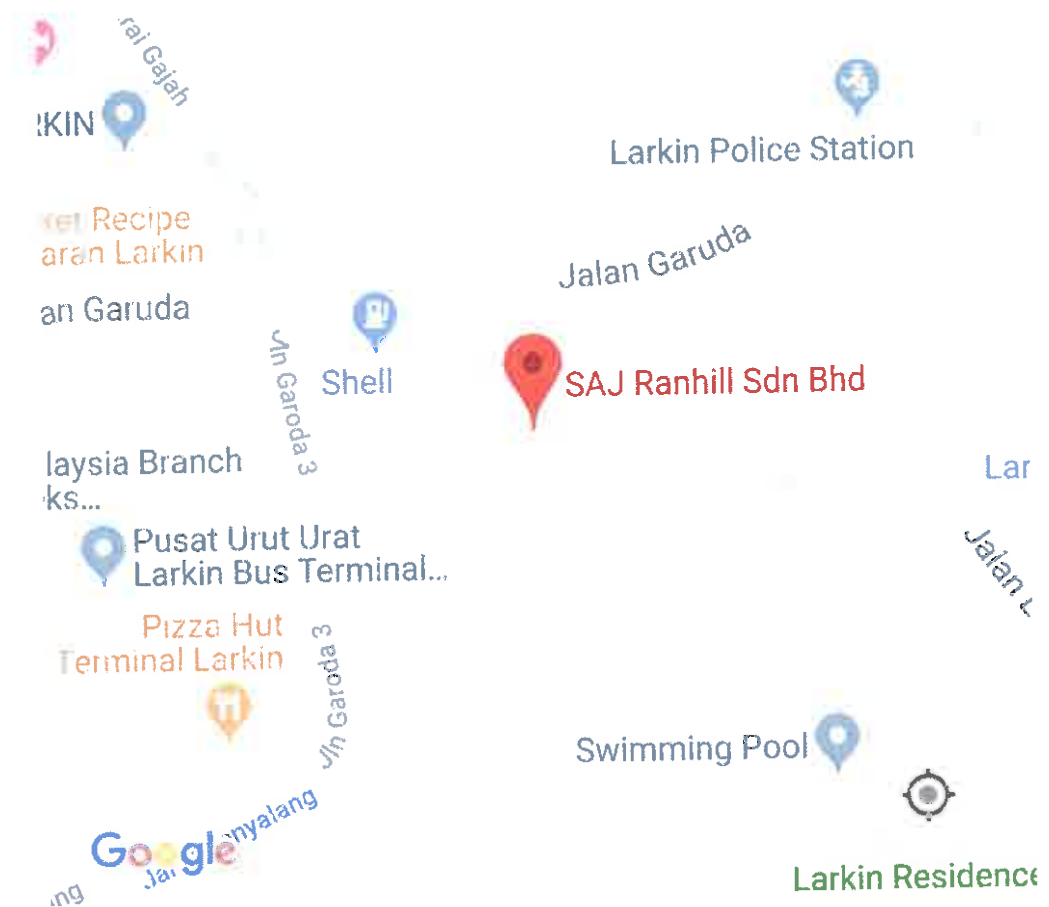


2.3 COMPANY LOCATION RANHILL SAJ JOHOR BAHRU (HQ)

ADDRESS : Jalan Garuda, Taman Dato Onn Jaffar, 80350 Johor Bahru

PHONE NO : 1-800-88-7474

FAX : 07-223 4060



The picture above shows the location of Ranhill SAJ Johor Bahru (HQ)

2.3.1 COMPANY LOCATION RANHILL SAJ BATU PAHAT JOHOR

ADDRESS : Jalan Bakau Condong, 83000 Batu Pahat

PHONE NUMBER : 07-4317944

FAX : 07-4310407



The picture above shows the location of Ranhill SAJ Batu Pahat



Pictures above show Ranhill SAJ Batu Pahat



Counter to pay bill (customer service) at Ranhill SAJ Batu Pahat



**Pictures above show office (HR department)
at Ranhill SAJ Batu Pahat**

2.4 WORKING DAYS RANHILL SAJ BATU PAHAT JOHOR

DAY	TIME		
	Morning	Rest	Evening
SUNDAY	8:30 AM – 1:00 PM	1:00 PM – 2:00 PM	2:00 PM – 5.30 PM
MONDAY	8:30 AM – 1:00 PM	1:00 PM – 2:00 PM	2:00 PM – 5.30 PM
TEUSDAY	8:30 AM – 1:00 PM	1:00 PM – 2:00 PM	2:00 PM – 5.30 PM
WEDNESDAY	8:30 AM – 1:00 PM	1:00 PM – 2:00 PM	2:00 PM – 5.30 PM
THURSDAY	8:30 AM – 1:00 PM	1:00 PM – 2:00 PM	2:00 PM – 5.00 PM
FRIDAY	OFF DAY		
SATURDAY	OFF DAY		

2.4.2 WORKING DAYS DURING RAMADHAN RANHILL SAJ BATU PAHAT JOHOR

DAY	TIME		
	Morning	Rest	Evening
SUNDAY	8:00 AM – 1:00 PM	1:00 PM – 1:30 PM	1:30 PM – 4.30 PM
MONDAY	8:00 AM – 1:00 PM	1:00 PM – 1:30 PM	1:30 PM – 4.30 PM
TEUSDAY	8:00 AM – 1:00 PM	1:00 PM – 1:30 PM	1:30 PM – 4.30 PM
WEDNESDAY	8:00 AM – 1:00 PM	1:00 PM – 1:30 PM	1:30 PM – 4.30 PM
THURSDAY	8:00 AM – 1:00 PM	1:00 PM – 1:30 PM	1:30 PM – 4.15 PM
FRIDAY	OFF DAY		
SATURDAY	OFF DAY		

2.5 ETHICS DRESSED IN RANHILL SAJ SDN BHD



2.6 VISION and MISSION

VISION :

To become a world class Water Utility Company

MISSION :

We Shall Continuously Satisfy Our Customers and Stakeholders By
Optimizing Available Resources and Delivering Quality Services.

VALUES :

RESPECT

Respect for the environment, communities we serve and for our
employees.

RESOURCEFUL

Determination in sourcing and adopting innovative solutions.

RESULT

Focused on delivering growth and value to our stakeholders.

Enriching Lives Through Sustainable Solutions

ENRICHING LIVES

Ranhill aspires to lift the quality of life by being in the forefront of nation building through sustainable environment and power solutions using innovative and clean technology.




SUSTAINABLE SOLUTIONS

Ranhill aspires to meet the needs for an enhanced quality of life and for a cleaner planet through innovation.

We subscribe to the triple bottom-line approach to the Environment (Planet) and Communities (People) whilst achieving our Financial Objective (Profit).

