



COOPERATIVE EDUCATION REPORT
SALES EXECUTIVE practices at Paree and Abeer Enterprises
: Focusing deal with the aim of maximum profit

WRITTEN BY

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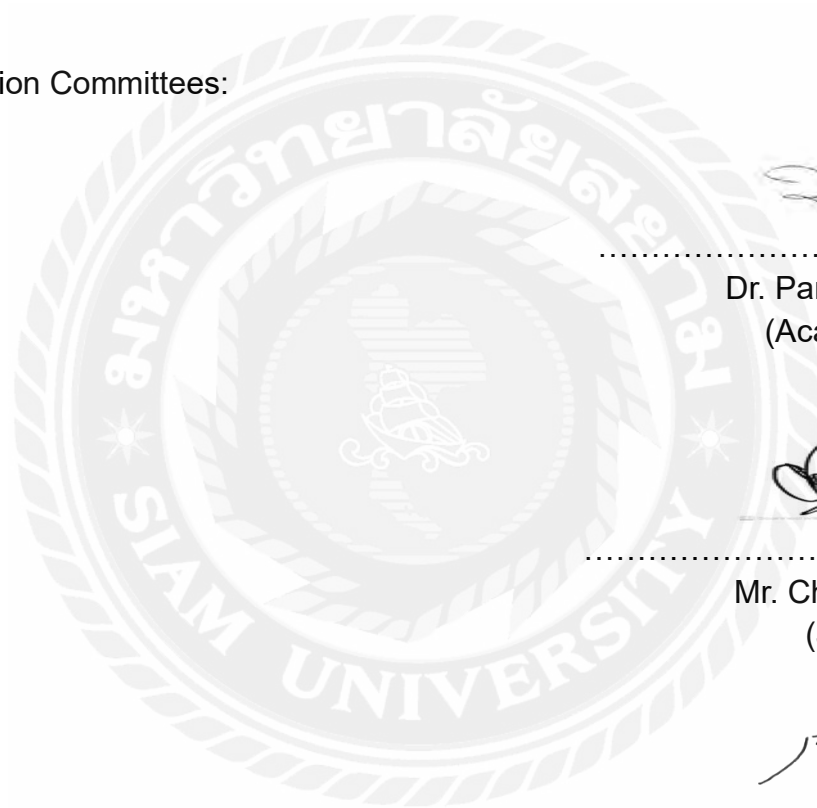
Project Title: Sales executive practices at Paree and Abeer Enterprises: Focusing deal with the aim of maximum profit

DEPARTMENT: Bachelor of Business Administration _ Marketing

Academic Supervisor: Dr. Parham Porouhan

We have approved this cooperative report as partial fulfillment of the cooperative semester

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Project Title: Sales executive practices at Paree and Abeer Enterprises:
Focusing deal with the aim of maximum profit.

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Degree: Bachelor in Business Administration (BBA)

Major: Marketing

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Abstract

This cooperative entitled 'sales executive practices at Paree and Abeer Enterprises: Focusing deal with the aim of maximum profit'. The company where I interned was Paree and Abeer Enterprise, which is one of Kathmandu's most reputable and one of the best stationary products suppliers. Our company's mission statement is to provide all types of stationary products at a reasonable price. Objectives of the study includes: (1) The primary objective of a co-op study report is to document the experience during the program. This includes detailing the tasks, projects, and responsibilities assigned, as well as the skills and knowledge gained during the program. (2) To reflect on the learning experience and identify areas for improvement. This can help to develop a deeper understanding of the field and the skills necessary for success. (3) To demonstrate the applied theoretical knowledge gained in the classroom to real-world scenarios. This can help illustrate the relevance of the academic coursework to the future career. (4) To

provide valuable feedback to the co-op program, highlighting areas for improvement and identifying best practices that can be shared.

