



COOPERATIVE EDUCATION REPORT

**Financial Management at a Social Enterprise,
Fight Back**

WRITTEN BY

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Abstract

This cooperative report entitled “Financial Management at a Social Enterprise, Fight Back”. It is a report based on the learning and findings during the internship tenure. This report focuses on the Accounts and Finance Department of Fight Back Pvt. Ltd. an organization that focuses on women empowerment and other social services as an intern. I was working in the accounting and financial department and was also involved in the administrative department. Objectives of the study include: 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 operational activities. This 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.

Keywords: financial management, social enterprise, Fight Back

Acknowledgement

I would like to thank Siam University and Kathmandu College of Management for giving me such opportunity to work at different companies and fields each year, which gives us a golden chance to enhance our interest on different fields and know our exact career goal.

I would also want to thank Fight Back for welcoming me with open arm from the very first day of my internship and my supervisor Mr. Bhushan Tandukar for giving me the chance to be a part of their company and work with them at the level of other employees. Their constant guidance helped me gain a proper knowledge and work with an easy manner along with comfortable working environment. Also, I am grateful to all the staffs of the organization for their friendly environment that made the learning process even more smooth and effective.

Therefore, I consider myself as a very lucky individual as I was provided an opportunity to become a part of this program. I am so grateful for having a chance to meet so many wonderful individual and professionals who led me through this internship period and encouraged me throughout my working days.

Vinay Jain

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Impact of COVID-19

The Covid-19 pandemic has created a global crisis. It has affected every beings lifestyle. Due to the crisis, people around the world have adopted social distancing and lockdown as a safety measures to reduce and control the spread of the virus.

As a precautionary measure to control the COVID-19, the Government of Nepal imposed lockdown on March 24. I also had to use all the precautions measures while starting my internship after the lockdown. I also had to work from home during the second lockdown and also during the time I was infected by the Covid-19 virus for 2 weeks

This unfortunate pandemic situation cost me a valuable time which would have otherwise been devoted in learning and understanding the social service industry even better.

To make most out of the situation I utilized most of my time learning about the scope of social services in Nepal and also how fight back operates.

I myself had been infected with covid during the last month of my internship tenure. I used to work from home duing the 1month period and interacted with the fight back time through zoom meetings. My supervisor and other team member were extremely supportive during these time.

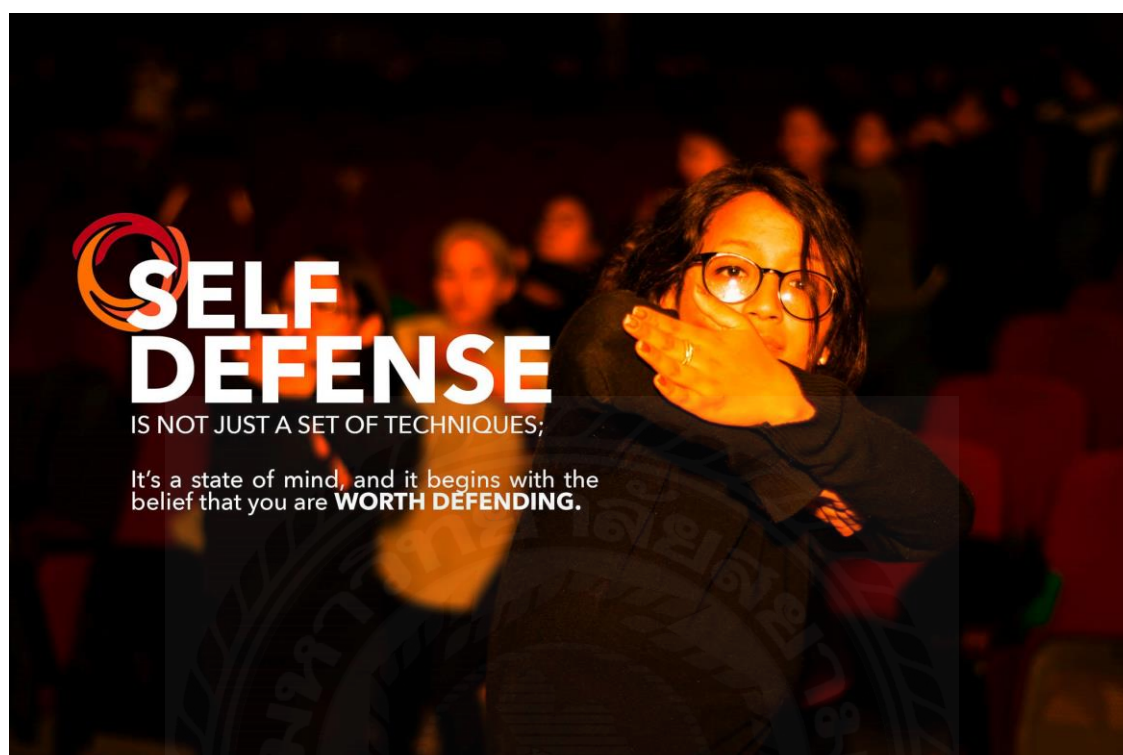
We had meetings every morning where work was allotted to me and most of the work was done through emailing, financial applications and social media platforms.

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Chapter1 Introduction



In this chapter, the background of Fight Back is presented to provide the readers information. Fight Back is a sexual violence risk reduction education program for women and girls which develops their critical Mental, Vocal and Physical Skills to prevent, mitigate and manage the risk of sexual violence and we also provide other social services according to the needs of Doner organization in Nepal. 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:

1.1 Company Profile

There are a lot of social entrepreneurs in Nepal, who are changing lives and contributing to development and nation building. Fight Back is a sexual violence risk reduction education program where we receive donations form our doners to conduct awareness programs and also apply for tenders through VSO (a middle man organization which helps local social enterprise connect with INGO's) and receive projects from other organizations main purpose of this organization is the betterment of women but we also cover other areas. For women and girls we do programs which develops their critical Mental, Vocal and Physical

Skills to prevent, mitigate and manage the risk of sexual violence. We are Social Enterprise where every profit we make we cross-subsidize it to training in low-income schools in different parts of Nepal.

