



COOPERATIVE EDUCATION REPORT

A Process of Establishing a Local Trading Store: A Case Study of Rishav Trading, Itahari, Nepal

**WRITTEN BY
Dipin Timsina
Student ID. 6008040095**

**This Report Submitted in Partial Fulfillment of the
Requirements for Cooperative Education Faculty of
Business Administration Academic Semester 2/2020**

Siam University

Title : A Process of Establishing a Local Store: A Case Study of Rishav Trading, Itahari, Nepal

Written by: Dipin Timsina

Department: Bachelor of Business Administration (Finance and Banking)

Academic Advisor: Srisuda Chongsithiphol, D.B.A.

We have approved this Cooperative Report as a partial fulfillment of the Cooperative Education Program, Semester 2/2020

Oral Presentation Committee



Srisuda Chongsithiphol.

.....
(Srisuda Chongsithiphol, D.B.A.)
Academic Advisor




Rajesh
Khanal

.....
(Mr. Rajesh Khanal)
Job Advisor



Chanatip Suksai.

.....
(Chanatip Suksai, Ph.D.)
Cooperative Education Committee



Maruj Limpawattana.

.....
(Assistant Professor Maruj Limpawattana, Ph.D.)
Assistant to the President and Director of Cooperative Education Department)

Project Title : A Process of Establishing a Local Store: A Case Study of Rishav Trading,
Itahari, Nepal
Credit : 5 Credits
Author : Mr. Dipin Timsina
Advisor : Dr. Srisuda Chongsithiphol
Degree : Bachelor of Business Administration
Major : Finance and Banking
Faculty : Business Administration
Semester/Academic year : 2/2020

Abstract

This report is a summary of my 4 months of internship experiences at Rishav Trading which is a sole proprietorship trading company based in Itahari, Nepal. The main objectives of writing this report are (a) to understand how works are conducted and coordinated in a trading company, (b) to understand how a small scale industry is established in Nepal, (c) to link and apply the theories that I have learned in real work scenarios. With the company I was working in the finance department and directly worked under the owner of the company. I also got to work in sales department for a very short period of time. Under the completion of the internship, it has given me the opportunity to learn to apply the theories like FIFO method of inventory, Ledger and journal entries, Income and expenses, taxation which I learned theoretically briefly during the first three years of my studies in university. So, the objectives for joining the company as an intern seems to be fulfilled which has been knowledgeable and memorable.

Keywords: local trading store in Itahari

Acknowledgement

I would like to express my sincere gratitude to Siam University and Kathmandu College of management for providing a platform where we can look to gather practical knowledge with theoretical understanding. I would also like to thank Asst. Prof. Dr. Maruj Limpawattana and Dr. Chanatip Suksai for providing their valuable guidance and suggestions throughout the co-op program. Similarly, I am thankful goes to our college internship supervisor Mr. Sitaram Dhakal, for his support and guidance throughout the internship period.

I also would like to take this opportunity to express a deep sense of appreciation to Rishav Trading for accepting me as an intern and providing the opportunity to experience real life working condition. I would also like to extend my special gratitude to my supervisor Mr. Rajesh Khanal for his supervision and guidance throughout my internship period. It was really a wonderful learning experience as well as an opportunity for my career development.

Finally, I would like to thank my family, friends and employees of Rishav Trading for their co-operation and never ending support in every aspect possible. I am honored to have had guidance and support from everyone around me. Thank you.

Dipin Timsina

Student ID. 6008040095

Table of Contents

Abstract.....	3
Acknowledgement	4
TABLE OF FIGURES	7
LIST OF ABBREVIATIONS.....	8
INTRODUCTION	9
1. Company Profile.....	9
1.1 Mission, Vision and Values of Rishav Trading	10
1.2 Products and Services of Rishav Trading	10
1.2.1 Diagram of the Organizational Structure of Rishav Trading	11
1.2.2 My Job Position.....	11
1.2.3 My Job Position in the Organizational Structure of Rishav Trading	12
1.3 My Motivation to Choose the Rishav Trading as the Workplace for My Training	12
1.4 Strategic Analysis of the Rishav Trading	13
OBJECTIVES OF THE STUDY	14
SCOPE OF THE STUDY	14
CO-OP STUDY ACTIVITIES	15
1. My Job Descriptions.....	15
2. My Job Responsibilities	15
3. Activities in Coordinating with Co-Workers.....	16
4. My Job Process Diagram	16
5. Contributions as a Co-Op Students at Rishav Trading.....	17
Learning Process.....	18
1. Problem Statement	18
2. Literature Review.....	19

