



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Perakaunan

FIELD REPORT

PAC 671

FACULTY OF ACCOUNTANCY
UNIVERSITI TEKNOLOGI MARA
UiTM CAWANGAN TERENGGANU

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SULAIMAN**

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SECTION A

1.0 INTRODUCTION

Industrial training is an essential component of university accounting programmes since it bridges the gap between theoretical knowledge and practical implementation in a real-life environment. This programme enables students to fulfill graduation requirements while simultaneously cultivating vital abilities for their future professions. This programme provides students with the skills necessary to analyze financial data, prepare precise reports, and adhere to complex accounting standards. The opportunity to work with accounting departments, audit teams, tax practices, and company secretarial activities offers significant insights and allows students to explore potential career choices. The objectives encompass the application of accounting principles, the development of specialized abilities, the refinement of professional traits, the enhancement of communication, and the sharpening of both hard and soft talents.

During my internship at **Najib Wahab & Associates**, which took place from **March 4th to August 23rd, 2024**, my comprehension of auditing was greatly improved. The trustworthy company, renowned for its extensive track record of outstanding audit services, offered an optimal setting for acquiring knowledge and skills. During my time in the audit department, I acquired practical knowledge and received guidance from professional auditors. The extensive training programme encompassed risk assessment, data analysis, report writing, and client communication. In addition to technical skills, the internship encompassed team meetings, professional development courses, and seminars on industry trends. Contributing to the completion of an audit for a prominent client provided me with a feeling of achievement and a comprehensive comprehension of the audit process. Through this experience, coupled with a monthly internship allowance of RM600 and the same public holidays received by the employees, I was equipped with the necessary skills and knowledge to thrive in the field of auditing.

Company's Background



NAJIB WAHAB & ASSOCIATES CHARTERED ACCOUNTANT LICENSED TAX AGENT

Picture 1 : The logo of the company

Situated in the bustling commercial environment of Kajang, Selangor, Najib Wahab & Associates (NWA) has established itself as a reliable financial associate. NWA, founded in conjunction with its parent business NWACORP, contributes a wealth of accounting expertise that serves as the foundation for NWACORP's financial services.

Mission Statement

At NWACORP, our mission is twofold:

1. **Help Develop Business in the Industrial Sector:** We are dedicated to fostering the growth and development of businesses within the industrial sector, offering expert advice and support to navigate challenges and seize opportunities.
2. **Form Good Relationships with Other Companies to Strengthen Bonds:** We believe in the power of strong, collaborative relationships. By forming and nurturing bonds with other companies, we aim to create a network of mutual support and shared success.

Vision Statement

Be a trusted company to help guide your career together in business.

Our vision is to be recognized as a trusted partner in the business community, guiding our clients through every step of their career and business journey. We strive to be the go-to firm for reliable, insightful, and forward-thinking advice and services.

Core Values

At the heart of NWACORP are our core values, which guide everything we do:

1. **Trust:** We build and maintain trust through transparency, reliability, and honesty in all our interactions.
2. **Integrity:** We uphold the highest standards of integrity, ensuring our actions align with our values and commitments.
3. **Excellence:** We are committed to excellence, continually striving to deliver the highest quality services and solutions.
4. **Consistency:** We provide consistent, dependable support, ensuring our clients can rely on us every time.
5. **Cooperation:** We believe in the power of teamwork and collaboration, both within our organization and with our clients.

An area of expertise within a network

NWA functions as a subsidiary company, utilizing the assistance and assets of NWACORP. NWA's strategic position enables it to focus on providing specialized accounting services tailored to the requirements of small and medium-sized enterprises (SMEs), startups, and individuals. Their concentration results in a profound comprehension of the financial obstacles encountered by these clients, allowing them to provide precise and effective answers.

A comprehensive range of services

NWA excels in providing a wide range of accounting services that are specifically geared to simplify financial administration for its clients.