Also, I used swot analysis came to know that one of the main challenges faced by the company is that their products are still not completely able to match the quality level standard set in the market. As a student of Business Management with Marketing as my major, I opted under the department of Sales Department. This report incorporates all the insights that I have gained in the period of sixteen weeks. Working and cooperating with my supervisor and executives, I learnt to approach and address everybody keeping the important things in mind. I learnt how organization does the B2B sales work i.e. promoting the brand to the professionals and how good sales team is beneficial for the company. As a sales intern at Paree and Abeer Enterprises under Marketing department, I had the opportunity to contribute to various sales trips and gain hands-on experience. During my internship, I assisted in developing and identified target audiences, gift plans to the targeted customers, brand plan, projection for new products. I have also done research to identify competitors in the Stationary industry and collaborated with team members to tackle our competitors plan marketing to promote our product to various schools and colleges as well. Through my internship, I gained valuable skills in sales strategy as how can we improve the ongoing strategies for the company. Overall, my experience at Paree and Abeer Enterprises was invaluable in preparing me for a career in marketing in the stationary industry.

Keywords: Customer Relationship Management , product details , Diversification , Sales.

Acknowledgment

I would like to take this opportunity to express my sincere gratitude and appreciation to everyone who has supported me during my internship and the preparation of this report. Firstly, I would like to thank my college Kathmandu College of Management (KCM) for highlighting the significance of an internship. I would also like to thank my job supervisor Mr. Chandan Agrawal for providing me with the opportunity to work on this project and for their guidance and support throughout my internship. Their expertise, insights, and feedback have been instrumental in shaping my understanding of the subject matter and in helping me to produce a quality report.

I would also like to thank everyone from my organization for their support, encouragement, and collaboration during the internship program. Their insights, feedback, and assistance have been invaluable and have contributed significantly to the success of the project. I am also grateful to the entire team for creating a supportive and inclusive work environment, where I was able to learn, grow, and contribute. I appreciate the trust that was placed in me, and I am honored to have had the opportunity to work with such a talented and dedicated group of professionals.

Lastly, I want to express my sincere appreciation to the organization for providing me with this opportunity to learn and develop my skills. This internship has been an invaluable experience, and I am confident that the knowledge and skills I have acquired during this time will benefit me greatly in my future endeavors.

DECLARATION

I hereby declare that this internship report titled “sales executive practices at Paree and Abeer Enterprises: Focusing deal with the aim of maximum profit” in reference in the organization which located at mahaouddha, Kathmandu, Nepal submitted to Siam University is an original work based on the learning during the internship program for the partial fulfillment of the requirement of Bachelor in Business Administration under the supervision of Mrs. Maria E.L. Shrestha. I further declare that this report is prepared on the basis of working environment of Paree and Abeer Enterprises and assure you that this report has not been previously submitted to any other University or institution for examination.