The Business Management Practices at Rishav Trading.....	20
What I have Learned during Co-Op Studies at Rishav Trading	20
How I Applied the Knowledge from Classrooms to My Co-Op Work.....	21
Conclusion.....	23
Highlights of Co-Op Studies at Rishav Trading	23
Self -Assessment.....	23
Self-assessment as a professional	24
Effect of the global pandemic COVID 19.....	24
Limitations of the Co Op Studies.....	25
Recommendations for the Company.....	25
References	26
PHOTOS.....	Error! Bookmark not defined.
.....	31
.....	32
JOB SUPERVISOR’S CV	33
INTERN’S CV.....	34

TABLE OF FIGURES

Figure 1: Mission, Vision and Values.....	9
Figure 2: Products and services.....	9
Figure 3: Organizational Structure.....	10
Figure 4: My Job Position.....	11
Figure 5: Job Process Diagram.....	18



LIST OF ABBREVIATIONS

BBA- Bachelors in Business Administration

KCM- Kathmandu college of Management

HR- Human Resources

FIFO- First in first out

LIFO- Last in first out



CHAPTER 1

INTRODUCTION

In this chapter, the background of Rishav Trading is presented to provide the readers information. Rishav Trading is a sole proprietor ownership company the easternmost part of Nepal, Itahari. The company profile, the organizational structure of the company, my motivation to choose this company as my workplace for training, and company strategic analysis are included as follows:

1. Company Profile

Rishav Trading is a sole proprietor ownership company established in 2011 AD in the easternmost part of Nepal, Itahari. A hub between major industrial sites like Biratnagar and Dharan, Itahari was seen to have a great prospect and potential market.

The owner of the firm, Mr. Rajesh Khanal, having experience of the FMCG market before starting his own firm had previously worked for Khanal Brothers Co. Having a good market experience, he then ought to start a business on his own. Now, Rishav Trading is one of the big market players in the trading business of FMCG product in the Eastern Nepal. It deals with around more than 15 products that is imported from countries like India, Vietnam, Australia and many more. Having its customer bases from the central Nepal to the eastern most part, Rishav Trading has around 10 Million Nepalese rupees worth products in its warehouse at all time.

Mr. Khanal is confident about his company being in the growth stage and also having a great future prospect.

1.1 Mission, Vision and Values of Rishav Trading

MISSION	VISION	VALUES
To be a one-point destination for varied FMCG products.	To be an organization providing best quality products satisfying consumer needs.	We strive for excellence with continuous effort on growth.

Figure 1: Mission, Vision and Values of the company

(Source: Rishav Trading)

1.2 Products and Services of Rishav Trading

The products offered by Rishav Trading are FMCG products like edible items including Pasta, Noodles, Milk candies, Oats, Sweets, etc. and some beauty products like: Moisturizer body lotions, body spray, perfumes, etc.



Figure 2: FMCG products offered by Rishav Trading

(Source: Rishav Trading)

1.2.1 Diagram of the Organizational Structure of Rishav Trading

Rishav Trading is a sole proprietorship organization led by Mr. Rajesh Khanal and his family. His wife Mrs. Smita Khanal, works under him as senior financial analyst, looking after all the major financial statements. Then there is Mr. Mahesh, the senior accountant working under Mr. and Mrs. Khanal.

There is a group of three salespeople working in Rishav Trading. They receive order of goods from different sources like: door-to-door sales and order directly from retail stores. And at the bottom of the hierarchy, there are two helpers and a driver who receives goods from suppliers and then help deliver it to the customers.

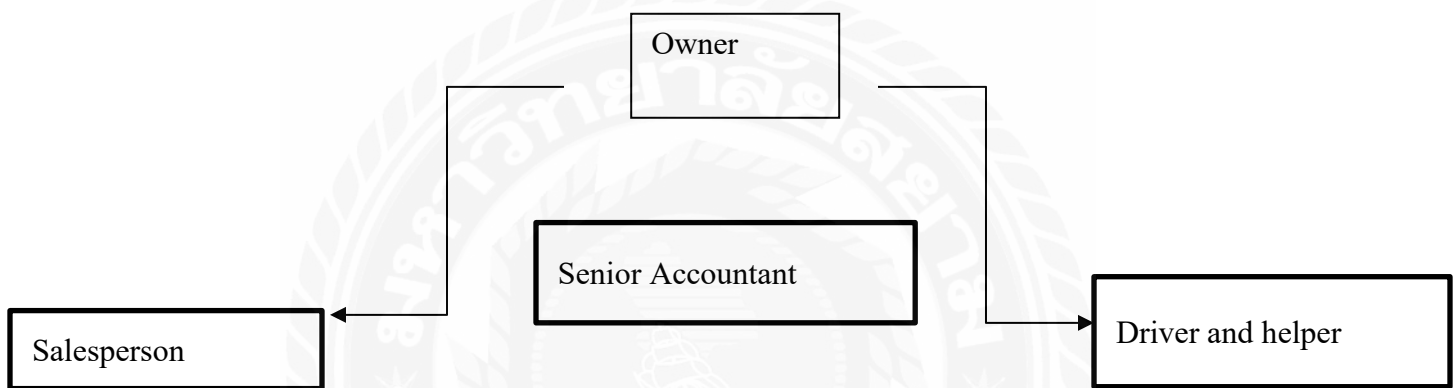


Figure 3: Organizational Structure of Rishav Trading

(Source: Rishav Trading)

