

INTERNSHIP LOGBOOK

Week 1

Objectives	Activities	Achievements
Monday (23/9/2024)		
<ul style="list-style-type: none">Familiarize with the internal auditing process, policies and procedures.Understand the role of IT auditing in ensuring data security and compliance with regulations	<ul style="list-style-type: none">Met and introduced to each staff member.Learned basic auditing concepts.Spent time reading through the department's policies and procedures, focusing on internal auditing process.	<ul style="list-style-type: none">Gained an understanding of the department's structure and began learning the fundamentals of IT auditing.
Tuesday (24/9/2024)		
<ul style="list-style-type: none">Learn auditing process.Learn about GIT procedures in project management and system development.	<ul style="list-style-type: none">Observed ongoing IT audits to see real-world applications of auditing concepts.Read documentation on GIT workflows and their application in project management and system development and to understand the risk and controls involved.	<ul style="list-style-type: none">Developed initial insights into the importance of IT audits in safeguarding information and supporting organizational goals.Acquired the knowledge in the expected controls on the GIT process, preparing for future project management tasks and improving team collaboration.
Wednesday (25/9/2024)		
<ul style="list-style-type: none">Conduct data analysis and write a working paper based on the audit test objectives.Plan for the integration of external company data into the Copilot database to enable AI-assisted search functionality. This is an initiative to improve the efficiency of the Technology Audit to identify the requirements for the audits.	<ul style="list-style-type: none">Started performing the data analysis and record all the activities in the working paper.Joined the department's call tree session, which plays a crucial role in disaster recovery plans.Received a task to analyze external company data for integration into the Copilot database for AI searches. If feasible, this task will be escalated to a project.	<ul style="list-style-type: none">Completed the initial draft of the working paper, outlining the data analysis findings.Gained insights into the requirements for integrating external data into the Copilot database, setting the stage for future project development.Enhanced understanding of the business continuity management through participation in the call tree testing session.
Thursday (26/9/2024)		

<ul style="list-style-type: none">• Support audit activities by performing the test objectives as assigned.• Research integration methods to enhance data utilization across platforms.	<ul style="list-style-type: none">• Assist with an ongoing audit by completing the working paper assigned.• Focused on refining the task plan by researching the methodologies of how external data can be integrated into Copilot.• Identify what software requires administrative access to run certain functions and manage user permissions.	<ul style="list-style-type: none">• Actively contributed to the ongoing audit, aiding in the assessment performed in the working papers to conclude on the compliance of the practices performed by auditee.• Prepared for potential enhancements in Copilot integration, pending further discussions with supervisor.
Friday (27/9/2024)		
<ul style="list-style-type: none">• Support the audit process to ensure thorough documentation and compliance.• Advance the integration of external data into Copilot to enhance data accessibility and utilization.	<ul style="list-style-type: none">• Assisted with standard audit tasks, including collecting and organizing documentation, ensuring all necessary files were accounted for, and preparing summaries of key findings for review.• Continued refining the task plan aimed at integrating external data into Copilot, focusing on actionable steps and methodologies.	<ul style="list-style-type: none">• Successfully organized and documented audit materials, contributing to a clearer understanding of key findings and areas for improvement.• Made significant progress in refining the integration task plan for Copilot, preparing for upcoming discussions and potential implementation steps.

Week 2

Objectives	Activities	Achievements
Monday (30/9/2024)		
<ul style="list-style-type: none"> Ensure compliance with audit standards and procedures to maintain data integrity and security. Identify discrepancies in records to support the accuracy of the audit process. 	<ul style="list-style-type: none"> Assisted with ongoing audit work, focusing on reviewing key documents and ensuring compliance with established procedures. Cross-checked records against audit guidelines to identify any discrepancies. 	<ul style="list-style-type: none"> Contributed to the audit process by thoroughly reviewing key documents, ensuring alignment with compliance standards and enhancing the overall quality of the audit. Successfully identified discrepancies in records through diligent cross-checking, facilitating necessary corrections and reinforcing the integrity of the audit findings.
Tuesday (1/10/2024)		
<ul style="list-style-type: none"> Gain exposure to disaster recovery protocols and cybersecurity practices to improve organizational resilience and awareness. Support the audit process through thorough data analysis and verification of digital records. 	<ul style="list-style-type: none"> Attended a briefing on disaster recovery testing for 2024, focusing on IT systems and data integrity. Designed a template for a poster/flyer aimed at promoting cyber incident awareness, outlining essential security practices for digital environments. 	<ul style="list-style-type: none"> Acquired critical knowledge from the disaster recovery briefing, contributing to the understanding of IT resilience and recovery strategies. Developed a targeted template for cyber incident awareness, intended to educate user on key security measures in the digital landscape.
Wednesday (2/10/2024)		
<ul style="list-style-type: none"> Ensure the accuracy and completeness of documentation to support audit compliance and data integrity. 	<ul style="list-style-type: none"> Conducted a thorough review of documents related to the audit, checking for accuracy, completeness, and adherence to established standards. 	<ul style="list-style-type: none"> Successfully identified and corrected discrepancies in documentation, ensuring compliance with audit requirements and enhancing overall data quality.
Thursday (3/10/2024)		
<ul style="list-style-type: none"> Enhance practical understanding of disaster recovery procedures to ensure effective 	<ul style="list-style-type: none"> Attended the disaster recovery testing at the Strateq Data Centre, observing how the team executed recovery procedures and ensured 	<ul style="list-style-type: none"> Gained hands-on experience and insights into disaster recovery procedures, contributing to a better

implementation during critical situations. <ul style="list-style-type: none">• Evaluate the effectiveness of recovery strategies and staff preparedness to improve organizational	system continuity. The objective of the testing was to assess the functionality and effectiveness of the recovery strategies, staff preparedness, and other recovery resources.	understanding of real-world application and effectiveness. <ul style="list-style-type: none">• Identified strengths and areas for improvement in recovery strategies and team readiness, providing valuable feedback for future enhancements.
Friday (4/10/2024)		
<ul style="list-style-type: none">• Support the audit process to ensure thorough documentation and compliance.• Advance the integration of external data into Copilot to enhance data accessibility and utilization.	<ul style="list-style-type: none">• Assisted with standard audit tasks, including collecting and organizing documentation, ensuring all necessary files were accounted for, and preparing summaries of key findings for review.• Continued refining the task plan aimed at integrating external data into Copilot, focusing on actionable steps and methodologies.	<ul style="list-style-type: none">• Successfully organized and documented audit materials, contributing to a clearer understanding of key findings and areas for improvement.• Made significant progress in refining the integration task plan for Copilot, preparing for upcoming discussions and potential implementation steps.

