



Co-operative Education Report

“The Role of Finance Team in Managing International Transactions, Mitigating Foreign Exchange Risks and Profitability of the Company”

WRITTEN BY

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This report is submitted in partial fulfillment of the requirements for Cooperative Education, Faculty of Business Administration Academic semester 2/2022

Siam University

Title- “The Role of Finance Team in Managing International Transactions, Mitigating Foreign Exchange Risks and Profitability of the company”

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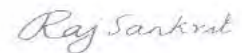
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ABSTRACT

The report titled "The Role of Finance Team in Managing International Transactions, Mitigating Foreign Exchange Risks and Profitability of the Company " provides an in-depth analysis of Grepsr Pvt Ltd's financial operations as it expands globally. Grepsr, a prominent player in Nepal's web and alternative data industry, has successfully ventured into international markets, offering comprehensive data acquisition solutions.

Additionally, the report highlights the finance team's critical role in effectively managing international transactions and mitigating foreign exchange risks. It explores the challenges and opportunities associated with conducting business across various countries, including handling diverse currency, exchange rates, and regulations. The report also emphasizes the significance of the finance team in managing the financial operations of a global company.

Furthermore, this report outlines my experience at Grepsr Pvt Ltd, where I worked as a finance and operations associate, detailing my roles, responsibilities, and contributions to the company. It also provides a brief overview of Grepsr Pvt Ltd and its business activities and highlights the challenges and significance of conducting international business and dealing with clients across the globe in Nepal. Moreover, the report demonstrates the process of a business generating income in foreign currency and its impact on Nepal's economy.

The primary objectives of this study are to (1) understand the functioning of a homegrown company gone international, (2) learn the methods used to analyze company structures, identify problems, and develop solutions, and (3) gain knowledge of how a business manages international clients, remittance inflows, and their effect on the Nepalese economy.

As a Finance and Operations Associate, my role encompassed a diverse range of responsibilities, providing me with extensive exposure to various aspects of the company's operations. It is important to acknowledge that my internship experience involved a wide range of tasks and responsibilities beyond those listed. My learning was not limited to theoretical knowledge alone but also derived from hands-on practical work, effective guidance, and supervision from my supervisor.

Keywords: Finance, Operation, Opportunity, Data Acquisition

Acknowledgement

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I am particularly grateful to Ms. Shristi Pahari, the Senior Finance Officer at Grepsr Pvt Ltd, who served as my supervisor during the internship. Her guidance, mentorship, and support have been invaluable. Through her expertise and insights, I have gained exposure to diverse work cultures and have learned best practices in the field of finance.

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Chapter 1: Introduction

1.1 Company Profile



Figure 1- Logo of Grepsr Pvt Ltd

Grepsr Pvt Ltd is a data solutions provider that specializes in advanced web scraping and machine learning technology to acquire valuable data. Grepsr caters to an array of clients, including enterprises, agencies, retailers, and independent software vendors that require fast and efficient ways to gather and disseminate important information to their vast networks of customers and partners. With the highly scalable and secure data acquisition and management platform, companies like GE Capital, Target, Groupon, and Boston Consulting Group can seamlessly collect, monitor, and transform unstructured web data into actionable insights to support day-to-day business operations and contribute to the development of captivating products.

Furthermore, Grepsr's customized data solutions cater to businesses of all sizes and industries, such as market research firms, management consulting, real estate, e-commerce, and trading businesses. These comprehensive services enable their clients to collect and analyze data seamlessly, derive meaningful insights, and make informed business decisions. In addition to data extraction, Grepsr also offers data processing and analytics services to help clients make data-

driven decisions and is committed to providing efficient and cost-effective data solutions that are tailored to meet the unique needs of each client. Quality, reliability, and customer satisfaction are of utmost importance. The data is an integral and critical part of the company's clients' operations and strategy, which are the pillars of Grepsr's success.

Grepsr, a homegrown Nepalese company, has successfully expanded its operations to serve a wide range of clients across the globe. With an impressive client portfolio that includes major entities such as Black Swan Technologies, Pearson, Rightmove, Roku, Kearney, and Boston Consulting Group, Grepsr has established itself as a key player in the international market.

Furthermore, Grepsr has forged strategic partnerships with several innovative ventures, including channelengine, Dropshipping, Datarade, edesk, integrate.io, and Lumenore, among others. These collaborations have enabled Grepsr to provide valuable data-driven insights and support to its partners, enhancing its service offerings and further cementing its position in the global market.

A significant contributor to Grepsr's success is its export-oriented business model. By serving international clients, Grepsr has been able to generate revenue in foreign currency, while simultaneously contributing to the Nepalese economy by bringing in remittances. This has not only enabled the company to establish itself as a leading player in the Nepalese market but also contribute to the economic development of its home country.

