

INDUSTRIAL TRAINING REPORT AT
MCHAMED AWANG & CO

BY

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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)

2004

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PREFACE

This is a report that tells about the industrial training, which has been held at Mohamad Awang & Co., Kuala Terengganu.

This industrial training report is prepared in order to fulfill and completing the credit hours to be graduated. The industrial training was held on 21st of March 2004 till 02nd of September. It was about 24 weeks. It is divided into three chapters; industrial training report, internal control system report and conclusion.

The industrial report is described in chapter 1. It is including the company background, the establishment of company and all the related information. The main aim in this chapter is to tell the gained information and give the features of the industrial training that have been performed by the trainee. It includes auditing work, preparation of account, tax computation and the secretarial basic.

In chapter 2; report of internal control system is more in concentrating to the internal control system and weaknesses found in the system. This chapter is described the understanding of trainee to the internal control system in clients' company and how the trainee can solve the problem arise. This chapter also including the organizational chart, method of collection data, existed of internal control system and the weakness and recommendations.

The last chapter is the conclusion of whole report. Hope this report will be used a
a reference in the present.

ACKNOWLEDGEMENT

Alhamdulillah, thanks to Allah praise be upon Him for giving me strength and enable me to complete the industrial training about six months and internal control report.

I am very grateful to the manager, Mr. Zulikifli bin Dato' Mohamed for his kindness for taking me as a trainee at Mohamed Awang & Co. Special thanks is dedicated to my supervisor, as the audit senior and all those who involved during my industrial trainee especially all staff in audit department, also to all staff in account department and administration and tax department.

Very proud of thanks is expressed to all my lecturers at Accounting and Finance Department, Faculty of Economics and Management, KUSTEM for their guidelines, advises and support in finishing my industrial training and finishing my report.

Lastly, I would like to dedicate my special thanks to all my beloved family for their big support, prayers and motivation in finishing my study at KUSTEM.

Thank you very much and may Allah bless all of you.

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DECLARATION

I, Norizayani bt. Ibrahim 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: NORIZAYANI BT. IBRAHIM

Date: 18 OKTOBER 2004

Acknowledged by:



MRS. WAN ZANANI BT. ABDULLAH
Supervisor from KUSTEM
On behalf of Chairman of the Industrial Training
Faculty of Management and Economics
KUSTEM

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CHAPTER 1

ORGANIZATION OF

INDUSTRIAL TRAINING

CHAPTER 1

ORGANISATION

1.1 INTRODUCTION

Mohamed Awang & Co. is a public accountant firm, established in 1977 and situated at the heart of Kuala Terengganu. It is a sole proprietor firm in nature.

This firm is owned and controlled by Dato' Haji Mohamed Awang, who born and bred in Kuala Terengganu. He graduated from Western Austriian Institute Technology in 1961. This MIA holder started working with the Central Bank at the head office that had just established in that year. He was transferred to Penang branch after two years. Then he was transferred again to Johore branch. After several years, the Central Bank sent him to Pakistan to attend a training course for six months.

Somehow in 1972, he was appointed as the manager of Central Bank at Sabah branch. After two years there, he returned to the head office at Kuala Lumpur and worked in Finance Division. Later, he was appointed by Employees's Provident Fund (EPF) to be Deputy General Manager.

In 1976, he was formed a partnership in Kuala Lumpur, called Hashim Mohamed & Co. After one year, he moved to Terengganu to established an audit firm named "Mohamed Awang & Co."

At Mohamed Awang & Co. , Dato' Haji Mohamed Awang was assisted by his son and about 13 supporting staff in three main department. On 11th of March Dato' Haji Mohamed Awang was died at Hospital Besar Kuala Terengganu because of the illness. But now, his son, take over and controlled this company. His son, Encik Zulkifli is the one of MIA holder.

1.2 ORGANISATIONAL INFORMATION

This company has three main functions, as an auditor, as a client account keeper and as a tax agent. All these function have the following objectives :

- i) to act as a statutory auditor of a client's company and co-operative society pursuant to the Companies Act 1965 and Co-operative Societies Act 1993 respectively .
- ii) to provide accounting services for the client in accordance with the standards accounting practice.
- iii) to prepare income tax computation and other related schedule for individual and corporation.
- iv) to act as a liquidator for the process of winding up of a company.

In order to achieve their objectives, they have set up their policies and strategies as following :

- i) to provide the best services to the client
- ii) to maintain good relationship with the existing client
- iii) to accomplish all services required by the client within specific time
- iv) to give the best useful advices to the clients