



Cooperative Education Report

Sales trend of Subha Shingal International Pvt. Ltd.

Written by

Sahil Agrawal

Student ID: 5908040008

**This Report submitted is Partial Fulfillment of the Requirements for
Cooperative Education, Faculty of Business Administration
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Title- Sales trend of Subha Shingal International Pvt. Ltd.

Written by- Sahil Agrawal

Department- Bachelor of Business Administration (Finance & Banking)

Academic Advisor- Ajarn Worraphoom Sangkaew

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

Oral Presentation Committees



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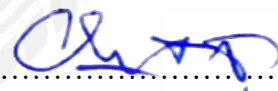
(Ajarn Worraphoom Sangkaew)

Academic Advisor



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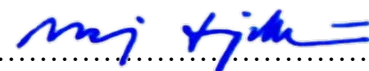
Job Supervisor



.....

(Dr. Chantip Suksai)

Cooperative Committee



.....

(Asst. Prof. Maruj Limpawattana, Ph.D.)

Assistant President

And Director of cooperative education

Project Title : Sales Trend of Subha Shingal International Pvt. Ltd.
By : Mr. Sahil Agrawal
Advisor : Mr. Worapoom Saengkaew
Degree : Bachelor of Business Administration
Major : Finance and Banking
Faculty : Business Administration
Semester / Academic year : 2/2020

Abstract

This report is a brief description of my ten weeks internship carried out as a compulsory component of the last semester of the 4th year of BBA. The internship was taken under the organization Subha Shingal International Pvt. Ltd. Kathmandu. As a student of Business Management with Finance and Banking as my major, I opted under the department of Accounting. My designation was Junior Accountant. This report incorporates all the insights that I have gained in the period of 10 weeks. Working and cooperating with managers and executives, I learnt to approach and address everybody keeping the important things in mind. I learnt how organization does its data entries and maintains its stock and how it tries to eliminate any human error possible. During this coop tenure I have faced many problems and was able to tackle it accordingly and came up with the feasible solution. This report also details on why we did this coop education chose that particular company or organization for the same.

Keywords: Subha Shingal International Pvt. Ltd., Internship, Finance & Banking.

Acknowledgement

The achievement and ultimate result of this internship report required a great deal of direction and help from numerous individuals and I am incredibly blessed to have this all along the fruition of my report. Whatever I have done is just because of such direction and help and I would not neglect to express gratitude toward them.

I would like to thank my college Kathmandu College of Management for highlighting the significance of an internship. I am very thankful to Subha Shingal International Pvt. Ltd. for having given me the opportunity to undertake my summer training at their prestigious premises. The internship opportunity was an incredible chance for learning and expert advancement.

I would also like to take the opportunity to thank Mr. Bhaskaran Nair who in spite of busy schedule co-operated with me. I would also like to thank all my colleagues at the organization for helping and guiding me throughout 10 weeks patiently.

I owe my profound gratitude to the entire staff of the organization for helping me grow a better person and I hope to apply the knowledge gained in the corporate world in the near future.

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

Sahil Agrawal

Batch of 2016-20

Impact of COVID- 19

During this pandemic that has taken whole world in its target has had a great deal of effect in our internship duration. Due to spread of Corona virus in the world and early lockdown imposed by the Nepalese government from 23 March we couldn't complete our required duration. I was only able to complete 10 weeks of coop from 15th Jan 2020 to 23rd March 2020. The lockdown imposed by the government is still going on and many institutions have given work from home. But my responsibilities were to do data entries and maintain stock inventory which were not possible from home so due to this my internship was suspended and cut short from 14 weeks to 10 weeks. All the supervisors have been supportive and helped to get all the necessary information needed. Even though many organizations have started operation in various industries the government has advised to minimize workforce and to use essential personnel only during this lockdown period.

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Chapter 1: Introduction

This report is about the 10 weeks internship program that was undertaken as a part of curriculum during the last semester of fourth year of BBA. The objective of the internship was to make us understand the scenario of how business organizations practically work in real life in Nepalese context. At the same time, we were also able to understand our individual potential and develop professional attitude that would be of great advantage to us in future. I undertook my internship at Subha Shingal International Pvt. Ltd

1.1 Company Profile

Subha Shingal International Pvt. Ltd. was started with a small grocery shop by Late Shree Kaliram Agrawal. The father of the company's promoters, Late Shree Mahadev Prasad Agrawal Mr. Anil Agrawal and Mr. Sunil Agrawal. The shop was shaped into an organization in the year 1986 AD. Since then, it is in steady growth with a strong professional team and other infrastructures like Corporate Office, Sales/Marketing Division, separate Departments for Import, Purchase, Store, and Dispatch, etc. Having own showrooms, cold stores and warehouses for stocking, vehicles for delivery, and distributors to reach the products in all places of Nepal. Besides retailers and wholesalers available all over Nepal, our clientele consist of all types of Star Hotels, Restaurant chains, Departmental Stores, Trekking & Expedition Agencies, Diplomatic Missions, Airlines etc.