1.2 Organization's Vision

The company is dedicated to its ongoing growth strategy and strives to become a preeminent worldwide provider of innovative data solutions. To achieve this vision, the company places a strong emphasis on continuously innovating and improving its services in order to meet the ever-changing needs of its clients.

1.3 Organization's Mission

With the mission to "Simplify access to data" the company aims to provide reliable, high-quality, and customized data extraction solutions to businesses of all sizes and industries. Grepsr aims to help their clients make data-driven decisions and gain a competitive edge in their respective markets.

1.4 Organization's core value

With the team of young motivated leaders driven by growth, excellence, transparency, empathy. and innovation grepsr is driven by these simple values:

- **Be world-class**

Grepsr is driven by the desire to be world-class at all the things we do. While excellence should not be a hindrance in delivering, as a team we want to be world-class at what we do.

- **Drive solutions, not just action**

We are a team of problem-solvers who take pride in understanding complex problems for our teams and clients to provide world-class solutions.

- **Create symphonies, not just melodies**

we are always focused on the big picture, and believe that with the right process and coordination, we make the impossible possible

- **Learn to grow – together**

We empower ourselves by harnessing each other's strengths and learnings to build leaders for the future. We focus on making sure that everyone around us grows professionally, and also as a human being.

- **Leave a mark**

We work with our peers with empathy, and inspire growth. We communicate and execute in a manner that has a lasting positive impact on the team, clients, and beyond.

- **Keep it simple & realistic**

We keep the way we do things simple to help us scale whatever we do efficiently and economically while delivering excellence.

1.5 Organizational Structure

Grepsr operates with a dynamic organizational structure, comprising over 60 individuals spread across 12 departments. One of the company's core values is diversity, and striving to create an inclusive workplace that celebrates and respects individuals from all backgrounds and cultures. The organizational structure is designed to promote efficiency and clear lines of authority, while also encouraging communication and collaboration across departments. This approach has helped the company to achieve its goals while also creating a positive and supportive work environment for our employees.

1.6 Organizational Structure of Grepsr Pvt Ltd

The diagram of Grepsr's organizational structure is given below.



Figure 2- Organizational Structure of Grepsr Private Limited

1.7 My Job Position

- My Job Position details are:
- Position: Finance and Operation Associate at Grepsr Private Limited
- Duration: February 6, 2023 – June 6, 2023
- Working Hour: 10:00 AM – 6:00 PM [Monday to Friday]

1.8 My Job Position in the Company's Organizational Structure

My job position as the finance and operation in the company can be seen in Figure 3. I worked under the direct supervision of Company's Senior Finance officer Ms. Shristi Pahari.



Figure 3- My position in Grepsr Organizational Structure

1.9 Grepsr Pvt Ltd Management Team

Chief Executive Officer	Mr. Amit Chaudhary
Chief Technical Officer	Mr. Subrat Basnet
Senior Finance Officer	Ms. Shristi Pahari
Senior Talent Manager	Mrs. Nibha shakya
Senior Talent Officer	Ms. Aashma Gautam
Senior Talent Generalist	Mrs. Kritika Acharya
Operation Officer	Mr. Aashish Karki

Table 1- The job roles of Grepsr Private Limited's Management Team

1.10 Intention and Motivation to choose Grepsr Pvt Ltd

Joining Grepsr Private Limited was a decision that stemmed from my deep-seated motivation to delve into the inner workings of a homegrown Nepalese company that has established itself as one of the international players in the global market. With an extensive client portfolio that includes major entities and partners, serves a diverse range of clients.

Moreover, as an export-oriented business, it has made a significant contribution to the economic development of Nepal, an achievement that is rare in the country's business landscape. The opportunity to be a part of this dynamic company and gain an in-depth understanding of the field

and broaden my exposure was a key driving force behind my decision to join Grepsr Private Limited.

1.11 Strategic Analysis of the Company

To strategically analyze Grepsr Private Limited, I'll be conducting its SWOT (Strengths, Weakness, Opportunities and Threat) analysis, which is displayed below:

Strengths	Weaknesses
<ul style="list-style-type: none"> • In the present fiscal year, the government has extended a subsidy of only one percent tax to all tech -based enterprises, which encompasses Grepsr. • Grepsr's leading tax contributions is also a key strength, supporting the local economy while reinforcing its reputation as a valuable business, potentially attracting growth opportunities and government support. • The company has a positive reputation globally, which aids in attracting new clients and retain existing ones. • Since there are very few companies following similar Business model in Nepalese context, this gives the company a strong advantage in the market and sets it apart from competitors. 	<ul style="list-style-type: none"> • The company's services are primarily focused on the US and European markets, limiting its reach in other parts of the world. • Grepsr's reliance on technology may leave it vulnerable to technological disruptions, system failures, and cyber threats. • Grepsr's focus on data extraction and automation services may limit its potential revenue streams and leave the company vulnerable to market shifts.
Opportunities	Threats