1. Economical Bookkeeping:

NWA assists organizations in maintaining precise and well-structured financial records, relieving them from the responsibility of in-house bookkeeping and conserving vital resources.

2. Tax Compliance Navigation:

Their specialized knowledge allows clients to effectively negotiate the complicated tax regulations, reducing financial obligations and sidestepping penalties imposed by the Inland Revenue Board (IRB) for BE Form Tax (Individual), Form B Tax (Enterprise), and Company Tax (Sdn. Bhd.).

3. **Financial Consulting Expertise:**

In addition to basic accounting and tax services, NWA offers essential knowledge and advice to assist clients in making well-informed financial choices that drive their businesses towards success.

Strength in Association

The success of NWA goes beyond its own powers. NWA, as an associate of the NWACORP network, develops a cooperative atmosphere that allows clients to leverage the specialized knowledge of its affiliated companies. NWA Corporate House offers comprehensive company secretarial support, Appvolusi specializes in providing IT solutions, and NWM Creative specializes in graphic design services. This interconnection enables NWA to provide clients with a comprehensive solution for their varied business requirements.

A Legacy of Client Focus

NWA has established its name by prioritizing client satisfaction, operational effectiveness, dependability, and professionalism. NWA has been an essential ally for businesses and individuals in the region by giving utmost importance to their clients' needs and providing complete financial solutions. By consistently utilizing the power of the NWACORP network, NWA is in a favorable position for ongoing expansion and achievement, guaranteeing the long-term financial security of their clients.

Organizational Chart

NWA is structured to ensure optimal efficiency and expertise across its various functions. The key members of our leadership team include:

- **Mr. Najib:** The visionary founder of NWACORP and NWA, Mr. Najib has laid the foundation for the company's success and continues to drive its strategic direction.
- **Mr. Amirul:** Serving as the Accounting Executive, Mr. Amirul oversees all accounting operations, ensuring accuracy and compliance in financial reporting.
- **Ms. Amirah:** As the Tax Executive, Ms. Amirah leads the tax advisory and compliance functions, providing expert guidance on all tax-related matters.

Together, this leadership team fosters a culture of excellence and innovation, steering NWA towards continued growth and success.

Organizational Structure

Najib Wahab & Associates



NAJIB WAHAB & ASSOCIATES
CHARTERED ACCOUNTANT
LICENSED TAX AGENT



Picture 2 : The organizational chart of Najib Wahhab & Associates

2.0 SUMMARY OF WORK DONE

Throughout my time as an audit trainee at NWA, I acquired extensive familiarity with many elements of the auditing process, hence improving my comprehension and proficiency in the industry. Here is a concise overview of the main tasks I was responsible for and the achievements I accomplished:

1. Assistance in Audit Planning

- Assisted senior auditors in the planning and preparation of audit engagements.
- Examined prior audit reports and collected essential background information to comprehend the client's business and industry.
- Contributed to the creation of tailored audit programmes to meet the unique requirements of each client.

2. Fieldwork Execution

- Performed fieldwork for several audit projects, which involved conducting on-site visits to client locations.
- Conducted thorough testing and analysis of financial transactions to ensure adherence to applicable accounting standards and regulations.
- Ensured the precision and comprehensiveness of financial records and accompanying paperwork.

3. Data Analysis and Testing

- Employed auditing tools and techniques to scrutinize extensive datasets and detect patterns or inconsistencies.
- Performed comprehensive testing, which involved confirming the accuracy of financial balances, scrutinizing invoices, and reconciling bank accounts.
- Contributed to the evaluation of internal controls and suggested areas that may be enhanced.

4. Documentation and Reporting

- Generated comprehensive working papers and evidence to substantiate audit findings and conclusions.
- Contributed to the creation of audit reports by emphasizing significant discoveries, suggestions, and worrisome aspects.

- Engaged in communication with clients to acquire supplementary information and resolve any inconsistencies or problems discovered throughout the audit.

