

UM: COMPANY APPLICATION FOR INTERNSHIP PLACEMENT

1. Company Name: Muhammad Anees & Company
2. Address: Head Quarters
NO. 58 - 6 - 1, FORTUNE HEIGHTS, CANTONMENT ROAD,
10250 PENANG.

Branch

A2 - 23 - 3, SOHO SUITES @ KLCC, 20 JALAN PERAK,
50450 KUALA LUMPUR.

3. Student Requirements: Accounting, Finance, Business background or any related field.

Job Description: Business / Finance:

- Perform basic bookkeeping and record keeping duties.
- Setup & manage of meeting room.
- Handling queries and complaints via phone, email and general correspondence.
- Greet clients, visitors, and guests as they enter into office.
- Schedule, reschedule and cancel appointments.
- Perform data entry and filing activities.
- Provide information regarding products or services of the company.
- Performing ad-hoc administration duties and any assignment given from time to time.

Job Description: Account / Tax Assistant:

- Organize and manage all tax reports, statements and documents
- Preparation and filing tax returns for companies, partnerships and individual.
- Assist in handling tax related matters, eg. tax audit, liaison with Inland Revenue Board (IRB) etc.
- Any other duties as and when assigned from time to time.
- Prepare Company's Full Set of Accounting Documents.
- Bookkeeping (Claims and Filing).
- Generate day to day transaction and monthly report.
- Propose adjusting journal entries and discuss audit findings with clients.
- Identify and communicate accounting and auditing matters to seniors and managers.
- Document audit procedures and cross-reference work papers.
- Create management representation letter comments and recommendations and draft audit reports for management review.

4. Minimum of internship length: 3 months, lesser than that could be considered.
5. Allowance: starting at RM500, will increase from time to time based on performance.
6. Contact email: bc.mac.acct@gmail.com
7. Contact number: 03 - 2181 7867