<ul style="list-style-type: none"> • Government is positive towards introducing policies favorable to IT based and specially export oriented businesses • Grepsr has an opportunity to expand its services into new markets and regions, which could increase its revenue streams • The company has an opportunity to explore and adopt new technologies to enhance its services and improve its competitive advantage. • Grepsr can establish strategic partnerships with other companies and service providers to expand its offerings and provide more comprehensive solutions to clients. 	<ul style="list-style-type: none"> • The current downturn economic condition of the country. • Change in government policies and subsidies along with banks incentives which can limit its ability to expand and operate effectively. • The Nepalese market has become highly competitive, and Grepsr may face increasing competition from other companies with similar services and business model in coming days
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Table 2- SWOT Analysis of Grepsr Private Limited

1.12 Objectives of the study

The objectives of the study are:

- To study and understand the functioning of a large international corporation.
- To gain an understanding of the booming tech-based industry, including its market size, growth potential, trends, and competitive landscape.
- To acquire knowledge about the financing and operations of an export-based business and its significance in the context of opportunities in a developing country such as Nepal.

Chapter 2: CO-OP Study Activities

2.1 Job Description

As the Finance and Operations Associate at Grepsr Pvt Ltd, I assisted with overall business operations, with a focus on areas that had significant financial implications. This included updating my supervisor on foreign exchange rates and determining the appropriate course of action for transactions.

Additionally, I oversaw tasks such as vendor onboarding, payment processing, and accurate recording of invoices and bank transactions in Tally. I played a key role in obtaining NRB certification and facilitating VAT refunds, as well as participating in full audit of the company. These tasks required working with various legalities and provided me with valuable insights into the workings of the government and the relationship between the government and the company as well.

2.2 Job Responsibilities and Work Duties

The list of my roles and responsibilities as the finance and operation associate were:

- **Assisting in the foreign exchange undertakings to the senior finance officer**

As a business that deals with international clients, the fluctuation of exchange rates can greatly affect financial transactions, potentially impacting the profitability of the company. Hence, it was vital for me to possess precise and punctual updates on exchange rates and relay them to my superior, allowing informed decisions to be made to optimize profits and mitigate risks.

- **Financial Record-Keeping and Analysis**

I was responsible for maintaining accurate and timely financial records. This included updating financial spreadsheets with daily transactions, tracking and reconciling bank statements, recording accounts payable and accounts receivable, and ensuring payments, amounts, and records were correct. It also involved working with spreadsheets, sales and purchase ledgers, and journals, as well as recording and filing cash transactions.

- **Financial Transactions and Processing**

I was responsible for processing financial transactions and ensuring their accuracy and timeliness. This includes processing Tally Entries on time and correctly, processing and filling invoices, processing expense requests for approval, supporting banking-related transactions, and vendor onboarding and management.

- **Financial Reporting and Compliance**

I have been responsible for ensuring that financial reporting and compliance are properly executed. This includes participating in quarterly and annual audits, liaising with third-party providers, clients, and suppliers, updating and maintaining procedural documentation, supporting monthly payroll and keeping organized records, providing administrative support as required, and supporting other financial work as required.

- **Miscellaneous**

Besides some major work, I was frequently involved in other miscellaneous works such as government office visits, drafting letters and processing legal papers as per the requirement

- **Activities in coordinating with Co-workers**

I was responsible for coordinating and collaborating with various parties including my supervisor, vendors, banks, and government agencies. This involved assisting with foreign exchange activities, processing and seeking approval for expense requests, supporting banking transactions, managing the onboarding process for vendors, participating in audits, liaising with third-party providers, clients, and suppliers, updating procedural documentation, and providing administrative support when needed. My goal was to ensure that all tasks were completed efficiently while complying with company policies and procedures.