5. Compliance and Regulatory Adherence

- Ensured adherence to auditing standards, regulatory requirements, and company rules throughout the audit process.
- Remained informed about modifications in auditing standards and regulations to guarantee the precision and pertinence of audit operations.

6. Team Collaboration and Learning

- Engaged in tight cooperation with fellow members of the audit team, exchanging valuable insights and working together to address intricate difficulties.
- Participated in training sessions and workshops to augment my auditing proficiency and expertise.
- Benefitted from the supervision and direction provided by experienced auditors, which significantly enhanced my professional growth and development.

3.0 STRENGTHS & WEAKNESS OF TRAINING

Interning at a medium-sized auditing company provided a unique blend of opportunities and challenges that significantly shaped my professional development. This experience was crucial in bridging the gap between academic knowledge and practical application in the field of auditing. By navigating the dynamics of a medium-sized firm, I was able to gain invaluable insights and skills that will serve as a strong foundation for my future career. Below, I outline the key strengths and weaknesses of my internship experience.

Strengths

1. Comprehensive Learning Experience:

Interning at a medium-sized auditing company offered a holistic learning environment. Unlike larger firms where interns might be confined to specialized tasks, I was exposed to a variety of responsibilities. This allowed me to gain a well-rounded understanding of the auditing process, from initial client meetings to the finalization of audit reports. The diverse range of tasks helped me build a broad skill set, encompassing financial analysis, compliance checks, and report preparation.

2. Close Mentorship and Guidance:

In a medium-sized firm, the mentor-to-intern ratio is more favorable, allowing for closer supervision and more personalized guidance. I received direct mentorship from experienced auditors, which significantly accelerated my learning curve. Their willingness to share insights and provide constructive feedback helped me refine my technical skills and develop a deeper understanding of auditing principles.

3. Collaborative Work Environment:

The collaborative nature of a medium-sized firm fostered a strong sense of teamwork and camaraderie. I had the opportunity to work closely with colleagues from various departments, which enhanced my interpersonal and communication skills. Regular team meetings and collaborative projects allowed me to learn from different perspectives and build valuable professional relationships.

4. Real-World Application of Theoretical Knowledge:

The internship allowed me to apply theoretical concepts learned in university to real-world situations. Engaging in actual audits, analyzing financial statements, and ensuring regulatory compliance provided a practical context for my academic knowledge. This hands-on experience was invaluable in solidifying my understanding of auditing practices and principles.

5. Exposure to a Diverse Clientele:

Working at a medium-sized firm exposed me to a diverse range of clients from different industries. This variety enhanced my ability to adapt to different business environments and understand the unique challenges faced by various sectors. It also broadened my knowledge of industry-specific regulations and compliance requirements.

Weaknesses

1. Limited Resources:

One of the challenges of interning at a medium-sized auditing company is the limitation of resources compared to larger firms. There were instances where we faced constraints in terms of access to advanced auditing software, research tools, and specialized training programs. This sometimes required more manual effort and longer hours to complete tasks that could have been streamlined with better resources.

2. Higher Workload and Pressure:

Due to the smaller size of the firm, the workload can be relatively higher, and the pressure to meet deadlines more intense. There were times when I had to juggle multiple tasks simultaneously, which could be overwhelming. This high-pressure environment required strong time management skills and the ability to work efficiently under tight deadlines.

3. Limited Networking Opportunities:

While the close-knit environment of a medium-sized firm fosters strong internal relationships, it can also limit networking opportunities compared to larger firms. Large firms often have extensive networks and host numerous professional events, workshops, and conferences that provide broader networking possibilities. The limited exposure to industry events at a medium-sized firm meant fewer opportunities to connect with professionals outside the organization.

4. Fewer Specialization Opportunities:

In a medium-sized firm, the scope of work can be broader but less specialized. While this provides a well-rounded experience, it can also mean fewer opportunities to delve deeply into a specific area of interest within auditing. For those looking to specialize early in their careers, a medium-sized firm may not offer the same level of focused expertise as a larger firm with dedicated departments for various specializations.