We inspire our employees to be innovative in providing solutions beyond customers' expectations.

2.7 Board of Director Ranhill SAJ SDN BHD

	<p>TAN SRI MOHAMED AZMAN YAHYA Chairman/Independent Non-Executive Director</p>
	<p>TAN SRI HAMDAN MOHAMAD Executive Director and the President and Chief Executive</p>
	<p>DATO SRI LIM HAW KUANG Executive Director</p>

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	<p>LIM HUN SOON @ DAVID LIM Independent/Non-Executive Director</p>
	<p>ABU TALIB ABDUL RAHMAN Independent/Non-Executive Director</p>
	<p>LOONG MEI YIN Non Independent and Non-Executive Director</p>



DATUK ABDULLAH KARIM
Senior Independent Non-Executive Director



LEOW PEEN FONG
Independent Non-Executive Director

2.7.2 ORGANIZATION CHART HUMAN RESOURCE DEPARTMENT



2.8 Supervisor's Profile



Madam Maznah bt Basir 57 years old was born in 1963 Jun 2 at Muar, Johor. She possesses STPM in Business at Sekolah Menengah Maktab Adabi Muar. Her career started since 1985 at JKR Batu Pahat in water department then transferred to SAJ Batu Pahat in admin department 1994. Then, in 1999 she works as customer service and handled customers came to pay bill at counter. She got an excellent reputation till she becomes a team leader in her department. Then, in 2009, she started works as Human Resource until now and almost 10 years of service in HR department.

Her career in SAJ Batu Pahat as HR mostly more to employee relations and communication skills. Everyday employees came to her to tell their problems during work and she needs to explain clearly to calm them down. She also handling employees overtime with check and mark to confirm their overtime is telly and correct to be paid. So, her responsibility is more to manage all matters relating staff in SAJ Batu Pahat to makes all staff enjoy working there with the best working environment. From that, she got so many experience where her total works experience is 31 years through her positions and gain many knowledge of it.

In my opinion, Madam Maznah is a great example for all the staff and also for me because of her hardworking and her attitude toward achieving something. I'm greatly appreciate her advice during I was doing my internship in this organization. She is very committed with her work. As an administrative of Human Resource, she is an advisor to the daily worker problems. She'll provide guidance to any staff or the industrial students if there are things that are not understood or else.

2.9 Product and Services

Product:

Ranhill water Technologies is a proven integrator of water and waste water treatment technologies. Their prowess lies with our ability to integrate in-house technologies with third party equipment to assemble treatment systems best suited to meet clients' requirement.

1. REVOCELL

"Zero Velocity" Concept Dissolved Air Flotation (DAF) Clarifier

RevoCell is a very efficient water clarifier for removing solids by means of air flotation. RevoCell provides fastest water clarification and sludge thickening process with smaller footprint. The water distribution of the system can provide high performance of water-solid separation at higher output with low water profile in the tank.



2. REVOFILTER

Continuous Backwashing Sand Filtration System

RevoFilter is an innovative compact system with complete filtration, backwashing and wash water recovery system all built in a single circular tank. RevoFilter employs sand and multimedia filtration in a self-contained module that achieves excellent water quality. Basically, RevoFilter is a high rate gravity sand filter with continuous backwashing. The unit design of low head filtration always ensures excellent filtered water quality. RevoFilter is designed with partitions (depending on capacity) inside where the filter able to cater to maximum design flow rate when one partition is in backwashing mode.



3. REVOPUS

Distinct Combination of Flotation and Filtration Clarifier

RevoPlus, a dual function clarifier designed to produce excellent water quality. RevoPlus stand out as a smart and perfect combination of dissolved air flotation (DAF) and filtration process. RevoPlus shows excellent results removing non-dissolved particles and its filtration process over a dual filter media is accomplished with the backwashing system of the filter bed without interruption of the production of clean water.



4. EXCELFILTER

Non-stop Backwashing Contact Filter

ExcelFilter is an up-flow, deep bed, granular media filter with continuous backwash. The filter media is cleaned by a simple internal washing system that does not require backwash pump or storage tank.

The backwash of the sand is the most important process feature for this type of filter. The sand is taken from the bottom of the tank and pumped by an airlift system into the washing chamber which then channelled it back to the top of the sand bed.

ExcelFilter is equipped with a advanced and precise sizing of backwash facility which can adapt to a wide variation and fine setting of the backwash parameters.



5. EXCEL PLATE CLARIFIER

Highly efficient Inclined Plate Clarifier

Excel Plate Clarifier utilises proven technique to separate solid particle from liquids. Its unique design encompasses a built in flocculation chamber which forms fine to dense flocs enhancing flocculation process before the liquid and solids separation is performed in the inclined plate section.



SERVICES:

Ranhill SAJ SDN BHD provide total water and wastewater management from consulting, analysis, design, fabrication to installation, commissioning, operation and maintenance.

One of Ranhill principal advantages is our ability to offer a complete suite of services to the clients. Contract can be structured to suit the need of a particular client.

Scope of Services:

Ranhill offers innovative leading edge water and wastewater treatment systems that meet clients' requirements. Their value adding products provide high rate treatment at low operation cost. Their modular characteristics allow for ease of expansion to meet growing needs.

- Primary Treatment
- Biological Treatment
- Potable Water Treatment
- Fine Clarification and Polishing
- Sludge Clarification and Thickening
- Process Water Clarification
- Water Recycling
- Membrane Treatment System

3.0 PROJECT DETAILS

3.1 DEFINITION OF PROJECT DETAILS

Right understanding of the definition and key characteristics of project is of significant importance. Any project is not just a way to make or do something but it's an opportunity to achieve some desired result by implementing a systematic management approach (for example, producing a product or sharing knowledge).

Project is a great opportunity for organizations and individuals to achieve their business and non-business objectives more efficiently through implementing change. Projects help us make desired changes in an organized manner and with reduced probability of failure.

Projects differ from other types of work (e.g. process, task, procedure). Meanwhile, in the broadest sense a project is defined as a specific, finite activity that produces an observable and measurable result under certain requirements.

It is an attempt to implement desired change to an environment in a controlled way. By using projects we can plan and do our activities completely.

3.2 INTRODUCTION OF THE PROJECT DETAILS

During my industrial training at Ranhill SAJ Batu Pahat SDN BHD, I've got some projects or tasks to be completed at the workplace. In this company, I was located in Human Resources Department for 16 weeks.

So, during the 16 weeks of internship, I have been provided with some assignments and tasks that were given to me from my Industrial Supervisor Madam Maznah. Among them, I've learnt how to organizing files/records of employees, update overtime and mileage employees, organizing and attending meeting, events and program, provides punch card to employees, organizing Ranhill SAJ Batu Pahat letters and others.