We have trained 15,000+ women and girls in rural and urban areas with 95% reporting an increase in confidence and skills after Fightback training. In many districts, girls are setting up self-help groups to share their learning from Fightback with other girls.

For our work in the areas of security and education, FIGHTBACK was given the STAR India Group International Women's Empowerment Support Award-2020. The award was given by Dr. Ajay Kumar from the Indian Embassy and the Managing Director of Star India Group Sri Sunil Kumar, the recipients of the award were Mr. Vikrant Pandey (founder of the company). of Star India Group Sri Sunil Kumar.

What Fight Back Do?

SAFETY EDUCATION TRAINING'S IN SCHOOLS:

At schools, fight back provide mass safety education training to 100-1000 girls at a time. This creates a huge buzz and a powerful peer to peer environment that enables girls to unleash their strengths. They learn physical and vocal skills and express their ideas about risks and safety issues that they all face. We have trained 5,500+ in rural schools across Nepal with 100% positive feedback from girls, teachers, and parents. We have training sessions for girls, boys, teachers, and parents:

SAFETY EDUCATION TRAININGS IN INSTITUTIONS:

Fight Back have delivered training to frontline female employees at banks, NGOs and entertainment businesses. We have also delivered CSR sponsored training to marginalized women and girls in rural districts across Nepal delivering tangible, high impact benefits at a low cost.

SAFETY EDUCATION TRAINING'S THROUGH ONLINE SESSIONS:

The insurmountable challenge of COVID- 19 pandemic on being not able to congregate students to conduct our training in the traditional way was overcome when we took on this challenge to innovate and have started to conduct remote video conferencing Fightback session during this lockdown period.

1.2 Mission, Vision and Values of Fight Back

MISSION	VISION	VALUES
To build a society where women feel safe and confident. To develop the fight back training program in such a way that it's practiced in every institution	To see women enjoying equal rights as given to men in all the parts of the country. To see fightback training program in every schools as a subject for awareness.	To provide the training services in every part of the country for a better society with no violence.

(Source: <https://fightbacknepal.com/>)

Figure 1: Mission, Vision and Values of the company

1.3 Activities and Services of Fight Back

Safety Education Training in Education Institutions:

At schools, we provide masses safety education training to 100-1000 girls at a time. This creates a huge buzz and a powerful peer to peer environment that enables girls to unleash their strengths. They learn physical and vocal skills and express their ideas about risks and safety issues that they all face. We have trained 5,500+ in rural schools across Nepal with 100% positive feedback from girls, teachers, and parents. We have training sessions for girls, boys, teachers, and parents:

Rural School: We have the same training that we give in an urban school, but the only difference is that these programs are funded by the training we have done through training in urban places and selling our Fightback Merchandise.

Safety Education Training in Institutions:

We have delivered training to frontline female employees at banks, NGOs and entertainment businesses. We have also delivered CSR sponsored training to marginalized women and girls in rural districts across Nepal delivering tangible, high impact benefits at a low cost.

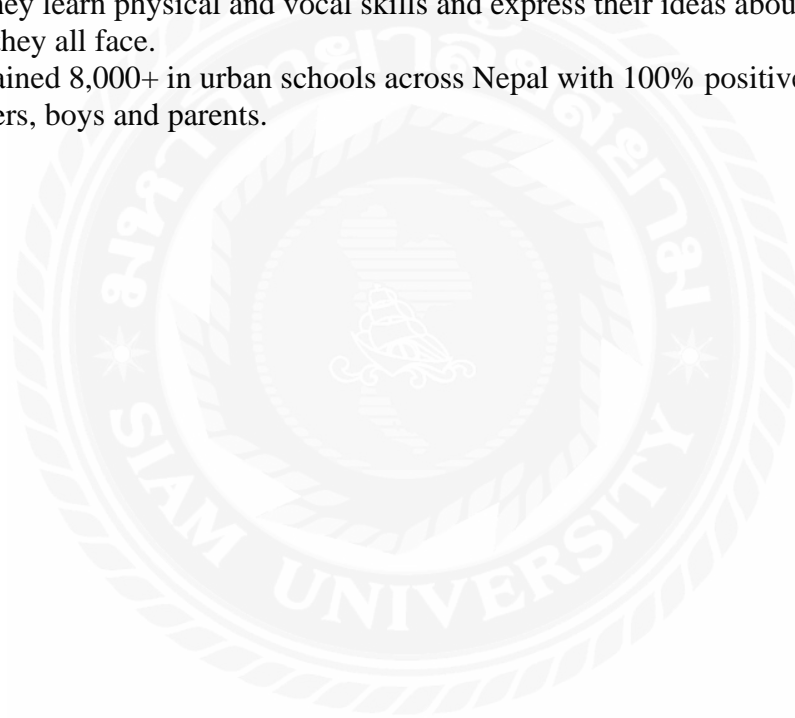
Safety Education Training's Through Online Sessions:

The insurmountable challenge of COVID-19 pandemic on being not able to congregate students to conduct our training in the traditional way was overcome when we took this challenge to innovate and have started to conduct remote video conferencing fightback session during this lockdown period.

Safety Education Training in Urban School:

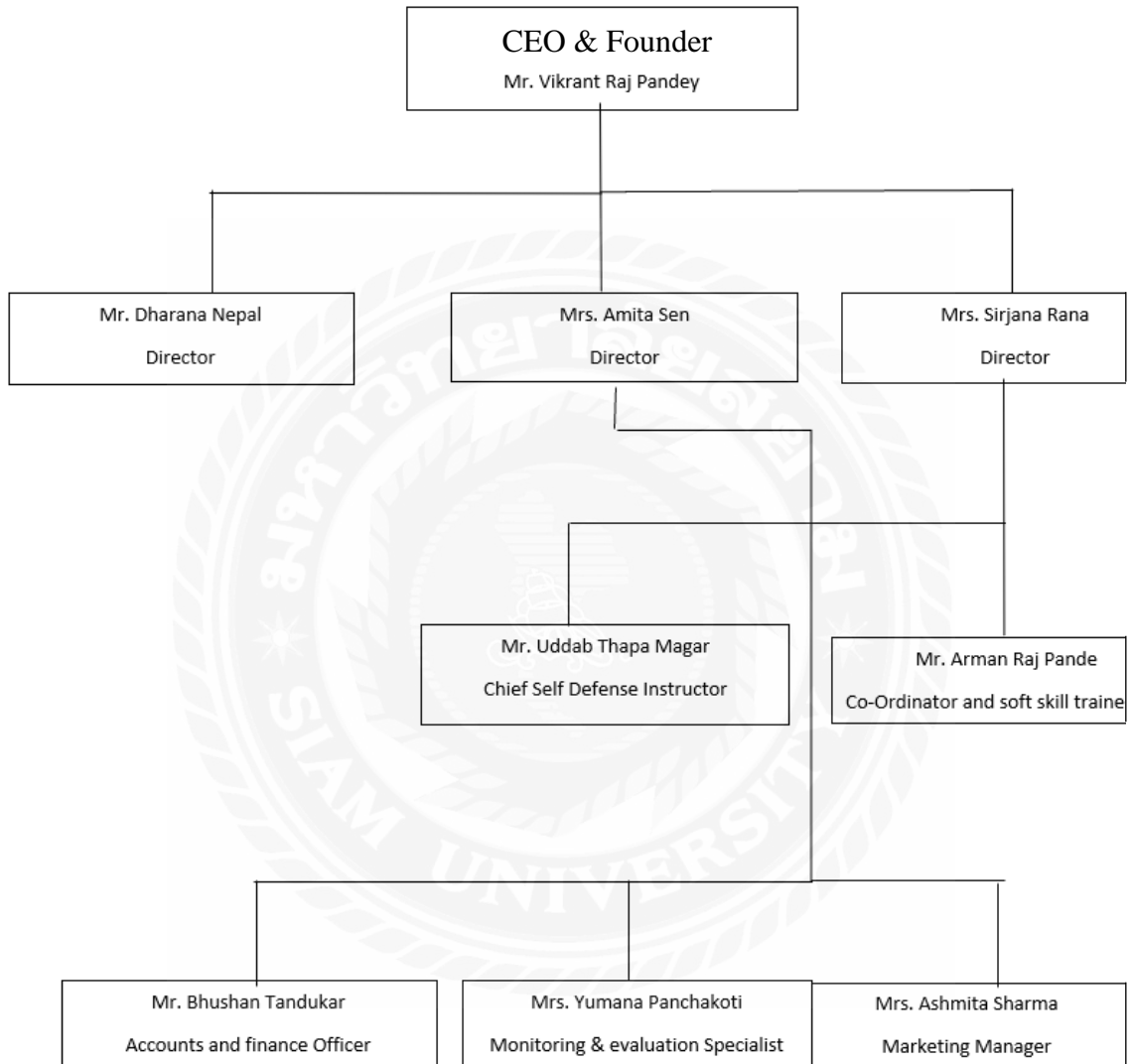
At schools, we provide masses safety education training to 100-1000 girls at a time. This creates a huge buzz and a powerful peer environment that enables girls to unleash their strengths. They learn physical and vocal skills and express their ideas about risks and safety issues that they all face.

We have trained 8,000+ in urban schools across Nepal with 100% positive feedback from girls, teachers, boys and parents.



1.4 Diagram of the Organizational Structure of Fight Back

Organizational Structure of Fight Back Pvt. Ltd figure: 1.2.1



1.5 My Job Position

During my coop studies I works as a junior finance officer for the first few months and as time went by for the first few months and as time went by, I was assigned new tasks in other departments like the admin department, logistics department and the marketing department.

1.6 My Job Position in the Organizational Structure of Fightback

My job positions are in the diagram of the organizational Structure of **Fightback** as follows:

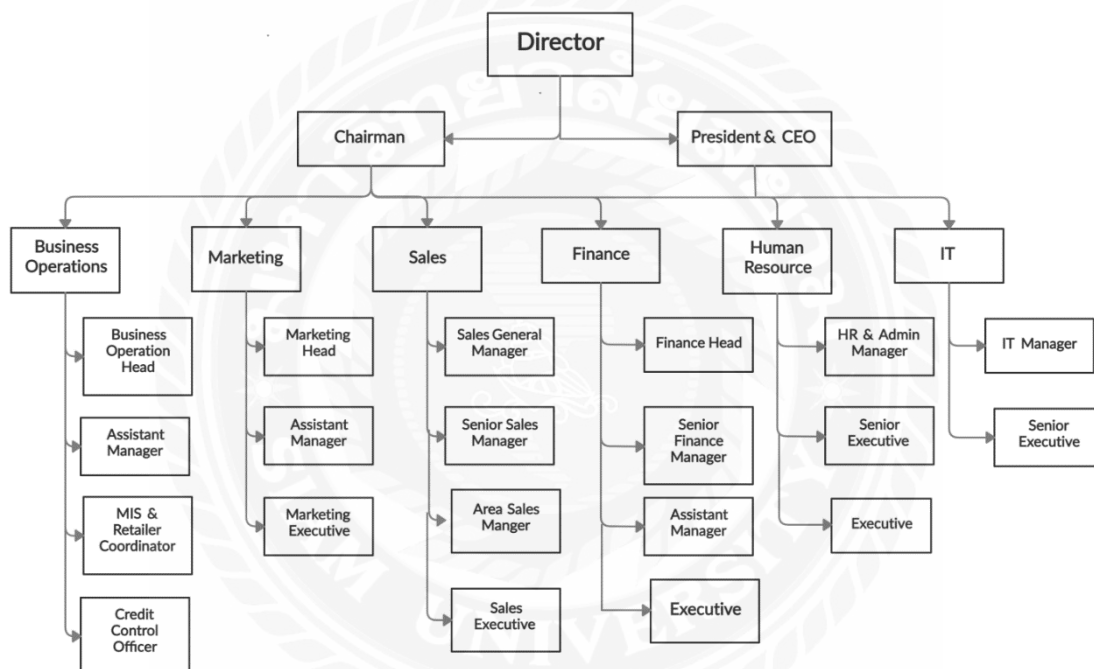


Figure2: My Job Position.

