



## **Cooperative Education Report**

**Managing Clients accounts for all business transactions of  
Kedia Water House**

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This Report Submitted in Partial Fulfillment of the Requirements for  
Cooperative Education, Faculty of Business Administration

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Siam University

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We have approved this cooperative report as a partial fulfillment of the cooperative education program semester 2/2021.

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I hope that I can build upon the experience and knowledge that I have gained from this company. I will endeavor to utilize the aptitudes and information that I have learned in the ideal way.

Rohit Lohia

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## **Abstract**

This cooperative report entitled Managing client accounts for all business transaction of Kedia Water House, Nepal has the goals to study the import procedure and how customer relationship affects the business transaction in hardware and electronic industry. Objectives of the study include: (1) to understand the procedure of import and tender, (2) to look after daily business transactions, (3) to hold meeting with prospective client. With the company, the student was assigned to work as Junior Accountant, in the department of Finance and Procurement during the tenure 15<sup>th</sup> January, 2019 to 7<sup>th</sup> May, 2019. Main responsibilities are to look after prospective client and hold meetings for future business transaction, to prepare financial reports at the end of every month and comply them with the taxation procedure, to track down sales and purchases of different brands, and to understand water pipes, hardware and electronic industry in depth. At the end of my internship, I learnt problem-solving skills, how to work with a team of different opinions, work-ethics, adaptability skills, communication skills, how to handle responsibility and time management skills.

Upon the completion of the internship, it is found that the problem was resolved by means of research and constant help provided by work colleagues and supervisor. In this matter, student is able to learn more about hardware and electronics industry in Nepal, practical knowledge on how to run a successful business in the corporate world, various new terms related to finance, interacting with clients, problem-solving skills and networking with people which are very important for future career development and profession.

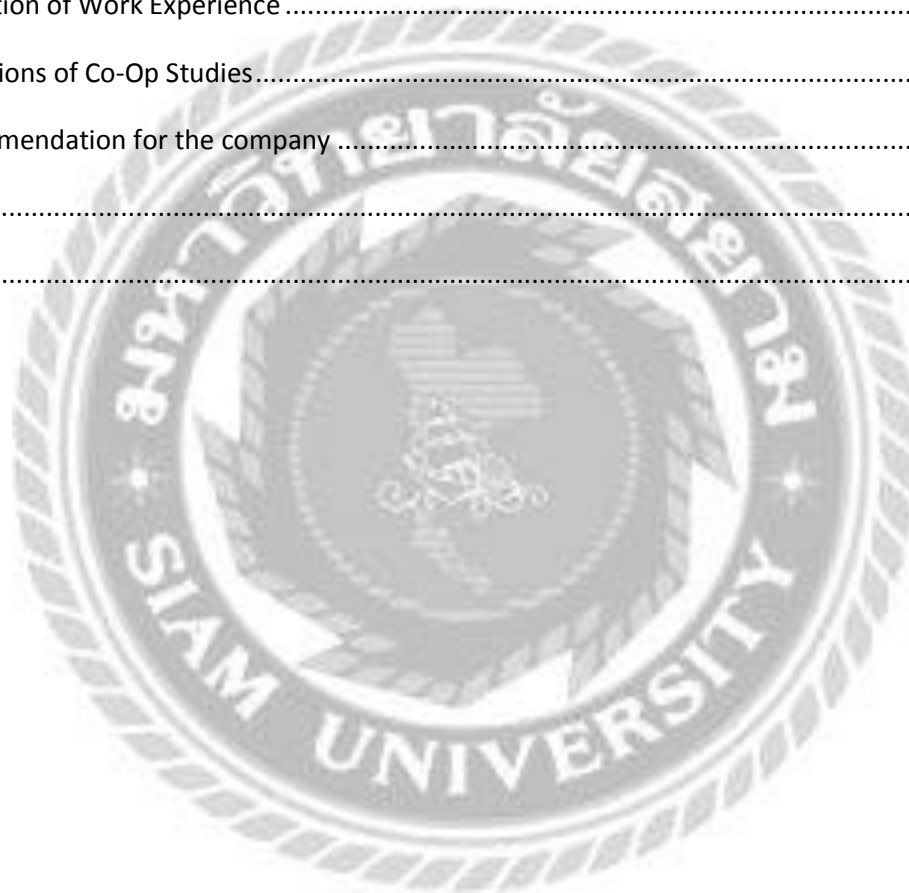
**Keywords:** finance, import, tender, reports