Projects or tasks also known as activity which aims to give students learning experience with the chance to synthesize their knowledge from different areas of learning, which is critically and creatively applied to current life situations. Projects or tasks are require specialized resources with the skills, competencies and experience. Without the correct skill sets and experience, the project may not be successfully completed.

3.3 OBJECTIVES OF PROJECT DETAILS

Clear objectives lead to a higher rate of project success. By taking the time to properly plan our project's objectives, the tasks leading toward these objectives are easily created. "If a sailor knows where the fish are, he can direct his boat to the proper spot". Project planning is no different.

3.4 PROJECT DETAILS

TASK 1: Organizing files/records of employees in HR files

During this internship, the tasks that I've been carried out during the industrial training is more to organizing HR files. In Ranhill SAJ Batu Pahat, they do not use a virtual system, everything is still on paper and in a file folder. Employment records have traditionally been maintained in manila-style folders in locked filing cabinets. The confidentiality of the employee information in the personnel file is of paramount importance.

While organizing all the files, I've learnt and identified all employees personnel file where contains basic information such as name, address, phone number, emergency contacts, Social Security number and anything else that's specific to the employee. At the same, I had to know about written agreement, any contract, receipt, or acknowledgment between the employee and the employer, life of employment official forms including requests for rest day, transfer, promotion, internal job applications, and any other documentation related to employment in those files.

When my supervisor print out new memo of some employees, I've to take it to arrange it to the files of the owner to save their memo. Then, I've to do notes or labelling them in the right side of files. This will make my supervisor easy to check it anytime that she wants.

Honestly, organizing 250 files of employees in Ranhill SAJ Batu Pahat is not even easy. To avoid from the files being messed up and hard to search or find, we need to take a note to simplify the process. I've done to organize the documents chronologically either by each employee or sorted by individual document type. Within each files, I've organize the files alphabetically to make it easier to find each employee's forms as needed. The files need to label carefully to protect sensitive information about employees.

Employee files are not only a convenient place to store information about employees pay, performance, etc. but they are a legal document. Understanding what employment records to store in a secure personnel file helps HR avoid potential mistakes and fines. More, separating and maintaining employees' files helps ensure that we're in compliance with federal regulations and that files are secure and will be managed appropriately. A good records-management system can also protect the organization in the event of an audit or litigation. That's why only Human Resources staff and the employee's immediate supervisor and manager may have access to the information in the employee personnel file, and I'm so lucky as HR practical student have been allowed to open their files to gain knowledge and experiences.





The pictures above show the files located

TASK 2: Update the total of overtime and mileage allowances

“Overtime” all employees must be paid overtime if they work more than a certain number of hours in a week. Calculating overtime for hourly employees is fairly simple, but some salaried employees also must be paid overtime.

If an employee works more than a specified number of hours in a week, the additional hours are called overtime. Pay for any hours worked as overtime are paid at a higher rate than regular hours. Overtime pay for hourly employees is the additional pay rate paid for working more than a specific number of hours in a week. The federal minimum for overtime for hourly employees is that the person must be paid one and a half times the regular hourly rate for work over 40 hours a week.

And a mileage claim is one way to get tax relief on a business journey in their own vehicle, whether that's a car, motorcycle or van. This will reduce the amount of profit's company will pay tax on. If staff travel on business in their own vehicle, they can add up the miles travelled, multiply them by HMRC's set rate for that kind of vehicle and then include the result as a cost in their business's accounts. This will reduce the amount of profit their business will pay tax on.

In this task, I've marked the total of overtime work demands and mileage. There I checked the amount of employee allowance if there is telly or wrong before sent to HQ. This allowance need to handled to HQ before 15th day of every months.

FINAL REPORT OF INDUSTRIAL TRAINING

OVERTIME BATCH

Nama: TONG TIT NG Alamat: KEMERBAT PULANGAN Jenis Tuntutan: TUNTUTAN PERALAMAN No. Tuntutan: BW12010 No. Batch: TPMP/BA/2010/05	
Dituntut Oleh: Jabatan Sumber Manusia / Ketua Kumpulan Dituntut Oleh:	
Tarikh: 01/07/2019 Catatan:	Dituntut Oleh: 01/07/2019 Catatan:

No. Anggota	Nama	Jumlah Tuntutan	Jumlah Tuntutan (Bekas Batch) (Bekas Batch) (Bekas Batch)	Jumlah Tuntutan (Bekas Batch) (Bekas Batch) (Bekas Batch)	Jumlah Tuntutan (Bekas Batch) (Bekas Batch) (Bekas Batch)	Jumlah Tuntutan (Bekas Batch) (Bekas Batch) (Bekas Batch)	Jumlah Tuntutan (Bekas Batch) (Bekas Batch) (Bekas Batch)	Jumlah Tuntutan (Bekas Batch) (Bekas Batch) (Bekas Batch)
01	SAITON SULTAN	01	01	01	01	01	01	01

MILEAGE BATCH

Nama: BATHAMAY Alamat: TECHNICAL SERVICES (PROJECT PLANNING) Jenis Tuntutan: TUNTUTAN PERALAMAN No. Tuntutan: BW12010 No. Batch: TPMP/BA/2010/05	
Dituntut Oleh: Jabatan Sumber Manusia / Ketua Kumpulan Dituntut Oleh:	
Tarikh: 01/07/2019 Catatan:	Dituntut Oleh: 01/07/2019 Catatan:

No. Anggota	Nama	No. Rujukan	Jumlah Tuntutan	Tarikh Terima Tuntutan
01	RAUSA BIN ISMAIL	CTM 67185	75.00	08.07.2019

TASK 3: Organizing and Attending Ranhill SAJ meetings

During this internship, I've allowed to attend many Ranhill SAJ meetings. I joined my supervisor and follow her to sitting through meetings with our co-workers because meetings are a regular part of our job.

Whenever before meetings, I'll help my supervisor to prepare menu for the end of the meeting where we'll serve them with some kind of breakfast or lunch's menu for them to enjoyed it before leave. I'll also help my supervisor to prepare some props like chairs, laptop, projector, switch on aircond and lamp before the meeting starts.

While in the meeting, host will ask me to introduce about myself like name, from what institute and what course I take. So at the same time, this is a great way to introduce myself and to build a good relationship between practical students and staffs. Don't even forget to always smile to them because it will make us look friendly and approachable. So that, they will feel comfortable and nice to working with us.

Moreover, I like to attending Ranhill SAJ meetings because I can listen to many knowledge about company. I will take a notes in the meeting so that I can learn about what kind of the topic they've present. At the same time, I like to hear the way they present in the meeting because it can be both inspiring and educational to meet them. So that, I can learn and improve my communication skills and always be confidence.