1.2.2 My Job Position

The internship in Rishav Trading required me to bring in some of what I have learned in theory of books and also some experience of store-keeping from my past internships. I worked directly under Mr. Khanal, where he and his team of accountant helped me understand the business. My role was to take care of the VAT ledger and the credit ledger (only during credit sales). I, in assistance of senior accountant Mr. Mahesh, did take care of filling the ledger books and then the sales book (after the sale of product) and also kept an eye on the store. Being an organization that uses manual system of accounting, it was an extra job to make sure that we were as precise as we can get. Since the firm also had a marketing policy of providing discounts to the credit sales if paid before time, there was a rush in the credit ledger.

Listed in points, my area of responsibility was:

1. Taking care of the VAT ledger
2. Looking after the credit ledger
3. Maintaining sales book
4. Making a description of goods in the store house

During my Co-Op Studies, I worked in positions as follows:

June – July, 2020: Book keeper in accounts department

August – September, 2020: Sales person in sales department

1.2.3 My Job Position in the Organizational Structure of Rishav Trading

My job positions are in the diagram of the organizational Structure of Rishav Trading as follows:

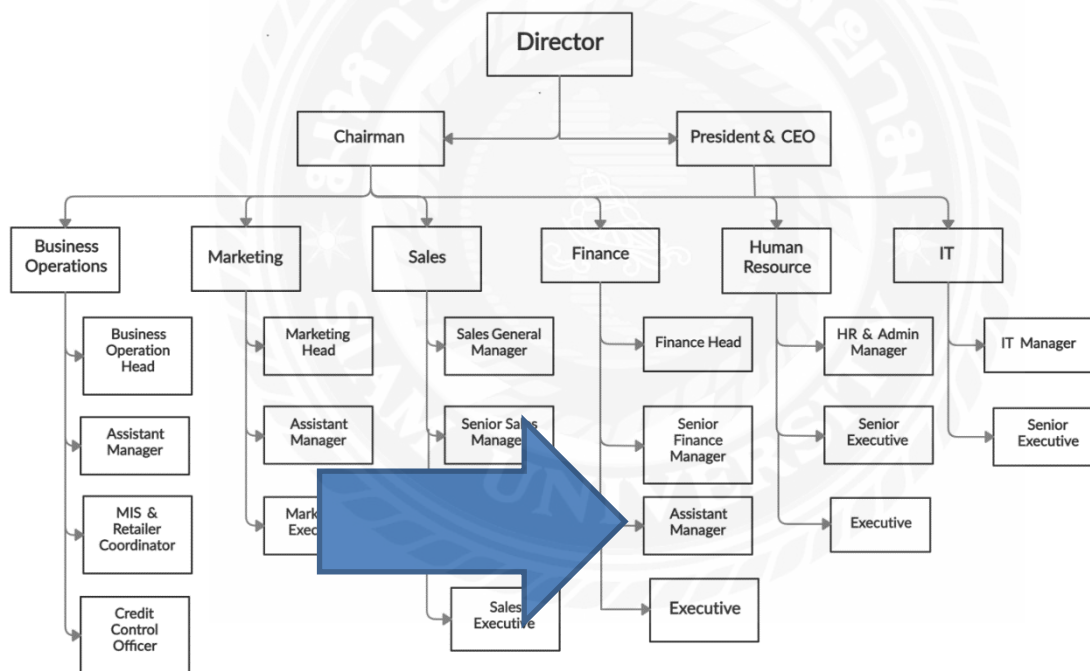


Fig 4: My job position

1.3 My Motivation to Choose the Rishav Trading as the Workplace for My Training

I had considered several options to choose as my workplace for training. I decided to choose the Rishav Trading because primarily, it is a family owned (sole proprietorship) organization that puts an effort towards growth. The owners know it too that this business firm has a lot to put an effort for its growth which makes this place, a place

to learn. Other reason being, the location of this place is in away from the busy roads of the city and near to my house that gave me a comfort to travel every day to my work even during the times of lockdown due to Covid- 19.