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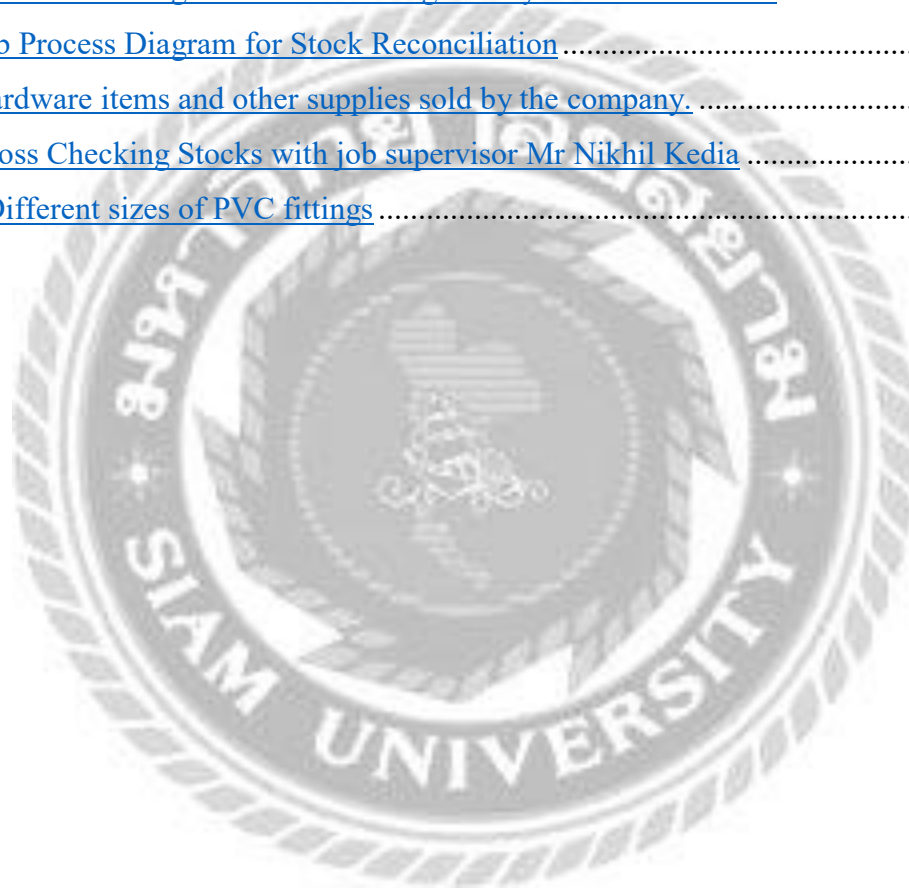
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## Chapter I: Introduction

### 1. Company Profile

Registered under the Nepalese Private Firm Registration Act 2014 B.S. Kedia Water House was incorporated on August 19, 2014 with the Department of Commerce, Government of Nepal, with Head office at Biratnagar 7, Morang, Nepal. Promoted by Mr. Manoj Kr. Kedia, a well-known business professional, having extensive business contacts and rich experience in national and International business. Kedia Water House has been established itself as a reputable trading and business house specializing in imports & exports and supply the goods as per the demand of customers.

For our product pricing, the cost benefit is designed through highly competitive pricing. All our product designs are made eco-friendly through power consumption efficiency, reduced space needs while adhering to Environmental Safety and Social Responsibility. Fulfilling all the requirements related to hardware and electronics under single roof, we cover a huge market of supply materials on infrastructure development works and services (Hardware Supplies, 2001).

In the present scenario, Kedia Water House is expanding its business on service sector besides the trading goods. With the growth of the company, it has shown flexibility towards the satisfaction of the customer needs and requirements as per demand of the time. For satisfying the customer in quick response, Kedia Water House has developed a good commercial relationship with the suppliers, manufacturers, agents, brokers around the world. With the help of our efficient network of communication facilities, we are capable to supply any information of business within a very short span of time.

#### 1.1. Mission of the company

To cater & pursue value creation for our customers, employees, shareholders and society at large.

#### 1.2. Vision of the company

To reach the zenith and be a premium conglomerate with outstanding service performance and clear business vision.

#### 1.3. Strategies

- For product pricing, cost benefit is achieved through highly competitive pricing.

- Product designs are made eco-friendly through power consumption efficiency and reduced space needs.
- Adhere to Environmental Safety and Social Responsibility.
- Flexible policies according to changing times to meet the demands of customer satisfaction and requirements.

## 1.2 Organizational Structure

Kedia Water House has an exceptional team of finance and project management experts, social media handlers and strong management personnel's who are committed to provide exceptional service focused on our customer's needs and requirements.