The pictures above show we're preparing menu for meeting





The pictures above show some of Ranhill SAJ Batu Pahat meetings



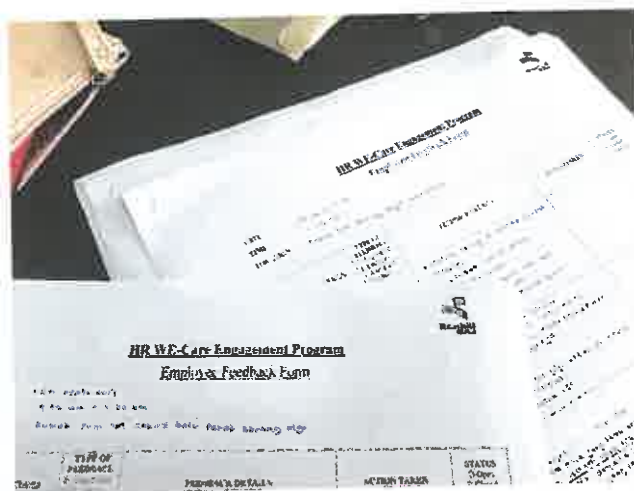
The pictures show we're attending meeting at HQ at Ranhill SAJ Johor Bahru

TASK 4: Attending Ranhill SAJ Batu Pahat programs/events

Ranhill SAJ Batu Pahat had provided lots of program. My supervisor always brings me and other practical students together whenever she joined any programs or events in company. It is a great way to highlight the company's core values and culture. Programs and events in company is an actual worth things to keep employees enjoyed and happy. When attending any company programs, it is a great way to build relationship between practical students and staff and at the same time can bring our team closer together because team building can break down walls and barriers in the workplace. Plus, having a friend or strong relationship at work makes employees more excited to come to work.

Many Ranhill SAJ programs that I've attended such as Program Bacaan Yaasin Perdana, Program Fakir Miskin Ramadhan, Program HR We-Care (at Rumah Pam Benut, Banang Jaya Evergreen, Bukit Soga, Yong Peng and Parit Kadir), Program Bubur Lambuk Ranhill SAJ, Program Kurma for Staff, Ar-Rahnu Program and more.

There are many Ranhill SAJ events that I've also attended such as Nescafe Event, Annual Dinner Jawatankuasa Keselamatan, Sambutan Hari Raya SAJ Sri Gading, Sambutan Hari Raya Jabatan Agensi, Sambutan Hari Raya Jabatan Projek dan Kewangan, Sambutan Hari Raya Jabatan Sumber Manusia dan Admin, Sambutan Hari Raya Ranhill SAJ Batu Pahat at Landmark Hotel and more.



Pictures above show I've joined HR We-Care Program at all Rumah Pam SAJ



The pictures above show some other programs I've attended



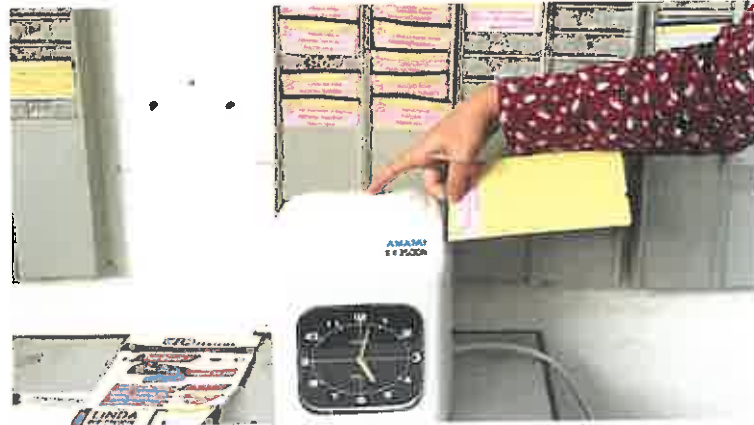
The pictures show some events I've attended

TASK 5: Provide a punch card to all employees for their come and back at work

Time is of the essence in the work force and the management is always looking at our late records and absences. In the conventional work format, time is crucial since we are paid by the hour. Overtime pay and night differential are calculated by how much time you spend in the office working. This is why time recording tools are very vital for the company to help keep track of the hours worked by employees.

In this task, every months, I've to provide a punch cards to all employees. Employees name will be print out then I cut it individually to sticking it on their punch card. A card is placed on the clock and works as telling that the person has already arrived at work. At the end of the day, the card is punched again signifying the end of a work day. This will make it easier to organize the payroll and overtime fees of employees with the help of time recording devices.

