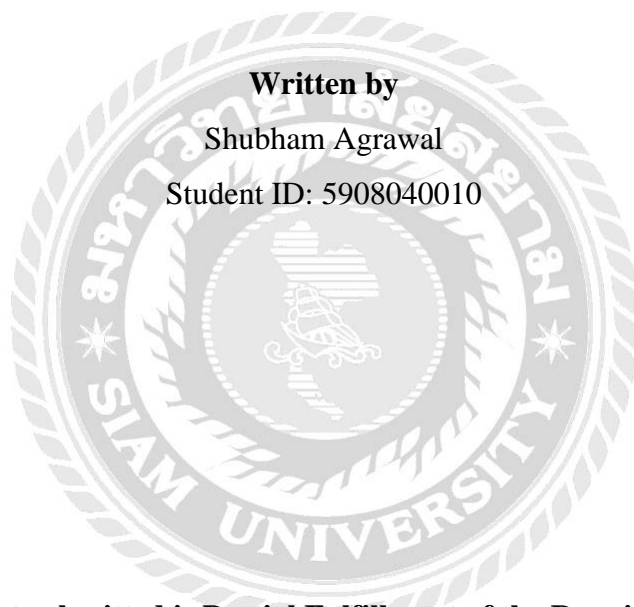




**Cooperative Education Report**  
**Inventory and Funding of LC Management of Tristar Impex**



**This Report submitted is Partial Fulfillment of the Requirements for**  
**Cooperative Education, Faculty of Business Administration**  
**Academic Semester 2/2020**  
**Siam University**

**Title-** Inventory and Funding of LC Management of Tristar Impex

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**Department-**Bachelor of Business Administration (Finance and Banking)

**Academic Advisor-** Dr. Parham Porouhan

We have approved this cooperative report as a partial fulfillment of the Cooperative education program semester 2/2020.

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## Declaration

I, the undersigned declare that this report entitled is a result of my internship carried out in the year 2020. It has not been previously submitted to any other university or any other examination(s).



Signature

***SHUBAM AGRAWAL***

Shubham Agrawal

Batch of 2016-20

## Acknowledgement

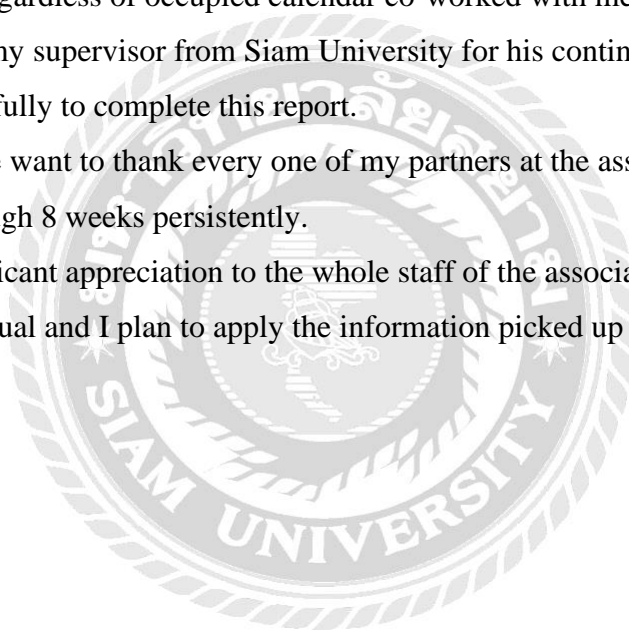
The achievement and ultimate result of this entry level position report required a great deal of direction and help from numerous individuals and I am amazingly lucky to have this up and down the fruition of my report. Whatever I have done is just because of such direction and help and I would not neglect to say thanks to them.

I might want to thank my school Kathmandu College of Management for featuring the noteworthiness of an entry level position. I am appreciative to Tristar Impex for having allowed me the chance to attempt my late spring preparing at their renowned premises.

I might likewise want to accept the open door to express gratitude toward Mr. Mohammad Ali who regardless of occupied calendar co-worked with me. I might like to thank Dr. Parham Porouhan my supervisor from Siam University for his continuous effort for guiding me helping me successfully to complete this report.

I might likewise want to thank every one of my partners at the association for aiding and controlling me all through 8 weeks persistently.