### 1.2.1 Diagram of the organizational structure

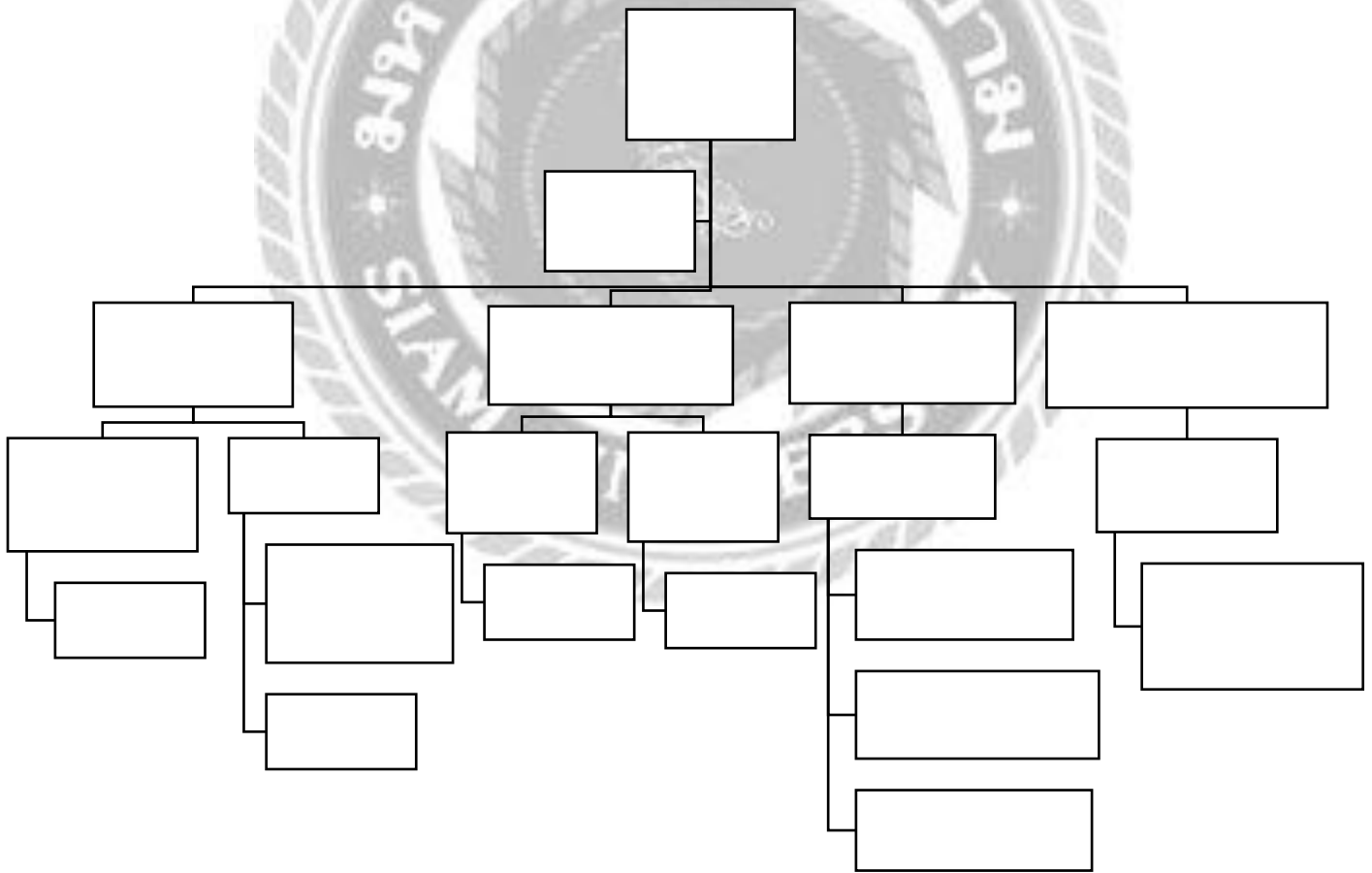


Figure 1: Organizational Structure

### 1.2.2 Job Position

During my internship period, I worked as a Junior Accountant

Under this position I had to align financials with the country's taxation procedure, prepare company's proposal, exposure to accounting software bookkeeping and a report directly to the management.

### 1.2.3 Job position in the company's organizational structure

I had interned in the finance department under the finance officer and research head. Under the finance department, I had to prepare various financial statements, analyze them, comply with the tax documents and file it to submit the documents to the tax department. Under the research head, I learnt to prepare various import export documents. Under this department, I also learnt to file the documents required to undertake a tender from the clients.