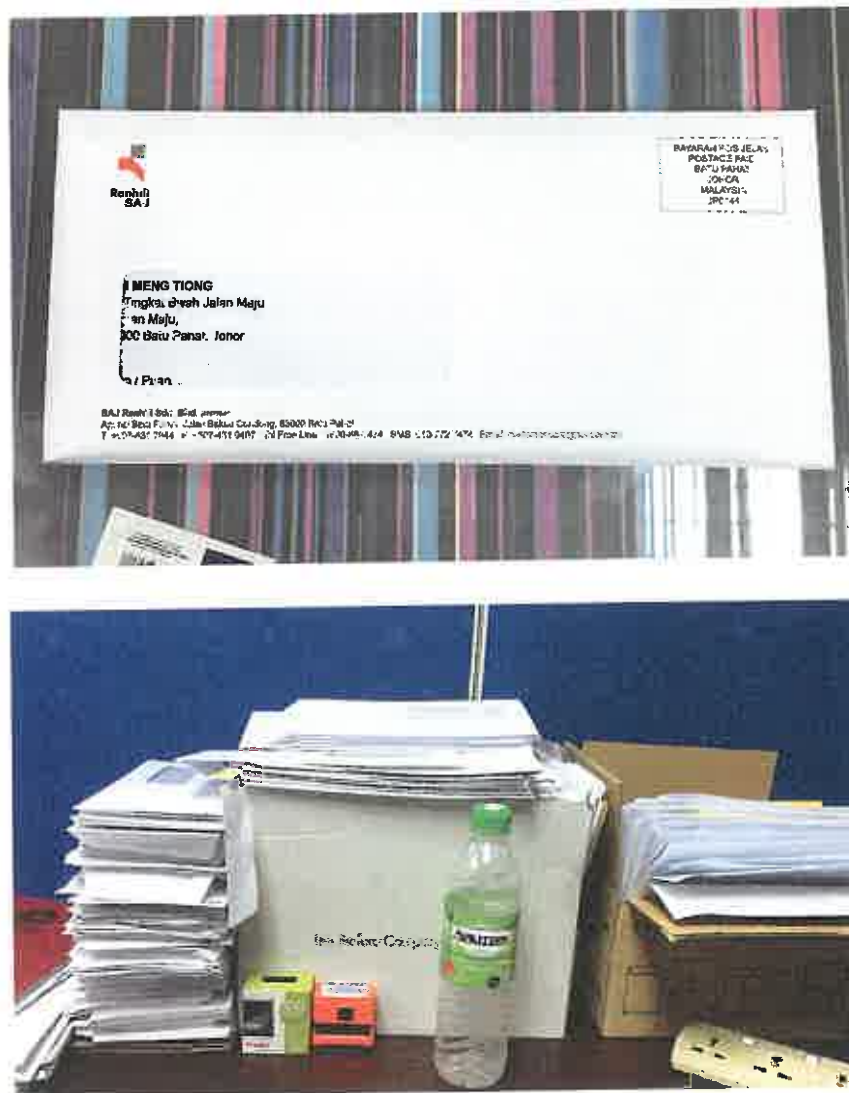




The pictures show Ranhill SAJ Batu Pahat punch card

TASK 6: Organizing Ranhill SAJ letters

In this task, I've to recover an envelope of letters that need to be post. Many letters have received everyday so all the letters need to recover back based on their address. Then, I'll count their mass to arrange it depends on their gram to record their amount if is it telly or wrong. All of these letters will be post to Pejabat Pos Batu Pahat every week on every Thursday.



Pictures show example of Ranhill SAJ Batu Pahat letters

4.0 OTHER PROJECT/TASKS

4.1 INTRODUCTION OF OTHER PROJECTS

During my industrial training at Ranhill SAJ Batu Pahat SDN BHD, I've also got some other projects or tasks to be completed at the workplace. In this company, I was located in Human Resources Department for 16 weeks from 15 April 2019 until 1 August 2019.

So, during the 16 weeks of internship, I have been provided with some other assignments and tasks that were given to me from my Industrial Supervisor Madam Maznah. Among them I need to making slides for presentations and joined making performance for events (annual dinner and Sambutan Hari Raya 2019).

In this task, I can improve my creativity skills and communication skills. At the same time it makes me getting closer with people in the workplace.

4.2 OBJECTIVES OF PROJECT DETAILS

Clear objectives lead to a higher rate of other project success too. By taking the time to properly plan our other project's objectives, the tasks leading toward these objectives are easily created. "If a sailor knows where the fish are, he can direct his boat to the proper spot".

TASK1: Making a slide for presentations

Other task that I've done is making a few slides for presentation in Ranhill SAJ meetings such as powerpoint or video. I need to help them finishing the slide before the day of meeting. Flexibility, creativity and ease are needed in overall look of the presentation, such as how the titles, text and graphics will be displayed on each slide. I've done setting as easy to modify the slides while preparing a presentation.



The picture above shows one of example of video that I've done

TASK 2: Practice and perform performance for annual dinner Ranhill SAJ Batu Pahat

On the first day I started my industrial training, it was very unexpected that I need to join to make a performance among practical students for Annual Dinner Jawatankuasa Keselamatan dan Kesihatan. We need to practice everyday around 3pm – 5pm at Ranhill SAJ Sri Gading. That time I need to act like a doctor with my assistant Wana (polytechnic practical student) as a nurse. We're so good to collaborate together. There are eleven more practical students who joined this performance and we're really enjoy working together. At the same time, we built a good relationships with each other even all of us came from different institutes.

Then, I've joined another performance among practical students again. But this time I was perform with a new students because the old one already done their industrial training. It was unexpected too because I need to joined a performance for the second time. But this time not really shocked or awkward because I've already experienced and faced it before. There are eight practical students including me that need to perform. This performance is to celebrate Sambutan Hari Raya Ranhill SAJ 2019 at Landmark Hotel. We as practical students need to make a performance for beginning event and the ending. Where for the beginning, I've to sing the song given (eid song) with two more practical students which is Aisyah and Dodot (degree practical students). This time I've to all out my soft spoken voice that sounds like Bawang Putih sang behind river. While for the ending of the event, I and Aisyah need to act as future wives of Redha the one who act as SAJ employee. Our teamwork really good and it makes our performance looks perfect and the best ever than any performance practical students before.



Practice our performance for annual dinner



The pictures show our performance during Annual Dinner Jawatankuasa Keselamatan dan Kesihatan



The pictures show our performance for Sambutan Hari Raya Ranhill SAJ
Batu Pahat 2019

5.0 RECOMMENDATIONS

5.1 Problems and Difficulties Faced During Project/Tasks

Throughout the industry training at Ranhill SAJ Batu Pahat, internet problem is one of the problem that HR and all staff faced. In this case, my supervisor Madam Maznah was hard to access Ranhill Employee System due to lack internet speed with old computer system. At the same time, Ranhill SAJ Batu Pahat does not provide Wi-Fi for their employees. So it's hard to employee access any information using their smartphone or their own laptop. At the same time, some employee had faced poor line so it's hard to employee sharing ASAP any information through their group WhatsApp or Telegram if it is such as important things.

Then, some of office equipment are limited. In this case, the amount of things such as printer machines, computers are limited. When their machines are broken, it is hard for them to face their work. This situation may cause the other staff need to wait for the turn to do their work. Because generally, working in office is definitely needs to print out many documents and records so that's why even printer machines is more needed than other things.

Lastly, the problem that faced by Human Resource Department is stress and tension. It is because this department only have one staff who is the only one HR staff in Ranhill SAJ Batu Pahat which is my supervisor Madam Maznah. In this situation, she need to do a lot of work. So the scope of the work becomes huge and it becomes a burden to her in completing all the task given. That's why she really needs practical student to help her work to be complete smoothly.

5.2 Suggestions for Problem Solution

First of all, HQ should monitor all of these issues and provide more solutions. Such as in the first problem, HQ need to provide a new internet (Wi-Fi) which is more speed than before to makes employee easy to access internet in the workplace. But at the same time, HQ need to setting or blocking the internet to avoid employees from access things that they should not to such as Facebook, Youtube and Instagram. And, HQ can set it up for making the internet just only use during working hours only.

Next, Ranhill SAJ needs to allocate purchase of adequate print machines and other things for each department. Because if each department has its own printer and some additional spare printers, this will make it easier for their work and quality of work will increase.

Lastly, a stressful work environment can contribute to problems such as headache, stomachache, sleep disturbances, short temper and difficulty concentrating. Techniques such as meditation, deep breathing exercises and mindfulness can help melt away stress. Ranhill SAJ needs to hire one or two more HR staff in any area. It will help HR staff finishing their jobs as soon as possible with teamwork environment. But, if company already said that they just need one HR staff in any Ranhill SAJ area, nothing can change it. What my supervisor needs to do is keep positive to work independently because it is an actual soft skill that many employers look for in potential staff.