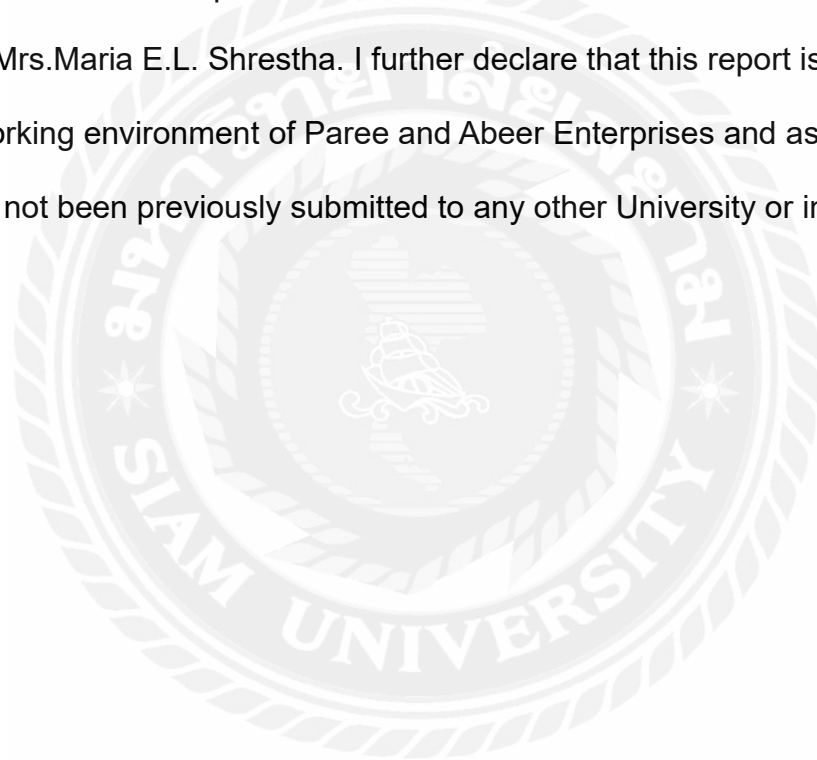


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Introduction

Paree and Abeer Enterprises is one of the most reputable and one of the best stationary products suppliers in Nepal since October 2015. They visualize a Nepal that is self-sufficient in international standard quality. This firm purpose is to track needs with the help of its field professionals. They import the product and supply it to retail business firms and many schools as well. All the goods are imported from different cities inside China and import to Nepal and distribute them. Paree and Abeer enterprises is located in mahabouddha , Kathmandu , Nepal. They are one of the most reputed business firms in the stationery field. At first, when they were introduced in the market , they were quite a small firm with no knowm existence in the market sector, but slowly they built their own brand image and has been developing sustainably over the past few years .

Mission statement

Our company's mission statement is to provide all types of stationary products at a reasonable price. Also they aim to provide quality stationary products which satisfy their customers.

Vision statement

This firm purpose is to track needs with the help of its field professionals. They have trained professionals in their respective fields which help them to scout the needs and problems of the respective products in the markets, which helps them to stand out than their competitors.

1.3 Strategies of the company:

Stationery companies are those that deal with the production and sale of stationery items such as paper, pens, pencils, notebooks, folders, and other writing materials. In recent years, the stationery industry has become increasingly competitive with the introduction of new technologies, but still, there are numerous opportunities to thrive.

Here are the strategies that my company dealt in :

- **Market Analysis**

First, we research and analysis the market , before any strategy can be implemented, it's important to conduct a market analysis to determine the current state of the industry, target audience, and competitors.

- **Diversification of Products:**

To stay ahead of the competition, stationery companies should consider diversifying their product offerings beyond the traditional pens and pencils. So we have also introduced pen with new design that students are attracted towards.

- **Customer Service:**

Providing excellent customer service can make a big difference in the success of a stationery company. Ensuring that orders are processed efficiently, providing timely responses to customer inquiries, and addressing any concerns can lead to repeat

customers and positive word-of-mouth recommendations. This is our main strategy to sustain in the market.

- **Quality Products:**

we offer a range of high-quality stationery products that meet the needs of your customers.

- **Competitive Pricing:**

We set the pricing that is competitive with similar stationery products in the market, while still allowing for profit margins.

- **Customization:**

Offer customized stationery products and services, such as personalized note cards.