Week 3

Objectives	Activities	Achievements
Monday (7/10/2024)		
<ul style="list-style-type: none">Support the audit process to ensure thorough documentation and compliance.	<ul style="list-style-type: none">Assisted with standard audit tasks, including collecting and organizing documentation, ensuring all necessary files were accounted for, and preparing summaries of key findings for review.	<ul style="list-style-type: none">Successfully organized and documented audit materials, contributing to a clearer understanding of key findings and areas for improvement.
Tuesday (8/10/2024)		
<ul style="list-style-type: none">Participate in a sustainability awareness game to enhance knowledge and engagement in sustainable practices.	<ul style="list-style-type: none">Join a workshop where participants can brainstorm and develop practical solutions for local sustainability challenges.Engage in a trivia game focused on sustainability topics, covering areas like climate change, renewable energy, waste management, and conservation.	<ul style="list-style-type: none">Enhanced knowledge of sustainability issues and best practices through active participation in the workshop and game.
Wednesday (9/10/2024)		
<ul style="list-style-type: none">Conduct an audit rating simulation to assess the effectiveness of internal controls and identify areas for improvement.	<ul style="list-style-type: none">Reviewed audit standards and guidelines relevant to the simulation.Gathered necessary documentation, including previous audit reports, internal control assessments, and relevant policies.	<ul style="list-style-type: none">Successfully completed the audit rating simulation within the scheduled timeframe.
Thursday (10/10/2024)		
<ul style="list-style-type: none">Gain insights into the latest technological advancements and digital progress impacting the community.	<ul style="list-style-type: none">Listen to a talk by a guest speaker discussing recent developments in technology, including digital tools and platforms that enhance community engagement and improve local services.	<ul style="list-style-type: none">Gained valuable knowledge about current technology trends and their potential applications.Gained awareness of emerging digital tools and strategies that can enhance operational efficiency.
Friday (11/10/2024)		

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<ul style="list-style-type: none">• Enhance data analysis capabilities to improve audit reporting accuracy and efficiency.	<ul style="list-style-type: none">• Utilized Excel to create advanced data analysis tools, including pivot tables and dashboards, to visualize audit metrics and findings.	<ul style="list-style-type: none">• Facilitated more accurate trend analysis, enabling the team to identify potential compliance issues earlier and proactively address them.
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Week 4

Objectives	Activities	Achievements
Monday (14/10/2024)		
<ul style="list-style-type: none">Support the audit process to ensure thorough documentation and compliance.	<ul style="list-style-type: none">Assisted with standard audit tasks, including collecting and organizing documentation, ensuring all necessary files were accounted for, and preparing summaries of key findings for review.	<ul style="list-style-type: none">Successfully organized and documented audit materials, contributing to a clearer understanding of key findings and areas for improvement.
Tuesday (15/10/2024)		
<ul style="list-style-type: none">Ensure compliance with audit standards and procedures to maintain data integrity and security.	<ul style="list-style-type: none">Assisted with audit work, focusing on reviewing key documents and ensuring compliance with established procedures.	<ul style="list-style-type: none">Contributed to the audit process by thoroughly reviewing key documents, ensuring alignment with compliance standards and enhancing the overall quality of the audit.
Wednesday (16/10/2024)		
<ul style="list-style-type: none">Participate as a team member in the preliminary audit process, focusing on risk assessment, budget considerations, and scoping the audit	<ul style="list-style-type: none">Participate in discussions regarding the budget for the audit, helping to allocate resources effectively and ensure that financial constraints are considered.Work with the team to outline the scope of the audit, including objectives, key areas of focus, and timelines.	<ul style="list-style-type: none">Gained hands-on experience in the preliminary audit process, contributing to the identification of risks, budget planning, and scoping the audit, while enhancing teamwork and communication skills.
Thursday (17/10/2024)		
<ul style="list-style-type: none">Create a comprehensive appendix that outlines the objectives and achievements related to the documentation deliverables for the project.	<ul style="list-style-type: none">Drafted the appendix, detailing the project key activities undertaken during the documentation process and the achievements, ensuring clarity and providing a reference for stakeholders.	<ul style="list-style-type: none">Successfully completed the appendix, which enhances the overall documentation quality and serves as a valuable resource for stakeholders.
Friday (18/10/2024)		

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<ul style="list-style-type: none">• Assist in preparing for the documentation needed for the audit before issuing the email to GIT.	<ul style="list-style-type: none">• Collaborate with team members to compile a list of necessary documents and clarify any specifics needed from the IT department.	<ul style="list-style-type: none">• Contributed to the efficient progress of the audit preparation by organizing document requirements.
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Week 5