6.0 CONCLUSION

CONCLUSION

After undergoing a 16 weeks of industrial training from 15 April 2019 until 1 August 2019 at Ranhill SAJ Batu Pahat SDN BHD, there are a lot of new knowledge that can be learned and I get to understand altogether on how this company plays an important role in industrial field, especially in Human Resources. Exposure that have been given to me by Ranhill SAJ staff about the working is a very meaningful knowledge to me in order to prepare myself before stepping into the real work environment on the upcoming days.

Based on from what I have undergone, I am 100% agree that the industrial training program have achieve its primary objective. It is the platform to prepare for the students to face to real working life. I learnt a lots of HR jobs such as organizing files, joined many program, events and meeting, update overtime and mileage employees and many more. As a result of the tasks, I am confident and ready to enter the working world and build my future career.

I love the working environment at this company which is happy, calm and too much fun. All staff at Ranhill SAJ SDN BHD are very full with kindness, helpful and friendly. They gave me a lot of exposure on the terms of reference and procedures related to the process of my work. Other than that, the exposure visiting Ranhill SAJ Sri Gading and Ranhill SAJ Johor Bahru, meeting atmosphere and so on also give a useful knowledge to me. Exposure that were given to me at this company can provide the picture on a real-life situation, the task and responsibility that would be carried by some people on the field.

All disclosures were awaken myself in a boost of self-confidence to face life more challenging now. Practical is a complement to the science or theory learned. This is clearly the concept of science and charity, where who have learned without practice will be lost. So if we do without the knowledge of course there will be problems in terms of grip and stance ever. However, there are still some weaknesses that can be improved in the future. Therefore I conclude that the industrial training program has provided many benefits to students even if there are minor flaws that are somewhat disfiguring condition, so that this weakness can be rectified in the future.

7.0 BIILIOGRAPHY

1. INDIVIDUAL :-

- Madam Maznah bt Basir (Industrial training supervisor Ranhill SAJ)
- Madam Hajah Saluah bt Ismail (Staff Ranhill SAJ)
- Madam Raja Nor Iza (Staff Ranhill SAJ)
- Siti Aisyah bt Azman (Industrial training partner)

2. BOOKS / ARTICLES :-

- Standard guidance from Sir Mohd Zulfikar bin Abdul Kadir as coordinator industrial training at Facebook
- Ranhill SAJ articles 2018
- Book of Human Resources: Human Resource Management: Fisher, Schoenfeldt, Shaw 6th Ed

3. WEBSITES :-

- <https://www.ranhill.com.my/>
- <http://www.malaysiaservicecentre.com/community-contacts/jabatan-bekalan-air/2076-syarikat-bekalan-air-johor-saj.html>
- https://en.wikipedia.org/wiki/SAJ_Ranhill
- <http://www.ranhill-watertech.com/index.html>
- <http://www.rws.com.my/index.php/our-services/overview>

8.0 DAILY TASK REPORT

DAILY TASK REPORT

PROGRAM CODE	AB107
PROGRAM NAME	DIPLOMA IN HUMAN RESOURCES MANAGEMENT
COMPANY NAME	SAJ RANHILL BATU PAHAT JOHOR.

STUDENT'S INFORMATION	
NAME	NUR AFIGA BINTI HALIL
ID. NO.	PTM 170104283
IC. NO.	981021-01-5430
ADDRESS	TL 13 KG MAMPAN LAUT 83000 BATU PAHAT JOHOR
CONTACT NO.	016 7601760
ACADEMIC SUPERVISOR'S INFORMATION	
ACADEMIC SUPERVISOR	USTADZ AZMAN
CONTACT NO.	017 7431025
INDUSTRIAL SUPERVISOR'S INFORMATION	
COMPANY NAME	SAJ RANHILL BATU PAHAT JOHOR
ADDRESS	JALAN BAKAU CONDONG, KAMPUNG KENANGAN & DATO ONN 83000 BATU PAHAT, JOHOR.
INDUSTRIAL SUPERVISOR	MAZNAH BINTI BASIR
CONTACT NO.	07 - 4317944
REPORTING DATE	15 APRIL 2019 - 1 AUGUST 2019
DURATION	16 weeks

Week No. :

1

Date	Task	Remark
*first day Monday 15.4 2019	<ul style="list-style-type: none"> • Introducing • self-introduce / employees - introduce • learn about term and policies • understand about branch & department in SAJ Batu Pahat 	
16.4	<ul style="list-style-type: none"> • Filing • organize files and employees name 	
17.4	<ul style="list-style-type: none"> • organize uniform employees • Nescafe promo event • went to SAJ Sri Gading to practice performance among student practical 	
18.4	<ul style="list-style-type: none"> • organize files and employees name • tahlil perdana SAJ area Batu Pahat • practice performance for SAJ dinner among student practical 	
19.4	- Off Day -	
20.4	- Off Day -	

Approved by

Supervisor Name

Signature

Date

[Signature]
MAZNAH BINTI BASIR
 Penyelia Pentadbiran Sumber Manusia
 RANHILL SAJ Sdn. Bhd. Batu Pahat

21/04/2019

Week No. :

2

Date	Task	Remark
21.4 2019	<ul style="list-style-type: none"> Went ^{to} SAJ sn grading to practice performance organize files 	
22.4 2019	<ul style="list-style-type: none"> organize files attend SAJ meeting. To present about issues happened in SAJ batu Pahat, SAJ Bekok, SAJ sn grading Went to SAJ sn grading to practice performance organize files 	
23.4	<ul style="list-style-type: none"> celebrate politechnic practical students for their last duty went to Hotel Landmark Batu Pahat for rehearsal performance Annual Dinner at Hotel Landmark with Aloha/Hawaii themes (night 8pm) 	
24.4	<ul style="list-style-type: none"> organize files key-in employee's ID no. learn how to post letters 	
25.4	<ul style="list-style-type: none"> organize files punch-hole files locating files key in employee's ID no. celebrate practical students for their last day 	
26.4	- off day -	
27.4	- off day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH BINTI BASIR
 Penyelia Pendidikan Sumber Manusia
 RANHILL SAJ Sdn. Bhd. Batu Pahat

29/04/2019

Week No. :

3

Date	Task	Remark
28.4	<ul style="list-style-type: none"> • arrange props and menu for executives meeting • follow supervisor visiting 'Rumah Pam' <ul style="list-style-type: none"> - rumah pam Taman Soga - rumah pam Bangang Jaya - evergreen hight - Rengit - Yong Peng - kg. Parit Kadir 	
29.4	<ul style="list-style-type: none"> • arrange letters • check check mass of letters • fill-in name of new practical students • organize files 	
30.4	<ul style="list-style-type: none"> • cutting papers / stickers • went to S&S reading (rangkaihan department) - activity wrap up kurma for staff before ramadhan • organize files 	
1. may 2019	<p>- OFF Day -</p> <p>* Happy Labour Day ☺</p>	
2.5	<ul style="list-style-type: none"> • cutting papers / stickers • organize files 	
3.5	- off day -	
4.5	- off day -	