2.3 Job Process Diagram

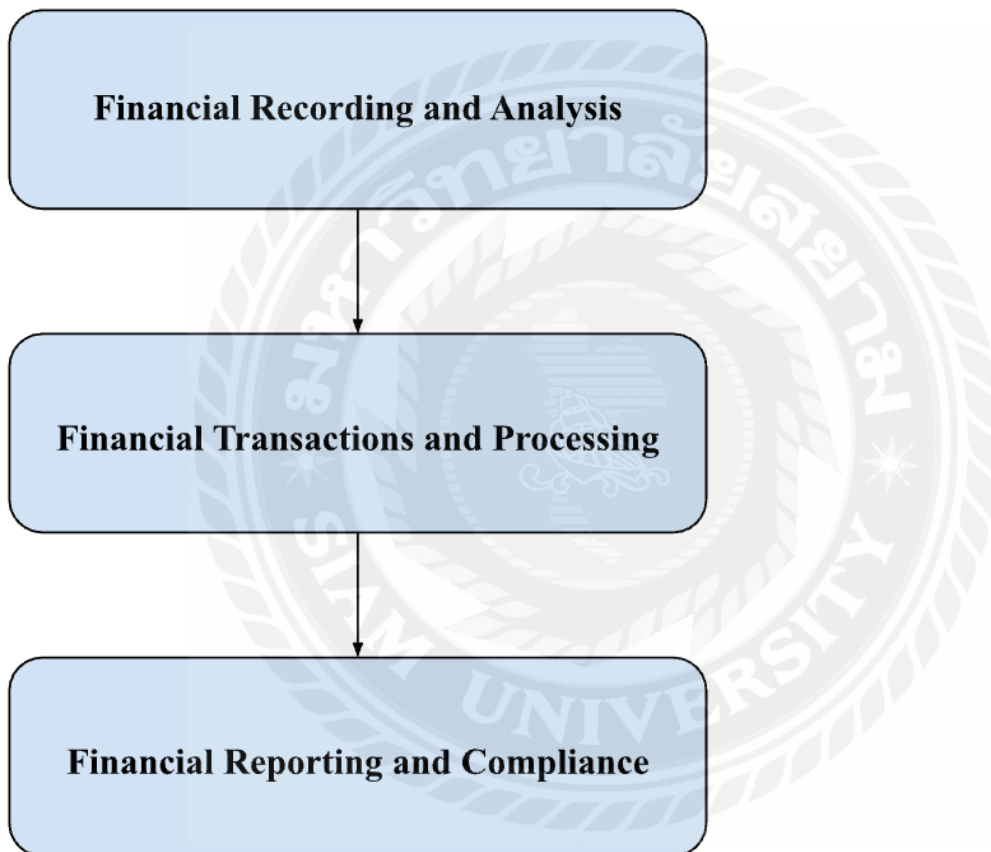


Figure 4 - My Job Process Diagram

For the day-to-day operation in the company, my responsibility included:

Financial Recording and Analysis:

- Responsible for updating financial spreadsheets with daily transactions.
- Tracking and reconciling bank statements.
- Recording accounts payable and accounts receivable.
- Ensuring payments, amounts, and records are correct.
- Working with spreadsheets, sales and purchase ledgers, and journals.
- Recording and filing cash transactions.

Financial Transactions and Processing:

- Processing the Tally Entries on time and correctly.
- Processing and Filling Invoices.
- Processing expense requests for approval.
- Supporting banking-related transactions.
- Vendor onboarding and management.

Financial Reporting and Compliance:

- Participating in quarterly and annual audits.
- Liaising with third-party providers, clients, and suppliers.
- Updating and maintaining procedural documentation.
- Supporting monthly payroll and keeping organized records.
- Providing administrative support as required.
- Supporting other financial work as required.

2.4 Contribution as a CO-OP student in the company

Over the course, I was engaged in a diverse range of tasks and leveraged my creativity and skillset to enhance the quality of my work, consistently striving for the best in every task I undertook. As a result, I made few meaningful contributions, a few of which are outlined below:

Throughout the time period, I made significant contributions in various areas. Firstly, I was responsible for maintaining accurate financial records, which included updating financial spreadsheets with daily transactions, tracking and reconciling bank statements, and recording accounts payable and accounts receivable. I ensured that payments, amounts, and records were correct and filed cash transactions promptly. In addition, I processed Tally Entries on time and

correctly, filled and processed invoices, and supported banking-related transactions. I managed the onboarding process for vendors and worked with them as required.

As part of my role in financial reporting and compliance, I also participated in quarterly and annual audits and liaised with third-party providers, clients, and suppliers. I updated and maintained procedural documentation to ensure that the company complied with regulatory requirements. I was one of the valuable members of the administration team and provided assistance in audits and documentation, ensuring that the team complied with regulatory requirements.

Chapter 3: Learning Process

3.1 Identifying and Addressing Challenges throughout the Journey

I faced a variety of problems that ultimately helped me learn and grow. While there were definitely some challenges along the way, I feel that these experiences made my internship all the more valuable. The following are some of the significant obstacles I encountered during my journey.

- **Time Management**

One of the major challenges I faced was managing my time effectively while working across different departments. With tight deadlines to meet and personal life to balance, it wasn't always easy to prioritize tasks. However, I learned to focus on essential tasks first and effectively multitask to meet all my responsibilities.

- **Multitasking across various roles**

Multitasking was a crucial aspect of my job as I had to contribute to various roles and responsibilities in different departments. Although this allowed me to expand my skill set, it also posed significant challenges in prioritizing tasks and meeting deliverables on time.

- **Unfamiliarity with accounting software & other tools**

I encountered an initial obstacle due to my lack of experience in utilizing accounting software tools such as Tally, Excel, Looker Studio. These tools played an integral part in performing the day-to-day tasks. Although challenging at first, I rapidly acquired new skills and successfully overcame this obstacle, ultimately contributing effectively to the company's financial and operational success.

- **Negotiation with various vendors**

Negotiating with vendors was another challenge that I had to deal with. At first, it was daunting, and I lacked experience and confidence. However, with practice, I learned how to negotiate effectively and achieve favorable outcomes for the company.

