

**INDUSTRIAL TRAINING REPORT AT
ASIAH & ASSOCIATES**

**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)**

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DECLARATION

I, Yusrin binti Abdullah hereby declare that the report for AKN 4799 is based on my original work except for quotations and citation, which have been duly acknowledge. Everything that has been written in this report is form my point of view based on the theory and my observation during the training. Faculty of Management and Economic (FPE) is not bonded with the contents of this report.

Signature



Name: Yusrin binti Abdullah

Date: 17 September 2005

Acknowledged by:



Supervisor From KUSTEM
On behalf of Chairman of the Industrial Training
Faculty of Management and Economic
KUSTEM

EXECUTIVE SUMMARY

INDUSTRIAL TRAINING

Industrial training is a part of courses that must be taken by Bachelor of Accountancy students in University College Science and Technology Malaysia (KUSTEM). So I undergo industrial training at Asiah & Associates for the six month only.

Asiah & Associates provide variety services namely; accounting, auditing, tax services secretary services and consulting services. This firm gives clear picture for me in understanding about the real career in accounting and auditing. Beside that I also get skill and knowledge in tax computation and secretary practices.

Beside that, industrial training give more advantages to the student because in industrial training student will be train and student also have to complete every single process as a staff. Besides student must follow the work time, personality as a staff and apply the theory that student already learn in the class.

INTERNAL CONTROL

Internal control is a part of discipline in auditing. Internal control mean all the policies and procedures adopted by the management of an entity to assist in achieving management's objective of ensuring the efficient conduct of its business, including adherence to management policies, safeguarding of assets,

prevention and detection of fraud and error, accuracy and completeness of the accounting records and timely preparation of reliable financial information.

Usually, only the big company use the internal control, because the small company have unlimited staff and resources. Internal control is important because the company can handle their management and operation with effective and efficiency.