Objectives	Activities	Achievements
Monday (21/10/2024)		
<ul style="list-style-type: none">• Prepare to implement Audit Command Language (ACL) in future auditing tasks.	<ul style="list-style-type: none">• Identify key features of ACL that will be beneficial for data analysis.• Install ACL software and configure initial settings for optimal use.	<ul style="list-style-type: none">• Completed the installation of ACL and explored its basic functions, enabling a smoother transition into using the software for upcoming audit projects.
Tuesday (22/10/2024)		
<ul style="list-style-type: none">• Begin learning Audit Command Language (ACL) and its applications in data analysis and auditing.	<ul style="list-style-type: none">• Enroll in a beginner's course or watch tutorial videos that cover the basics of ACL, including syntax, functions, and how to analyze data using the language.	<ul style="list-style-type: none">• Established a foundational understanding of Audit Command Language and gained practical skills in data analysis through interactive learning and exercises.
Wednesday (23/10/2024)		
<ul style="list-style-type: none">• Apply Audit Command Language (ACL) to real-world auditing scenarios.	<ul style="list-style-type: none">• Practiced using ACL to analyze sample datasets, focusing on data validation and anomaly detection.• Completed exercises that involved filtering data and generating reports.	<ul style="list-style-type: none">• Successfully identified potential data inconsistencies and gained confidence in using ACL for data analysis in auditing tasks.
Thursday (24/10/2024)		
<ul style="list-style-type: none">• Assist in drafting the audit report focused on detailed audit findings and areas for improvement.	<ul style="list-style-type: none">• Drafted specific sections of the report detailing findings related to risk management and control processes.	<ul style="list-style-type: none">• Successfully completed a comprehensive draft of the audit report, capturing critical findings and actionable recommendations.
Friday (25/10/2024)		
<ul style="list-style-type: none">• Align all project stakeholders on the scope and objectives of the project.• Establish a clear plan for the development phases.	<ul style="list-style-type: none">• Finalize project scope and objectives with stakeholders.• Develop the initial project timeline and milestones.• Define roles and responsibilities for team members.	<ul style="list-style-type: none">• Defined and agreed upon project scope, objectives, and key deliverables.• Milestones and key deadlines have been set, allowing for better tracking and accountability.

Week 6

Objectives	Activities	Achievements
Monday (28/10/2024)		
<ul style="list-style-type: none"> Write, refine and document the IT Change Management procedure that aligns with industry best practices. 	<ul style="list-style-type: none"> Developed and structured key steps of the IT Change Management procedure by integrating best practices from ISO 27001, COBIT, and ITIL 4. 	<ul style="list-style-type: none"> Successfully completed a comprehensive draft of the IT Change Management procedure.
Tuesday (29/10/2024)		
<ul style="list-style-type: none"> Finalize and complete Chapter 1 of the internship project report. 	<ul style="list-style-type: none"> Were given time by supervisor to focus on completing Chapter 1 of the internship report. The task done are as below: <ul style="list-style-type: none"> Collect detailed information about the company's core activities. Obtain data about the company's staffing levels, including the total number of employees and a breakdown of key departments. Compile details on the organizational hierarchy, from top management to individual staff roles. 	<ul style="list-style-type: none"> Successfully completed the organizational structure sections of Chapter 1.
Wednesday (30/10/2024)		
<ul style="list-style-type: none"> Finalize and complete Chapter 1 of the internship project report. 	<ul style="list-style-type: none"> Were given time by supervisor to focus on completing Chapter 1 of the internship report. The task done is as below: <ul style="list-style-type: none"> Create a Gantt chart representing the training program timeline, outlining key milestones and activities. 	<ul style="list-style-type: none"> Completed the first chapter of the internship report, which includes a thorough introduction to the company, its core business, organizational structure, staff details, and the planned internship training program. The content has been organized and structured in a clear and concise manner.
Thursday (31/10/2024)		

----- DEEPAVALI -----

Friday (1/11/2024)

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| <ul style="list-style-type: none">• Understand the principles and concepts behind Computer-Assisted Audit Techniques (CAAT).• Learn about different CAAT tools and their application in audit processes. | <ul style="list-style-type: none">• Study introductory materials on CAAT, focusing on its role in modern auditing.• Review the key components of CAAT, such as data extraction, analysis, and reporting.• Learn about different CAAT tools such as IDEA (Interactive Data Extraction and Analysis), ACL (Audit Command Language), and Excel-based auditing tools. | <ul style="list-style-type: none">• Developed a foundational understanding of CAAT and its applications in audit processes.• Able to explain the main functionalities and advantages of using CAAT in audits, such as anomaly detection and data validation. |
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Week 7

Objectives	Activities	Achievements
Monday (4/11/2024)		
----- MEDICAL LEAVE -----		
Tuesday (5/11/2024)		
----- MEDICAL LEAVE -----		
Wednesday (6/11/2024)		
----- MEDICAL LEAVE -----		
Thursday (7/11/2024)		
----- MEDICAL LEAVE -----		
Friday (8/11/2024)		
<ul style="list-style-type: none">• Extract and organize unstructured or semi-structured data from a PDF document using ACL for further audit analysis.	<ul style="list-style-type: none">• Preprocessing the unstructured data.• Cleaning and categorizing the extracted data.• Grouping and summarizing the data.• Verifying the integrity of the processed data before reporting.	<ul style="list-style-type: none">• Preprocessing the unstructured data.• Cleaning and categorizing the extracted data.• Grouping and summarizing the data.• Verifying the integrity of the processed data before reporting.

Week 8

Objectives	Activities	Achievements
Monday (11/11/2024)		
<ul style="list-style-type: none"> To familiarize myself with the organization's structure, vision, culture, and values as part of the In Service Programme (INSPRO). This session aimed to enhance my understanding of the organization's subsidiaries, processes, and the roles of various departments. 	<ul style="list-style-type: none"> Attended the INSPRO training, which provided a comprehensive overview of the organization's mission, subsidiaries, and internal processes. Attended a talk covering important compliance topics such as Anti-Money Laundering (AML), Anti-Bribery & Corruption, and OSHE regulations. 	<ul style="list-style-type: none"> Gained a clear understanding of the organization's structure, values, and vision, which will help guide my work and integration within the company. Improved my knowledge of compliance and safety standards.
Tuesday (12/11/2024)		
<ul style="list-style-type: none"> Prepare for the upcoming brainstorming session within the internal audit group within MIDF and MBSB group and plan for IT audit for the next 3 year. 	<ul style="list-style-type: none"> Analyze the outcomes, issues identified, and progress made on past IT audits. Determine which systems, processes, and controls will be audited, ensuring that critical IT areas. 	<ul style="list-style-type: none"> Identified key audit areas such as cybersecurity, cloud governance, and third-party risk. Outlined initial steps for the IT audit planning, ensuring alignment with both long-term goals (3-year planning cycle) and the need for detailed annual evaluations.
Wednesday (13/11/2024)		
<ul style="list-style-type: none"> Import binary dataset and inspect the structure for completeness and consistency. 	<ul style="list-style-type: none"> Import the dataset using the IMPORT command in ACL. Display a summary of the data using the TABLE commands. 	<ul style="list-style-type: none"> Successfully imported and displayed the dataset.
Thursday (14/11/2024)		
<ul style="list-style-type: none"> Clean the dataset by addressing missing or invalid binary values ("Yes"/"No"). 	<ul style="list-style-type: none"> Check the consistency of binary values ("Yes" / "No") using the FREQUENCY command to identify any missing values. Ensure that there were no other values like blank or invalid entries by running a 	<ul style="list-style-type: none"> Identified and corrected data errors, making the dataset ready for analysis.