5. Learning Curve and Adjustment Period:

Adapting to the varied responsibilities and the dynamic environment of a medium-sized firm required a significant adjustment period. The steep learning curve associated with handling diverse tasks and managing multiple projects simultaneously was challenging initially. However, overcoming these challenges ultimately contributed to my professional growth and resilience.

In conclusion, my internship at a medium-sized auditing company was a transformative experience that provided a comprehensive learning environment, close mentorship, and practical application of theoretical knowledge. Despite facing challenges such as limited resources and higher workload, the experience honed my technical skills, enhanced my adaptability, and prepared me for a successful career in auditing. The strengths of this internship far outweighed the weaknesses, making it a pivotal step in my professional development.

4.0 SELF-REFLECTION

Interning as an audit trainee at NWA, a medium-sized auditing company, has been a profoundly enriching experience that has significantly shaped my professional and personal growth. The supportive and collaborative work environment, coupled with the diverse opportunities offered, has allowed me to develop a robust foundation in auditing while also enhancing essential skills and professional qualities.

Professional Growth and Skill Development

1. Holistic Learning Experience:

One of the most valuable aspects of my internship was the comprehensive learning experience. At NWA, I was not confined to a narrow set of tasks. Instead, I was given the opportunity to engage in various stages of the audit process, from planning and risk assessment to executing audit procedures and finalizing reports. This exposure allowed me to apply theoretical knowledge to real-world scenarios, thereby solidifying my understanding of auditing principles and practices. Working on diverse tasks helped me develop a broad skill set, including financial analysis, compliance checks, and report preparation.

2. Mentorship and Guidance:

The close-knit environment of NWA provided ample opportunities for personalized mentorship and guidance. The experienced auditors at the firm were always willing to share their insights and provide constructive feedback. Their mentorship was instrumental in accelerating my learning curve and helping me refine my technical skills. The patient guidance and support from my mentors instilled in me a deeper understanding of the intricacies of auditing and the importance of maintaining high standards of accuracy and integrity in our work.

Personal Growth and Development

1. Enhanced Professional Qualities:

The internship experience helped me cultivate essential professional qualities such as integrity, responsibility, and self-confidence. Working in a medium-sized firm required a high level of accountability and attention to detail, as each team member's contributions directly impacted the success of the projects. This environment taught me the importance of maintaining ethical standards and taking ownership of my work.

2. Improved Time Management and Adaptability:

Balancing multiple tasks and meeting tight deadlines was a significant part of my internship. The dynamic nature of the work environment required strong time management skills and the ability to adapt quickly to changing priorities. This experience helped me develop resilience and the ability to work efficiently under pressure, which are crucial skills for a successful career in auditing.

3. Building Professional Relationships:

The supportive environment at NWA facilitated the building of meaningful professional relationships. Interacting with colleagues and clients on a regular basis enhanced my communication skills and taught me the importance of active listening and effective collaboration. These relationships have been invaluable in providing support, feedback, and opportunities for continued learning and growth.

As I reflect on my time as an audit trainee at NWA, I am appreciative of the firm's collaborative work culture, close mentorship, and comprehensive learning environment. I was able to acquire an in-depth understanding of the auditing process and participate in a wide variety of tasks as a result of the company's medium-sized size. This internship has not only provided me with the necessary technical skills, but it has also imparted in me the professional qualities and resilience necessary for a successful career in auditing. My experience at NWA was a critical milestone in my professional development, as the advantages far outweighed any obstacles.