1.7 My Motivation to Choose Fightback as the Workplace for My Training

I had considered several options to choose as my workplace for training. I decided to choose Fightback because it was a new sector for me as I have interned in a Media house, Stock Brokage firm and the automobile industry I wanted to explore the business world further and fight back was the perfect opportunity for me.

1.8 Strategic Analysis of the Fightback

To analyze the Fightback's strategies, I use SWOT analysis as a tool. The study of SWOT (strengths, weaknesses, opportunities and threats) is used to assess the competitive position of a firm and to build up strategic planning. Analysis of SWOT evaluates both internal and external and existing and future prospective elements.

A SWOT analysis is aimed to provide a realistic, data-driven view of organizations, initiatives and industry's strengths and weaknesses. The organization should be precise in its analysis by eliminating preconceived ideas or gray areas and focused instead on real-life settings. It should be used by companies as a suggestion and not as a requirement.

Internal Environment: help to understand what the company has been able to achieve up to now by focusing on its internal strength and weaknesses.

External Environment: help us to understand what it can achieve and the factors that could prevent it from doing so.

Strengths:

Goodwill: Fightback has a good relation with the society as it's main moto is to work for their benefit. As we are a social enterprise we get immense support from the society.

Clearly defined goals and values: We at fight back have clear set goals for every yaer wehre our team works efficiently to achieve them.

Strong connections with communities: Being a social enterprise we have connections with almost every area of community weather rural or urban.

Transparency: All the workings at fight back is transparent to all their doners and joint ventures which makes us more trustworthy in this sector.

Staff experience: We have a group of well experienced staffs who have been working in this enterprise for years and have gained a lot of experience.

Global network: We have worked with many INGO's and have international doners which have given us a global networking platform.

Weakness:

Lack of accountability: few staffs do take responsibility for their workings which disturbs the working plan overall.

Lack of skilled human man power: We lack in human power as we hire freelancers for our projects and at times we are not able to generate enough manpower.

Poor branding: Being an enterprise whose main agenda is to support women we still are not able to be recognized in every part of the country.

Lack of awareness: Not all people in Nepal know about Fight Back and this is where we lack as it is important for us to be recognized by all the citizens in Nepal.

Opportunities:

High reach: We are a one of a kind enterprise which, provides us a platform where we can reach higher and become a nation wide enterprise.

Expansion opportunity: As we are an enterprise who provide services that are a basic need in today's society we have the opportunity to expand to different parts of the country.

Opening alliances with other organizations: We can work on projects with other organizations where both the organizations contribute which will also help us in increasing the manpower.

Threats:

Competitors: New organizations that are entering the same market are taking up shares in the same area as we are in.

Economic crises/Covid: Nepal's economy is unstable and with the pandemic it gave the company a very hard time as we were not able to complete our projects.

No/less support from the government: The government lacks in providing such organizations with un motivating subsidies which affects the finances and workings.

1.9 Objectives of the Study

This study shows the application of theoretical knowledge accumulated over the course of the BBA studies in Finance and Banking. Fight Back as a company has been providing social services in the societies, education institutes, officers and the rural area of the country through the funds it receives from the donors and NGO's.

Therefore, the objective of this study is to establish how the accounts and finance

department uses the funds for the effective and efficient outcome. The major objective of working in Fight Back was to know how NOG'S, INGO's and Social Service companies operate and function at regional levels. Some more objectives are listed below:

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



Chapter 2

CO OP Education Activities

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

2.1 My Job Descriptions

An assistant Finance and Officer and Accounting Intern is supposed to work directly with the Finance and Accounting Officer and Operational Head to help execute strategies and operations smoothly. The intern is supposed to undertake duties like recording the transactions, helping strategize proper allocation of the budget, assisting in inventory management and contributing ideas to the management. The intern will be entitled to more opportunities if they can prove their eligibility in the required field.

2.2 My Job Responsibilities

Financial Functions in FightBack is mainly about handling the funds from our doners and other organizations like UN, WHO which we receive through VSO (A organization who connect International organisations with the social interprises in Nepal).

We receive funds from such organizations and then a budget meeting is conducted to where the funds are allocated to different projects and other areas of the organization.

The roles and responsibilities I had during my internship period at Fight Back are as follows:

Maintaining the financial records:

As an Intern, I was assigned to keep the record of the daily administrative expenses that takes place in the company from accounts department to financial as well as marketing department.

The company also runs on credit and there has not been proper tracking of the outstanding collection since a year. So, I was responsible to keep a proper track and prepare excel sheets showing the time period the credit was being held for.

Interacting with the customers and making training plans as per their requirement:

I was with the Operational Head while the customers came to select the training requirements for their organizations and educational institute. Thus, I was given a chance to interact with

customers and know about their needs and help them choose between alternatives. Also, to keep the list of requirements the customer had mentioned while placing the order and was responsible to make sure that the order is as required by the customer.

Journalizing the transactions:

The company used an application called “Tally and Famous” to keep a record of all the transactions taking place in the company.

So, I along with the Accountant were responsible to make sure that the transactions were recorded daily and correctly and also ensure that a database of customers was maintained for future reference. I was assigned to work closely with the Finance Officer to strategize the proper allocation of budget for different departments of the company.

Assisting in preparing statements and reports.

I was assigned to prepare the pro-forma statements of the company for the period I interned at the organization for internal reference.

Ensuring that all the files were UpToDate.

As an intern I had to make sure that the entries in the financial software were properly filed to make things easy for the future reference.

Helping in the trainer trainee program.

As an intern I help the trainee in their presentation skills and help them understand their roles and responsibilities for the VSO projects.

2.3 Activities in Coordinating with Co-Workers

There are 12 employees who are involved in the day-to-day activities and 90+ employees who work at the training and security department at fightback. During my time working at the finance department and also on the other departments, I had to deal with the finance officer for all the daily work like book keeping and data entry and also worked in the other department where I managed the logistics, updated the website and some administrative work.

2.4 Contributions as a Co-Op Students

Being a Co-Op student, I have always been involved in variety of activities ranging from finance to marketing to building public relations. The contributions I made to Fight Back are as follows:

Preparing the outstanding collection of the company which has proven to be very helpful in minimizing the bad debts of the company.