Organizational Structure

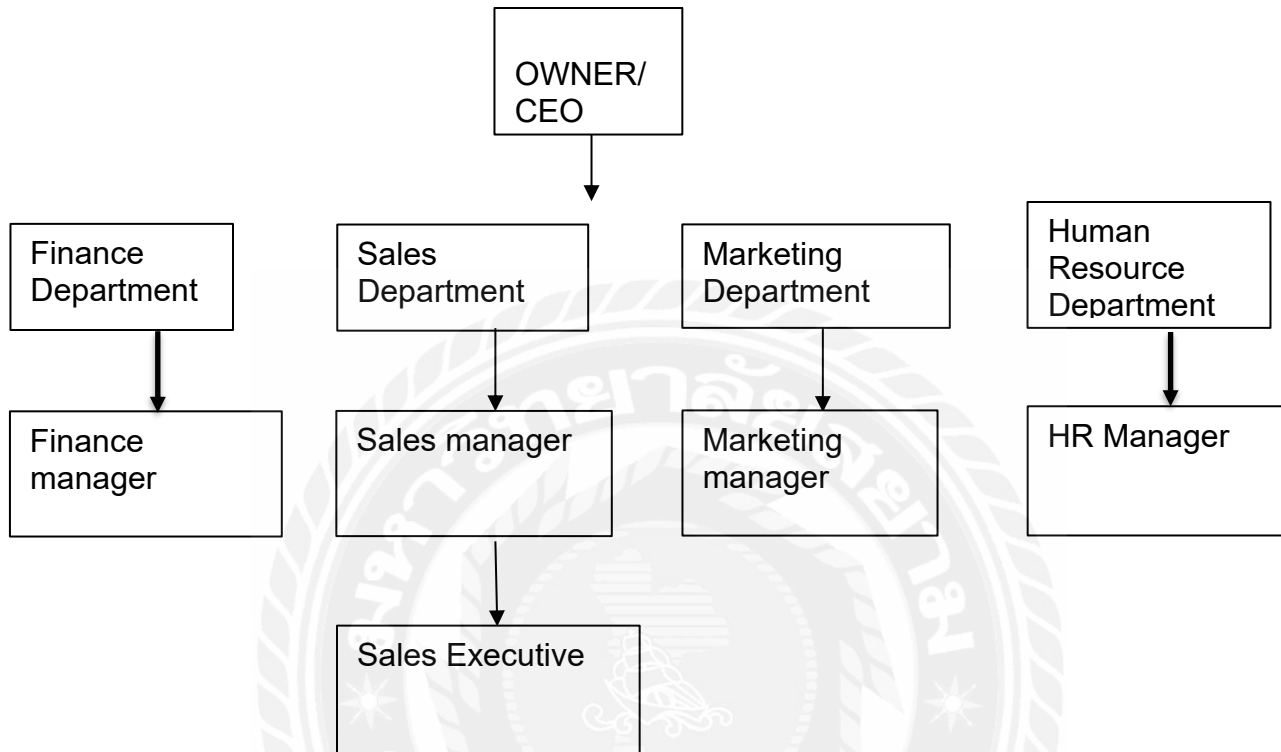


Fig 1: organizational structure of the company

My Job position in this organization was Sales Executive where my objective is to promote the product and service to the client and settle the contracts with the aim of maximum profits. Sales is a field that offers many opportunities for professional growth and advancement. By joining a stationery company as a sales executive, I saw the potential for career development and the chance to build my skills and experience.

Swot Analysis

Strength

- The location of the organization in many places can be a big strength. It determines the company's reach to the target market and guarantees that the information is easily accessible.
- Having a diverse product range allows the company to extend its consumer base while also compensating for losses in one product area with gains in another.
- The firm's competitive standing can be improved in a variety of ways, including lower costs, increased accessibility, and improved brand image
- In a competitive market, high product quality increases brand loyalty.
- The firm follows up their customer frequently after cracking the deal.
- All the employees are equally motivated so they take the response very quickly.
- Distinctive products.

Weakness

- inability to incorporate sustainability into business operations.
- Poor inventory management techniques may cause the organization to lose efficiency.
- An unproductive strategic decision-making process results from a failure to comprehend customers' wants and expectations. Because of this flaw, the organization may be unable to discover possible product/service improvement areas.
- A company's capacity to successfully launch additional branches or extend its product range might be harmed by poor project management methods.
- Workforce productivity suffers as a result of high workplace stress and low worker morale.
- When contrasted to the product/service features, the business's prices may not appear to be justified. It indicates that the pricing approach should be revised. Poor customer service (such as ineffective customer complaint handling) can lead to unfavorable word-of-mouth about the company and impede growth.