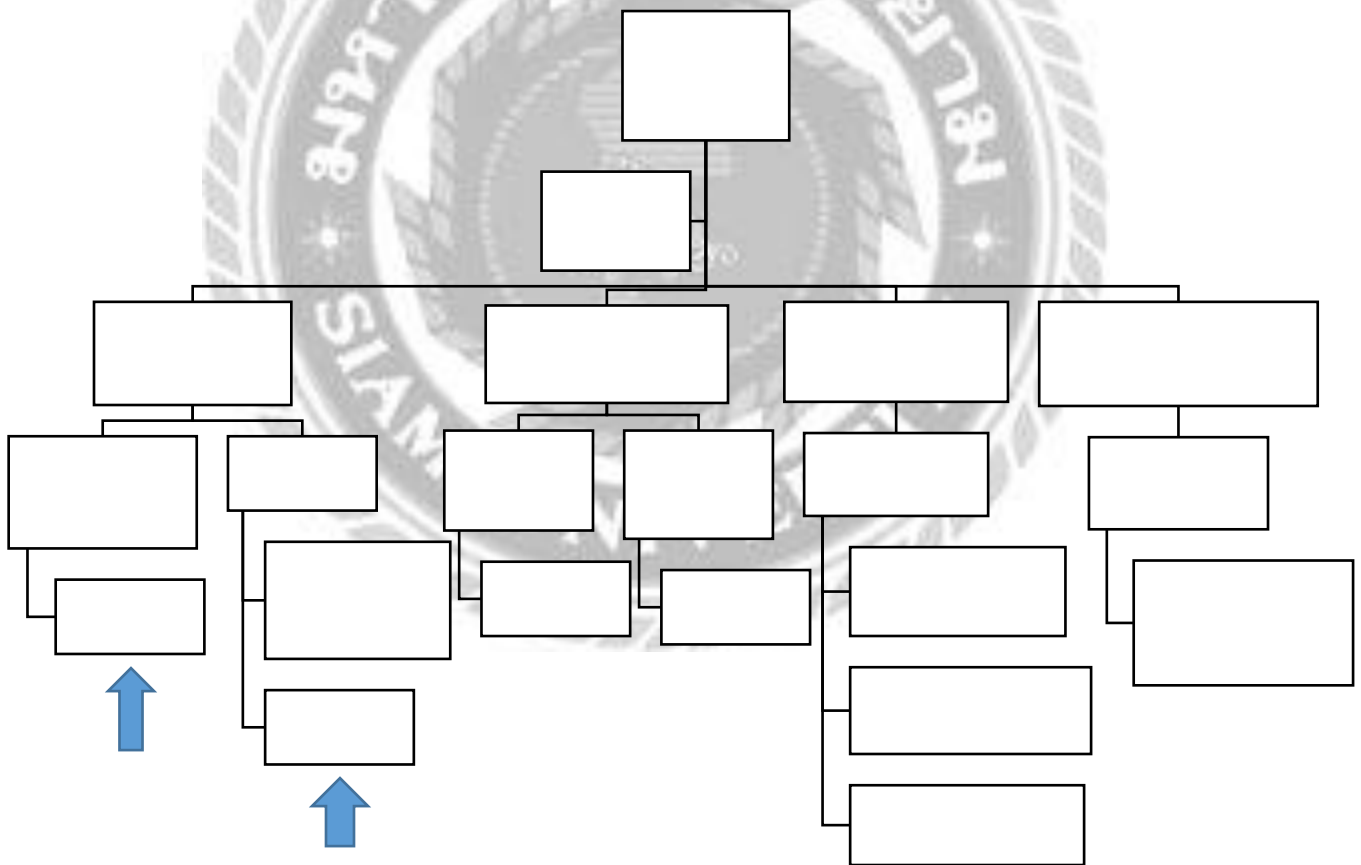


Figure 2: Job Position in Organizational Structure

### 1.3 Intention and motivation to choose this company

I chose this particular company because I have always been interested in corporate world and believe to start my own business in near future and I found this company to be best as my early footsteps. With this company I already have been exposed to business environment and import export documentation and related processes which would help me with my own startup. I have loved my work and I look forward to exploring this field more in the future.

### 1.4 Strategic Analysis of the company

To analyze the strategies of Kedia Water Houst Pvt. Ltd., SWOT analysis can be used as an effective tool.

#### A. Strengths

- Good commercial relationship with the suppliers, manufacturers, agents, brokers around the world.
- Good information systems on water supply infrastructures.
- Sufficient information to access condition and performance of water supply systems.
- Strong competence of human resources.
- Import of various types of materials has led to great experience in the import sector and connections worldwide.
- Market Leader in its sector all over Nepal.

#### B. Weakness

- Insufficient information data on wastewater infrastructures.
- Inadequate tariffs.
- Insufficient historical data.
- Inadequate quality of data.

- There is no official website of the organization which hinders knowledge about different products of the organization to the customers.
- Political instability in Nepal leads to frequent changes in required documents.
- Very less profit margin in such competitive environment.

### **C. Opportunities**

- Increasing demand in Nepalese Market.
- Demand for new and improved product in this sector, therefore first one to tap the market and import such products would gain higher profits.
- Incentives for sustainable use of energy.

### **D. Threats**

- Political uncertainties.
- Development uncertainties.
- High corruption in Nepal, therefore illegal connections leads to loss of projects.
- While importing, company needs to go through heavy documentation processes and even a small mistake would lead to heavy losses and high fines to the company.
- Import duties is constantly increasing in Nepal.

## **1.5 Objectives of the study**

The objectives of my internship are as follows:

1. To understand the procedure of procurement of tender in Nepal.
2. To look after daily business transactions.
3. To learn about the import and export procedure in Nepal.

4. To learn about hardware and electronics business in depth.



## **Chapter II: Co-op Study Activities**

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

### **2.1 Job Description**

Assigned Role- Junior Accountant

Internship Description-

The finance accountant will directly work under the supervision of Finance and Procurement Head to help prepare timely financial reports and procurement of tenders. Being of the leading and emerging hardware and electronic company, the intern will hold meetings with prospective clients, receive exposure on the working culture of the industry, align financials with the country's taxation procedure, prepare company's proposal, exposure to accounting software bookkeeping and a report directly to the management. The intern is also responsible for helping manage the public relation aspect within and also, outside the organization.

### **2.2 Job Responsibilities**

Listed below are few roles and responsibility I was assigned to during my internship tenure:

Primary Responsibility:

1. To cross-check the stamps, marks, or tags price on each merchandise.
2. Maintain record of the total bill including total price and tax on merchandise bought by customer (including discounts).
3. Look after prospective client and hold meetings.
4. Ascertain that the merchandises are on display.
5. Prepare proposal and send prospective clients.
6. Track down sales and purchases of different brands
7. Record daily transactions in Bookkeeping accounting software.

Secondary Responsibility:

1. Prepare financials at the end of every month.

2. Comply the financials with taxation procedure.
3. Maintenance of customer database ensuring integrity and accuracy.
4. Provide reports to the management head on a timely basis.
5. Keep a check on inventory level.
6. Hold weekly meetings with other department for product development and sales.
7. Dispatching monthly salaries and preparing vouchers for the same.

### **2.3 Activities in coordinating with co-workers**

Communicating effectively with the colleagues minimizes misunderstandings and maximizes work efficiency. Effective communication also produces healthy working relationships, and allows to resolve the issues in a collaborative manner. This created a more fun and less stressful work environment.

I tried to effectively coordinate with my co-workers as:

- I listened to them actively and showed up interest on what they were saying and respecting them. I tried not to interrupt them in between and actively followed up with prompt replies.
- Face to face communication helps with building trust and openness. Therefore I used to talk face to face to resolve any disagreements and fix complex problems. I used clear, friendly and polite language while having a conversation.
- While giving feedback, I made sure if my workmate fully understood what I was trying to communicate filling any blank spaces in between. If someone did a great job, I offered positive reinforcement.
- To build trust, we also used to talk about the personal lives rather than just professional talks but only if the colleague was comfortable with it.
- I tried to keep the conversation short and crisp. Also I tried to avoid any complex explanations and recommendations with the expectations that they understand me well.