1.4 Strategic Analysis of the Rishav Trading

To analyze the Rishav Trading’s strategies, I use SWOT analysis as a tool and from my research, following description is developed:

<p>Strength</p> <ul style="list-style-type: none"> • Experience: The experience Mr. Khanal brings in the office is tremendous as he has been working in trading firm for more than a decade. • Strong capital base and relationship with suppliers: This firm is backed well by a ‘D’ grade financial institution, partly owned by Mr. Khanal and he is an active employee of the trade union which makes him a prominent figure in the business field. • Customer base: They get to know their customers well on a personal level and have been in the market for a long time gaining loyalty from the customers. 	<p>Weakness</p> <ul style="list-style-type: none"> • Dependency on the suppliers. • Less digitalized workplace and highly dependent on manual office practices. • Less diversification of products.
<p>Opportunities</p>	<p>Threats</p>

<ul style="list-style-type: none"> • Providing trainings to the employees of the respective fields for efficient working. • Exploring the unexplored rural markets with great possibilities. 	<ul style="list-style-type: none"> • Competitors providing services at a better price deals. • Unfulfilled demand of being a one stop place for diverse range of products makes customer dissatisfied.
--	--

OBJECTIVES OF THE STUDY

The major objectives of the internship are:

- To understand the various strategies to adopt for the distribution of goods by a trading organization
- To understand the role of local authority, suppliers and the customers in smooth functioning of a medium size industry

SCOPE OF THE STUDY

The following report stands on my internship at Rishav Trading and it majorly focuses on the accounting practices set up by the Government of Nepal and the overall processes involved in the distribution channel.

The accounting department plays a big role in the smooth functioning of the firm as goods worth around 500,000 Nepalese rupees is distributed to the customers and being a trader of FMCG products, credit sales is also an important part of the organization. So, starting from the storehouse, when goods arrive from the suppliers, until the clearance of credit from the customer, there is a constant watch on the book of accounts.

Along with the use of numbers in the book of accounts, the distribution channel is also something that catches the eye. The overall processes of distribution channel are also something I got to understand from my internship.

CHAPTER 2

CO-OP STUDY ACTIVITIES

In this chapter, my job descriptions, job responsibilities, job process and contributions to the company are presented as follows:

1. My Job Descriptions

At Rishav Trading, I worked as an assistant to store accountant. The job descriptions are:

1. Maintaining the ledger account.
2. Maintaining VAT, credit and sales book.
3. Billing the items that have been updated in the sales book.
4. Maintaining store house information.

2. My Job Responsibilities

I worked directly under Mr. Khanal, where he and his team of accountant helped me understand the business. My role was to take care of the VAT ledger and the credit ledger (only during credit sales). I, in assistance of senior accountant Mr. Mahesh, did take care of filling the ledger books and then the sales book (after the sale of product) and also kept an eye on the store. Being an organization that uses manual system of accounting, it was an extra job to make sure that we were as precise as we can get. Since the firm also had a marketing policy of providing discounts to the credit sales if paid before time, there was a rush in the credit ledger.

My daily work responsibility included receiving the order from sales person and then in coordination with senior accountant, billing the items and then filling the book of accounts. After this, I had to contact the helpers in the store to know the situation of goods in the store. After the goods are released from the store in order to get delivered to the customers, a deduction was made in the books of store keeping.

Basically, Mr. Khanal wanted me to have a good understanding of the business as a whole so he wanted me to have an eye on every department of the organization. From taking care of the sales person and the sales order to filling the books of accounts to finally having an eye on the store, I had a good learning opportunity for how a sole proprietor business functions in Nepal.

3. Activities in Coordinating with Co-Workers

There are 9 employees at Rishav Trading. During my time working at Accounts Department, I had to deal with Mr. Mahesh for all the processes of taking care of the book of accounts. In coordination with him, I got an opportunity to learn about the real life application of topics I have had theoretical understanding of.

The concepts of inventory management like FIFO, LIFO, etc. were just another theoretical understanding until I got an opportunity to learn and experience it in real life. With coordination with the accountant and other store keepers, I got this chance to have a practical and behavioral based learning approach of concepts that were just theoretical understanding.

It was also a very good experience for me to understand how different departments work in synchronization to complete tasks in such sole proprietorship organization. Overall, coordination with co-workers is how any organization functions smoothly.

4. My Job Process Diagram

From the above described, my job process diagram is shown as follow:

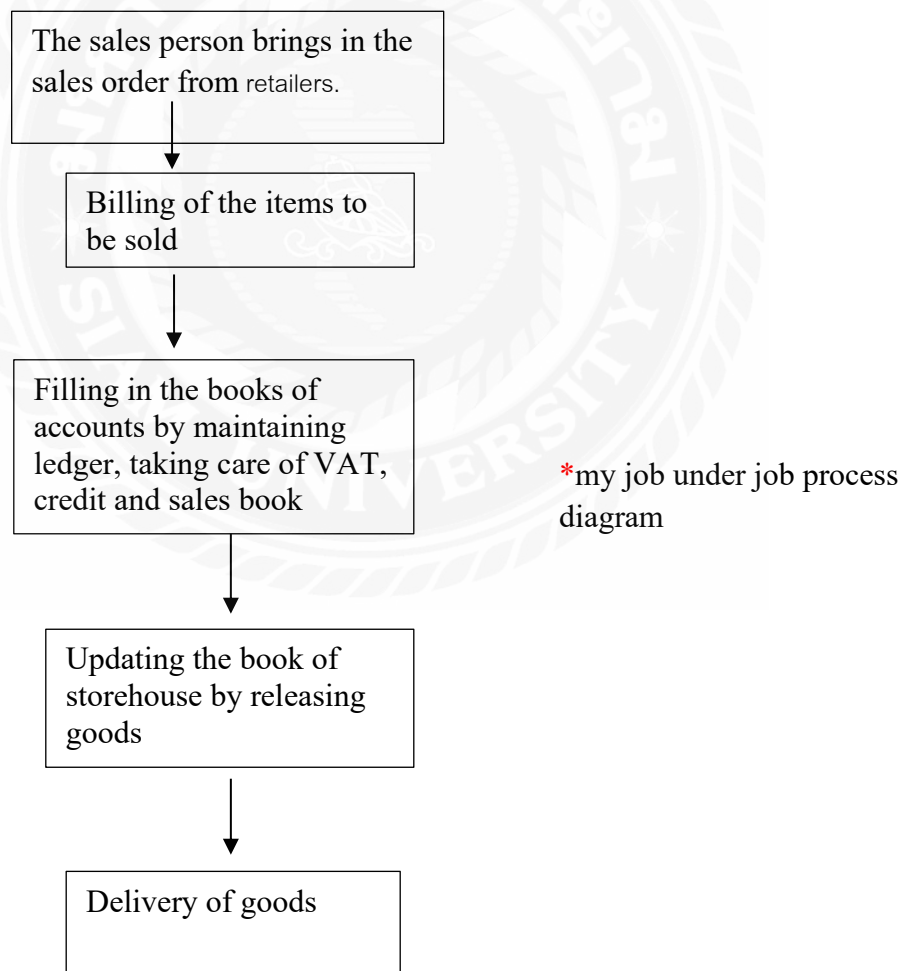
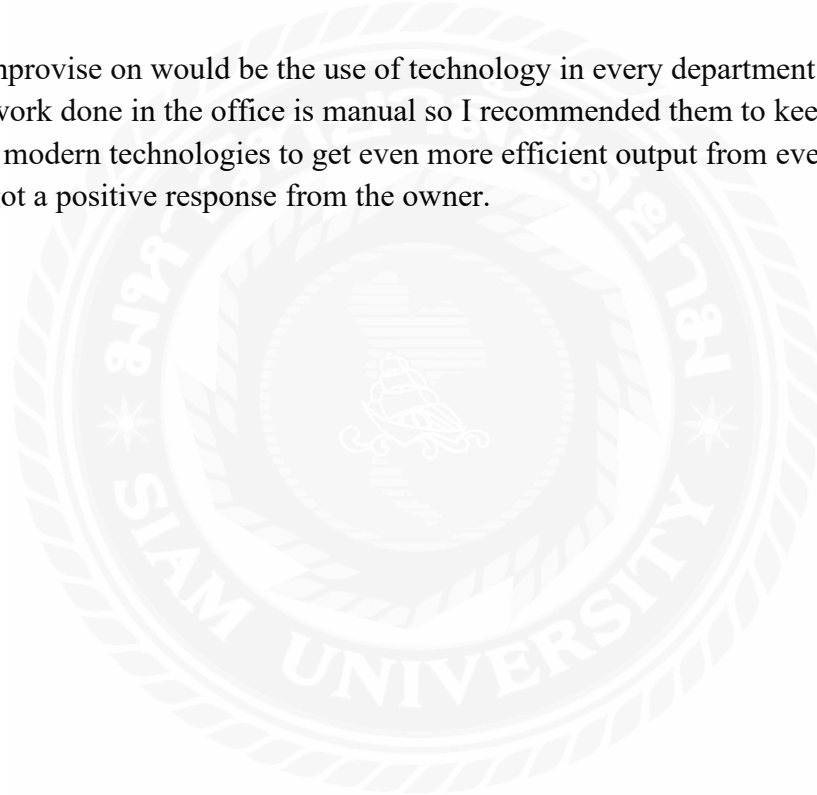


Fig 5: Job Process Diagram

5. Contributions as a Co-Op Students at Rishav Trading

At Rishav Trading, it required me to bring in some of what I have learned in theory of books and also some experience of store-keeping from my past internships. I helped the store to improve the way goods were organized. I also put an effort to make the inventory management more systematic as I talked about the weighted average method in place of FIFO. With my research I found out that the Government of Nepal has set guidelines for any trading firm to place goods in a particular way so that edibles are kept safe throughout the storage time. This includes keeping them away from direct sunlight, making the stacks of boxes of smaller heights, etc. and I, along with the helpers help put the boxes as per standard recommendations.