Opportunities

- The exponential growth in the population, and particularly in the existing or potential customer segments is a great growth opportunity for the business organization.
- The changing customer needs, tastes and preferences can act as an opportunity if the business organization has good market knowledge.
- The advanced technological integration can decrease costs, improve efficiency and result in the quick introduction of innovative products.
- Rise in the customers' disposable income and increase in the affluent customer base can be taken as an opportunity to introduce more high-end products.
- The emergence of new market segments and new niches provide business and product line expansion opportunities.

Threats

- Shortage of skilled labor in the market can make it difficult for the organization to attract talent with the right skills set.
- The increasing number of direct and/or indirect competitors affects the organization's ability to sustain and expand the customer base.
- The deteriorating economic conditions affect business performance when they directly influence the customers' spending patterns and purchasing power.
- The rise in inflation increases the cost of production and affects the business profitability.

1.3 Intention and Motivation to join this company

The sixteen-week full-fledged internship was a result of the course's requirement as well as the desire to work and gain experience in real-life industries. The internship program is made to help us learn about a sector, build skills, establish contacts, improve their resumes, and evaluate the enthusiasm and capability.

The purpose of my internship at Paree and Abeer Enterprises was to be motivated to gain hands-on experience in sales by working with a leading stationary products providing company in the country. I was eager to learn about different sales strategies and tactics, as well as to apply the classroom learning in a real-world setting. Since I have a long-term career goal of working in sales and saw an opportunity to gain valuable skills, network with industry professionals, and explore different career paths within the field of sales and also, I was drawn to Paree and Abeer Enterprises brand and reputation as a leading provider of stationary and was motivated to work for a company that values innovation, quality and customer satisfaction. The major objectives were to learn new things and understanding about sales and gain practical experience and understand more about the procedures.

1.4 Objectives of the study

- The primary objective of a co-op study report is to document the experience during the program. This includes detailing the tasks, projects, and responsibilities assigned, as well as the skills and knowledge gained during the program.
- To reflect on the learning experience and identify areas for improvement. This can help to develop a deeper understanding of the field and the skills necessary for success.
- To demonstrate the applied theoretical knowledge gained in the classroom to real-world scenarios. This can help illustrate the relevance of the academic coursework to the future career.
- To provide valuable feedback to the co-op program, highlighting areas for improvement and identifying best practices that can be shared.

Chapter 2 Co-op Study Activities

2.1 Job description

As a Sales Executive at a Stationery Seller, my main responsibility was to identify potential customers, understand their needs, and persuade them to purchase stationery products from the company. The job requires excellent communication skills, a customer-centric mindset, and a passion for achieving sales targets.

2.2 Key Responsibilities:

Build and maintain relationships with customers: I was responsible for identifying potential customers, building relationships with them, and providing excellent customer service. Also be able to understand the customer's needs and recommend products that meet those needs.

Achieve sales targets: Responsible for achieving sales targets set by the company. This requires a strong understanding of the product line, effective communication skills, and the ability to persuade customers to make purchases.

Promote the company's products: As a Sales Executive, I was responsible for promoting the company's products through various channels, email, and face-to-face meetings.

Provide after-sales support: Responsible for providing after-sales support to customers. This includes handling customer complaints, addressing any concerns they may have, and ensuring their satisfaction with the products purchased.

Keep up-to-date with product knowledge: As a Sales Executive, I was required to keep up-to-date with the latest product knowledge, industry trends, and competitor activities. It helped me to make informed recommendations to customers and help achieve my sales targets.

2.2 Job responsibilities

Prospecting and Lead Generation: One of my primary responsibilities as a sales intern is to generate leads and identify potential customers. This could involve researching potential clients, attending trade shows, and reaching out to potential customers through email or cold-calling.

Sales Pipeline Management: I was to be responsible for managing the sales pipeline, which includes tracking leads, following up with prospects, and maintaining accurate records in the company's CRM system.

Customer Relationship Management: Building and maintaining strong relationships with customers is critical for success in sales. I was responsible for handling customer inquiries, resolving issues, and ensuring customer satisfaction.

