

INDUSTRIAL TRAINING FINAL REPORT  
BANK RAKYAT (SERDANG RAYA BRANCH)

BY  
MOHD KHAIRIL NAHAR BIN MOKHTAR  
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BACHELOR OF ACCOUNTANCY

SUBMITTED TO:

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

APRIL 2004



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## **PREFACE**

Assalamualaikum w.b.r.

Alhamdulillah. I'm feeling very grateful to ALLAH S.W.T. of his Bestow and Bless I can accomplish this Industrial Training (LI) report that I perform at Bank Kerjasama Rakyat Malaysia Berhad (Serdang Raya Branch). LI is the program arrange by University Collage of Science and Technology Malaysia (KUSTEM) and corporate with Faculty Of Management and Economic (FPE). The min objective of this program is to give exposure to student in real employment field. This program was one of the core university course and is compulsory to student before graduate in Bachelor program.

Student will be placed in industrial for six month. I think this duration is adequate for student to get knowledge and experience also to practice all the theory learned at KUSTEM. In this report have all assignment that I perform daily. It's covered about organization chart, company's background, summary of work, problem performance report and recommendation and suggestion. I hope will give adequate explanations especially to report supervisor, Pn Nor Raihan Binti Mohamad and also to FPE as a guideline to increase and improve the LI program next time.

**Thank You**

## ACKNOWLEDGEMENT

Alhamdulillah. I'm feeling very happy and want to express my thankful to ALLAH S.W.T. Because of his Bestow and Bless, also give my body healthy till I can finish this report. I'm taking this opportunity to express my sincere appreciation to individuals who have made significant contribution to my Industrial Training particularly to those who give the guidance and moral support in preparing this report.

A lot of thanks to Pn. Fatimah Shahman, Head of Accounting and Finance Department, En. Mohd. Rodzi Embong and to my supervisor Pn. Nor Raihan Mohamad and also to other lecturer under Accounting and Finance Department.

I'm gratefully acknowledging the permission given by the En. Pauzi Bin Mamat ( Branch Manager) gave me opportunity to perform my practical training at this company, Bank Rakyat Serdang Raya Branch. I'm also would like to express my particular appreciation to Puan Azlina Abu Bakar and En. Najib Fahmy for their supportive, assistance and honors. I'm very lucky and proud to have staff like Bank Rakyat Serdang Raya Branch and practical trainee from other University and other Colleagues. Thanks to all of them for their cooperating and who were kind enough to provide me with comment and suggestion.

Finally, I would like to thanks to my lovely Maizuriani Binti Abdul Rahman , entire friend and another people whether direct or indirect involved till I'm accomplish this report. The most important, thanks to my family for their support and blessing me.

Thanks again and only ALLAH S.W.T. can reciprocate all of the kindness.