3.2 Solving the problem:

I overcame the challenges as they came my way by being proactive and determined. I was committed to learning and communicated well with my supervisor and colleagues. With a positive attitude and resilience.

Early on, I recognized the importance of effective time management and prioritization of tasks and meeting deadlines early on in my internship. To ensure that I stayed on track, my supervisor and I would meet every Monday to review our responsibilities for the upcoming week and categorize them based on urgency and importance. This helped us focus on critical tasks first and allowed us to complete them before moving on to others. By doing so, we were able to work more efficiently and communicate better with each other.

Multitasking across various departments presented another challenge. To manage this, I had to learn how to adapt quickly and prioritize tasks based on their urgency. Staying organized and setting clear goals for each week also helped me manage multiple tasks simultaneously.

Additionally, I improved my communication and collaboration skills by regularly checking in with my seniors I was working under across the department and asking for feedback to ensure that we were all working efficiently and effectively.

When it came to unfamiliarity with accounting software and other tools, I sought help from my supervisor to gain a better understanding of how to use them effectively. Initially, I struggled with tools such as Tally, Excel, and Looker Studio, but I did not let this obstacle hold me back. Instead, I took the initiative to learn more about these tools by watching online tutorials and attending training sessions to improve my skills. I also practiced on my own, which eventually made me more comfortable with using these tools.

Lastly, negotiating with vendors was a challenge that I had to overcome during my internship. As someone who lacked confidence and experience in this area, I researched effective negotiation techniques and observed how experienced colleagues handled negotiations. With practice and

time, I became more confident in my negotiation skills, which helped me achieve favorable outcomes for the company.

3.3 Literature Review

- **Proactive Communication at Team Meetings**

Proactive communication is characterized by the initiative taken by individuals to communicate information, ideas, and solutions in a team meeting. According to (Frese, 2007), proactive communication is linked to personal initiative, which involves taking action to solve problems and improve work processes. Proactive communication in team meetings can lead to better decision-making, improved collaboration, and increased creativity.

- **Importance of Supervisor's mentorship in an employee's growth**

Mentoring can positively influence both mentor and mentee and it's a strong caring relationship with a view to personal and professional development both for mentor and mentee (Caffarella, 1992). Also, mentoring has been argued by many researchers that are the most effective way to transfer skills and knowledge to people who starting up their cooperation with an organization, from people who can inspire confidence (Abiddin, 2012)

3.4 Recommendations to the company

- **Expand Market Reach**

Grepsr could diversify its market reach by exploring new markets and regions. This involves conducting market research to identify areas with high demand for data extraction and automation services and tailoring its offerings to meet the needs of those markets

- **Enhance Competitive Advantage**

With increasing competition in the Nepalese market, Grepsr could focus on enhancing its competitive advantage by investing in new technologies, adopting innovative marketing strategies, and building strategic partnerships with other companies and service providers.

- **Prioritize Talent Development**

As Grepsr continues to grow, it could prioritize more on the development of its talent to support its expansion plans. This could include investing in training programs, mentorship initiatives, and career development opportunities to attract and retain top talent.

- **Enhance Data Privacy and Compliance**

As a company that deals with sensitive data, Grepsr should be prioritizing data privacy and compliance by enhancing its data privacy policies, adopting industry best practices for data security, and complying with applicable data protection regulations.

3.5 My learnings and knowledge received

Working at Grepsr gave me a hands-on experience in financial management, including record-keeping, analysis, and operations. This experience helped me develop valuable skills in communication, teamwork, problem-solving, and analytics, while also emphasizing the importance of transparency and accountability in financial reporting. My learnings in this internship journey are as follows:

- **Comprehensive Understanding of Financial Management:**

I had the opportunity to work with various financial documents such as sales and purchase ledgers, journals, invoices, purchase orders, financial spreadsheets and bank statements. These experiences helped me develop my skills in financial record-keeping and analysis, and gain a comprehensive understanding of financial management.

- **Understanding Financial Operations: Transactions and Processing**

I was responsible for processing entries and filling invoices accurately and on time. This hands-on experience allowed me to learn how financial transactions are carried out in a business, the importance of efficient processes to ensure accuracy and consistency, and the use of accounting software like Tally.

- **Maintain relationship with Vendor & Suppliers:**

Throughout the time period, I learned how to manage relationships with vendors and suppliers. This included onboarding new vendors, negotiating with them, and making sure that everything was running smoothly. I realized that building positive relationships with vendors is essential for a business to operate smoothly.

- **Functioning of Financial Reporting and Compliance:**

As an intern, I participated in audits and learned about financial regulations and procedural documentation. This helped me understand how important transparency and accountability are in financial reporting. By following proper procedures and maintaining accurate records, a business can ensure that its stakeholders trust its financial operations.