Approved by

Supervisor Name

Signature

Date

Maznah Ninti Basir
 MAZNAH NINTI BASIR
 Penyelesaian Pendidikan Sumber Manusia
 RANHILL S&S Sdn. Bhd. Batu Pahat

9/5/2019

Week No. :

4

Date	Task	Remark
5.5	- off Day - * Rest day claimed	
6.5	- off Day - * First day Ramadhan Al-mubarak	
7.5	• key-in employee's ID • making slide for meeting's presentation	
8.5	• completing slide for meeting's presentation • organize letters	
9.5	• cutting stickers • organize letters	
10.5	- off bay	
11.5	- off day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH BINTI BASIR
Penyelia Pencerobitan Sumber Manusia
RANPILL SAI Sdn. Bhd. Batu Pahat

13/5/2019

Week No. :

5

Date	Task	Remark
12.5	<ul style="list-style-type: none"> cutting stickers organize letters went to pejabat pos Batu Pahat to send letters. 	
13.5	<ul style="list-style-type: none"> cutting stickers key in information in slide ^{for} of Fakir miskin diarah Ramadhan SAJ 	
14.5	<ul style="list-style-type: none"> cutting stickers check of employees fill-in date on practical students file 	
15.5	- MC -	
16.5	<ul style="list-style-type: none"> arrange letters cop 	
17.5	- Off Day -	
18.5	- Off Day -	

Approved by

Supervisor Name

Signature

Date

Maznah Dinti Basir
MAZHAN DINTI BASIR
 Penyelia Penguasaan Sumber Manusia
 RANHILL/SAJ Sdn. Bhd. Batu Pahat

(Perubatan 9—Pin. 15/93)

AF 331298

SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah
memeriksa Enak/Cik/Puan NUR AFIA HANIL
981021015430

dari Kementerian/Jabatan YANG
BERKENAAN

dan mendapati yang beliau:

(a) Tidak sihat untuk menjalankan tugasnya
dengan sempurna selama Satu (01) hari
daripada 15/5/19 hingga -

(b) Boleh bertugas semula pada 16/5/19

(c) Beliau dikehendaki datang semula untuk
pemeriksaan pada

[Potong (b) atau (c) mengikut mana yang tidak
berkenaan]

15/5/19
Tarikh

Klinik/Hospital
(Cop Rasmi)

WJF001597—PNMB., K.L.

DR. IZWANEE ARIFIN
Pegawai Perubatan UD48
No. Pendaftaran KKM: 57987
Klinik Kesihatan Batu Pahat

(Tandatangan)

Pegawai Perubatan
Jalan Kluang
82000 Batu Pahat
Tel: 07-4331544 / 4332644

Nama
(Huruf Besar)

Week No. :

6

Date	Task	Remark
19.5	- off day - mesak day (public holiday)	
20.5	• arrange letters	
21.5	• arrange letters • went to SAJ Sri Gading to packing donation for visit Ramadhan	
22.5	• arrange letters • went to pejabat post to send letters • went to SAJ Sri Gading	
23 22 .5	• photostare	
24 23 .5	- off day -	
25 24 .5	- off day -	

Approved by

Supervisor Name

Signature

Date

Maziah Binti Dasir
 MAZIAH BINTI DASIR
 Peryatah Penerimaan dan Ber Menerima
 RANHILL SAJ Sdn. Bhd. Batu Pahat

28/5/2019

Week No. :

7

Date	Task	Remark
26.5	• writing number in papers (tabatan kenderaan)	
27.5	• organizing papers • filing vehicles department files	
28.5	• filing vehicles department files	
29.5	• filing vehicles department files • HR meeting (about holiday among employees)	
30.5	• filing vehicles department files	
31.5	- off day -	
1 June 2019	- off day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH BINTI BASIR
Penyelia Penguatkuasaan Sumber Manusia
RANHILL SAJ Sdn. Bhd. Batu Pahat

12/6/19

Week No. :

2

Date	Task	Remark
2-6	<ul style="list-style-type: none"> • filing vehicles department files. • photostate • went to pejabat pos Batu Pahat to send SAJ'S letters. 	
3-6	<ul style="list-style-type: none"> • photostate • filing vehicles department files. 	
4-6	<ul style="list-style-type: none"> • filing vehicles department files. • key-in • punch hole. 	
5-6	<p>- off day -</p> <p>Happy eid = * (first eid)</p>	
6-6	<p>- off day -</p> <p>Happy eid =</p>	
7-6	<p>- off day -</p>	
8-6	<p>- off day -</p>	

Approved by

Supervisor Name

Signature

Date

Maznah Binti Basir
 MAZNAH BINTI BASIR
 Penyelia Penguatkuasaan Sumber Manusia
 RANHILL SAJ Sdn. Bhd. Batu Pahat

12/6/19

Week No. :

9


Date	Task	Remark
9.6	<ul style="list-style-type: none"> punch hole papers stapling stapling papers filing vehicle department files 	
10.6	<ul style="list-style-type: none"> filing vehicle department files 	
11.6	<ul style="list-style-type: none"> filing vehicle department files 	
12.6	<ul style="list-style-type: none"> filing vehicle department files 	
13.6	<ul style="list-style-type: none"> filing vehicle department files 	
14.6	- off day -	
15.6	- off day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH BINTI BASIR
 Poly. Mkt. Training Officer, Sember Marusia
 PAMILL SAJ Sdn. Bhd. Batu Pahat
 24/06/2019

Week No. :

10


Date	Task	Remark
16.6	- Off Day - (Rest Day claimed)	
17.6	<ul style="list-style-type: none"> Filing vehicle department files stapler check OT 	
18.6	<ul style="list-style-type: none"> Filing vehicle department files 	
19.6	<ul style="list-style-type: none"> filing vehicle department files arrange letters went to SAG sri gading (jamuan hari raya rangkaian department) 	
20.6	<ul style="list-style-type: none"> arrange letters went to pejabat pos to send letters check employees overtime. 	
21.6	- Off Day -	
22.6	- Off Day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH PINTI BASIR
 Pegawai Teknik Sambilan Sumber Manusia
 RAMPIL SAG Sdn. Bhd. Batu Pahat
 24/06/2019

Week No. :