One thing to improvise on would be the use of technology in every department. Since almost all the work done in the office is manual so I recommended them to keep up with the use of modern technologies to get even more efficient output from every department. I got a positive response from the owner.



Chapter 3

Learning Process

In this chapter, the problem statement and how to solve the problems of Rishav Trading will be presented. I gathered the issues I found during the time of my working at Rishav Trading and selected the important one to study further. I also reviewed the previous academic research and some literatures that are related to this problem to present guidelines on how to solve this issue. In addition, I interviewed, Mr. Rajesh Khanal. Finally, I present a set of recommendations to the company to consider for improving their overall operation.

1. Problem Statement

During my internship training I got chance to learn many things but I also found some issues of Rishav Trading which should be considered for the company's performance improvement. The problem that I want to discuss is "how to manage a local trading store successfully".

Doing business captures several important dimensions of the regulatory environment as it applies to local firms. It provides quantitative indicators on regulation for starting a business, dealing with construction permits, getting electricity, registering property, getting credit, protecting minority investors, paying taxes, trading across borders, enforcing contracts and resolving insolvency. also measures features of employing workers. Although does not present rankings of economies on the employing worker's indicators or include the topic in the aggregate ease of doing business score or ranking on the ease of doing business, it does present the data for these indicators.

Managing any type of business firm is a challenge within itself. There is varied number of protocols and ethics to be followed by any firm. Starting from dealing with the construction permits, since Rishav Trading's office and store is opened up in the same house Mr. Khanal and his family resides, it wasn't much of a deal for them to put an effort for the workplace. From this, I got to know that it is much easier to start a sole proprietorship organization if we establish within the walls of our home. Since small scale businesses usually doesn't require large space, business starting from an already built building is a plus point as access to electricity and other infrastructures like road and drinking water is easy. Getting credit to run a business is a major issue to deal with. Being a sole proprietorship organization, the initial fund required to operate the business is completely dealt by the owner himself so credit management is an important decision.

Likewise, paying taxes is an important protocol for a business to operate. Any business has to give some share their earnings to the government and this is a strict requirement and has to be taken care of, on a specified regular basis.

2. Literature Review

Kathmandu—The COVID-19 pandemic and resulting lockdown to contain it have hit Nepal's tourism, entertainment, and transport sectors hard, slamming projected economic growth and pushing three in every five people working in small or micro enterprises out of jobs, a forthcoming study on the impact of the coronavirus, commissioned by UNDP, warns.

Tourism receipts in the landlocked Himalayan country are projected to plunge by 60 percent in 2020, or roughly US\$400 million, with remittances expected to drop by 15 to 20 percent, according to the impact assessment, which surveyed 700 businesses, 400 individuals, and more than 30 public and private sector entities. Projected GDP growth of 8.5 percent before the pandemic has been revised downwards to below 2.5 percent in 2019-2020, with a constrained and modest rebound through 202.

The pandemic has hit both formal and informal small and medium-sized business hard, with 60 percent of workers in those enterprises reporting that they are now jobless, with average monthly incomes down 95 percent. Moreover, these businesses say they will survive for two months at most should lockdowns to contain COVID-19 continue, according to the study, which will inform government policies and programs aimed at recovery from the pandemic.

Sure enough Rishav Trading felt a wave of interference brought on by the lockdown due to COVID -19 in its usual businesses. The products that were to be imported from overseas couldn't reach Nepal so some bit of business was lowered. However, the products Rishav trading deals are mostly the local products manufactured in the Eastern Nepal itself. Out of almost 20 products, around 5 products had to be ordered from overseas and rest of the goods is ordered from within the country's boundaries. On top of that, the products that were to be ordered from overseas were kept in stock before COVID-19 crisis. With around 10 million Nepalese rupees worth goods in the basement, Rishav Trading had some bit of foreign products stored in the storehouse that helped lessen the frequency of loss in the time of lockdown. Along with this, the Government of Nepal made it easier for businesses dealing with food and edibles by allowing them and their vehicle to operate by following necessary protocols.

This means that in Rishav Trading, the suppliers kept supplying the goods since they were locally manufactured, and since we could operate our business and could sell the products as we did earlier, the frequency of loss was smaller and close to being negligible so for this reason, there were no any form of act done to reduce the number of employees from the office.

The Business Management Practices at Rishav Trading

Businesses are operated efficiently only when the employees put an effort for the organization. When an employee feels every achievements of the company to be one of their own achievements and the failure to be one of their own, only then will they look to work for the company with complete effort for efficiency. To make the employees feel responsible for works they perform, organizations adopt different business management practices.