Product Knowledge: As a sales intern, I had a good knowledge of understanding of the products and services offered by the company. This helped me to answer customer questions, make product recommendations, and provide accurate information.

Sales Reporting and Analysis: Another important aspect of my roles was to analyze sales data and provide reports to the sales team and management. This involved tracking sales performance, identifying trends, and making recommendations for improvement.

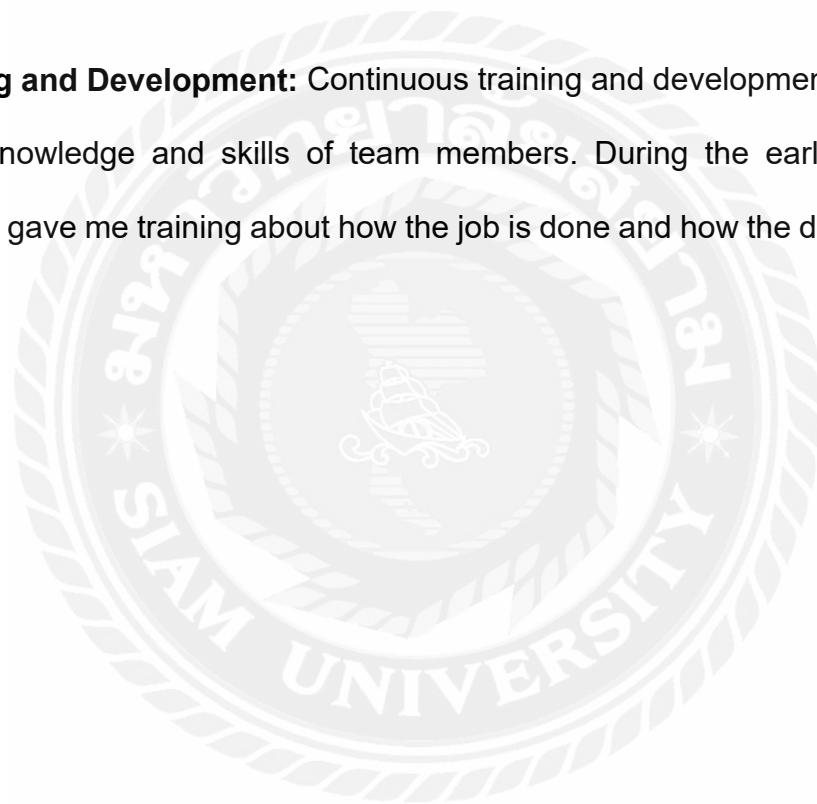
Marketing Support: I was also required to support the marketing team by providing feedback on marketing campaigns and helping to develop marketing materials such as brochures and presentations.

Sales Support: As a sales intern, I also was responsible for providing support to the sales team in various ways such as scheduling appointments, preparing proposals, and organizing sales meetings.

2.3 Activities in coordinating with co-workers

- **Communication:** Regular communication with coworkers is essential for effective coordination. I used various communication tools like email, or video conferencing to stay in touch and keep each other updated on progress.
- **Task Allocation:** To avoid duplication of work or missing deadlines, it's crucial to allocate tasks among team members. We divided the work among the members and completed it so that we the job could be finished effectively and efficiently.

- **Collaboration:** Collaboration is essential in a team-based environment. We used cloud-based collaboration tools like Google Docs to collaborate on documents, presentations, or spreadsheets.
- **Feedback and Performance Review:** Regular feedback and performance reviews help team members to identify areas for improvement and work towards achieving their goals. I was asked to submit the report of job that I completed every weekend.
- **Training and Development:** Continuous training and development programs can improve the knowledge and skills of team members. During the early phase of my internship they gave me training about how the job is done and how the deals are closed.