## 2.4 Job Process Diagram

The major responsibility is to look after prospective client and hold meetings for future business transaction, to prepare financial reports at the end of every month and comply them with the taxation procedure and to track down sales and purchases of different brands.

The daily transactions need to be recorded in accounting software book-keeping. The procurement of tender needs to be analyzed and to be filled in the required time. Proposal of business must be sent to prospective clients, follow-up must be done and if needed, meetings must be fixed after consulting the company's manager.

Also, the primary responsibilities include maintaining records of total bill with total price and tax of goods bought by the customer and discount, if any. The secondary responsibilities includes providing reports to the management and supervisor. I have to keep a check on inventory level and hold meetings with respective departments regarding enhancing product development and analyzing the trend of sales as compared to the previous month. Similarly, keeping tabs on client accounts and their credit limit with regular updates on their payment schedule was an important responsibility that the company had given to me. Regular phone calls to concerned parties for new orders and previous due payments had to be done on a regular basis.

### A. Sales Tax Invoice Entry

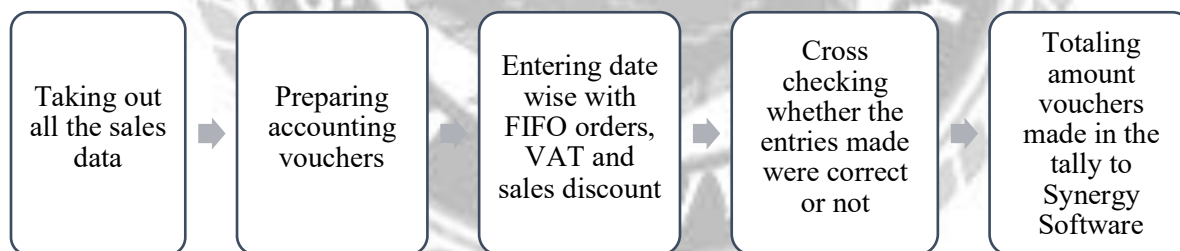


Figure 3: Job Process Diagram for Sales Tax Invoice Entry

### B. Purchase Invoice Entry

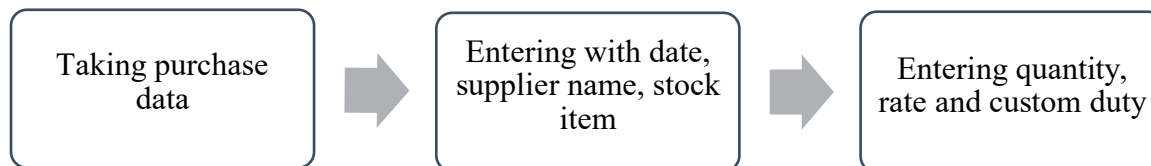


Figure 4: Job Process Diagram for Purchase Invoice Entry

### C. Journal voucher entry and VAT reconciliation

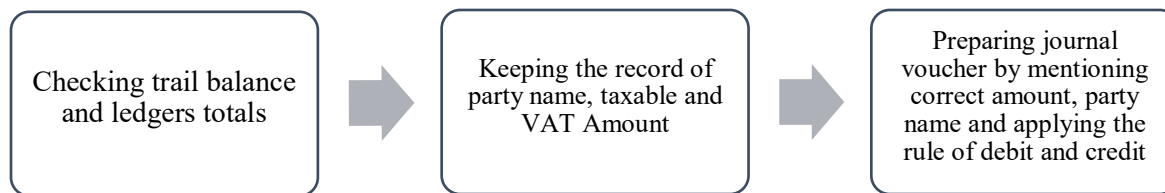


Figure 5: Job Process Diagram for Journal Voucher Entry and VAT Reconciliation

### D. Calculating sundry creditors balance

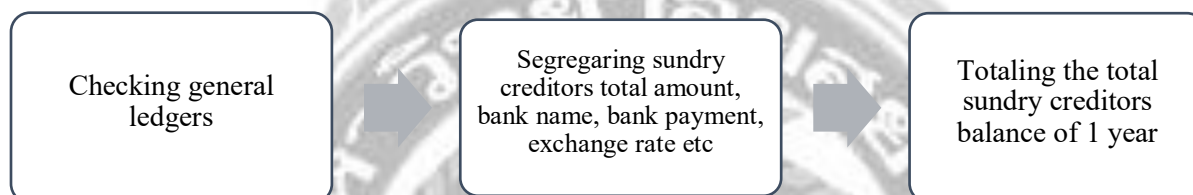


Figure 6: Job Process Diagram for Calculating Sundry Creditors Balance

### E. Stock Reconciliation

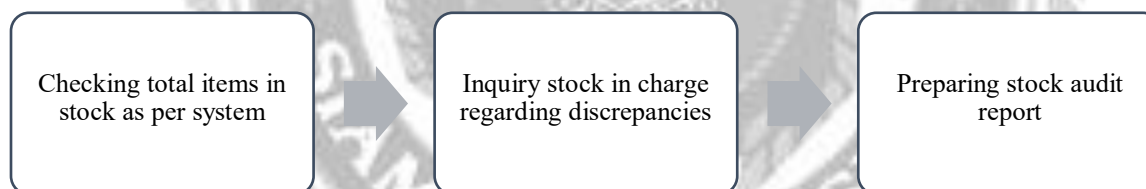


Figure 7: Job Process Diagram for Stock Reconciliation

## 2.5 Contributions as an Co-Op student

These weeks internship at Kedia Water House was a great learning experience so far. Assigned in finance department, I got a first-hand experience to perform research, prepare financial reports, and assist with reconciling accounts and other tasks, as needed. During my internship, I recorded daily transaction in accounting software namely bookkeeping. I also prepared financial reports such as profit and loss account, balance sheet and cash flow statement at the end of every month to know the company's balance at the end of each month.