11

Date	Task	Remark
23.6	<ul style="list-style-type: none"> • preparing menu/foods for project's meeting at 7 am. • arrange SAJ letters. 	
24.6	<ul style="list-style-type: none"> • arrange SAJ letters • practice singing for competition (karaoke) ^{for} at sambutan Hari Raya. 	
25.6	<ul style="list-style-type: none"> • went to SAJ singing to practice performance for sambutan Hari Raya tomorrow. 	
26.6	<p>sambutan Hari Raya SAJ Batu Pahat at Hotel Landmark.</p> <ul style="list-style-type: none"> • practical student need to make a performance - act and sing/dance. • makan-makan - eat-eat 	
27.6	<ul style="list-style-type: none"> • arrange letters • check employees of - arrange them - • make a new punchcard for July attendance. 	
28.6	- off day -	
29.6	- off day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH EINTI BASIR
 Penyelia Pendidikan Khas Marusia
 RANHILL SAJ Sdn. Bhd. Batu Pahat

21/7/19

Week No. :

12

Date	Task	Remark
30.6	<ul style="list-style-type: none"> • copy new practical's student form • arrange letters 	
1. July 2019	<ul style="list-style-type: none"> • Self introduce with new practical's student in customer service department • joined hari raya event in customer service department 	
2-7	<ul style="list-style-type: none"> • arrange props and menu for meeting (2019 quarters meeting) • joined the meeting <ul style="list-style-type: none"> - present about terms needed in quarters 	
3-7	<ul style="list-style-type: none"> • arrange props and menu for Happy Ending Eid Mubarak "Management department" at SAJ • joined Eid event, eat many foods! 	
4-7	<ul style="list-style-type: none"> • arrange SAJ letters • organizing form "sebut harga" 	
5-7	- off day -	
6-7	- off day -	

Approved by

Supervisor Name

Signature

Date


MAZNAH BINTI BASIR
 Penyelaras Pentadbiran Sumber Manusia
 RANHELL SAJ Sdn. Bhd. Batu Pahat

14/7/2019

Week No. :

13

Date	Task	Remark
7-7	<ul style="list-style-type: none"> • Check employees OT • cop OT result 	
8-7	<ul style="list-style-type: none"> • Went to Headquarters S&T JB (A.30 am) • Joined meeting at there - meeting about employees family day at Desaru Coast * from morning to 4 pm- 	
9-7	<ul style="list-style-type: none"> • check employees OT • cop OT result • arrange letters 	
10-7	<ul style="list-style-type: none"> • check employees OT • cop OT result • arrange letters 	
11-7	<ul style="list-style-type: none"> • check employees OT • chop OT result • arrange letters went to pos Malaysia BP to send letters 	
12-7	- off day -	
13-7	- off day -	

Approved by

Supervisor Name

Signature

Date

Charkal
MAZNAH BINTI BASIR
 Penyelia Pentadbiran Sumber Manusia
 RANHILLISAJ Sdn. Bhd. Batu Pahat

14/7/2019

Week No. :

14

Date	Task	Remark
14-7	<ul style="list-style-type: none"> check employee's overtime mark/cop date of check arrange letters of SAJ Ranhill 	
15-7	<ul style="list-style-type: none"> check employee's OT mark/cop date and name of SV arrange letters 	
16-7	<ul style="list-style-type: none"> check employee's OT mark/cop OT papers arrange letters organize files 	<ul style="list-style-type: none"> counting age of employees (make an analysis)
17-7	<ul style="list-style-type: none"> check employee's OT mark/cop OT papers arrange letters organize files 	
18-7	<ul style="list-style-type: none"> arrange letters went to SAJ Sri Gading joined "majlis ke haji by the executive Puan Hafizah" 	
19-7	- off day -	
20-7	- off day -	

Approved by

Supervisor Name

Signature

Date

[Signature]

MAZURA BINTI GUSON
 Pengerusi Pemantauan Kualiti Pendidikan
 RANJIL, 1st Floor, G101 Batu Pahat

Week No. :

15

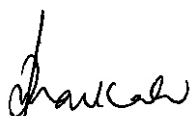
Date	Task	Remark
21-7	<ul style="list-style-type: none"> organizing files of Human Resource copying letters from badan kebajikan arrange letters from skt 	
22-7	<ul style="list-style-type: none"> organizing, arrange files of Human Resources arrange letters labelling and organize staff's uniform (new) arrange stationary came from HA 	
23-7	<ul style="list-style-type: none"> organizing files of HR naming titles of files (personal files and HR files) list the files title either it is "from or to" labelling and organize staff's uniform 	
24-7	<ul style="list-style-type: none"> arrange letters to post organizing files of HR 	
25-7	<ul style="list-style-type: none"> arrange letters to post organizing files of HR 	
26-7	- off day -	
27-7	- off day -	

Approved by

Supervisor Name

Signature

Date



MAZNAH BINTI BASIR
 Petyelia Peradbiiran Sumber Manusia
 RANHELL SAI Sdn. Bhd. Batu Pahat

Week No. :

16

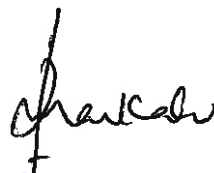
Date	Task	Remark
28.7	<ul style="list-style-type: none"> key in employees letters and put in files arrange letters to post organizing files 	
29.7	<ul style="list-style-type: none"> preparing menu for my last "week" of industrial training event supervisor academic from colleague celebrate my happy ending internship for 4 months with RANHILL SAJ 	
30.7	- off Day - * hari pertabalan raja	
31.7	<ul style="list-style-type: none"> organizing files arrange letters of SAJ take attendance to campaign "stop violence Against women" 	
1. Aug (LAST DAY) ♥	<ul style="list-style-type: none"> went to campaign stop violence against women at Dewan Jubli Ihtan Batu Pahat organize files of HR records 	

Approved by

Supervisor Name

Signature

Date



MAZNAH BINTI BASIR
 Penyelia Pentadbiran Sumber Manusia
 RANHILL SAJ Sdn. Bhd. Batu Pahat

9.0 APPENDICES

Nescafe Event - 17 April 2019



Bacaan Yaasin Perdana Ranhill SAJ Batu Pahat 2019 Program - 18 April



Annual Dinner at Landmark Hotel (HAWAII THEME) – 23 April 2019



**HR WE-CARE Program at Rumah Pam Taman Soga, Green height,
Banang Jaya, Benut and Yong Peng – 28 April 2019**



Ramadhan Program – 30 April 2019



**Sambutan Hari Raya Netwrok Department, Customer Service
Department, HR Department and Admin Department – different days**



**Sambutan Hari Raya Ranhill SAJ Batu Pahat 2019 at Landmark Hotel
- 26 June 2019**



Ar-Rahnu Program – 25 July 2019



STOP IT SURVIVE Event at Dewan Jubli Intan – 1 August 2019



Visit Ranhill SAJ Sri Gading every month