- **Effective Communication and Team Collaboration:**

Working as an intern at Grepsr gave me the opportunity to develop my communication skills and learn how to work with people from different departments. I learned how to communicate professionally and effectively, and how to collaborate with others to achieve common goals.

- **Develop Analytical and Problem-Solving Skills:**

During my internship, I worked in a fast-paced and challenging environment that required me to think on my feet and pay close attention to detail. This helped me develop my analytical and problem-solving skills, which are essential for anyone working in finance.

3.6 Application of Coursework Knowledge to Real Working Situation

My experience with various courses has been quite helpful in my role at Grepsr, enabling me to carry out tasks more efficiently. I have found several subjects to be most particularly valuable, including:

- **Accountancy**

The accountancy course helped me gain a thorough understanding of accounting principles and guidelines, such as Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). This included learning about financial reporting, cost management, auditing, and tax compliance. This course played a crucial role in fulfilling my day-to-day task such as Processing the Tally Entries on time and correctly, working with sales and purchase ledgers, and journals, Recording accounts payable and accounts receivable and Tracking and reconciling bank statements

- **Taxation**

The taxation course helped me understand tax laws and regulations, which are crucial for ensuring compliance. This involved learning how to file accurate and timely Vat, TDS and advance tax returns, as well as exploring tax planning strategies to reduce a company's tax burden.

- **International Finance**

Studying international finance provided me with an understanding of how fluctuations in exchange rates can impact a company's financial performance. This involved learning how to manage exchange rate risk and identify risks and opportunities especially related to exporting services in day-to-day basis.

- **Business Law**

The knowledge gained through the business law course is applicable in maintaining contracts with vendors and suppliers, as well as addressing other legal matters relevant to business operations.

3.7 Special Skills and New Knowledge Learned

During my tenure in the role, I developed a comprehensive set of hard and soft skills that were essential to my success in the financial and operations field. The following skills were acquired through my experience:

- **Knowledge in Accounting Software:**

Through dedicated efforts, I acquired a strong command of accounting software, specifically Tally. I gained a thorough understanding of its functionalities and capabilities by actively seeking guidance from my supervisor and leveraging online resources. This proficiency empowered me to efficiently manage financial transactions, generate accurate reports, and ensure compliance with regulations.

- **Use of Spreadsheets and Financial Tools:**

I developed an advanced skill set in utilizing spreadsheets and other financial tools to meticulously record financial data, monitor transactions, and generate comprehensive reports. Additionally, I expanded my expertise to include data visualization tools like Looker Studio, enabling me to create insightful financial dashboards for enhanced analysis and reporting.

- **Effective Vendor Management:**

As part of my responsibilities, I successfully developed competencies in vendor management. This encompassed proficiently onboarding vendors, maintaining positive vendor relationships, and meticulously processing vendor invoices. My refined communication and negotiation skills played a pivotal role in fostering effective collaborations with vendors.

- **Attention to Detail:**

Recognizing the criticality of precision in financial transactions, records, and reconciliations, I cultivated an unwavering commitment to attention to detail. This meticulous approach ensured the accuracy and integrity of financial records, facilitating adherence to regulatory requirements.

- **Collaborative Teamwork:**

My role extensively relied on teamwork, necessitating seamless collaboration with colleagues to accomplish shared objectives. I adeptly contributed to team efforts, leveraging my strong interpersonal skills and actively engaging in cross-functional collaboration. By working harmoniously with team members, I consistently delivered high-quality results within designated timelines.

- **Communication Skills:**

Effective communication was a cornerstone of my role, enabling me to forge successful partnerships with third-party providers, suppliers, and internal stakeholders. I consistently

demonstrated articulate and concise communication, ensuring accurate conveyance of financial information and facilitating smooth workflows across departments.

Chapter 4: Conclusion

4.1 Summary of my CO-OP studies at Grepsr Pvt Ltd

During my time at Grepsr, I embarked on a journey of learning and professional growth as the finance and operations associate. Through my experiences, I was able to cultivate a comprehensive set of hard and soft skills that were instrumental to my success in the financial and operations field. I gained proficiency in accounting software and the use of spreadsheets and other financial tools, enabling me to effectively manage financial transactions. I also developed strong skills in vendor management, including the ability to onboard vendors, manage vendor relationships, and process vendor invoices.

In addition to these technical skills, I also refined my soft skills such as attention to detail, teamwork, and communication. I learned the importance of maintaining accuracy and compliance with regulations in financial records, and how effective teamwork and communication can drive successful collaboration within a team.

Overall, my experience at Grepsr allowed me to not only acquire new skills and knowledge, but also to gain valuable insights into the importance of professionalism, diligence, and dedication in the workplace. I am confident that the skills and knowledge I gained during my time at Grepsr will serve me well in my future endeavors.

4.2 Evaluation of the work experience

Throughout my time at Grepsr, I was able to acquire a diverse set of skills that have been instrumental to my career growth. The company fostered an environment of continuous learning, which allowed me to develop my skills in finance and operations and gain a deeper understanding

of the industry. I was able to work on a wide range of projects that allowed me to apply my knowledge and take on new challenges.