Assisting the strategic planners with the preparation of the reports.

Providing new ideas on keeping records of the sales made which proved to be efficient at reducing errors.

Assisted the managerial team who had to make several decisions during the order processing by actively participating and giving my opinions.

Make sure that all the activities are carried out as per the planning and I used to report to my supervisor accordingly.

Assisting in the trainer trainee program where I helped the trainees with their presentation skills.

Providing ideas for the project 'save the children' in areas like where the projects should be conducted and the logistics required.

I was involved in other tasks such as putting up vacancy announcements for interns required for the projects.

Chapter 3

Learning Process

In this chapter, the problem statement and how to solve the problems of fight back will be presented. I gathered the issues I found during the time of my working 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 highlighted the experience I have learnt during my internship from coursework to the real working environment and main issues. Finally, in the areas where I can do better, I present a collection of suggestions to the organization.

3.1 Problem Statement

During my internship training I got chance to learn many things but I also found some issues of fight back which should be considered for the company's performance improvement. The problem that I want to discuss is the paradigm shift in fight back.

From NGO to enterprise: The paradigm shift of self-defense training in Nepal

Vikrant Raj Pandey the CEO launched Fightback as a social enterprise around 10 years ago. During that time the team's primary target was to establish self-defense as a skill that people can learn and utilize to earn a living.

“Fight back realized that our education system incorporates many types of the skills people could learn and earn through, but safety was missing”. On the other hand, all activities that aimed at women empowerment had a judicial approach—they would empower women to fight for justice after suffering violence. There were nominal efforts, if any, that focused on preventing violence.

Though Fightback was established around a decade ago, it came to the limelight after a few international media covered a self-defense training program it organized for blind women in 2013. After the mysterious Nirmala Pant rape and murder case last year, the company received more attention.

This shift was a new to fight back with a vision for talking fight back to the entire country and as a subject of education in all the schools of Nepal.

3.2 How to Improve the Business Operation at fight back during COVID-19 pandemic”

The pandemic has affected the entire world and left a deep impact in every area of the economy. Businesses have shutdown, the unemployment rate has been increasing. this was a tough time for all the businesses we at fightback also were affected by this pandemic.

As the UN project (stop violence against children) we were working in with under the VSO guidelines had been stopped which increased the work load in the office. The training programs for women were stopped. Different training program was not conducted.

It affected the entire year plan of the organization and we also suffered a liquidity crunch in the organization. But with the combined effort of the entire fight back team we were able to come out of this situation.

Though there were backlashes in the working environment I believe improvement in the following headers can make a difference:

Communication:

As there is a lower number of influence of youth in the fightback core team, communication gap and always been there in ideas and workings.

Proper daily work plan:

Due to the pandemic the yearly plan of the company was interrupted which affected the daily work plan.

Always prepare a plan B:

There was never a option of a second premaid plan just in case the plan A doesn't work and in cases where the plan A won't work out, a lot of time gets invested for the other plan and so the entire goal of the day gets disturbed.

Proper file management:

There isn't a proper storage system of the hard copy of files and during times of need the a lot of time gets wasted on finding the right file.

Proper management of funds:

There were times where the payment of our logistics suppliers had to be delayed due to lack of funds and no backup which eventually had affected the relation between fightback and the suppliers itself.

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

Company policy

Being a sole proprietorship organization, many 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.

3.4 What I have Learned during Co-Op Studies at Fight Back

This internship has been a total learning process and has taught me a lot of things and I would like to break down those things under following subheadings.

Communication

It is the most integral part of any internship. If the company isn't able to convey the message, they are trying to deliver no matter how good their services are, they won't get the customers attention, and everything will go in vain.

Developing public relations

I have realized how public relations can make the business go from one level to another in no time. During my time there, I had seen that majority of the new customers came from former customers and this is the case for majority of businesses in Nepal. People mostly go with word of mouth here. So, if one wants to run a business here, it is important to establish and maintain good relations with everyone.

Proper Planning

This step must be included by every company at every step of their activities. Proper planning allows us to be prepared and take actions accordingly. This also saves so much time which can further be used in doing something productive. I learned how proper planning reduces wastage, minimizes cost and helps in addressing various problems.

Co-ordination

All the members at the company play an equally important role towards achieving the goals and objectives of the organization. Therefore, it is crucial to co-ordinate with every department in order to understand their viewpoint and be accountable for your work in order to facilitate smooth functioning and main healthy environment in the company

Accounting Software

As maintain records is the most important duty of the accounts and finance department, I got to learn how the entries are recorded in the accounting software, which helps the company save a lot of time as all the information needed is just one click away.

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

This internship has provided me with the opportunity to learn practical information on what we learn in our classrooms. The Co-op report also helped me relate the theories I studied in school to the technical work environment that is used in relation to my roles and duties.

I was better able to understand the skills acquired in college classroom and the debate in the classroom on accounting principles such as the purchases, sales, taxes, VAT, factures, and excel for financial purpose etc. My cooperative activities are practically governed by accounting methods such as FIFO for inventory monitoring and transaction exposures.

The experience of financial statements, journals and headlines contributed greatly to the task and the duties entrusted to me. The knowledge of account, debit and credit laws contributed a great deal to the registration and modification of accounts. The records that I made numerically in my college days I got the opportunity to write the company's leading entries in my cooperative work.

The theory which was examined at the classroom was thus used in cooperative work, such as FIFO methods for the inventory, booklets and journals, revenues and expenditures, borrower loans and taxes. The previous experience of these classroom theories has helped me better understand my work and helped me to complete the task quickly.

3.6 Special Skills and New Knowledge I gained from the Co-Op Studies

Research and presentation skills: My first responsibility was to carry out research to verify my research results with supporting evidence. I learned how to prepare a sales and product for real potential customers, a major achievement in my career. After I presented, it gave me a lot of confidence and I learned the value of analysis and practical plans.