I owe my significant appreciation to the whole staff of the association for helping me grow a superior individual and I plan to apply the information picked up in the corporate world sooner rather than later.



**Project Title : Inventory and Funding of LC Management of Tristar Impex**

**By : Shubham Agrawal**

**Advisor : Dr. Parham Porouhan**

**Degree : Bachelor of Business Administration**

**Major : Finance and Banking**

**Faculty : Business Administration**

**Semester / Academic year : 2/2019**

### **Abstract**

This report entitled Inventory and Funding of LC Management of Tristar Impex is a short depiction of my eight weeks temporary job did as a mandatory part of the fourth year of BBA. The objective of the study was to:-

1. Understand the concept of Inventory In/Out following the FIFO method of Inventory handling.
2. Understand the concept of Funding for Letter of Credit (LC) required for Import & Export of goods
3. To have the practical knowledge about Bank procedures before and after LC and also before and after arrival of goods

The entry-level position was taken under the association Tristar Impex situated at Naxal, Kathmandu. As an understudy of Business Management with Financing as my major, I was given works related to Inventory Management and Finance Department. This report fuses all the bits of knowledge that I have picked up in the time of 8 weeks.

Working with administrators and officials, I was able to bring many of my theoretical knowledge to practical like preparation of various reports like Ageing Report, Stock Report, E-VAT filings, Import/Export Duty & many others. With this Internship I was able to have knowledge about working environment for Import and Export in the Nepalese Market

*Keywords: Tristar Impex, Inventory, Letter of Credit, Finance, Reports*

## **Impact of COVID-19**

There has been a negative impact on my organization's activities because of Covid-19 as the entire country is in lockdown because of which all the offices are closed. It has affected my work as; my work is to see the inventory and funding of LC Management under the Finance Department. But because of this lockdown, my work place has given me a holiday. Moreover, all the systems that are installed in my work place cannot be accessed from anywhere else so basically, I cannot update the details of the stock we have; Ultimately, I have no work from home.



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## **Introduction**

### **Company Profile**

With over 20 years in the trade business Tristar Impex is an industry leader in FMCG goods. The main focus of the company is on B2B sales and they pride themselves in the professional approach towards all their stakeholders. Tristar Impex has a good presence all over Nepal and is continuously growing. Tristar Impex has many valued partners and partnerships built on a longstanding trusted relationship. Through these they operate in a range of sectors and be associated with global brands.

### **Organizational Structure**

The undeniable temporary position of eight weeks was a consequence of obligatory prerequisite of the course alongside the inclination to work and addition involvement with the genuine areas. The entry-level position program is intended to pick up understanding, create aptitudes, cause associations, to reinforce their resumes, find out about a field, and evaluate their advantage and capacities.

The target of the entry-level position was to cause us to comprehend the situation of works for Stock In/Out, etc. At a similar time, we were likewise ready to comprehend our individual potential and create proficient disposition in us.

The primary thought was to gain some new useful knowledge and practice the import/send out subtleties done by an organization. Be that as it may, the group took a general meeting before giving me the affirmation letter.



## **Statement of Report**

Tristar Impex started its administrations from 1995. They began their import/fare of synthetics in Kathmandu, Nepal. The Company typically takes up works autonomously with difficulties and attempts to initiate, execute finish and keep up them as indicated as per the general inclination of the regarded customer. Now and then it likewise fills in as lead accomplice and in some cases as Partner in joint endeavor. These encounters incorporate works under unadulterated Government of Nepal, diverse private associations and even joint effort with various other concoction organizations in Nepal.

As previously I had worked in service providing company, the way of accounting procedures taking loans, Purchase etc. are different, the accounts for Import is totally different as the working is done under Letter of Credit (LC), further divided into Usance and Sight, Further use of TR loan. So, I personally having interest towards Trading work, I am getting knowledge at its best.

### **Objectives of the Study**

Objective of the study was to find out about import and financing of LC Management of the organization and help an organization develop and upgrade online too. Over the period, I likewise had an essential thought of utilization of Bank credits during the Import of items, how organization with Exclusive business need to meet the objectives, likewise comprehended the idea of VAT documenting each month.

Simultaneously, I was allocated the errand to catch up with the customers and comply with the time constraints of the work appointed. The constraints I felt at the association was there was no specific opportunity for approaching at the workplace. There was no set update for the undertakings to be performed, which on occasion brought about postponing of not many assignments.