In addition to the technical skills I gained, I also developed strong interpersonal and communication skills. Working with a team of dedicated professionals from various backgrounds helped me to appreciate diverse perspectives and work collaboratively towards achieving common goals.

The support and guidance I received from my supervisor at Grepsr were crucial to my growth and development. She provided regular feedback and constructive criticism, which allowed me to improve my skills and performance. The company also offered various professional development opportunities, which allowed me to stay up-to-date with industry trends and best practices.

Overall, my experience at Grepsr was a positive one. The company provided me with a solid foundation of skills and knowledge, and I am grateful for the opportunities I had to learn and grow within the organization. I would highly recommend Grepsr to anyone looking for a supportive and challenging work environment where they can develop their skills and achieve their career goals.

4.3 Limitations of my Co-op Experience

- **Limited access to confidential or sensitive information:**

Due to the sensitive nature of some of the company's data, there were certain limitations on the level of access that I had. This limitation prevented me from gaining a comprehensive understanding of the company's operations at times, and made it challenging for me to make informed decisions or suggestions in certain situations.

- **Communication issues:**

While Grepsr was a rapidly growing company with a large number of employees and operations, there were times when communication issues arose between different departments and team members. These communication issues sometimes led to misunderstandings or delays in completing tasks.

- **Limited exposure to different departments or aspects of the business:**

Although I had the opportunity to work on a range of different tasks during my CO-OP program, there were times when I felt like I missed out on opportunities to gain exposure to other departments or areas of the company. This limitation prevented me from developing a more comprehensive understanding of the business and how all the different parts worked together.

4.4 Recommendations for the Company and CO-OP Studies

Here are some recommendations I would like to make to the Co-op studies and my Co-op workplace, Grepsr:

4.4.1 Recommendations for the Improvement of Cooperative Education Courses

- Partnering with businesses beyond the university's immediate area can provide students with opportunities to experience different industries and work environments, enhancing co-op studies' exposure to diverse companies.
- Establishing mentorship programs can address the limited mentorship and guidance that co-op studies may lack, thereby supporting students during their placements.
- Regular feedback and evaluation sessions can help students track their progress, identify areas for improvement, and make the most of their co-op experience, addressing the limitation of inadequate evaluation and feedback in co-op programs.

4.4.2 Recommendation for Improving my workspace

- **Expand market reach:**

Conduct market research, identify new markets, tailor offerings to meet market needs

- **Enhance competitive advantage:**

Invest in new technologies, adopt innovative marketing strategies, build strategic partnerships

- **Prioritize talent development:**

Invest in training programs, mentorship initiatives, career development opportunities

- **Enhance data privacy and compliance:**

Enhance data privacy policies, adopt industry best practices, comply with data protection regulations

4.5 Future Scenario:

I'm excited to share that I have been offered a permanent position as the finance associate, along with increased responsibilities and a higher salary at Grepsr. This reflects my performance and dedication during my time with the company. As I transition into this new phase of my career, I am eager to embrace the challenges and responsibilities that lie ahead. I am confident that this new position will provide me with valuable learning experiences, professional growth.

References

- Frese, M. T. (2007). Helping to improve suggestion systems: Predictors of making suggestions in companies. *Journal of Organizational Behavior*.
- Caffarella, R. (1992). Psychosocial development of women: Linkages to teaching and leadership in adult education. *Information Series*, 350.
- Abiddin, N. &. (2012). *A review of effective mentoring practices for mentees development. Journal of Studies in Education.*

Appendices:



