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Introduction First of all, I like to thank god for keep me safe and healthy thorough my practical training period. Secondly I like to thank Universiti Tun Abdul Razak and lecturer Madam Rohana Binti to give such an experience about real life work and working environment in studies plan. Last and most thank to GD Express Bhd to give an opportunity to practice myself and train for real life working environment, familiarize me with various function and operation in organization. From the first day enter to GD Express company I was well trained to each and every single method used to delivery process and also the accounting method used in Company accounts. Apart from that I also manage to learn the interpersonal and communication skills. Even though I have working experience before, it's not in accounting field. This practical training gives me such a huge experience. The company also offers me a job to practice in company, its show how assist practical training for a graduate. Company profile GD Express Bhd is a courier services base company Person in charge Madam Marmizahsalwa Ahmad Tarmizi was the person in charge in GD express company. She was the Head of Domestic Public Relationship and Communication Department (DPRC) in GD express Company. From first day to end of my internship she well guides me for day work. Guidance given by her really helpful to run daily work and solution for problem occur. Second Madam Stella Khan, Head of Credit and Collection Department. She conducts me in collection department and teaches me how collection department work, function and also process behalf a collection. Nearly one month I was trained in this department. Guidance her and her

division staffs make me able to learn all process of credit and collection Department. Seeing that receivable is a main function of a company for their long term achievement. To summarize, we can say that money matters in businesses are vital. As much as possible, everything is valued in terms of its monetary benefit. Other than them, all the Managers and Leaders very helpful and guide me in day to day working life. Specially finance and accounting department Head and Team Leaders very kind and helpful through in my training period. I like to thanks all GD Express family for their support and direction given by them accomplishes my internship programmed. Guidance by lecturer Lecturer Madam Rohana was the supervisor appointed by University for my practical training. I like to thanks her for assist and guidance given by her in my practical training period. She well organizes my training period and way to behave in organization. Apart from that Madam also guide me through phone call about every single problem or doubts arise for me in my working period. Secondly Deputy Dean of Faculty Of Business Administration Mr. Chong Kim Loy, give full guidance and support before my practical training. He also guide me the way to find a organization for doing internship programe. Experience