	quick data integrity check with the IF condition.	
Friday (15/11/2024)		
<ul style="list-style-type: none">• Collaboratively brainstorm and discuss the audit plan for the General Internal Audit Department (GIAD) for the year 2025.• Align audit focus areas, identify key risk areas, and develop idea and strategy for the upcoming year's audits.	<ul style="list-style-type: none">• Breakout session with IT team members to discuss audit priorities for 2025.• Presentation of the proposed audit plan for 2025, summarizing key focus areas, objectives, and risk assessments.	<ul style="list-style-type: none">• Gathered valuable feedback from other audit team members, which will be integrated into the final audit plan to ensure it meets the department's goals and expectations.

Week 9

Objectives	Activities	Achievements
Monday (18/11/2024)		
<ul style="list-style-type: none">• Prepare the cleaned binary dataset for reporting.	<ul style="list-style-type: none">• Export the cleaned and analyzed dataset to a new file format (CSV) for easier sharing and reporting.• Generate a summary report detailing the data preparation steps, analysis results, and key findings.	<ul style="list-style-type: none">• Successfully prepared the dataset for reporting.
Tuesday (19/11/2024)		
<ul style="list-style-type: none">• Assist with documentation and reporting preparation for data analysis findings.	<ul style="list-style-type: none">• Helped compile the necessary documentation to support the data analysis process, including preparing detailed notes on methods and findings.• Assisted in drafting sections of the report based on the data analysis and preliminary results.	<ul style="list-style-type: none">• Successfully contributed to drafting key sections of the report, ensuring clarity and accuracy in the documentation.• Gained valuable experience in preparing official reports and supporting documentation for analysis findings.
Wednesday (20/11/2024)		
<ul style="list-style-type: none">• Review the progress of the first project (Audit on Treasury Market & Operation System).	<ul style="list-style-type: none">• Attend a team meeting to review the overall progress of the audit project.• Collaborate with the audit team to address issues and plan next steps.• Review preliminary findings and provided feedback for further investigation.	<ul style="list-style-type: none">• Identify key areas that need attention to ensure the audit is completed on time.
Thursday (21/11/2024)		
<ul style="list-style-type: none">• Conduct a gap analysis of the existing guidelines on data management and the Management Information System (MIS) framework.	<ul style="list-style-type: none">• Review the current data management guidelines and the MIS framework in place.• Identify key sections of the guidelines and framework that need further analysis and comparison.	<ul style="list-style-type: none">• Initial review and assessment of the current state of the data management guidelines and MIS framework were completed.
Friday (22/11/2024)		

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<ul style="list-style-type: none">• Continue and complete the gap analysis of the data management guidelines and the MIS framework.	<ul style="list-style-type: none">• Continue detailed gap analysis, focusing on comparing the existing guidelines with industry standards.• Work on drafting the final report to outline key gaps, risks, and actionable recommendations for enhancing the data management and MIS framework.	<ul style="list-style-type: none">• Completed the gap analysis and report draft.• Learned new knowledge of industry best practices and standards in data management and MIS.
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Week 10

Objectives	Activities	Achievements
Monday (25/11/2024)		
<ul style="list-style-type: none"> Discussions on the second project related to the audit of JAccess, JOMCOM, and JCredit systems, and outline the scope of work. 	<ul style="list-style-type: none"> Hold a project kickoff meeting to discuss the objectives and methodology for auditing the JAccess, JOMCOM, and JCredit systems. Outline the timeline for completing the audit and assign roles and responsibilities to team members. Review available documentation and systems related to JAccess, JOMCOM, and JCredit to gather relevant information for the audit. 	<ul style="list-style-type: none"> Create a detailed audit plan with well-defined roles, timelines, and action items.
Tuesday (26/11/2024)		
<ul style="list-style-type: none"> Conduct a security assessment of cloud infrastructure from past work and ensure compliance with industry standards. 	<ul style="list-style-type: none"> Review previous cloud security assessments and identify areas of concern. Conduct a gap analysis to evaluate the security posture of the current cloud infrastructure. 	<ul style="list-style-type: none"> Compile a summary report comparing security practices from past and current projects.
Wednesday (27/11/2024)		
<ul style="list-style-type: none"> Participate in the compliance awareness game and enhance knowledge of compliance topics such as anti-bribery, anti-money laundering (AML), and cybersecurity. 	<ul style="list-style-type: none"> Participate in the compliance awareness game, competing in teams in four, across various compliance topics. Collaborate with colleagues to answer questions related to anti-bribery, anti-money laundering (AML), and cybersecurity. 	<ul style="list-style-type: none"> Secure second place in the compliance awareness game and receive a cash reward.
Thursday (28/11/2024)		
<ul style="list-style-type: none"> Create visually engaging infographics for mandatory training on Anti-Bribery & Corruption, Cybersecurity, 	<ul style="list-style-type: none"> Use Canva to design impactful infographics aimed at increasing staff awareness of anti-bribery & corruption, cybersecurity, and AMLA. 	<ul style="list-style-type: none"> Successfully design visually engaging infographics that raise awareness of mandatory training among staff.

and Anti-Money Laundering (AMLA).	<ul style="list-style-type: none">• Choose appropriate templates and customize them to align with company branding and training objectives.• Integrate clear and concise text, icons, and visuals to enhance understanding and engagement.	<ul style="list-style-type: none">• Receive positive feedback from the training department for creating infographics that make key compliance topics more memorable and approachable for employees.
Friday (29/11/2024)		
<ul style="list-style-type: none">• Design an infographic using Canva to raise awareness among staff about the importance of reporting issues and logging requests to the helpdesk.	<ul style="list-style-type: none">• Use Canva to create an infographic that emphasizes the need for employees to report technical issues and submit requests to the helpdesk.• Design an appealing content that highlights common issues that should be reported, such as hardware malfunctions, access problems, and security risks.	<ul style="list-style-type: none">• Successfully create an infographic that raises awareness among staff about the importance of reporting any issues and submitting helpdesk requests promptly.