2.4 Job process Diagram

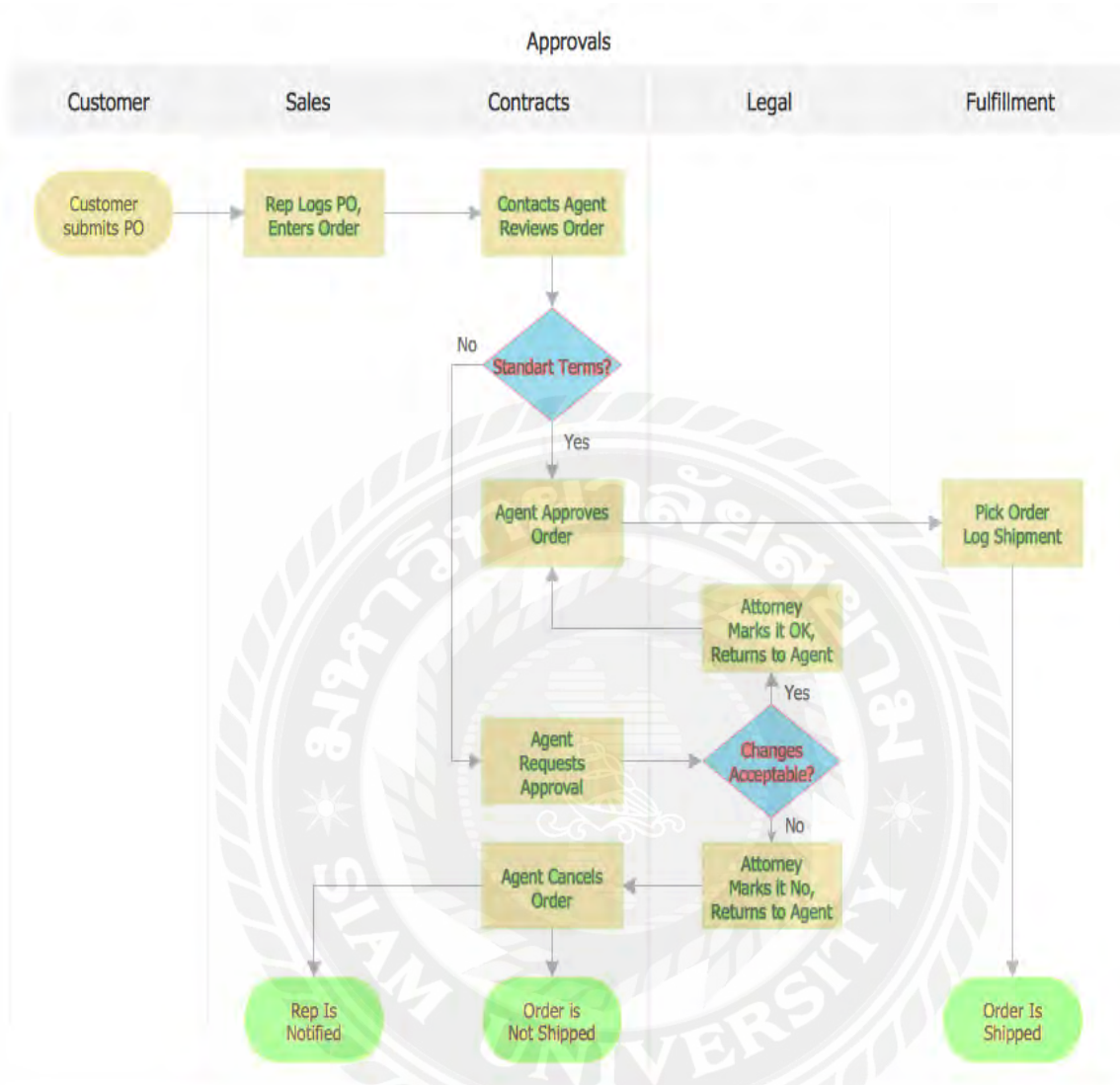


Fig 2 : job process diagram

In the sales process the customer first submit its need and the required product to us and we enter in the order. After that we create the contracts for the new customer and for the old customer the old contracts works. In contracts we keep our standard terms where agents have two decision . accepted or rejected. If they accept the decision we pick the order and ship the order and the order will be delivered to the customer. If the

decision is rejected the agent request for the change in the terms and condition. If our organization accept the terms and condition we change the terms and condition and create the contracts. If contracts is signed the order will be shipped to the customer and if the terms and condition is not accepted we denied the order and the order will not be shipped.