Professional Communication: This working experience provided my opportunity to meet stakeholders, who contributed to the smooth operation of the company. It wasn't a simple task, however. Often there will be miscommunications that would result in additional costs to the business. The lesson from this is that our company is run by these stakeholders and that all parties should remain open for contact. We should maintain a cordial relationship with them.

Agility idea: I had a new concept for a flexible work schedule. However, this shows that I do not have to deal with long hours of work but only with the division of work priorities and with the ability to complete all assigned tasks. This also gave me the freedom to choose what I do and how to do it as long as I follow the expectations of success.

Most importantly it gave me the knowledge and confidence to imply the learnings from the college to the real and practical world.

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.

4.1 Highlights of Co-Op Studies at Fight back

Working at Fight Back provided me with a lot of opportunities to excel my professional competencies and build my potential. I have been able to realize my self-worth and bring something to the table. The company had a great hand in helping me understand the underlying importance of a team and an environment one works in. This internship made me revise my own strength and weakness, which enabled me to hone my strength further and turn my weaknesses into strength. I was able to understand the fact that opportunities and chances are available around us if only we can grab them at time and make proper use out of them.

Internship opportunity is an outstanding approach in helping a person become a better version of themselves. This internship made me efficient in handling more than one task at a time. I also realized how important it is to be broad-minded and accept your mistakes because at the end we are all here to learn. Only this attitude will help us move forward and create a mark and give us competitive edge in the future.

In a nutshell, internship opportunity is essential for every business student to know about an organization and industry of self-interest to excel in future endeavors. I want to thank my Supervisor and whole team at Fight Back for giving me this opportunity of interning at their esteemed premises.

4.2 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.

My objectives of doing this internship are achieved:

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 operational activities.

I gained:

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

4.3 Self-assessment as a professional

One of the biggest learning for me was that things do not occur as per the set theories every time. A theory remains the same everywhere for a particular situation however, practical learning has a lot of external factors affecting it. Practical learning is subject to the people you are learning from or working from or the surrounding you are working in.

I was also able to develop my communication and interaction skills. There is a lot of difference between the college life and the life of an employee. The first thing that is needed is socializing skills which can make us successful in the workplace. During the internship, I worked with other colleagues, and tried to know how the industry works. I also learnt to adjust myself in the office environment. There is a certain way to interact to people in the job. I learned that public relations are a major component for businesses in Nepal. So, it is very important to be able to maintain such relations.

Another learning for me was no matter what there is always something to learn. For example: I thought I knew a lot of things and I thought in the beginning petite jobs like recording the transactions wasn't going to teach me something but I learned so many tricks and functions an application had to offer. It made me realize never to underestimate anything and always be willing to have an open mind to incorporate new knowledge and ideas which can make be a better person both personally and professionally.

4.4 Limitations of My Co-Op Studies

The Covid-19 pandemic has created a global crisis. It has affected every beings lifestyle. Due to the crisis, people around the world have adopted social distancing and lockdown as a safety measures to reduce and control the spread of the virus.

As a precautionary measure to control the COVID-19, the Government of Nepal imposed lockdown on March 24. I also had to use all the precautions measures while starting my internship after the lockdown. I also had to work from home during the second lockdown and also during the time I was infected by the Covid-19 virus for 2 weeks

This unfortunate pandemic situation cost me a valuable time which would have otherwise been devoted in learning and understanding the social service industry even better. To make most out of the situation I utilized most of my time learning about the scope of social services in Nepal and also how fight back operates.

During the tenure of my CO OP studies, I faced some challenges as an intern. However, I tried my level best to address the problems. The problems I encountered during the internship are explained briefly below.

Adjusting to the office culture During the first few days of the internship, I was quite hesitant and was unable to socialize with the people as I was the youngest of all and also the only intern working in the company in that time period. Thus, adjusting to the office culture was quite a struggle in the beginning.

I tried bonding with the people during lunch hours. I was the only intern during that period. I was keen about learning so, I went to different people in different departments and luckily everybody was happy to teach thus, that made it easier to connect with people.

Being assigned the trivial work in the beginning of my internship, I was given very timid jobs which I felt was quite discouraging however, the assigned jobs improved gradually once I got familiar to the scenarios.

I am glad I kept on doing my job because using an application to do the recording was not something I had done before and there was so much to learn. Plus, looking at my pace of doing work I was assigned with more challenging and fuller of learning jobs in the future.

Communication Gap As there are number of staffs in the company and me being the youngest the thoughts and ideas between me and the staffs were different. Like using google sheets for a efficient flow of information.

I suggested them to maintain the record in Google Sheets so that anyone from any office has the same sheet for recording the information regarding sales which made things quite easier and reduced errors while tallying.

As this was my first time interning in a finance and accounting department, I wasn't aware of the accounting software used in the company.

Transportation The workplace wasn't near to the place I live and unfortunately, there wasn't a direct vehicle taking me to the location of my workplace. Also, I didn't drive on my own. To make sure I don't reach the workplace late, I started leaving my house even earlier than I used to and use services like "Pathao" which is similar as uber but provides transportation on two-wheeler vehicles.

4.5 Recommendations for the Company

I would like to recommend the following things to the company:

A more professional working environment must be built in the working space as it will encourage the employees to devote all their energy towards their daily work this will save a lot of time and make the working hours more goal oriented.

A proper and stable internet connection must be installed.

An efficient internet system is a must for any organization to survive as in today's age a company cannot function without it and it also helps in making the work much more smooth and efficient

A proper storage for files

It helps in keeping the files safe and free from damage and also the information required can easily be looked at with less time wastage.

The company should add a greater number of youths:

I believe youths can provide new ideas and a new vision to the company, also it will help in completing the tasks on time.

In sum, working at Fight Back provided me with a lot of opportunities to excel my professional competencies and build my potential. I have been able to realize my self-worth and bring something to the table. The company had a great hand in helping me understand the underlying importance of a team and an environment one works in. This internship made me revise my own strength and weakness, which enabled me to hone my strength further and turn my weaknesses into strength. I was able to understand the fact that opportunities and chances are available around us if only we can grab them at time and make proper use out of them.

