

INDUSTRIAL TRAINING REPORT AT  
ISMAIL MIDON & CO

BY  
HERNADIA ISMAIL  
BACHELOR OF ACCOUNTING (HONS.)

INDUSTRIAL TRAINING REPORT 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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## **Dedication**

Assalamualaikum, thanks to Allah S.W.T for his blessing and graciousness that enable me to present and prepare this report on my practical training in order to complete my Bachelor of Accounting course.

I, Hernadia Ismail would I like to take this opportunity to dedicate a word of thank you firstly to my lecturer, Mohd Fakharuddin B. Abdul Rahman, Pn Fatimah Head Department of Accounting and Finance and together with to all the lecturers of Faculty of Accounting and Finance KUSTEM for their guidance and support during my practical training at Ismail Midon & Co. Not to forget, Mr. Ismail my employer who have been giving me knowledge and guidance from time to time on how to face and cope in a real, working environment. A thousand of thanks also to all the staff of Ismail Midon & Co for their cooperation and warmness and to my parent and my friends who have been supportive towards me during my hard and easy times.

Last but not least thank you again for giving the chance to taste an experiences that is so meaningful to me that I would never ever forget it. Thank you.

# PREFACE

## INTRODUCTION OF INDUSTRIAL TRAINING

Practical training is the one of the obligation to the student that was study in College University 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. This unit will help and give the guideline to the student 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 student. 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 the KUSTEM to evaluate and get feedback from the company that they work.

Thought this way, KUSTEM will get the feedback about their student from the company and will modify the weakness in the future. KUSTEM hope that they can give the best graduate to the market that have the overall in the quality, open mind and can do the work as well as possible.

Overall, this practical training is not made to give the benefit to the student only but to the community and the country. The country will recognize in the world as a modern country if they are many people that have the good knowledge and expertise in the technology. The objectives of the practical training are to observe about the real world to the student. The student will know about the real things that happen when they will face off after study, to study about communication that more effective and efficient. Communication is the main important things in the real world where they can only get in the practical training, to build the teamwork spirit with the group. The student will work in the group so they must be ready to discuss with the other staff in the process to get the good result, to build a high confidence in the student itself. The student will feel more confident when they were exposing to the real work and more ready to face the challenging in the work, to build the relationship between the practical and the theory. The student will practice what they have been told thought the theory and try to use the theory to the real work, to build the trusty and responsibility. The student will be more responsibility and have the trusty in their body after they get the work in the period in the practical training, to prepare the information

about the practical training for the period six month. This information will prepare as a report that include the overall aspect of the course and the new information that related to the course.

### ***The important practical training to the student***

With the existing of the practical training, all of the student will be expose about how to working in the real work. It directly or not will help the student to build a confident, to evaluate their ability as a basis to get ready to face the real world.

The student also will increase their knowledge about the subject that they were learning in the KUSTEM and will practice with the theory in the practical training.

Otherwise, this practical training also will increase the leadership to the student itself because the students have the responsibility to doing their job. In this situation the student are divided into their task by the leader. So the leader is the main factor in the maintaining of the any problem arises in doing the jobs.

The student also will be so discipline through this program in their company. This happen when the student should follow any the rules that are made by the company such as come early to the office, be smart always, follow the instruction from the leader and so on.

With this practical training, the student will have the opportunity to communicate and must suitable their self to the community. They can get the



interaction with the people through their relationship with the staff. Finally, it was a challenge to the student to open their mind to face the problem in the real world. Objective to prepare the report because of this report must be prepared by the student after they have finished the period for six months. There are the objectives of preparing the practical training report to recognize the student after they have finished the practical training. Without the practical training, the students do not have the ability to prepare the report with the information from the company that they were training, the effectiveness about 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, to make the student have the changes to doing the jobs with effective and efficient. Every word that they were prepared is based to their daily note through the practical training for the period six-month, experience and the knowledge about the practical training. The student can story and explain their knowledge very well and also have the interesting experience through this practical training, help the lecturer to evaluate the practical training that was doing by the student. The final report overall will help the lecturer to evaluate the student in the practical training, to prepare a good report. The working from the beginning of the training will allow 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.

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PART I

INDUSTRIAL TRAINING FINAL REPORT

AT ISMAIL MIDON & CO

## Company Background

### Background of ISMAIL MIDON & CO

Ismail Midon & Co was registered at 18 July 1994 and commenced their operation in the same year. Ismail Midon & Co. is one of the firms in Johor Bahru that fully owned by Bumiputera. After 9 years operation, we were established firm image and stable client port especially around Johor Bahru. We have more than 200 client including small organization, and medium that involved in a variety of businesses. This time we one of the Panel Accountant for company under and firm hold by PUNB, where we appointed and act as auditor and representative or tax advisors.

### Ismail Midon & Co. Vision

Ismail Midon & Co. vision is more simple which we want all at our client successful, so Ismail Midon & Co. also successful together, beside that we will given quality services.