SECTION B

The Evolving Landscape of Auditing: Audit Software vs. Manual Processes

By Nur Emyza Zakariah

The field of accounting is currently going through a period of profound change that is being pushed by the development of new technologies. In particular, medium-sized auditing firms are confronted with a crucial choice: whether to continue using manual techniques that have been used for a long time or to adopt modern audit software. These decisions have a direct bearing on the effectiveness, precision, and overall quality of the auditing services that they provide. This report will conduct an in-depth analysis of the situation at hand, wherein it will investigate the problems, extent, and severity of the issue, as well as identify the most important difficulties and provide specific solutions, all of which will be supported by relevant sources.

1.0 ISSUES AND PROBLEM STATEMENT

Diagnosis of the issue

The discipline of accounting is undergoing a considerable digital transition at the moment, and medium-sized audit firms are already approaching a critical point in their operations. Traditional manual procedures, despite their widespread use, necessitate the repetitive physical manipulation of documents, the manual entry of data, which is prone to errors, and the challenging authorization of financial statements. This tried-and-true approach is not capable of meeting the ever-increasing requirements of the modern-day business environment.

Audit software, on the other hand, offers a revolutionary answer to the problem. By automating monotonous and repetitive activities, which generally waste a considerable amount of valuable auditor time, audit software increases productivity. This is accomplished by automating certain processes. Imagine a situation in which machines are able to handle data entry without making any mistakes, thus enabling auditors to focus on more advanced analysis and decision-making. However, the benefits extend far beyond only reducing the amount of time spent. Audit software in the present day gives auditors superior data analysis skills, which enables them to comprehensively review financial data and detect latent patterns or abnormalities that may go missed by humans. This was not possible in the past. This results in an audit that is more comprehensive and perceptive, which opens the door to the possibility of discovering important dangers or opportunities that might have been missed in the absence of this audit.

It is important to note that the decision to implement audit software is not without its share of complexities. There are a variety of challenges that are typically faced by medium-sized businesses. There are a number of factors that require careful consideration, including limitations on resources and finances, as well as the need to make adjustments to existing procedures. When it comes to making a decision that will have a significant impact on the future of these companies, it is necessary to find a way to strike a balance between the ease of use of traditional manual methods and the capabilities of audit software that can completely change the game.

Scope and seriousness : Beyond Effectiveness

The consequences of selecting between manual processes and audit software extend much beyond the enhancement of productivity. For audit organizations of moderate size, this choice has significant and wide-ranging implications that directly affect the fundamental aspects of their operations.

First and foremost, the capacity to provide audits that are both punctual and precise is of utmost importance. Modern clients have high expectations for prompt and precise outcomes. Traditional procedures, which rely on human effort and are liable to mistakes and delays, face difficulties in meeting these increasing demands. On the other hand, audit software, with its automated functions and improved precision, enables organizations to conduct high-quality audits within shorter timeframes, promoting stronger client relationships and confidence.

Furthermore, the continuously changing regulatory environment poses a persistent difficulty for audit businesses. Adhering to an intricate network of evolving norms and standards can be a challenging endeavor when relying on manual techniques. However, audit software has the potential to significantly alter the situation. By integrating automated compliance checks and granting access to current regulatory information, software can effectively mitigate the risk of non-compliance and the consequent legal and financial penalties.

Indeed, the accounting sector is characterized by intense competition among its participants. Companies who do not adopt technological improvements are at risk of lagging behind their competitors. Audit software, due to its efficiency and accuracy advantages, can serve as a potent instrument for distinguishing oneself. Medium-sized enterprises can enhance their

market position and attract new clients by providing a more complete and intelligent audit service.

The choice to use audit software is not only a matter of convenience; it is a strategic investment in the firm's future. Medium-sized audit firms can achieve a higher degree of efficiency, accuracy, and compliance by using technology, which will contribute to their long-term success in an industry that is continually changing.