In Rishav Trading, following are the business management practices that have been adopted:

1. **Acknowledging and rewarding achievements:** I got an opportunity to experience a culture of acknowledging and rewarding achievements of the employees in Rishav Trading. The reward may include bonuses and commissions or even granting leave as per employee's desire.
2. **Communication without barrier:** The other way to manage a business to bring efficiency out of the employees is to have a clear communication channel. Rishav Trading is known to have put a great deal of effort in maintaining an effective communication channel.
3. **Leading by example:** Mr. Khanal, the owner is someone who keeps his bar high every time. He is defined to be most active and an all-rounder in everything he does, by his employees. So he believes in leading by example.

What I have Learned during Co-Op Studies at Rishav Trading

The list of things that I learned from my internship are:

- **Registration and establishment of an organization**

The first learning for me during my internship was, knowing the overall process of establishment of an organization. For this, one needs to take permission from the local government authority and then register it in the Ministry of Industries, commerce and supplies. Subsequently, a PAN (Permanent Account Number) is to be taken from the other government authority i.e. Internal Revenue Department. After this, finally one can look to operate their business.

- **Use of manual accounting**

Since Rishav Trading used manual accounting system, it was more of a job for someone who looks after the books to be more precise than ever. It took some time for me to be able to get along well with the manual accounting practices as learning in the text books was very different to working in the field itself. There were certain protocols to follow when taking care of the books as VAT ledger, Credit ledger and then the Sales book had to be maintained simultaneously.

- **Importance of communication**

One of the most important skills to learn in an organizational environment is the communication among the hierarchy. A firm can look to be at its best when the communication channel is smooth. The unity of command should always be looked into consideration and there should always be efficient communication between the higher and the working level staffs.

How I Applied the Knowledge from Classrooms to My Co-Op Work

Just the theoretical understanding of any topic might not be enough to know about it completely so whatever we learn, we should make a practical application of it. Same goes to whatever I have learned in the classroom as I will only be able to understand a particular topic inside out when I use it in real life. So it was a good opportunity for me to use my theoretical knowledge into professional life and apply it practically.

The concepts of inventory management like: LIFO and FIFO were just some terms until I understood its use in real life. I got a better understanding of how operations are handled in the store house. The movement of goods should be registered simultaneously in the books of storehouse by the storekeepers. I helped put forward the suggestion of the use of different type of inventory management technique (weighted average method) other than what they had been using (FIFO). Other than that, the standard protocol that has been set by the Government of Nepal for the storage of edible goods, we discussed about it as well, so as it makes the storage process more efficient.

I have hand-picked few subjects and the topics I read under them that seemed to be relevant to my job. They are mentioned as below:

- Business Finance and Accounts
 - Financial statements
 - Book keeping
 - Break even analysis
 - Working Capital

- Production and Operation Management
 - Inventory Management
- Entrepreneurship
 - Mission, Vision and values
 - Risk taking and decision making
- Principles of Marketing
 - Marketing and sales
- English Usage for Profession
 - Resume
 - Business letters



Chapter 4

Conclusion

In this chapter, summary of the study as well as work experience evaluation, limitations of the co-op studies and recommendations will be presented.

Highlights of Co-Op Studies at Rishav Trading

The 14-week work experiences at Rishav Trading company introduced me to the professional business scenario. The experience of professional business scenario was a complete new experience to me. With all the theoretical understanding of businesses and the business processes, I had very little knowledge of the real life practical side to it so interning in this organization gave me a good experience. The highlight of my internship at Rishav Trading was learning to work in a professional business environment and be able to work in a team, figuring out the best possible ways to put out my opinion on the table and contribute as much as I could, also to know how we work under pressure in order to attain the objective of the firm.

Self -Assessment

Under the completion of the internship, it has given me the opportunity to apply the theories like FIFO method of inventory, Ledger and journal entries, Income and expenses, sundry creditors and taxation which has been already studied in the professional work setting. It has given the exposure to learn about the financial activities, knowledge and tools that are performed in organization. It has also given me the exposure on e-commerce business, how online business is conducted and coordinated especially how website is handled, products are uploaded and vendors are communicated. Hence, the desired objectives for joining the company as an intern has been fulfilled which has been rewarding, knowledgeable and memorable.

Objective of the study includes

1. To understand the financial strategies used at a social service organization.
2. To implement the knowledge gained during various study modules at KCM.
3. To gain the knowledge and how it can be implemented on the alignment required to carry out operations.

My objectives of doing this internship are achieved:

1. To get an insight about the scope of the social services in Nepalese market.
2. To help increase my knowledge, experience and hone the skills.
3. To develop connections and build networks in the corporate world.
4. To learn about how big companies handle difficulties and come with solutions.
5. To apply my financial and accounting knowledge during my internship

Co-op report reflects various task carried out by the students during internship, problems encountered during the internship, learning and knowledge gained and self-assessment as a future professional.