Subha Shingal International Pvt. Ltd. has recently introduced their own range of branded food products, namely BHANBHORI, in the Nepali market. These products are imported from various countries and specially produced for our brand BHANBHORI and very soon will be exported to other countries as well.

1.2 Organizational Structure

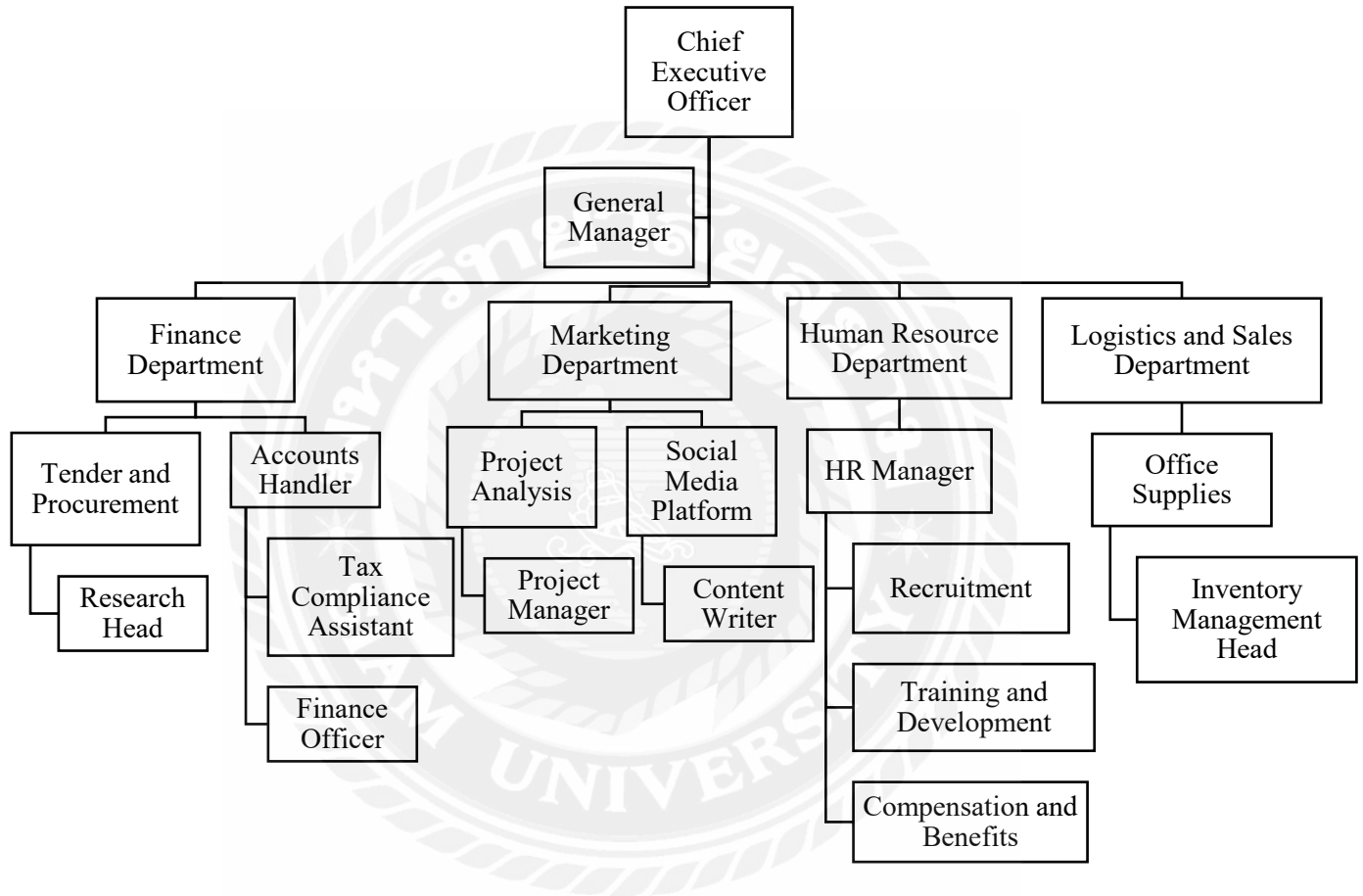


Figure1: Organizational Structure

1.3 Intentions to joint this organization

I wanted to joint this particular organization as the position offered by it peaked my key interest of working in an accounting related field and as the organizational environment was also very suitable and professional which further helped me to joint this organization. The organization was a mid-range company that could offer me real time experience that could actually be important for me in my future.