This Co OP study is an outstanding approach in helping a person become a better version of themselves. This internship made me efficient in handling more than one task at a time. I also realized how important it is to be broad-minded and accept your mistakes because at the end

we are all here to learn. Only this attitude will help us move forward and create a mark and give us competitive edge in the future.

In a nutshell, internship opportunity is essential for every business student to know about an organization and industry of self-interest to excel in future endeavors. I want to thank my supervisor and whole team at Fight Back for giving me this opportunity of interning at their esteemed premises.



Work From Home.



Mr. Vikrant Raj Pandey's Desk



Trainer's Office



The files I worked on.

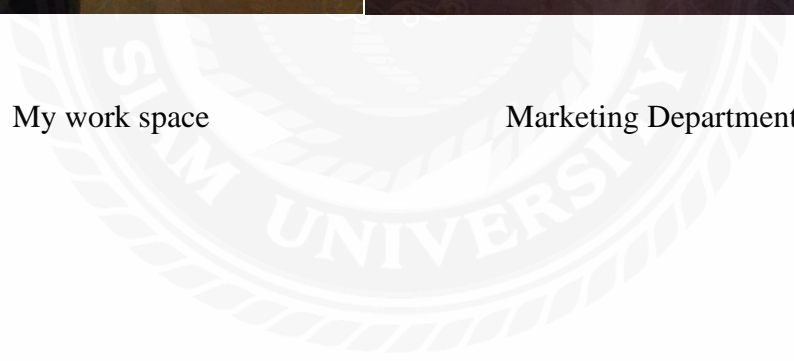


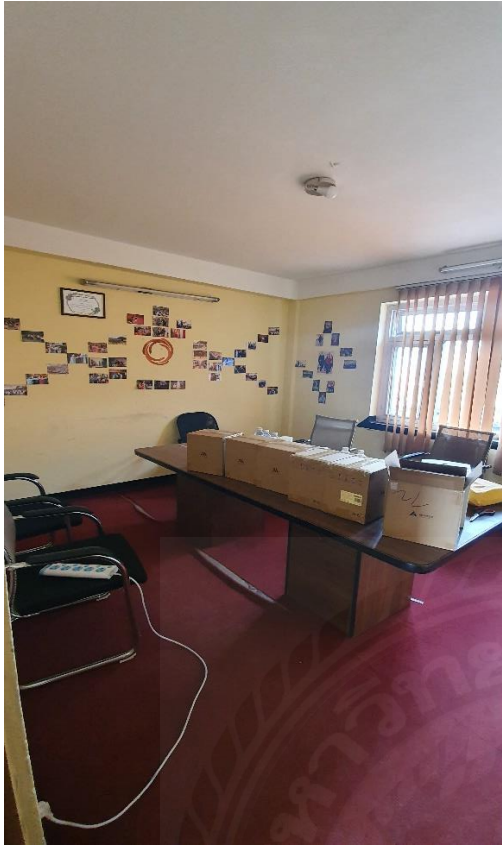


My work space



Marketing Department

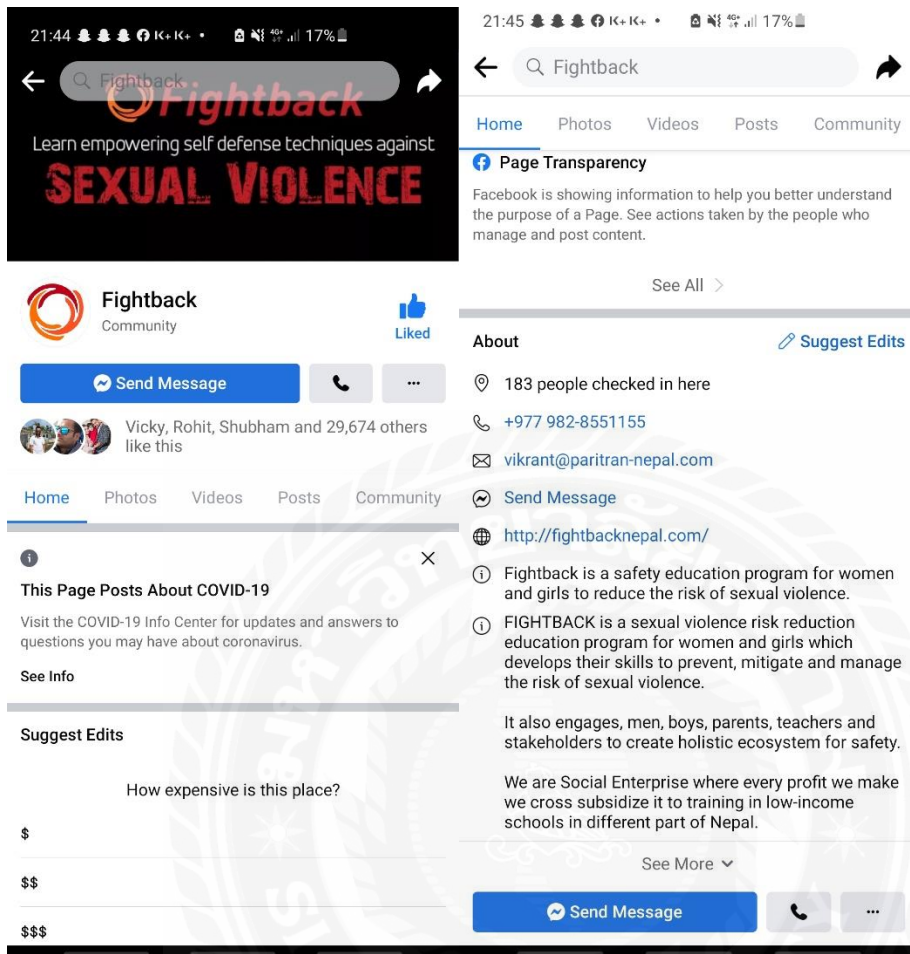




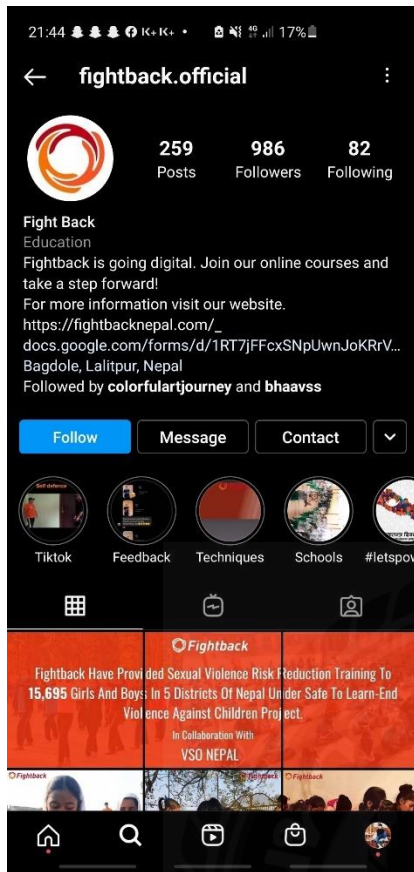
Meeting room



Ware House as well as the training room



Fight Back on Face Book



Fight Back on Instagram

BHUSHAN TANDUKAR

Patan Dhoka, Lalitpur | Contact : 9841027728 | E-mail : tandukar.bhushan.3@gmail.com

Profile

Graduate with experience in Accounting field. Highly organized, result-oriented and self-motivated.

Work Experience

Accountant

Mar 2016 – Mar 2017

Leapfrog Technology Pvt. Ltd, Dillibazar

- Maintain daily accounts and make entries into accounting system.
- Maintain books of accounts as per Vat.
- Bank and Cash Reconciliation.
- Calculation of Vat, TDS.
- Tax and Vat Filing.
- Maintain Fixed Asset Register and Chart of Accounts.
- Daily Cash Management.
- Prepare and Maintain Payroll.
- Assist in preparing Financial Statements.
- Tracking expenses and make payment.

Assistant Accountant

Jan 2015 – Mar 2016

Foodline Pvt. Ltd, Teku

- Prepare accounting vouchers.
- Maintain stock in Swastik.
- Bank and Party Reconciliation.

Education

Bachelor of Business Administration

2014

Tribhuvan University, GPA 3.27

Skills

- Microsoft Excel, Word
- Tally, Swastik
- Quick Learner
- Strong Work Ethic
- Handling Pressure
- Time Management
- Attention to Detail

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PPT presentation

Co-op Presentation Internship at Fight Back

Presented by Vinay Jain

Special thanks to:

Academic Supervisor
Bhawana Mala

Siam Supervisor
Srisuda Maam

KCM Supervisor
Dhabup Sir



Table of Contents:

- Introduction of the company
 - Co-op Study Activities
 - Learning Process
 - Conclusion
-

Introduction



- Established in 2013, a social enterprise.
 - It is theoretical and practical skilled based training in irradiating sexual violence.
-

- **Mission**

To build a society where women feel safe and confident.

To develop the fight back training program in such a way that it's practiced in every institution

- **Vision**