Adding on, I conducted meeting with other departments such as sales, procurement and marketing department to discuss on various issues such as how to increase sales, which product to launch, tender to be filled, and many more. During those meetings, I got an insight on how to

handle company's issues and implement the changes required in the organization. I also managed our major client's details and their respective accounts. I was responsible for making a cold call to our creditors for receiving money. Also, paying debtors in the required time was effectively managed. At the same time, I was assigned for organizing meetings with them for future business endeavors, looking for more of such clients and sending proposal and arranging meetings with them.



## Chapter III: Learning process

### 3.1 Problems

Internship at Kedia Water House has been a phenomenal experience. During the nineteen weeks internship, my involvement was diversified in many departments. However, the focus was given to the work of Finance Associate. Following are some problems I faced during the course of my internship:

#### 1. Work from home

Due to Covid-19, the government had imposed lockdown in the entire valley. So all the employees were forced to work from home and perform their roles and activities but working from home was not feasible. To gather all the employees to an online system was really challenging for me and my team. Also Nepal lacks in internet infrastructure due to which many employees did not have Wi-Fi in their homes, so getting everyone online was a challenge for the company. Due to this reason employees were not able to perform their work smoothly. It also created lack of resources for the employees to conduct their daily financial work as all the information and resources were not fully available on the system, as still many documents were only available in hardcopies and files in office desks.

#### 2. New Environment

During my early days of internship, I faced socializing and adjusting to the environment struggles. Understanding the hierarchical structure office culture was initially a challenge for me.

#### 3. Delay in financial works

The lockdown in Nepal and travel restrictions due to Covid-19 led to a halt in many of the financial works at Kedia Water House. The online system was not familiar with the employees and all were working on their assigned tasks but works relating to accounting and finance were delayed as planned and compared to previous years.

#### 4. Little feedback from Supervisor

Initially, there was no direct and constant communication with my supervisor. Due to this, I didn't receive any feedback from him; it was from the finance head I was being assigned from the tasks to be completed. He only checked on me once in a week initially, due to which he wasn't able to learn my skills and strengths.

#### 5. Understanding teamwork

Miscommunication, misinterpretation of the actual objectives, and different opinions of team members was common while I was assigned with my first group project. I was pretty unsure on how to resolve in my cases.

#### 6. Too many information

Introduction to the company profile, people in the organization, department allocation, the person that I need to reach when required, and to whom I should report came at such a pace that it was difficult for me to handle and remember all of the information at one go.

#### 7. Use of Jargons

While working I had to come across many financial jargons, which I was not aware of before and made it difficult for me to understand the task.

### **3.2 Solving the problems with examples**

The above mentioned problems were solved in different ways. The solution to above problems are as follows:

1. The first problem I wanted to overcome was new environment in the office. For the same, I started having conversation with my co-workers in breaks and over coffee. This helped me in knowing a lot about office culture and their perspectives towards certain things.

**For example-** During conversation with one of my co-worker, I came to know that the marketing head doesn't like showing up to him directly, instead he suggests to have queries written over an email, and then addressing him to his cabin. So, whenever I had some queries, I wrote an email to him first and then had a face-to-face conversation.

2. To minimize the effect of the Covid-19, I talked with my supervisor regarding less interaction among the employees and with the department heads. Everyone were not familiar with the system and initially everyone had the problem with the logins. For this I suggested my supervisor with various available software's.

**For example-** It was getting hard to login into the system for everyone. For this I suggested AnyDesk app with which it would be easier for technical head to view and perform the activities directly into to employees screen. This app proved to be an effective method to overcome these technical problems and was highly appreciated by my supervisor and CEO.

3. While doing internship, there is nothing more motivating than your supervisor loving your work. But, it can be depressing when you don't hear from your supervisor and receive an honest feedback. Regarding this, I asked my head if she could set up a meeting of me with my supervisor.

**For example-** While discussing regarding a particular project, I told my head regarding the issues that I have been having since a long time. She immediately contacted me with my supervisor, and from then on, I have been receiving feedback continuously and all my concerns have been addressed.

4. The third problem that I wanted to resolve was that of teamwork. To avoid clashes, we decided to divide the work among ourselves and report to the person above us to sure proper division of work and completing the assigned work on time.

**For example-** During my first team project, everybody had their own opinions which resulted in the submission of the project getting delayed. We together came to a solution to divide work among ourselves, and constantly report each other regarding issues and for feedback.

5. With all the information provided at once, it was difficult for me to remember it all at one go. To solve this, every time I asked regarding a particular thing, I noted the same thing in my diary, so I would look into it the next time.

**For example-** I was confused on whom to report for submitting a project. I asked my co-worker regarding the same, and she explained me when to report whom. This time, I noted everything in my notebook and things just got simpler.

6. To understand the jargons of the company I used to take notes and research on Google and if still in doubt I asked my seniors.

Therefore, the above challenges faced during my internship tenure were dealt to a certain extent.

### **3.3 What have you learned during the Co-Op Studies**

Working as a finance accountant for a period of 19 weeks, I came across various finance-related jargons; learnt their meaning and usage and how a company complies with taxation procedure.

