

Industrial Training Diary

At

YYC Holdings Sdn. Bhd.

12, Jalan Remia 4, Bandar Botanik, 41200 Klang, Selangor

From 03.02.2020 To 24.05.2020

Prepared By

Chew Poh Ling

Bachelor of Commerce (Honours)

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Kuala Lumpur

Year 2 Sem 3

Format of Industrial Training Diary

**Industrial Training Diary**

**Weekly Activity Log**

Name of Trainee: Chew Poh Ling

Name of Company: YYC Holdings Sdn. Bhd.

<b>Day of the Week</b>	<b>Date</b>	<b>Projects / Activities</b>
<b>Monday</b>	17.02.2020	Senior have allocated several tasks to me, such as doing statutory audit. I have learned to recognize the whether the company is new incorporated company, take over company or reappoint before doing statutory audit. We also must make sure all the important statutory document is available in order to prevent overlooking of information. For example, Form 9, Form 49, Section 58, Form 24, M&A and so on.
<b>Tuesday</b>	18.02.2020	Colleague ask me to do taking the accounting documents in client company. I have learned it's a must to be independent enough to deal with client outside by myself. After returned to company, I keep doing the stuff like statutory audit, filing, sending, reading and replying email, and answer queries of client in phone, and calling for requesting information for audit purpose.
<b>Wednesday</b>	19.02.2020	Spend half day doing statutory audit by myself in client's company for 3 company. Client is nice and helpful. After returning company, I rearrange the document that I have collected from client's company and doing statutory audit. I also calling or email those clients who haven't answer the queries regarding CP204 revision to make sure tax estimation have been revised accordingly to their net profit.
<b>Thursday</b>	20.02.2020	Doing the statutory audit and calling the LHDN to ask the stuff regarding the tax refund for the client's company. I have learned that calling LHDN is take up time. I have learned lots of general knowledge since I have no working experience on this industry before. Besides that, keep requesting the reply for CP204 from client.
<b>Friday</b>	21.02.2020	Doing the statutory audit for 2 company in Kuala Lumpur. I have spent lots of time in driving since the distance is quite far. I have learned that original receipt is very important to be an evidence to claim your expenses for business purpose. After returned to company, I rearrange the document collected from

		client's company.
<b>Saturday</b>		

**Endorsement by the Industrial Training Supervisor:**

**The above is a true record of activities taken by the trainee in the captioned week.**

Signature of Supervisor:

Name of Supervisor:

Date:

Company Stamp / Chop

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<b>Monday</b>	24.02.2020	Doing the statutory audit and I have learned that from mistake, such as how to transfer the information from historical documents to permanent audit file more accurately. I also doing the tax revision for client and tax filing. I keep explore the knowledge by myself and asking colleague whenever there are any doubts.
<b>Tuesday</b>	25.02.2020	I have learned how to audit working paper and transfer the information obtained when doing the audit in client's company. I realized that it's a must to know the purpose of the claim of client's expenses for tax deducting purpose.
<b>Wednesday</b>	26.02.2020	Colleague ask to me do the audit working paper for dormant company. I have learned that auditor's remuneration is based on net profit, operating expenses and revenue of the client's company. After that, doing statutory audit and replying email.
<b>Thursday</b>	27.02.2020	Help colleague to collect the file in another group. After return, doing statutory audit for several company for half day and do the correction for the mistake done before. I realized there are so many knowledges and for me to learn.
<b>Friday</b>	28.02.2020	Go to LHDN to request pin-number for e-filing purpose for client. After that, keep doing the things like doing statutory audit, filing, help colleague to duplicate all the vital important documents.
<b>Saturday</b>		

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