

INDUSTRIAL TRAINING FINAL REPORT AT  
SAHIR & CO. SHAH ALAM, SELANGOR

MOHD ROSMAZI BIN ABDULLAH  
BACHELOR IN ACCOUNTING (HONS)

DEPARTMENT OF ACCOUNTING AND FINANCE  
FACULTY OF MANAGEMENT AND ECONOMICS  
UNIVERSITY COLLEGE OF SCIENCE AND TECHNOLOGY  
MALAYSIA

2004



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**By**

**MOHD ROSMAIZI BIN ABDULLAH  
Bachelor in Accounting (Hons.)**

Submitted to

Department of Accounting and Finance  
**Faculty of Management and Economics**  
University College of Science and Technology  
Malaysia

**April 2004**

1100032974

## **PREFACE**

Alhamdulillah, thank to Allah with his willingness able to me to finish Industry Training and prepare completed this final report without any problems.

The Industry Training performed for purpose to satisfy course AKN 4799 ( Industrial Training ) for eight credit hours. The training is compulsory to every fourth years accounting students in their last semester for six months. It is terms to graduate also.

Firstly, thank you much to Sahir & Co. and Sahir, Yap & Co. because accepted and allowed to do Industry Training at his firm. Especially to Hj. Sahir Sanawi and all staffs that helped and teach many things and shared knowledge while in the Industry Training at the firm. With helping from them able jobs do and finish with faster and good.

Next also thank to our Head of Department Pn. Fatimah Shahman, all lectures and non-academic staffs that involved to able the training could run with well. They many help to face this training and to prepare a completed Industrial Training Report. Without them was possible to finish Industry Training with successfully.

Lastly, thank to my family that give supportive in moral and money aspect a long in Training and also thank to my friends that helped me. Hope with new skills and knowledge get helping in actual working.

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**2.4.4 Payment System**

Practical training is the one of the obligation to the student that was study in University College Science And Technology Malaysia (KUSTEM). Actually, it will give the opportunity to observe student about the working in the real world when they end their study. Practical training will be going on for the period one semester and it's about for six month only. This program absolutely was planning with systematic by Practical Unit of the KUSTEM and it supposedly to give easy way to the student when they want to doing this practical training. The Practical Unit will help and provide the guidelines to students to avoid from any trouble in the practical training. KUSTEM always hope that their student will follow smoothly the practical training thought the existing this unit. This unit will always give the co-operative from time to time.

Usually, the place for the practical training will be give to the student by the influent of the company, and the demand from the company if they want or not to the practical students. The company usually will consider about the practical training because it will give the benefit to the company directly or not.

Thought this practical training, every student will expose about the administration system in the company especially in the communication skill, co-operative with staff, deal with client and so on. This practical training also will help KUSTEM to evaluate students and get feedback from the company that they work.



### 1.0.1 Objective to prepare the report

This report must be prepared by the student after they have finished the period for six months. Below are the objectives of preparing the practical training report: For experience and knowledge in practical training, the students can tell and explain their knowledge very well and also about the interesting experience through this practical training. Other than that, it also helps the lecturer to evaluate the practical training that was done by the students. The final report overall will help the lecturer to evaluate the student in the practical training.

For preparing a good report. The working from the beginning of the training will allow the student to prepare a good report and have a good quality. To help the student in the process of finding the right job in the future. The good evaluation from the company and the good report will help the student to get a right job. For effectiveness in the practical training to the student, the lecturer will evaluate their student through the work that they were doing. In the otherwise, the lecturer will know the problem arise in the practical training and they can solve the problem with their expertise and skill.

## 1.1 THE BACKGROUND OF THE FIRM

Sahir & Co. was commencing by the increase of the awareness that in the real world the consultant about the principle of the accounting will be use by all types of the company. This company realize that the principle of the accounting can be accept by the cause of the change in economic and law. Mohd Sahir Sanawi as director of the company was accept the challenge to commence his own audit firm even him realize that there are many risk to perform the audit company especially by the bumiputra. Until now, Sahir & Co. was ready to get thought in any challenging that arise in the real world.

### **History of firm**

Hj. Mohd Sahir was early work as the Clerical Officer at the Bank Negara. Even his work here, he realizes that he must further study to aim his target to be the one who are commencing the audit firm. In year 1966-1969, he furthers his study at Maktab Mara-ACCA in period 3 year i.e. FMC grade 1 and OSC grade 2. After that he furthers his study at University Of Glasgow to get Diploma in Accounting. For him to get the title of the public accounting, he was work at the Coopers & Lybrand at Kuala Lumpur as the assistant auditor from 1969-1971. In year 1971-1972, he was work at the Jengka Pahang Company as the Cost Accountant and from the year 1973-1975 he become the accounting assistant at the Perangsang Company Sdn Bhd. After that he realizes that he must to get more experience in the audit situation

before he commences his own audit firm. He was changing his work to the big company to get more experience in the real situation. He works here from 1975-1980 as a Management Information Services Manager at Osborne & Chappell International in Ipoh, Perak Darul Redzuan. He work here for 6 year and was recognize as the public accounting. After that he made a decision to get license from the government to allow him to commence his own public accounting. After he gets his license from the company register, he made the decision to commence his audit firm to compete with other pubic account that already have a big name and was monopoly by the Chinese. The number register that chooses by the company register for him is AF0424. With his capital just only RM 30,000, he rent a small office at Shah Alam, Selangor. He also has one computer, printer and table to running his business with his client. He also combines his knowledge, experience and courage to operate the business as well as possible. In the early situation, he always gets in trouble about the problem in the auditing and accounting but he try to solve the problem one by one. Start from here, he become an expert to solve the problem that arise in the audit firm and in other way he was slowly build his company name to achieve the target to be the one of the public firm that famous in Lembah Klang area. With his high assured and willingness, he and his partner, Misripah Bt Senawi he try to open the new branch at Kuala Lumpur. For the several years later he was open his branch at Ipoh, Perak and Temerloh, Pahang to running the business around the peninsular of Malaysia.

**Core of business**

The core of the business for this company is to give the good satisfaction to the client. Every client will have his concern from the all the staff of the company. Reliability and the commitment of the company will make the good result to the client that may influent by the using of the electronic technology. Sahir & Co. will observe about the condition that may give the influent to the company in preparing the best services to the client. The value and the needed of the client will be the most important thing in giving the best services that fitting with the core of the business.

**Objective of the firm**

Sahir & Co. is a greatest firm from the experience principle that conducts by the staff who has professional ability to perform the good job. The good commitment from staff and the trusty from the client was the opportunity to the company to running the business smoothly without any problems. The firm also has the target to have effective and the efficient about financial consultant system to give the guideline to the client to perform the good transactions that have profitability. This company also has overall services to the big or the small firm. This scope also will modifies and adaptation to give the satisfaction to the needed of the client.