I learnt to work as a team without focusing entirely on myself and also developed patience in situations when my team members disagreed with me or vice versa. I came across real-life problems such as shortage of cash, collection of money from your creditors, paying debtors on time, holding meetings and many more; which ultimately helped me develop problem-solving skills. One of the most important takeaway from my internship was networking. At the end of my internship period, I ended up making great friends and memories; also widening my professional network. Along with this, my decision-making skills also got improved; as I was responsible for making certain crucial business decisions on my own.

I got to implement everything I learnt so far in my college. It also helped me gain ample amount of knowledge regarding the working culture of my country. Being a BBA student, major Finance and Banking and a finance assistant in one of the renowned company, I learnt that handling inflow and outflow of cash was important and meeting with clients, building connections helped one grow both personally and professionally in the corporate sector.

### **3.4 Have you applied the knowledge from coursework to the real working situation**

The internship program gave ample opportunities to bring the classroom learnings into the real working situations. I could somehow relate all my tasks with the theories learnt during the lectures in college. These months gave an opportunity to gain practical knowledge on what we learnt in the class room.

In classes we learnt various accounting concepts such as purchase, sales, VAT, tax (personal and company's), various invoices helped me to achieve my roles and responsibilities. I was pretty confident when supervisor assigned me with these roles. Kedia Water House uses FIFO method i.e., First In First Out method, so any product manufactured first would be delivered first. Therefore this theoretical knowledge helped me track the inventory left and in-progress inventories easily.

Our insurance lecture also helped me with various jargons that were used during the insurance policies documentation process. Along with finance department I was also exposed to Import documentation processes and related activities. All the imported materials needs to be insured to cover any unforeseen losses. I had only learned the process, but this period exposed to various policies and processes which were really tough enough and heavy documentation needed to be fulfilled. Also I could easily understand the heavy jargons used during the entire process.

The knowledge regarding financial statements, journal and ledgers entries have helped a lot to perform the assigned roles and responsibilities given to me. The knowledge regarding ledger accounts, debit and credit rules has helped a lot in recording and altering the ledger accounts. The ledger accounts which I have done in my college days numerically now here I got the opportunity to make ledger entries of the company where I got to know how it is used in my co-op work. Then preparing various financial statements such as income statement, balance sheet, expense budget, and cash flows helped me a lot with the format and numerical.

The prior knowledge of these theories from classrooms has helped me in better understanding of my task given and helped to complete the task with some ease in timely manner.

### **3.5 Special skills and new knowledge you have learned from this Co-Op studies**

The internship program helped me explore my various areas of interests and embedded me with following new skills.



1. Developed financial skills and knowledge

I was assigned with preparing various financial statement. At first I was assigned with only preparing expenses report but then I got to explore all the key financial statements under the guidance of my supervisor which has developed my financial skills and knowledge.

2. Importance of time management

I had to manage and perform the tasks assigned in a given time frame so I learned basic skills such as punctuality and performing right work at the right time. So I learnt the importance of time management and working schedule.

3. Developed computer and technical skills

I was exposed to various software's such as Tally and Microsoft Packages. Though I was a bit familiar with the Microsoft Package, I still got to learn small technicalities in it. Tally was a completely new software for me and performing everyday tasks on it really helped me learn the software a lot. Everyday using these software's taught me the usage of different features and methods of the software which developed my computer and technical skills.

4. Team work

Most of the tasks I was assigned with included the group work. This internship period helped me develop an efficient team work skill that has helped me solve many assigned task effectively, in more productive way, and more efficiently that otherwise without the team would not be possible.

5. Positive attitude

This experience develops the positive attitude in the workplace. My supervisor on the first day taught me not to say "NO" to any task. Even though you don't know how to perform the task, we must undertake the work as at first place no one knows to do a specific task. It's by involving into the tasks we learn to do them and find more efficient and easier way to complete them. Hence, with this I also learnt importance of patience to learn something new.

6. Intercommunication, managerial and entrepreneurial skills

Working with the team and introduction to new faces with different background and cultures provided me with the knowledge to deal with everyone and respect towards different cultures. This helped me know more about professionalism and methods of sharing the ideas and methods respectfully.



## **Chapter IV: Conclusion**

### **4.1 Summary of highlights of your Co-Op studies at this company**

Every internship you do, teaches you a new thing, provides you a new skill and is a different experience altogether. Working at Kedia Water House was challenging yet a great learning experience for me. I had never interned in a hardware and electronics company before in my past internships, which is why this internship was a really fruitful one for me.

Being exposed to work with a dimensional team, I got to learn team spirit, coordination, and public speaking skills. I also got to know about their culture, mindset and their thoughts on a particular topic within the period of sixteen weeks. As a result, at the end of the internship period, I got to learn the business model of a hardware company, accounting process widely followed by any import/export company in Nepal, along with its marketing pattern. My interpersonal skills really helped me increase the company's client base which earned me good recognition amongst my fellow co-workers.

This report has also helped me to link with the theories that I have learned in classroom with the professional work setting which is applied with the roles and responsibilities that I performed. The FIFO system of inventory, Ledger and journal entries, Income and expenditures, various creditors, and taxation theory which was studied in the classroom has been applied in the practical work environment. Prior knowledge of these theories benefited me in gaining a clearer understanding of the task at work and allowing me to complete it with easily and on time.

Overall, my experience of co-op study at Kedia Water House has truly been rewarding, knowledgeable and valuable.