Figure 5- A Warm Welcome from Grepsr



Figure 6 - My workstation



Figure 7- Setting Weekly Goals & Priorities with My Supervisor



Figure 8 - Celebrating Birthday for The Month of March

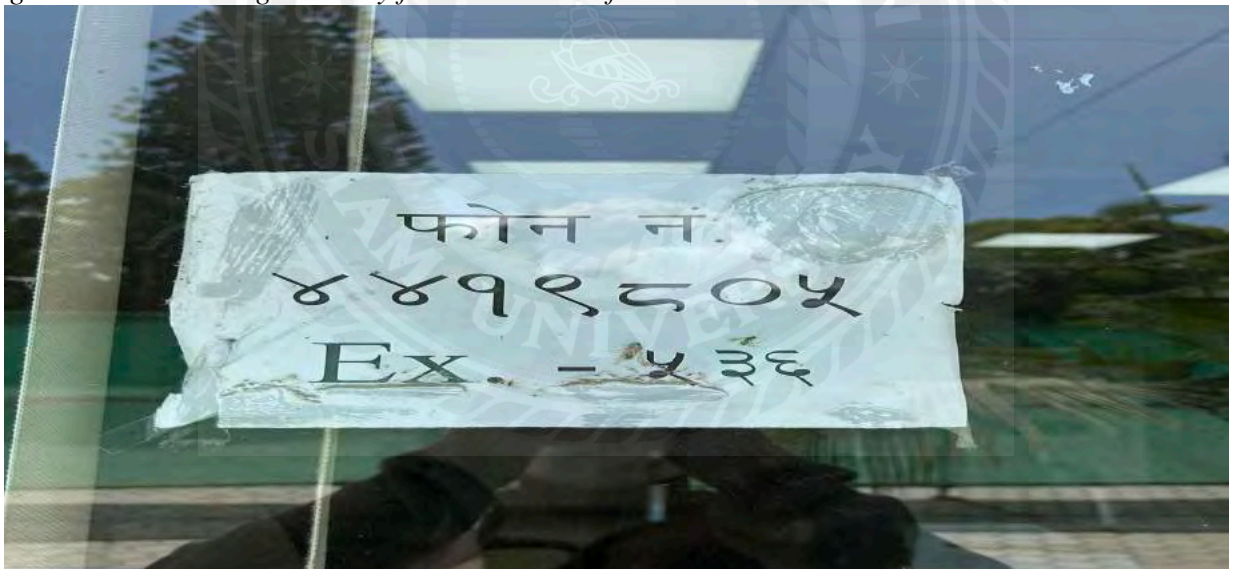


Figure 9 - Visiting Nepal Rastra Bank for The Process of Vat Refund



Figure 10 - Grepsr's Annual Retreat

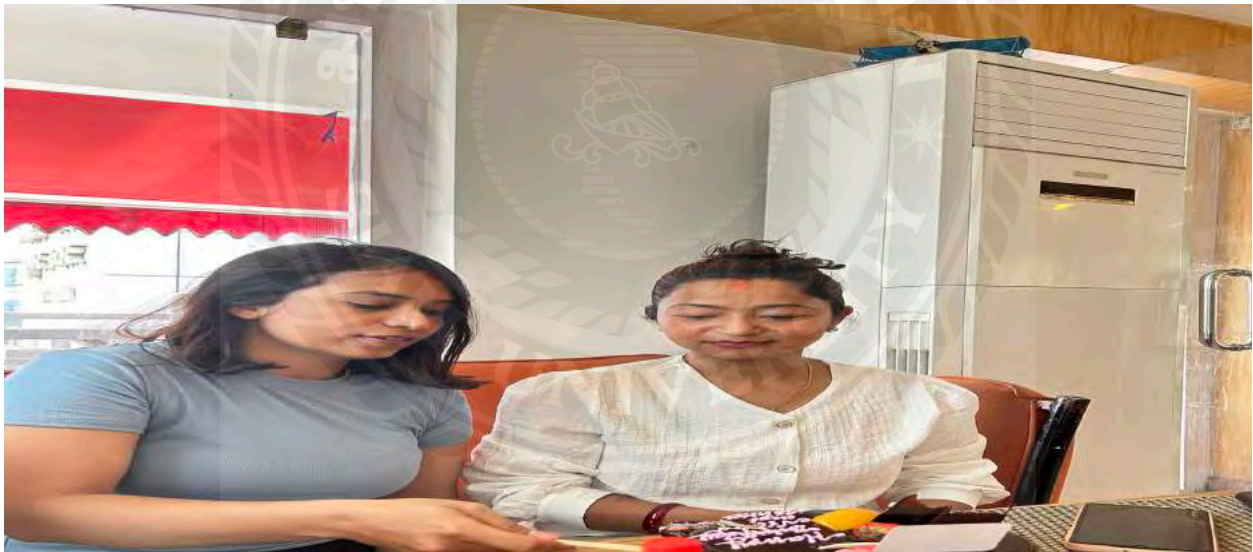


Figure 11- Celebrating Birthday of Team Members



Figure 12 - My Supervisor Guiding Through my Work



Figure 13 - Team Agenda & Appreciation Meet



16th May 2023

Puspanjali Dahal
Finance and Operation Associate
Finance Department

Subject: Successful Completion of Probation period

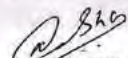
Dear Puspanjali,

We would like to congratulate you on successfully completing the probation period in Grepsr. We are pleased to receive your satisfactory report regarding your performance from your supervisor.

We are glad to inform you that your employment in the **Finance Associate** position has been confirmed with effect from 6th May 2023 (26th Baisakh 2080) and the new salary package (CTC) will be NPR 35,000.00. Your employment start date as per your employment agreement is 6th February 2023 and all other terms and conditions mentioned in your employment agreement shall remain unchanged.

We are confident that you will continue to excel in your work area and grow along with Grepsr Pvt. Ltd.

Sincerely,

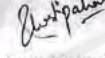


Nisha Shakya

Senior Talent Manager
Talent Department



Supervisor:



Shristi Pahari
Senior Finance Officer
Finance Officer

Figure 14 - Letter offering permanent position