1.4 Objectives of the Study

This report is written to help develop communication skill and to list out any and all experiences faced by the student to reflect upon in the future. This report will act as archival records for my internship duration of 10 weeks to help me better understand the skill that I may have learned. I chose the topic Sales trend of Subha Shingal Pvt. Ltd. Because a small scale company that used to sell other products have now started selling their own in house brand product overtime and how they have managed to increase their sales and sustain in this market. Sales trends of Subha Shingal have been increasing gradually as they keep on introducing new products under their in house brand. The company now has more than 25 brands dealership and a wide range of different products under these brands. Subha Shingal International Pvt. Ltd. Has been successful in staying afloat in this market and also gradually increases their market value over the time.

Chapter 2: Internship activities

The main task assigned to me was to do data entries, vat entries and maintain stock and to double check all my tasks under the position of Junior Accountant in Subha Shingal International Pvt. Ltd.

2.1 Job Description and responsibilities

During my Coop period I was a junior accountant in Subha Shingal Pvt. Ltd. And my main role was to assist the senior accountant and to do the tasks assigned to me. My main responsibility was to cross check all the work and tally all the numbers whether or not they are matching with each other also to do preliminary vat data entries in register and various software's. We were also assigned to maintain inventory data which was then overseen by our superiors. In this duration we were taught all the responsibility of faithful representation of data in statements. In short I was supposed to do various VAT data, bill entries and stock inventory adjustment.

2.2 Contribution of Student in Detail

This internship taught me the importance of professionalism and how each employee has its specific set of roles for efficient management of an organization. My main contributions are-

- Do VAT data entries in both physical form and electronic database.
- Maintain stock inventories of various products
- Recheck previously entered data

We were given bills and had to register those in the register as well as computer and then crosscheck if the data entered is correct and also simultaneously deduct goods sold from the inventory and maintain it.

Chapter 3: Identification of Problems encountered during Internship

During my internship period I didn't face many problems as the job I was assigned was pretty straight forward to that we have learned in our curriculum. But whilst applying this knowledge in practical world the major problem faced was the incorrect data entries and its long term impact. As even a small error can have huge impact on overall financial statements. Many entries were incorrect due to wrongful interpretation of values.

The corona virus pandemic was also a huge problem faced initially as the organization was not able to fully decide on how to operate and how to ensure that all their employees remain safe during these harsh conditions.

3.1 How problem was solved

To eliminate this problem, we came up with a solution to double check all the data entries and stock inventory after every activity. The cross check is to be done by a different person in the department as this also decentralize the work and any intentional or unintentional errors done by any one. The problem encountered was not that serious it was due to human error which could be rectified by simple human labor. Also during Covid-19 we were suspended for our own safety as there was no work to be done from home and we couldn't visit the office for the same.

3.2 Things learned during the Internship

The internship experience at Subha Shingal International Pvt. Ltd. helped me understand the importance of teamwork and coordination which can provide best results in an organization. The staffs of the organization were very helpful throughout 10 weeks and were supportive in every way possible. I also learnt that accounting is a very tedious and very crucial. Even a slightest error can lead to huge deviation in the final value. It is also important to recheck the work not depend on a single employee and use decentralization of power.

Chapter 4: Learning Process

During this internship period I had many ups and down as it was hard at the beginning to settle in the work environment and get used to the daily routine but due to continuous support of my peers and supervisors I was able to adapt and learn numerous kinds of skills. Even though my internship period was cut short to 10 weeks I was able to learn a lot about data entries and how faithful representation is of utmost important and an integral part of an organization. This 14 weeks required internship is a good way to apply our theoretical knowledge into practical world and know more in depth about the topic whilst testing the theories out in the real world. For example we only studied about importance of each value to be correct in any form of accounting entries but while actually practically entering the data the impact that one wrong value had was huge.

Upon self-reflection I think that the past internships that were encouraged by the college had helped a great a deal as it helped me mentally to tackle all the problems and to adapt to the different environment and learn from each and every opportunity possible. Even though numerous obstacles

Chapter 5: Self-assessment

Subha Shingal International Pvt. Ltd. gave me the opportunity to work as an intern in there organization which helped me to gain a lot of professional knowledge and experience by applying all the theoretical knowledge we acquired during these past 3 years in college. Subha Shingal International Pvt. Ltd. Has helped me to become a better professional and value my work and taught me different kinds of ethics.

This internship has helped me achieve both my professional and personal goals to improve or develop my performance in the future immensely. Also, the friendly work environment was a key factor to help get accustomed to work life balance. My supervisor helped me overcome any obstacles that i encountered on the path of achieving my goals by providing any additional support or resources needed. During my internship in Subha Shingal International Pvt Ltd. I was able to achieve both professional and career growth.

In conclusion, i can say that this internship program is a great opportunity provided by the college for the students to get a head start on their career and know about the industry that they have a self interest in before they step out to excel in it and i can say that Subha Shingal International Pvt Ltd has provided me with that wonderful experience

Annexures



Figure 2: Company logo with some products

Bibliography

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