### **4.2 Evaluation of Work Experience**

These weeks of internship at Kedia Water House was a fruitful experience. Doing internship at a different and new industry resulted in providing a lot of learnings and new experience along. I learnt things that I wasn't previously aware of. I got to work in a new environment and due to open office culture, we were able to adjust easily within a short span of time. I had to go out of my comfort zone to complete the assigned tasks and assignments, which I believe has helped me grow immensely both as a person and a professional.

The internship experience at Kedia Water House helped me understand the importance of teamwork and coordination which can provide best results in an organization. The staff of the

organization were very helpful throughout these weeks and were supportive in every way possible. Everyone I met, helped me grow, both as a professional and a person. The organization had an open working space environment which resulted into my understanding of four important things. First, always listen to your respective head. Listening is the first foremost thing as only then a certain task provided can be performed. Second, accept your mistakes and always seek for a feedback as it is a learning process and making mistakes only helps you to grow further. Third, don't be shy to follow up on the information you need from someone and don't stand back at helping others. Fourth, always have an open mind to gain knowledge and ideas from others and if you have the same regarding a product or service, don't be afraid to share one.

Every internship you do, teaches you a new thing, provides you a new skill and is a different experience altogether. Working at Kedia Water House was challenging yet a great learning experience for me. I had never interned in a hardware and electronics company before in my past internships, which is why this internship was a really fruitful one for me.

Being exposed to work with a dimensional team, I got to learn team spirit, coordination, and public speaking skills. I also got to know about their culture, mindset and their thoughts on a particular topic within the period of sixteen weeks. As a result, at the end of the internship period, I got to learn the business model of a hardware company, accounting process widely followed by any import/export company in Nepal, along with its marketing pattern. My interpersonal skills really helped me increase the company's client base which earned me good recognition amongst my fellow co-workers.

The internship time at Kedia Water House has allowed me to develop my theoretical skills in terms of finance and management. All the ideologies, techniques and advises of completing a task both effectively and efficiently were taught to me very explicitly. The knowledge received is a huge boost for my upcoming tasks and works as it allows me to contribute something different and new in any of my future organizations, as these practices and techniques are not known to everyone in a workplace.

Therefore, there are still many areas for me where I have to improve, work hard on and build various other skills required; but I believe this internship has been a kick starter to my professional career.

### **4.3 Limitations of Co-Op Studies**

The outbreak of the Corona virus severely disrupted the global economy. To control the spread of the virus most of the countries have imposed lockdown, social distancing, restricting the movements of people for travelling from one place to another. Similarly, Government of Nepal also imposed nationwide lockdown which limited our internship opportunity. For a lot of weeks, I had to struggle to get an internship at reputed organization where I could enhance my skills and work at my area of interest i.e., finance, import- export, stocks, and entrepreneurial skills. Fortunately, I got internship at one of the portfolio management company where I was exposed to managing portfolio for the clients and ensuring them maximum returns on their investment. But soon government imposed 2<sup>nd</sup> phase of lockdown with more restrictions and therefore I had to leave the company. Then again I had to look for another company. After few weeks I started interning at Kedia Water House.

The limitations I faced during early days of my internship were I was assigned grunt work such as photocopying the documents and transfer the files from one department to another which didn't build any new skills. But soon I was handed with new tasks and responsible work which really helped me a lot. This pandemic and government-imposed restriction has created work load in our organization as it was closed for over months and impacted every employee's daily life.

The other limitations I faced was confidentiality issues of the company and limited period of internship. The company didn't wanted to disclose most of its documents to an intern and some of the features of the accounting software were also nor accessible to the intern. Therefore I could not know everything and in depth working mechanisms of the company. Also the working period of the internship was only 4 months which I felt is very low for any intern to gain much fruitful experience and himself with new and extraordinary skills. Also only in this small period, I wasn't able to make such good connections with my colleagues and other officials which would otherwise had been very beneficial for my future.

### **4.4 Recommendation for the company**

I would like to recommend the company on the basis of my internship experience. Firstly, though I was an intern, I recommend the company to provide the work same as it gives to its other

employees. As I enrolled the company as an intern, I felt the company didn't provide me ample of work as most of the time I would stay idle and helped other colleagues.

Secondly, I would recommend to company to provide intern too with appropriate deadlines. I was not provided with some deadline or time frame to complete the work. Without deadline the interns may not feel the importance of the given tasks. Furthermore, without the deadline I would get distracted and completing the work in my own pace and complete only in the last minute which affected my productivity. So, giving the deadline for the interns may boost the productivity in the employees and they feel the importance of the given tasks.

Thirdly, I would recommend the company to give or involve the interns in some specific project so after the completion intern feel they have achieved some bigger and better rather than just giving administrative works. By, this company can boost the productivity of the interns. Along with this I also recommend the company to involve the interns in some of the meetings of the department so they can also share some ideas with the department rather than just assigning the financial works. Involving them on the meetings will have idea on what the department is trying to achieve and what the interns are expected to do and also make the intern feel he/she is an asset and an important part of the company.

Fourth, I would like to recommend the company to properly train all its employees for using the accounting software. As of my department, I noticed all the employees knew only their part in the accounting software and were unaware how the other employees work to be done. This would create a lack in efficiency and incomplete work.

Lastly, I would recommend the company to monitor the behavior and attendance of the interns so that they are encouraged to be at their best and feel like a part of their organization. Moreover, there should be good communication between head office, corporate office and all the branches of the company which will help the company to perform even better.

## Annexure



Figure 8: Hardware items and other supplies sold by the company.





Figure 9: Cross Checking Stocks with job supervisor Mr Nikhil Kedia





Figure 10: Different sizes of PVC fittings

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