



UNIVERSITI
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Cawangan Melaka

**UNIVERSITI TEKNOLOGI MARA CAMPUS BANDARAYA
MELAKA**

**FACULTY OF BUSINESS AND MANAGEMENT BACHELOR
OF BUSINESS ADMINISTRATION (HONS) FINANCE**

INDUSTRIAL TRAINING REPORT AT AA ASSOCIATES CHARTERED ACCOUNTANT

3 MARCH - 15 AUGUST 2025



AA ASSOCIATE

**Chartered Accountants
Approved Tax Agents**

Prepared by :

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Tarikh :17/07/2025.....

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EXECUTIVE SUMMARY

This report provides a detailed overview of my internship at AA Associates Chartered Accountants, based in Melaka, attached to the Administration Department. The objectives of the internship were to gain practical experience in the administrative operations of a professional accounting firm, and to utilize the theory I had learned during my studies.

The report begins by introducing AA Associates, a brief background, vision, mission and main areas of service in the accounting and financial consulting areas. AA Associates is a well-known chartered accounting firm in Malaysia and provides a range of services in auditing, taxation, accounting, and advisory services. The firm's structured and professional working environment provided me with a great place to see and participate in the inter-operational processes of a real-world work environment. During the time that I spent with AA Associates, I performed various tasks in line with office administration, including dealing with incoming and outgoing correspondence, managing important documents, recording stock and inventory, and assisting HR related administrative clerical tasks such as scanning and sorting income tax forms for clients, while having the opportunity to help other areas of the business where needed. I found it beneficial for developing key administrative skills that relate to being detail orientated, time management, handling data, and liaising with departmental interactions.

I also got to see how administrative processes enhance a company's efficiency, effectiveness, and professionalism. Being able to interact with employees and supervisors, both in formal and informal settings, helped me develop my communication and collaborative skills in a professional work environment. In this report, I discuss some of the challenges I faced, such as travel to an unfamiliar place, learning administrative software systems, and multitasking under strict timelines. However, with the support and guidance of Ms. Nursaadah binti Zamri, my supervisor, I was able to rise above these challenges and improve my technical skills and interpersonal skills.

In closing, this internship has been a very rewarding experience that has contributed to my understanding of office administration in an accounting firm. It has enhanced my practical knowledge and built my confidence and readiness now to join the working world.

ACKNOWLEDEMENT

In the name of Allah, the most Beneficent and the most Merciful. Praise is to Allah, the Lord of the worlds and blessing and peace be upon his Messenger. First and foremost, I am truly indebted to Allah for giving me the strength, patience, and tenacity to carry on with the completion of the report of this industrial training. It is a delightful prerequisite for good excellence degree award. Along the way of this journey, I received important guidance and support from many people, without whom I would not have been able to finalize anything at all. It is therefore with lots of happiness and sincere gratitude that I would like to acknowledge them here.

Firstly, I would like to convey my most sincere thanks to my devoted internship supervisor, Ms. Nursaadah binti Zamri, for granting me her continuous support, precious guidance, and motivating inspiration throughout my industrial training. Her valuable input and constructive comments contributed considerably to my report and learning experience alike. I wish to express my utmost gratitude to AA Associates Chartered Accountants, Melaka, for enabling me to pursue my internship with such an esteemed organization. I am truly thankful to everyone in the team for their gracious welcomes, professional support, and the access provided, which was so valuable during my time there. It has provided considerable value in improving my practical knowledge within the accounting field, and professionalism.

I also want to express my gratitude to all of my AA Associates coworkers who supported me in a variety of ways by offering counsel and insight based on their personal experiences. Their support and collaboration throughout made sure that my educational experiences at AA Associates were enjoyable and valuable. Lastly, I want to express my gratitude to my family and friends for their unwavering support and encouragement, which has been a major source of inspiration and motivation for me throughout my internship. The experience has been invaluable, and the knowledge and abilities I have acquired will be very helpful in my future financial profession..

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