Week 11

Objectives	Activities	Achievements
Monday (2/12/2024)		
<ul style="list-style-type: none">Extract payment data for analysis using ACL.	<ul style="list-style-type: none">Use IMPORT command to import raw data from payment systems into ACL for analysis.Ensure data integrity by confirming all relevant records were captured.	<ul style="list-style-type: none">Successfully extracted and imported data from the payment system into ACL.Data set ready for cleaning and further processing.
Tuesday (3/12/2024)		
<ul style="list-style-type: none">Clean and standardize data for analysis.	<ul style="list-style-type: none">Used REMOVE DUPLICATES command to eliminate redundant records.Applied REPLACE to standardize date formats and correct inconsistencies in numerical data.Utilized the IF function to identify and correct missing values or data errors.	<ul style="list-style-type: none">Data cleaned and formatted, ensuring consistency across records for analysis.All inconsistencies were addressed, and the data was prepared for validation.
Wednesday (4/12/2024)		
<ul style="list-style-type: none">Validate the data for accuracy and compliance.	<ul style="list-style-type: none">Run validation checks to ensure data matched the expected rules.Utilized the MATCH function to verify that the PO Amount corresponds to the Invoice Payment for each recordCheck for any discrepancies such as missing payments or incorrect values.	<ul style="list-style-type: none">Successfully validated the data, identifying discrepancies and potential errors.Discrepancies were flagged for review and further investigation.
Thursday (5/12/2024)		
<ul style="list-style-type: none">Analyze data for irregularities and trends.	<ul style="list-style-type: none">Perform anomaly detection using ACL functions to identify unusual payment patterns.Apply the OUTLIER function to identify payments that significantly deviated from typical payment amounts or patterns.	<ul style="list-style-type: none">Flagged payments with significant discrepancies, such as payments larger than expected or those not matching PO Amounts, for further review.Highlighted these issues for further investigation by the audit team.

	<ul style="list-style-type: none">• Investigate trends in payments, accruals, and outstanding balances.• Use the SUMMARIZE command to group data by PO# and calculated totals for Invoice Payments, Accruals, and PO Balance to identify trends in outstanding balances and payment patterns.	
Friday (6/12/2024)		
<ul style="list-style-type: none">• To assist in the audit work and ensure accurate and timely completion of audit tasks.	<ul style="list-style-type: none">• Provided support by reviewing and organizing audit documentation.• Assisted in data extraction from various sources for audit analysis.• Participated in discussions about audit findings and helped ensure that all data was accurately documented.• Assisted with identifying discrepancies or areas that required further investigation.	<ul style="list-style-type: none">• Contributed to streamlining the audit process by organizing and categorizing audit documents.• Gained practical experience in audit methodologies and improved problem-solving skills by assisting in identifying and addressing issues during the audit.

Week 12

Objectives	Activities	Achievements
Monday (9/12/2024)		
<ul style="list-style-type: none"> To extract helpdesk log data and clean up any missing or invalid information 	<ul style="list-style-type: none"> Extract helpdesk log data into ACL. Check for missing or invalid values in key fields. Found that several records had missing Ticket Closed Date values and invalid Time values due to invalid entries. Flagging records with missing Ticket Closed Date for follow-up. 	<ul style="list-style-type: none"> Successfully cleaned and prepared the dataset for further analysis by ensuring only valid records were included. Flagged records with missing Ticket Closed Date for further investigation and review by the helpdesk team.
Tuesday (10/12/2024)		
<ul style="list-style-type: none"> To investigate the distribution of ticket statuses and severity levels, helping identify areas that require attention in the helpdesk workflow. 	<ul style="list-style-type: none"> Used the COUNT function to determine how many tickets were in each Ticket Status (e.g., Open, In Progress, Closed, Pending). Applied the SUMMARIZE function to categorize tickets by Severity (e.g., Low, Moderate, High) 	<ul style="list-style-type: none"> Successfully counted and categorized tickets by status and severity.
Wednesday (11/12/2024)		
----- BIRTHDAY OF SULTAN SELANGOR -----		
Thursday (12/12/2024)		
<ul style="list-style-type: none"> To calculate how long it took to resolve each ticket, from Ticket Created to Ticket Closed. 	<ul style="list-style-type: none"> Use the DIFFERENCE function to calculate the time taken to resolve each ticket (from Ticket Created Date to Ticket Closed Date). Analyze the results to see if which severity tickets took longer to resolve. 	<ul style="list-style-type: none"> Successfully calculated the time-to-resolution for all tickets. Found that moderate-severity tickets took significantly longer to resolve than low-severity ones.
Friday (13/12/2024)		
<ul style="list-style-type: none"> No activity 		

