

INDUSTRIAL TRAINING REPORT AT
JALIL & CO

BY

AZIDA BINTI ABDULLAH
BACHELOR OF ACCOUNTANCY

INDUSTRIAL TRAINING REPORT SUBMITTED TO
DEPARTMENT OF ACCOUNTING AND FINANCE
FACULTY OF MANAGEMENT AND ECONOMICS
KOLEJ UNIVERSITI SAINS DAN TEKNOLOGI MALAYSIA
(KUSTEM)

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Perustakaan
Kolej Universiti Sains Dan Teknologi Malaysia (KUSTEM)

LI 3 FPE 4 2004



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Industrial training final report at Jalil & Co. / Azida Abdullah.



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PERPUSTAKAAN
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HAK MILIK
PERPUSTAKAAN KUSTEM

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JALIL & CO.**

BY

**AZIDA BINTI ABDULLAH
Bachelor of Accountancy**

**Industrial Training Report Submitted To
Department Of Accounting and Finance
Faculty of Management and Economics
University College of Science And Technology Malaysia
(KUSTEM)**


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DECLARATION

I, Azida Binti Abdullah hereby declare that the report for AKN 4799 is based on my original work except for quotations and citations which have been duly acknowledged. Everything that has been written in this report is from my point of view based on the theory and my observation during the training. Faculty of Management and Economics (FPE) is not bonded with the contents of this report.

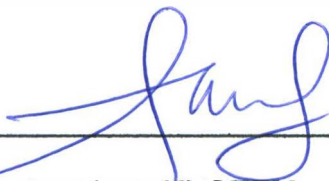
Signature



Name : Azida Binti Abdullah

Date : 30 - 10 - 2004

Acknowledged by :



Supervisor from KUSTEM
On behalf of Chairman of the Industrial Training
Faculty of Management and Economics
KUSTEM

EXECUTIVE SUMMARY

Industrial Training Program (AKN 4799) is compulsory for every student in the department of accounting as a predetermination course to get Bachelor of Accountancy. The course takes six credit hours and is counted in the semesters' Cumulative Grade Per Average (CGPA) and Grade Per Average (GPA). Students are bonded to the Industrial Training for six months in the chosen firm.

There are several purposes of attending practical training. Firstly, the trainee can apply the theoretical aspects of accounting and auditing that had been learned into practical. The trainee can also gain experience on how the audit works are done. Besides, the trainee can build good communication skills. In the real working environment, the trainee also should be learning on how to be disciplined and punctual.

The trainee has chosen to do Industrial Training at an audit firm in Kuala Terengganu named Jalil & Co. Throughout six months training at Jalil & Co., the trainee has been located to the audit department. The range of financial audit that she has completed including the business organization, non-business organization and firm account. Also the trainee has got the chance to involve in the physical stock take in this program. The purpose of physical stock take is to ensure the total ending stock reported is as same as current asset in the balance sheet. The trainee also been exposed to clerical works. She was given the chance to look into the administrative works and how to manage an office. During six months period, the trainee also learned on how to deal with others, such as the staffs and the clients.

For the purpose of Industrial Training Report, a company called Gali Water Corporation Limited has been chosen to look into detail its internal control system. Gali Water Corporation Limited or widely known as SAGU (Syarikat Air Gali Sendirian Berhad) is the authorized corporation in supplying clean water for everyday use for the people of Terengganu. The trainee has decided to focus on sales department or known as revenue collection department of SAGU. In focusing internal control system at SAGU, the trainee studied on how SAGU implement and maintain their system to assist the company to carry out its activities in an efficient and orderly manner, ensure adherence to management policies, safeguard its assets, and secure the accuracy and reliability of its records.