

INDUSTRIAL TRAINING REPORT AT
SAHIR, YAP & CO.

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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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Industrial Training Report Submitted To
Department of Accounting and Finance
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University College of Science and Technology Malaysia
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DECLARATION

I, Ruhaida binti Mohammad Misra hereby declare that the report for AKN 4799 is based on my original work expect 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: RUHAIDA BINTI MOHAMMAD MISRA

Date: 5 November 2004

Acknowledged by:



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

PREFACE

Industrial training is becoming a major subject for most of the accounting students in Malaysia. At University College of Science and Technology Malaysia (KUSTEM), the accounting students are assigned to complete their training in audit firm as long as for six month.

Industrial Training Report is about what the student obtained from the Industrial Training includes organization firm and Internal Control System of Customer's Company. The audit firm will offer the trainee if the manager is satisfied with their commitment.

During the industrial training, the trainee must be attentive, understanding and hard working to do the work. Based on theory of study concept, trainee should be able to understand how to work on their job.

Beside, the trainee experienced many challenging jobs not only in accounting but also other related fields. This experienced is very important to achieve a better job skill and provided much information to the trainee. Lastly, the new trainee must do the best to gain more knowledge from their industrial training.

ACKNOWLEDGEMENTS

I am grateful to Allah s.w.t. with His omnipotence to give me strength and endurance to finish of my industrial training and prepare this industrial training report.

Special thank to Madam Pua Suat Choo for accepting me to do the Industrial Training at her firm, Sahir, Yap & Co. She teaches me many things to me with guidance and support during my industrial training. Hopefully, it will benefit me in future.

I wish to express my gratitude to our Head of Department of Accounting and Finance, Madam Fatimah binti Shahman, Madam Shahnaz binti Ismail as Head of Accounting Industrial Training, my supervisor from KUSTEM, Miss Norlidawahi binti Wahab, Madam Roshaliza binti Taha and Mr. Ahmad Fakaruddin bin Abd. Rahman, and also thank to all account lectures for their constructive critics and suggestion in preparing this report. Without their guidance and helps, I would not be able to complete the Industrial Training report.

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CHAPTER 1:

INDUSRIAL

1.1 INTRODUCTION

Industrial Training is compulsory to the Accounting students at University College of Science and Technology Malaysia (KUSTEM). The students are required to complete Industrial Training for six months at a training firm. They can choose the place of Industrial Training but must be an audit firm. Students will expose to the real job situation besides adding knowledge about auditing, taxation, accounting services, and so on.

I choosed Sahir, Yap & Co. for my Industrial Training. Traveling from my home to the firm is about twenty minute only and the place is strategic because it is situated at a developed town. There are a lot of knowledge that I gained during six months of my training at that firm. Overall it challenged me as a student to settle problems from audit working. But the problems can be handled with helps and support from the manager of he firm or my supervisor, Madam Pua Suat Choo.