Week 13

Objectives	Activities	Achievements
Monday (16/12/2024)		
<ul style="list-style-type: none"> To extract the payment status data for 2023 and 2024 and ensure it is clean and ready for analysis. 	<ul style="list-style-type: none"> Extract the payment status data for 2023 and 2024. Check for invalid or incomplete records, ensuring all data points were properly filled in. 	<ul style="list-style-type: none"> Successfully extracted and cleaned the dataset with no missing values found. Data was verified as complete and ready for the next stage of analysis.
Tuesday (17/12/2024)		
<ul style="list-style-type: none"> To validate the accuracy of the payment records, ensuring correct Invoice Amount, Payment Date, and Validation Status. 	<ul style="list-style-type: none"> Use FILTER functions to ensure that Invoice Amounts were correctly matched to their respective Payment Dates. Verify if Payment Status aligned with the Validation Status and if Invoice Date was consistent with expected payment processing timelines. 	<ul style="list-style-type: none"> Successfully validated the data with no discrepancies found between the Invoice Amount and Payment Date. The Payment Status matched the Validation Status, ensuring consistency in the data.
Wednesday (18/12/2024)		
<ul style="list-style-type: none"> Engage in a fun exchange gift activity and play games as part of the Christmas celebration with Internal Audit Department. 	<ul style="list-style-type: none"> Participated in a Secret Santa gift exchange with colleagues, where each staff member picked a random name and purchased a thoughtful or humorous gift. Played a variety team-based race, with all staffs coming together to participate in the activities. 	<ul style="list-style-type: none"> Strengthened relationships and communication among team members.
Thursday (19/12/2024)		
<ul style="list-style-type: none"> To investigate any discrepancies between Invoice Amount and Payment Amount. 	<ul style="list-style-type: none"> Compared Invoice Amount with Payment Amount for each record using the COMPARE function. Investigated whether there were any instances of overpayments or underpayments. 	<ul style="list-style-type: none"> Discovered no discrepancies between Invoice Amount and Payment Amount, confirming that payments were processed as per the invoiced amounts.
Friday (20/12/2024)		

<ul style="list-style-type: none"> To identify any delays in the payment processing by comparing Invoice Received Date and Payment Date. 	<ul style="list-style-type: none"> Calculated the difference between the Invoice Received Date and Payment Date to determine if there were delays in processing. Focused on identifying invoices where payments were delayed beyond 30 days. 	<ul style="list-style-type: none"> No delays were identified in the payment processing. All payments were made within the expected timelines. Confirmed that the payments were processed promptly, and there were no instances of delays beyond 30 days.
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Week 14

Objectives	Activities	Achievements
Monday (23/12/2024)		
<ul style="list-style-type: none"> Assist in evaluating IT systems and applications to ensure compliance with internal policies and regulatory standards. 	<ul style="list-style-type: none"> Assisted in reviewing IT systems, including applications and networks, for compliance with internal policies. Supported the audit team in assessing the security protocols in place for IT systems to ensure adherence to industry standards. 	<ul style="list-style-type: none"> Gained a deeper understanding of the compliance requirements for IT systems. Contributed to identifying areas where IT systems met or exceeded compliance standards.
Tuesday (24/12/2024)		
<ul style="list-style-type: none"> Assist in performing risk assessments of IT environments to identify vulnerabilities. 	<ul style="list-style-type: none"> Assisted in conducting risk assessments of IT environments, evaluating potential vulnerabilities and weaknesses in the system. Worked with the team to document areas where improvements were necessary to mitigate risk. 	<ul style="list-style-type: none"> Contributed to the identification of several high-risk areas within the IT infrastructure. Enhanced my understanding of IT risk management processes and how to assess vulnerabilities.
Wednesday (25/12/2024)		
----- CHRISTMAS -----		
Thursday (26/12/2024)		
<ul style="list-style-type: none"> Support preparation of audit reports summarizing findings and recommendations. 	<ul style="list-style-type: none"> Assisted in drafting the audit report by summarizing key findings from the IT system evaluations and risk assessments. 	<ul style="list-style-type: none"> Contributed to the completion of the preliminary audit report, providing valuable input in summarizing findings.

	<ul style="list-style-type: none">• Collaborated with senior auditors to ensure that all findings were clearly presented with appropriate recommendations.	<ul style="list-style-type: none">• Gained experience in report writing and presenting audit results.
Friday (20/12/2024)		
<ul style="list-style-type: none">• To review and analyze the organization's Risk Management in Technology (RMIT) procedures, compare them with the current progress, and identify any missing or additional procedures that may be needed to enhance the risk management framework in the context of technology.	<ul style="list-style-type: none">• Went through the organization's existing Risk Management in Technology (RMIT) procedures to gain a thorough understanding of the processes, policies, and controls in place.• Compared the documented RMIT procedures with the current progress and technology-related risks, assessing their effectiveness in managing emerging threats and challenges.• Identified any gaps or missing procedures that may need to be addressed to improve risk mitigation strategies and ensure comprehensive coverage of potential technology risks.	<ul style="list-style-type: none">• Gained a clear understanding of the existing RMIT procedures and their alignment with current technology risk management practices.• Identified areas for improvement and proposed additional or revised procedures to ensure the organization is better equipped to manage and mitigate technology-related risks.

Week 15

Objectives	Activities	Achievements
Monday (30/12/2024)		
<ul style="list-style-type: none"> To understand the scope, roles, and responsibilities for the upcoming Shariah audit. 	<ul style="list-style-type: none"> Attend the entry meeting for the Shariah audit to discuss the overall objectives of the audit, including compliance with Shariah principles and the review of financial data. Outline roles and responsibilities for the audit team, including my role in reviewing and validating financial data. 	<ul style="list-style-type: none"> Gained clarity on audit expectations and deliverables, particularly regarding the review of financial data and compliance checks.
Tuesday (31/12/2024)		
<ul style="list-style-type: none"> To support data analysis and review of financial records for Shariah compliance. 	<ul style="list-style-type: none"> Assisted in the analysis of financial records to identify any inconsistencies or discrepancies that might impact the Shariah compliance audit. Reviewed transactions for adherence to Shariah guidelines, particularly focusing on areas such as interest-bearing loans or transactions involving prohibited activities. 	<ul style="list-style-type: none"> Contributed to identifying a few inconsistencies in the records that required further investigation. Learned more about how financial transactions are reviewed for Shariah compliance, improving my audit skills.
Wednesday (1/1/2025)		
----- NEW YEAR'S EVE -----		
Thursday (2/1/2025)		
<ul style="list-style-type: none"> To compute the profit based on provided data and validate the calculations using ACL. 	<ul style="list-style-type: none"> Computation in Excel: <ul style="list-style-type: none"> Entered the required data into Excel. Applied the formula to calculate the profit. Validation Using ACL: <ul style="list-style-type: none"> Imported the dataset into ACL. Used the COMPUTE function in ACL to 	<ul style="list-style-type: none"> Successfully calculated the profit for all records in Excel. Validated the profit calculations using ACL, confirming that the results matched those in Excel. No discrepancies were found between the Excel and ACL calculations, ensuring the formula was applied correctly.