## **Internship Activities**

### **Job Description and Responsibility**

As my major was Finance & Banking, I had applied for Finance Department, where I have been assigned for work in Finance department, In the first phase I have been assigned works for Stock In/Out, etc. In these days of working and as the company is involved with Import and Export, I have understood the concept of use of Bank loans during the Import of products, how company with Exclusive dealership need to meet the targets, also understood the concept of VAT filing every month. In the same field I was given the responsibility for data filing and inputs in the government website for E-Vat returns. I was also assigned responsibility to arrange all the required documents and funding that is required for SWIFT of Letter of Credit (LC). Also, I was assigned to inspect during the delivery of goods and check whether the goods are being dispatched in the company decided method that is among FIFO & LIFO.

### **Contribution of the Student in details**

During these eight weeks, I took in the significance of cooperation in the association. The way that an organization is really run by such huge numbers of individuals and every one being similarly significant by giving their important sources of info was unmistakably observed. This entry-level position truly helped me develop as an individual, showing me the significance of polished skill. In nowadays of working and as the organization is associated with Import and Export, I have comprehended the idea of utilization of Bank advances during the Import of items, how organization with Exclusive business need to meet the objectives, likewise comprehended the idea of VAT documenting each month. While assigned role for inspections I was able to identify few issues while delivery which I further discussed with my Job Supervisor for which I received an appreciation from the Top-Level Management of the company and the company was able to take necessary steps before it would hamper the sales and stock of the company

## **Identification of Problems Encountering during the Internship**

The limitations I felt at the organization were there was no compulsory time for the employees to come at the office. If some employees were late without informing, they were not punished or scolded for the same but in case of absence there were few guidelines activated which was applied on absent employees. There was no set deadline for the tasks to be performed, which at times resulted in delaying of few tasks. The payments were also not received on time. Also, there were many clients at one time, which at times created a lot of chaos and confusion in the organization.

In the responsibilities I was assigned, I found that the lower level employees did not take the responsibilities very seriously because once the job was assigned to them there was no strict checking if the jobs are completed on time, if not completed why was it pending, and the employees in the middle level used to trust and believe all the reasons for work not being completed as said by the workers which was indirectly affecting the companies goodwill on sales and delivery. Some of the goods in spite being in stock were not delivered due to negligence of the workers.

The directors of company were highly dependent on the middle level and lower level management which was good in one sense but it was indirectly creating lower sales and inventory piling up and more purchase of goods despite of goods being in stock which they would come to realize later while the 3 months financial reports are prepared.

## **Learning Process**

### **Details of the related learning process and new knowledge received**

The workplace had an open working space condition, which came about into my understanding four significant things. To start with, consistently tune in to your separate head. Listening is the main preeminent thing as at exactly that point a specific undertaking gave can be performed. Second, acknowledge your slip-ups and consistently look for an input as it is a learning procedure and committing errors just causes you to become further. Third, don't be bashful to catch up on the data you need structure somebody and don't remain back at helping other people. Fourth, consistently have a receptive outlook to pick up information and thoughts from others and on the off chance that you have the equivalent in regards to an item or administration, don't be reluctant to share one.

The eight weeks of length brought about me being progressively reliable, sorted out and taught. It helped me become progressively agreeable and gotten me the understanding to cooperation and coordination. The temporary job helped me deal with my own life alongside demonstrable skill. It helped me support myself in adjusting to various circumstances that may emerge in not so distant future while working in the participate world. Simultaneously, I had the option to expand my system as everybody I met, helped me develop as a superior person.

The eight weeks of internship made me realize that how much ever you decentralize your company being amongst the Small & Medium Enterprises, there should be always fear among the workers and co-workers regarding inspection and checking and should be attempted to avoid all kind of malpractices for successful and proper operation of the business.

## **Conclusion**

### **Self-Assessment**

On a scale of low to high, both professional and personal goals achieved to improve or develop my performance in current internship were high. Also, supervisor helped me to accomplish these job-related goals. The score is medium on additional support provided by the organization so that I am able to achieve these goals.



## Figures



Figure 1: Logo of the Company



Figure 2: Logo of Agency Company dealing across

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