To see women enjoying equal rights as given to men in all the parts of the country.

To see fightback training program in every schools as a subject for awareness.

- **Value**

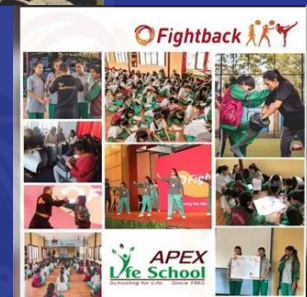
To provide the training services in every part of the country for a better society with no violence.

Strategic Analysis of the Fightback

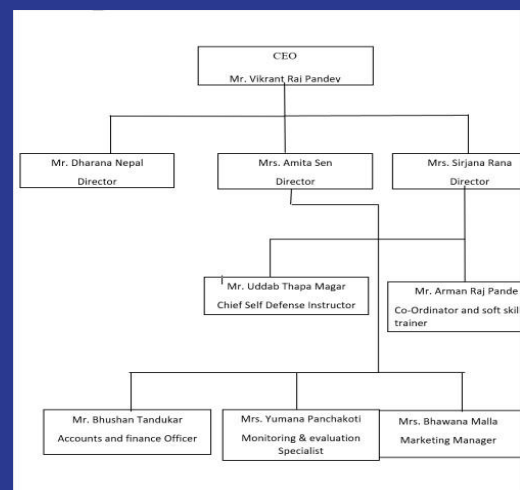


Activities and Services of Fight Back

- Safety Education Trainings in Rural School
- Safety Education Trainings in institutions
- Safety Education Training through online sessions
- Safety Education Trainings in Urban school



Organizational Structure



My Motivation to Choose Fightback as the Workplace for My Training



Objectives

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

My Job Descriptions

During my coop studies I worked as a junior finance officer for the first few months and as time went by, I was assigned new tasks in other departments like the admin department, logistics department and the marketing department

Job Responsibilities

- Maintaining the financial records
- Interacting with the customers and making training plans as per their requirement:
- Journalizing the transactions
- Helping in the trainer trainee program
- Ensuring that all the files were Up -to-date
- Assisting in preparing statements and reports

Contributions as a Co-Op Students

- Preparing the outstanding collection of the company which has proven to be very helpful in minimizing the bad debts of the company.
- Assisting the strategic plans with the preparation of the reports.
- Providing new ideas on keeping records of the sales made which proved to be efficient at reducing errors.
- Assisted the managerial team who had to make several decisions during the order processing by actively participating and giving my opinions.
- Make sure that all the activities are carried out as per the planning and report my supervisor accordingly.

Problems faced

- Communication
- Proper daily work plan
- No backup plans
- Lack proper file management
- Improper management for funds

How I solved the problems

- Research
- Reading articles
- Proper Planning
- Always prepare a plan B
- Proper storage of files

Learnings from this Internship

- Communication
- Developing public relation
- Proper Planning
- Coordination
- Accounting Software
- Working under pressure

Application of course work

- English usage for profession
- Organization and management
- Business Finance
- Entrepreneurship

Recommendation for the company

- A more professional working environment must be built in the working space
- A proper and stable internet connection must be installed
- The storage area for the files must be made to prevent any sort of future damage
- The company should add a greater number of youths in the organization to get more work done
- The employees must be encouraged to communicate more

Thank You



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