	<p>calculate the profit based on the same formula.</p> <ul style="list-style-type: none">• Compared the ACL results with the Excel calculations to validate the accuracy of the computation.	
Friday (3/1/2025)		
<ul style="list-style-type: none">• To evaluate the effectiveness of internal controls within the organization and identify areas for improvement.	<ul style="list-style-type: none">• Participated in testing the effectiveness of key controls related to financial reporting, operational processes, and compliance with policies.• Collaborated with colleagues to ensure the alignment of internal controls with the organization's risk management framework and compliance requirements.	<ul style="list-style-type: none">• Developed valuable skills in assessing and evaluating internal controls, which will enhance my ability to support future audits and risk management initiatives.

Week 16

Objectives	Activities	Achievements
Monday (6/1/2025)		
<ul style="list-style-type: none">• To analyze a large dataset containing over 5000 rows of vulnerability records, focusing on the following attributes:<ul style="list-style-type: none">○ Vulnerability Name: Name of the identified vulnerability.○ Repair Urgency: Urgency level for repairing the vulnerability.○ First: Date when the vulnerability was first identified.○ Last: Date when the vulnerability was last updated or re-evaluated.○ Vulnerability Status: Current status of the vulnerability.• Duration: Time indicating how long the vulnerability has been active or unresolved.	<ul style="list-style-type: none">• Ensured date formats in the first and last columns were uniform and converted to proper date formats.• Used time-series analysis to track the number of vulnerabilities discovered over the past months, highlighting periods of high vulnerability influx.	<ul style="list-style-type: none">• Successfully cleaned, processed, and analyzed over 5000 rows of vulnerability data using ACL.• Identified high-priority vulnerabilities that have been open for extended periods, helping the security team to focus on critical threats.
Tuesday (7/1/2025)		
<ul style="list-style-type: none">• To analyze financial and operational data to identify potential risks and areas of concern for upcoming audits.	<ul style="list-style-type: none">• Assisted in collecting and analyzing financial data and operational metrics to identify trends, patterns, and anomalies that could pose risks to the organization.• Used ACL to identify anomalies and validate financial transactions and internal controls.	<ul style="list-style-type: none">• Developed skills in data analytics, identifying potential risks that may need closer examination during audits, and contributing to the overall risk assessment process.
Wednesday (8/1/2025)		

<ul style="list-style-type: none"> Attend the GIAD First Town Hall in 2025, where key discussions will take place around audit planning, audit methodology, and the survey review process. 	<ul style="list-style-type: none"> Participate in the GIAD First Town Hall, physically, where the audit department discuss key topics such as audit planning, methodology, and results from the previous year's survey. Listen to the presentation regarding the audit plan for 2025, including the priorities for audit activities, risk areas to focus on, and any changes in the organizational structure affecting audits. Participate in the review of the audit feedback survey conducted in the past year. 	<ul style="list-style-type: none"> Gain a thorough understanding of the key areas that will be prioritized in the audit plan for the year. Understand the new methodologies, tools, or approaches being adopted to improve the quality and efficiency of audits.
Thursday (9/1/2025)		
<ul style="list-style-type: none"> To assist in preparing the 2025 audit plan for MIDF Investment, ensuring that the plan addresses key risk areas and aligns with organizational objectives and regulatory requirements. 	<ul style="list-style-type: none"> Collaborated with the audit team to gather relevant information and data regarding MIDF Investment's operations, financial performance, and internal controls. Assisted in identifying and prioritizing key areas of focus for the 2025 audit, considering the organization's risk profile, past audit results, and emerging risks management framework and compliance requirements. 	<ul style="list-style-type: none"> Gained hands-on experience in the audit planning process and contributed valuable input to the preparation of the 2025 audit plan.
Friday (10/1/2024)		
<ul style="list-style-type: none"> To assist in preparing another 2025 audit plan for MIDF Berhad, ensuring that the plan addresses key risk areas and aligns with organizational objectives and regulatory requirements. 	<ul style="list-style-type: none"> Collaborated with the audit team to gather relevant information and data regarding MIDF Investment's operations, financial performance, and internal controls. Assisted in identifying and prioritizing key areas of focus for the 2025 audit, 	<ul style="list-style-type: none"> Gained hands-on experience in the audit planning process and contributed valuable input to the preparation of the 2025 audit plan.

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	considering the organization's risk profile, past audit results, and emerging risks.	
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Week 17

Objectives	Activities	Achievements
Monday (13/1/2025)		
<ul style="list-style-type: none"> To evaluate vendor contracts for compliance with organizational policies, regulatory requirements, and agreed-upon terms. 	<ul style="list-style-type: none"> Gather supplementary data such as payment records, performance reports, and audit logs related to vendor activities. Define key contract terms to review, such as pricing, service delivery, payment terms, penalties for non-compliance, and delivery timelines. Compare the clauses within the contract to internal compliance checklists. Evaluate whether the vendor has met performance benchmarks as agreed in the contract. 	<ul style="list-style-type: none"> Successfully reviewed all relevant vendor contracts and compared them against organizational policies and regulatory standards. Discovered several areas where the vendor was not fully compliant with agreed-upon contract terms, particularly regarding delivery timelines and payment schedules.
Tuesday (14/1/2025)		
<ul style="list-style-type: none"> To present the progress of the internship to the faculty supervisor, showcasing key tasks, achievements, and learning outcomes. 	<ul style="list-style-type: none"> Prepared and delivered a detailed presentation of the internship experience, including the objectives, tasks undertaken, and key learnings. Highlighted the main project work such as data analysis, audit processes, and any other significant contributions made during the internship period. Engaged in a Q&A session, answering queries from the faculty supervisor related to the internship work and outcomes. 	<ul style="list-style-type: none"> Successfully completed the presentation, clearly articulating the internship tasks and their impact on personal development. Received constructive feedback and recommendations from the faculty supervisor on areas of improvement and suggestions for future development.
Wednesday (15/1/2025)		
<ul style="list-style-type: none"> No activity, rest day given by supervisor 		