2.0 DISCUSSION

There are a myriad of obstacles that restrict the ability of medium-sized audit firms to compete in the modern business landscape. These obstacles include the fact that they stay faithful to traditional manual methods. Among the most serious problems is the sheer amount of time that is required to complete jobs that are performed manually. The processes of data entry, cross-checking, and verification, which are all essential procedures in an audit, are inherently labor-intensive and prone to errors caused by human intervention. This inefficiency results in audit cycles that are drawn out, which in turn causes delays that can have an unfavorable influence on both the clients' level of satisfaction and the company's ability to take on new projects. Furthermore, the International Auditing and Assurance Standards Board (IAASB) emphasizes the inherent labor-intensiveness and time-consuming character of manual audits (IAASB, 2020). This concern is reaffirmed by the IAASB.

In addition, manual operations are vulnerable to a persistent risk, which is the possibility of human error. There is the potential for significant consequences to result from errors in data entry, wrong computations, and oversights. The research that DeFond and Zhang conducted on archival auditing highlights the enormous influence that human error in manual operations can have on the trustworthiness of audit results (DeFond & Zhang, 2014). The veracity of the company's financial reporting may be jeopardized as a result of these errors, which may result in considerable financial and reputational damage for the company.

In addition to difficulties regarding efficiency and accuracy, manual processes fail to offer the sophisticated data analysis capabilities that are essential in the increasingly data-driven world of today. Auditors have a limited capacity to analyze huge amounts of data in a timely and efficient manner, which hinders their ability to recognise complex structures or anomalies that may indicate the presence of possible problems. Because of this constraint, they are unable to make decisions based on accurate information and to carry out audits that are truly comprehensive. KPMG's paper on the future of auditing highlights the significance of advanced data analytics in

contemporary auditing, which is a capability that manual methods just are unable to deliver (KPMG, 2017).

Even while guaranteeing compliance with ever-evolving regulatory standards is a task that all audit businesses encounter on a regular basis, medium-sized firms that rely on manual processes have an even more difficult uphill battle. The effort of keeping up with ever-evolving norms and standards is a challenging one, and the use of manual processes makes it additional challenging to remain current. The likelihood of non-compliance, which can result in both financial and legal consequences, is increased as a result of this. PwC, which stands for PricewaterhouseCoopers, recognises the growing significance of technology in maintaining regulatory compliance. The company emphasizes the importance that audit software can play in assisting businesses in being current with the latest standards (PwC, 2020).

The initial investment in audit software should be considered as a strategic move towards long-term benefits, despite the fact that cost can be a barrier to entrance. The International Auditing and Assurance Standards Board (IAASB) recognises that audit software comes with significant initial expenses, but it emphasizes that these costs can be exceeded by the long-term gains in efficiency, accuracy, and compliance (IAASB, 2020). It is possible for medium-sized audit companies to transcend the constraints of manual processes and position themselves for success in the highly competitive world of accounting if they use audit software and take advantage of its sophisticated features.

3.0 RECOMMENDATION

When making the decision to implement audit software, it is not as simple as buying new software to replace the old one. Through the use of a balanced strategy, medium-sized audit firms have the ability to optimize their operations and free themselves from the limitations of technology. The capabilities of both manual processes and audit software are utilized in this method, which was developed to maximize efficiency.

Processes that are carried out manually provide the benefit of human judgment and flexibility, which are essential for managing audit scenarios that are both complicated and unique. On the other hand, audit software is particularly effective at automating operations that are both routine and data-intensive. Companies are able to achieve a degree of efficiency and accuracy that would be hard to accomplish with one of these methods on its own due to the strategic combination of these tactics.

On the other hand, the high initial expenditures that are connected with audit software can be a considerable obstacle for large and medium-sized businesses. For the purpose of overcoming this obstacle, it is advisable to take a phased implementation method. Companies have the ability to prioritize automating the tasks that need the most time and are prone to errors. With this tailored strategy, instant benefits are provided in the form of greater efficiency and a decreased risk of errors. Having the opportunity to observe these early victories can be quite helpful in gaining internal support for more investments in audit software.

