

INDUSTRIAL TRAINING REPORT AT
ALJEFFRYDEAN BAYAN BARU

BY

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INDUSTRIAL REPORT SUBMITTED TO

DEPARTMENT OF ACCOUNTING AND FINANCE
FACULTY OF MANAGEMENT AND ECONOMICS
KOLEJ UNIVERSITI SAINS DAN TEKNOLOGI MALAYSIA
(KUSTEM)

2004

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(KUSTEM)**

2004

1100032978

DECLARATION

I, **Norshihaily Binti Wahab, UK 4631** 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.

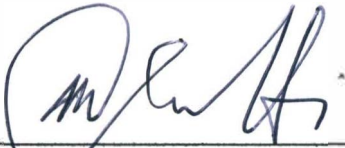
Signature



Name: NORSHIHAILY BINTI WAHAB

Date: 25 OCTOBER 2004

Acknowledged by:



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

PREFACE

Practical or industrial training is one of compulsory subjects for accounting student at College University Sciences and Technology Malaysia (KUSTEM). During six month (24 weeks) duration as specified by the Accounting and Finance Department, Faculty of Management and Economic must be fully used by the students to find a lot of knowledge and experience in auditing, accounting, tax and management whether in public sector or private sector especially in audit firms.

During this time, a student should be able to involve actively and always try to learn a new thing or any improvements and movements around their work places. It should become easier for those who are used to any circumstances when they get real job. It is an important element to provide a professional worker who are able to solve existing problem with efficiency and effectively.

In practical or industrial training, we can learn the important criteria that will enable us to be a good competitor in the globalization era. This opportunity should be used by the student to get the most of knowledge and experience because it can help them in the future.

ACKNOWLEDGEMENT

Praise be to Allah, the Most Gracious, and the Most Merciful. Thank God for giving me the strength and tranquility to complete this report. I would like to thank some of the people for helping me doing this report.

First and foremost, I would like to thank Mr. Rodzi b. Embong as my lecturer and also my supervisor for this industrial training report. Without his guidance, assistance, encouragement and patience, I do not think that I am able to complete this report.

I would love to express my appreciation to my supervisor at AljeffriDean Bayan Baru office, Mr. Zulhelmi b. Ismail. He always encourages and supports me when I face any problem during my industrial training

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CHAPTER 1 : ORGANIZATION

- ❖ **INTRODUCTION**
- ❖ **ORGANIZATIONAL INFORMATION**
- ❖ **ORGANIZATION ACTIVITIES**
- ❖ **ORGANIZATION CHART**
- ❖ **KNOWLEDGE AND SKILLS TO BE LEARNED
(PLANNED)**
- ❖ **ACTIVITY OR TASK COMPLETED**
- ❖ **KNOWLEDGE AND SKILLS LEARNED**

INDUSTRIAL TRAINING

1.0 INTRODUCTION

1.0.1 ORGANIZATION BACKGROUND

AljeffriDean, Chartered Accountants (M), is a new entity that emerged from the merger of two firms namely, MGI-ALJEFFRI (also formerly known as Aljeffri & Co.) which was founded in 1979, and Neoh WM Lam & Co. which was established since 1982. AljeffriDean have been in practice for more than twenty years.

AljeffriDean is a partnership firm that has 100% bumiputra status. It has four partners and seven principals.

The head office is in Kuala Lumpur, located at 2-5-13 5TH floor Menara KLH (Business Center), 2 Jalan Kasipillay 51200 Kuala Lumpur, and its six branches are located at:

| BIL | BRANCHES NATION-WIDE | ADDRESS | MANAGER/PRINCIPAL |
|-----|----------------------|--|--------------------------------|
| 1. | BAYAN BARU | 112B 2 nd Floor Jalan Mayang Pasir Bandar Bayan Baru 11950 Bayan Lepas Penang | MR. LEONG WAY HONG |
| 2. | GEORGETOWN | Acctac Corporate Center No. 2 Jalan Bawasah 10050 Georgetown Penang | MR. NEOH CHIN WAH |
| 3. | PRAI | No. 29 2 nd Floor Tingkat kikik 7 Taman Inderawasih 13600 Prai Penang | MR. LAM WAY MIN |
| 4. | SUNGAI PETANI | 3A Tkt 1 Wisma Bandaran Jalan Ibrahim 08000 Sugai Petani | MR. ZAINAL ABIDIN B. ROBANI |

| | | | |
|----|---------------------|--|-------------------------------------|
| | | Kedah Darul Aman | |
| 5. | IPOH | 5 th Floor Perak Techno-Trade Center Bandar Meru Raya 300020 Ipoh Perak Darul Rizuan | MR KAMARUL AZHAR B. DAHAMAN HURI |
| 6. | CAMERON HIGHLAND | 68B Persiaran Camellia 3 Bandar Baru Juta Villa 39000 Tanah Rata Pahang Darul Makmur | MRS. MASHITAH BT. MOHAMAD |

1.0.2 MISSION AND OBJECTIVES

AljeffriDean wants to be the leading Malaysia Public Accounting firm and set the pace to be the first Malaysian firm to operate internationally. Because of this and to meet challenges, AljeffriDean places great emphasis in providing quality services and having close working relationship with the clients.

The manpower resources and technical abilities are constantly monitored to ensure that technical par excellence and services of the highest standards.

AljeffriDean also fosters, in uniting the employees, the systemic spirit in opposition to preference of any component or individual interests.