Thursday (16/1/2025)		
<ul style="list-style-type: none">• To validate that the bank reconciliation process is accurate and efficient by ensuring that the organization's accounting records match the bank statements.	<ul style="list-style-type: none">• Compare each transaction listed on the bank statement with the corresponding transactions in the general ledger, noting any discrepancies.• Identify and record necessary adjustments such as bank fees or interest income not yet recorded in the general ledger.• Perform a final check to verify that all transactions are accounted for and that the reconciled bank statement and general ledger balances are accurate.	<ul style="list-style-type: none">• Successfully completed the bank reconciliation for the period, ensuring that the bank statement and general ledger balances matched after necessary adjustments were made.
Friday (17/12/2024)		
<ul style="list-style-type: none">• To assist in preparing another 2025 audit plan for MIDF Asset, ensuring that the plan addresses key risk areas and aligns with organizational objectives and regulatory requirements.	<ul style="list-style-type: none">• Collaborated with the audit team to gather relevant information and data regarding MIDF Investment's operations, financial performance, and internal controls.• Assisted in identifying and prioritizing key areas of focus for the 2025 audit, considering the organization's risk profile, past audit results, and emerging risks.	<ul style="list-style-type: none">• Gained hands-on experience in the audit planning process and contributed valuable input to the preparation of the 2025 audit plan.

Week 18

Objectives	Activities	Achievements
Monday (20/1/2025)		
----- ON LEAVE -----		
Tuesday (21/1/2025)		
----- ON LEAVE -----		
Wednesday (22/1/2025)		
<ul style="list-style-type: none"> To compile and prepare the final audit report, summarizing the data analysis findings, audit processes, and recommendations. 	<ul style="list-style-type: none"> Reviewed key results from previous analysis tasks. Drafted an executive summary, highlighting critical findings such as anomalies, potential risks, and overall audit scope. 	<ul style="list-style-type: none"> Executive summary drafted and shared for team review. Adjustments recommended to make the findings more concise and accessible.
Thursday (23/1/2025)		
<ul style="list-style-type: none"> To continue refining the audit report, incorporating additional feedback, and further developing recommendations. 	<ul style="list-style-type: none"> Reviewed and incorporated team feedback on the executive summary, focusing on making the findings more concise and clearer. Reworked the findings section to ensure key anomalies and risks were effectively highlighted. Continued to enhance the recommendations section, providing more specific actions for addressing identified issues. 	<ul style="list-style-type: none"> The report is near completion, with only final adjustments pending before it can be finalized and shared with senior management.
Friday (24/12/2024)		
<ul style="list-style-type: none"> To finalize and submit the audit report. 	<ul style="list-style-type: none"> Reviewed the entire audit report one last time for any errors. 	<ul style="list-style-type: none"> Submitted the audit report to senior management for review and approval.

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Week 19

Objectives	Activities	Achievements
Monday (27/1/2025)		
<ul style="list-style-type: none">To prepare a slide presentation summarizing the audit report, focusing on key findings, risks, and recommendations.	<ul style="list-style-type: none">Started creating the slide presentation based on the audit report.Designed slides that summarize key audit findings, highlighting important anomalies and risks identified in the analysis.	<ul style="list-style-type: none">A preliminary version of the slide presentation was created, including key findings and recommendations.
Tuesday (28/1/2025)		
----- ON LEAVE -----		
Wednesday (29/1/2025)		
----- CHINESE NEW YEAR -----		
Thursday (30/1/2025)		
----- CHINESE NEW YEAR -----		
Friday (31/12/2024)		
----- ON LEAVE -----		

Week 20

Objectives	Activities	Achievements
Monday (3/2/2025)		
<ul style="list-style-type: none"> Prepare and present findings for the internal audit. 	<ul style="list-style-type: none"> Delivered a presentation on the current audit findings, focusing on key issues and improvements identified within the audit process. 	<ul style="list-style-type: none"> Gained experience in presenting audit data to senior staff, improving public speaking and professional presentation skills.
Tuesday (4/2/2025)		
<ul style="list-style-type: none"> To understand the internal audit operations and contribute to improving processes by attending the Internal Audit MIDF Townhall Meeting and the Internal Audit Work Improvement Team (WIT) Committee Meeting. 	<ul style="list-style-type: none"> Attended discussion on the 2024 Audit Plan and strategies for 2025. Learned about MIDF's internal performance assessment and the results of quality assurance reviews. Discussed harmonization initiatives and compliance with the Code of Ethics. 	<ul style="list-style-type: none"> Gained insights into MIDF's audit planning, performance assessments, and compliance efforts.
Wednesday (5/2/2025)		
<ul style="list-style-type: none"> To create a dashboard for tracking audit assignments and outstanding tasks. 	<ul style="list-style-type: none"> Designed and developed a dashboard to monitor the status of outstanding audit tasks from 2024 and the new assignments for 2025 using Excel. 	<ul style="list-style-type: none"> Completed a functional dashboard that aids in organizing and prioritizing audit assignments.
Thursday (6/2/2025)		
<ul style="list-style-type: none"> Mark the completion of the internship and show appreciation to the team for their support. 	<ul style="list-style-type: none"> Attended the farewell event, expressing gratitude to team members and supervisors for their support and guidance throughout the internship. Engaged in conversations with colleagues, reflecting on the experience and discussing the key takeaways from the internship. 	<ul style="list-style-type: none"> Had the opportunity to thank colleagues and supervisors, strengthening professional relationships. Gained valuable feedback on performance and reflection on the overall internship experience
Friday (7/2/2025)		
<ul style="list-style-type: none"> Engage in team-building activities to enhance 	<ul style="list-style-type: none"> Joined the 3-day, 2-night team-building event in 	<ul style="list-style-type: none"> Strengthened relationships with colleagues from both

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relationship and teamwork within the internal audit department.	Melaka with the internal audit teams from MIDF and MBSB.	MIDF and MBSB, fostering better collaboration.
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Verified by:

Maya

Nur Maya Abdul Rahman

Vice President/Head

Technology Audit Department

Group Control Assurance Services