The technological landscape is one that is always changing, and businesses that are successful will be those that are willing to engage in ongoing education. It is highly important to make investments in training and development programmes for staff members. In order for auditors to make successful use of audit software, it is of the utmost importance to provide them with the knowledge and skills they need. The report that Deloitte compiled on the subject of the role that technology plays in auditing emphasizes the significance of training and development, drawing attention to the function that it plays in ensuring a seamless transition to new technologies [1]. Staff members are given the ability to adapt to new workflows and enhance the potential of audit software through the implementation of comprehensive training programmes and continuing assistance.

In conclusion, a proactive approach is necessary in order to maintain compliance and competitiveness in a sector that is undergoing rapid change. In order to ensure that their audit procedures and audit software are kept up to date, companies should establish a strategy for conducting regular reviews and updates. This guarantees that internal processes continue to be optimized and make use of the most recent technological breakthroughs for maximum efficiency. The need of maintaining a current knowledge of ever-changing norms and standards cannot be overstated. It is possible for medium-sized audit companies to position themselves for long-term success in the dynamic world of accounting by constantly assessing and updating their systems.

4.0 CONCLUSION

The decision between manual procedures and audit software for medium-sized audit firms is not a strictly binary one. This situation requires a careful and sophisticated approach due to its importance and complexity. Although manual procedures provide a thorough understanding of financial complexities and the adaptability to handle complex situations, they are bound by inefficiency and the inherent dangers of human mistakes. On the other hand, using audit software brings about significant improvements in efficiency and accuracy. However, its implementation requires a considerable initial investment and may involve overcoming technical challenges.

A balanced approach is the key to success. By strategically integrating the advantages of both approaches, medium-sized audit companies can enhance their capabilities to unprecedented levels. By utilizing automation for repetitive operations, auditors are able to dedicate their attention to the complex assessments necessary for complicated audits. This collaboration promotes a more thorough and perceptive audit service, ultimately advantageous to both the company and its clients.

Nevertheless, successfully navigating this process of technological advancement requires a well-considered and strategic plan. By adopting a staged implementation approach, companies may strategically prioritize the automation of processes that are both time-consuming and prone to errors. This method allows them to achieve early successes, which effectively showcase the advantages of using audit software. By investing in staff training and development, auditors are equipped with the necessary skills to properly utilize new tools, thereby maximizing their potential. Ultimately, implementing a culture that prioritizes ongoing learning through frequent evaluation and upgrades guarantees that both audit procedures and the software maintain optimal performance and compliance with constantly changing rules.

Medium-sized firms can overcome the challenges they face by adopting technological developments while yet maintaining the essential human element of audits. This strategic shift positions them not just to survive, but to thrive in the rapidly changing landscape of the accounting industry. They can solidify their reputation as reliable and efficient partners, ensuring long-term success and a competitive edge in the years to come.

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APPENDICES



My attire for the day of reporting.



Intern students utilize physical punch cards for attendance tracking, but permanent employees utilize the MySyarikat system for clocking in and clocking out.

CUTI UMUM 2024

BIL	TARIKH	HARI	PERISTIWA
1	1 Januari	Isnin	Tahun Baru
2	25 Januari	Khamis	Hari Thaipusam
3	1 Februari	Khamis	Hari Wilayah Persekutuan*
4	12 Februari	Isnin	Tahun Baru Cina
5	28 Mac	Rabu	Hari Nuzul Al-Quran
6	10 April	Khamis	Hari Raya Aidilfitri
7	11 April	Khamis	Hari Raya Aidilfitri
8	12 April	Jumaat	Hari Raya Aidilfitri
9	1 Mei	Rabu	Hari Pekerja
10	22 Mei	Rabu	Hari Wesak
11	3 Jun	Isnin	Hari Keputeraan YDP Agong
12	17 Jun	Isnin	Hari Raya Haji
13	8 Julai	Isnin	Awal Muharam
14	16 September	Isnin	Hari Malaysia & Maulidur Rasul
15	31 Oktober	Khamis	Deepavali
16	11 Disember	Rabu	Hari Keputeraan Sultan Selangor**
17	25 Disember	Rabu	Hari Krismas