Self-assessment as a professional

I worked as an intern for 14 weeks in Rishav Trading as a part of International BBA degree from Siam University but it was more than just interning as a part of curriculum. It was also a learning exposure in my life which helped me with my personal development too. The skills, experience and knowledge I gathered from my internship made me a complete different person than what I was, while my 3 years at Kathmandu College of Management (KCM). I could see all my theoretical understanding coming into use in practical and real life scenario. I got an opportunity to know how deals are made and how external hindrances are taken care of. Finally, I found the internship very useful for my personal development.

Effect of the global pandemic COVID 19

COVID 19 is a disease caused by corona virus and is now a global pandemic. Due to this pandemic, countries all around the globe underwent lockdown and many businesses completely collapsed and economy was close to getting frozen. Offices that could do work from home did continue their administration but in my case, work from home wasn't possible as we dealt with physical products and had to deliver it to our customers. My city did undergo lockdown for some days at the earlier stage of my internship. Later the local government lifted the lockdown and we started the work smoothly with all the necessary precautions.

Having to deal with people and products at the time of pandemic was a threat to us but with all the necessary precautions and government's guidelines, the work was carried out smoothly and I completed 14 weeks of my internship at this organization.

Limitations of the Co Op Studies

- The internship was just for 14 weeks and because of the time constraint, it was not feasible to completely understand the overall working of the organization.
- The company policy made some information unavailable.
- COVID 19 made it difficult to get into the market to get a clear understanding of the product sales.

Some of the problems I went through during my time of internship are as follows:

Company policy

Being a sole proprietorship organization, much information was supposed to be kept confidential and not allow to be accessed by any outsider. Since I was not an employee of the organization, I was not allowed to access to that information. Because of this limitation, I could only prepare this report on the information I could access to.

External hindrances

Many external hindrances played a part in my internship period. Starting from the global pandemic, it had a lot to do on this firm as it dealt with physical products that were to be imported from overseas market. Had it not been the problem, I could get to the market and get an ever better understanding of the distribution process but due to the pandemic, I was confined inside the walls of the office and was made to get a theoretical working of the market.

Recommendations for the Company

My recommendations to Rishav Trading would be listed as:

- a. Extension of product line by dealing with varied number of products by utilizing the customer base they have created.
- b. Optimizing the human resources by engaging the employees as per the nature of their work.

Since it is a manual based company, I would recommend them to make a use of modern technologies too as it brings efficiency in the job done.

References

Impact of COVID 19 on businesses in Nepal. (n.d.). Retrieved from <https://ekantipur.com/>

Understanding job process diagram and Strategic analysis of a company. (n.d.). Retrieved from <https://www.wikipedia.org/>















JOB SUPERVISOR'S CV

Rajesh Khanal

Itahari, Sunsari, Nepal

Mobile: +977- 9802054476

e-mail: khanalrajesh7@gmail.com

Personal Profile

Highly motivated, outspoken and a responsible business person actively involved in the political sector of Eastern Nepal. Have an academic degree in Economics and an exposure of working in a foreign nation. Currently is involved in a self-owned business and an active investor in real estate along with political affiliations.

Achievements

- Organized general assembly that included thousands of people while Prime Minister of Nepal addressed the assembly.
- Member and candidate of President of Chamber of commerce and industry of Itahari Nepal
- Member and volunteer at social service organization named Lions Club Nepal

Qualification

Bachelors in Education(Economics) from Sukuna Multiple Campus, Morang (1999-2001)

Experiences

- Sales officer/ sales manager at Khanal Brothers (2002- 2007)
- Sales supervisor at Baskin-Robbins, UAE (2008-2010)
- Owner at Rishav Trading (2011-present)

INTERN'S CV

Dipin Timsina

Gatthaghar, Bhaktapur | +977- 9860906211 |
dipin2021@kcm.edu.np

PROFILE

- Passionate and committed to utilizing all my knowledge and expertise into the field of interest.

KEY SKILLS

- Self – motivated
- Excellent organizational skills
- Good negotiation skills
- Good leadership skills
- Excellent oral and written communication skills
- Proficiency in three languages (English, Nepali and Hindi)

EDUCATION AND QUALIFICATIONS

🚩 10th Standard

- Nexus Int'l Academy (SLC)
- 83%

🚩 +2

- Nobel Academy
- Science Stream
- 62.6 %

🚩 College

- Kathmandu College of Management (KCM)
- 2.7 CGPA (6th semester)

ACCOMPLISHMENTS

- 🚩 Been a part of national level cricket club (Nepal Warriors), and won U-17 Indo- Nepal tournament held in Haryana.
- 🚩 Actively participated and won in major sporting tournaments organized in school and college level.

INTEREST

- Travelling and exploring new places.
- Playing outdoor sports that requires team work and leadership skills.
- Socializing and keeping up with current affairs.