* Bagi cawangan Wangsa Maju sahaja
 ** Bagi cawangan Kajang sahaja

Maklumat Pihak pengurusan mengambil semasa Cuti Umum minimum (11) hari yang termaktub di dalam Akta Pekerja 1955 dan menambah beberapa Cuti Umum tambahan seperti yang dinyatakan di atas. Maka sebarang cuti yang dinyatakan di bawah Seksyen 8 & Seksyen 9 adalah tidak akan terpakai melainkan adanya pengumuman rasmi dari pihak pengurusan syarikat.

Mohamed Najib Bin Abd Wahab
 Pengarah Urusan

List of public holidays granted to workers and industrial training students by NWA.

Generate a working paper and an audit report by employing a manual approach utilizing the provided Excel template.

NAJIB WAHAB & ASSOCIATES
[Company No. NF1572]
Leave Application Form

Name: MUR EMYZA ZAKARIAH Contact No.: 012-349 1072
Position: INTERN - AUDIT

Type of leave	Total Annual Leave	Total Leave Taken	Balance Annual Leave
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Emergency * <input type="checkbox"/> Compassionate <input type="checkbox"/> Medical <input type="checkbox"/> Maternity <input type="checkbox"/> Unpaid * <input type="checkbox"/> Others *			

I would like to apply for 2 day(s) leave on 30/05/2024 until 31/05/2024.
* My reason(s) for taking leave is because FAMILY VACATION

[Signature]
Applicant's Signature
Date: 28/05/2024

NAJIB WAHAB & ASSOCIATES
[Company No. NF1572]

Leave Application (Approved/ Not Approved)

.....
EN MOHAMED NAJIB BIN ABD WAHAB
Managing Director

Balance Annual Leave: _____ day(s)

Submit an application for leave due to a family vacation.



First-time gathering to break the fast with fellow office employees.



I received raya money and a few raya pastries to commemorate Hari Raya that weekend.



These memories demonstrate the collaborative efforts of all employees and intern students, including the boss, to produce a content that was highly anticipated at the time, known as Raya Sama Sama.



Celebrate each employee's birthday always, including those of interns.



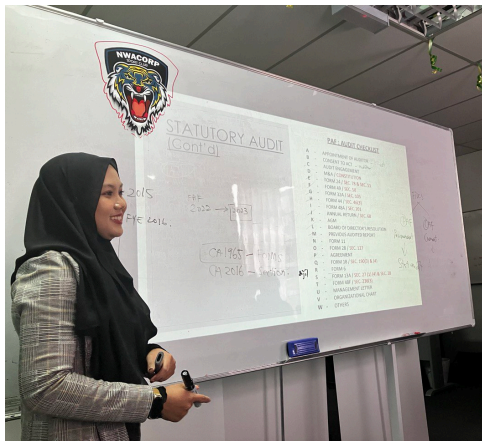
A group of staff members and intern students celebrating birthdays in June and July alongside the Boss.



A memory that I will never be able to forget. My boss presented me with a birthday gift, and I was welcomed to a meal at Koffie Lane with other colleagues.



Memories that the firm spent all employees, including interns, breaking the fast together at the Park Inn by Radisson Putrajaya Hotel.



The firm offers training seminars to intern students.

Has been assigned the responsibility of organizing an official company event to foster bonding.



Photographing together to celebrate Raya at the Wangsa Maju branch.



Capturing a group photo following the staff and intern badminton and futsal tournament.



As representatives of the interns, I would like to convey our heartfelt appreciation for this remarkable internship opportunity. I have acquired a wealth of knowledge from each and every one of you, encompassing not only the complexity of our sector, but also the principles of professionalism and cooperation. I will forever treasure the memories we created in this place. Thank you for everything!