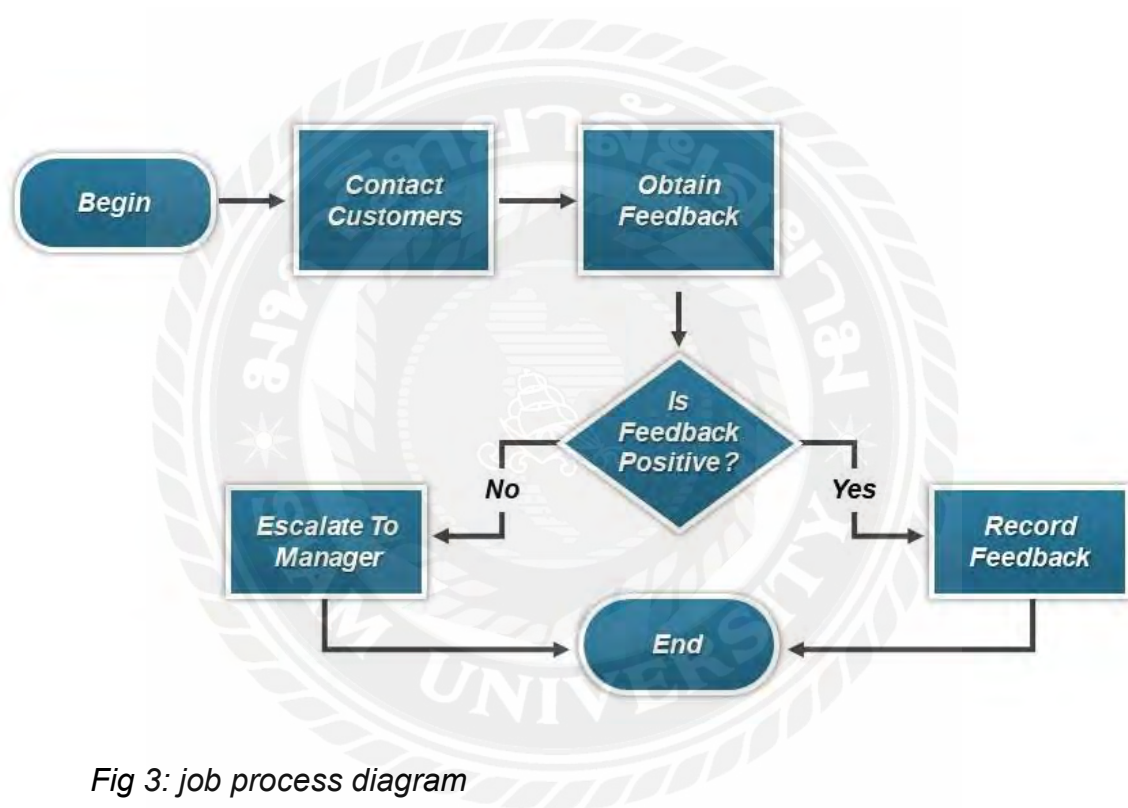


Fig 3: job process diagram

At first I contact to the customer who have purchase the product from us and obtained the feedback from the customer. If the feedback is positive I record the feedback and if the feedback is negative I consult with the manager about the negative feedback and why the feedback is negative and try to solve their problem as soon as possible.

2.5 Contribution as co-operative student in the company

A Sales Executive ensures that all of the company's profit-turning requirements are met.

They are in charge of departments that provide goods and services, such as retail stores, in order to assist businesses make money through sales. Because it's about having everything set up right, not necessarily dealing directly with customers, their responsibilities focus more on management than purchasing and selling.

As a sales intern in a stationery company, my role was to support the sales team in achieving the company's sales targets and goals.

Conducting Market Research: I assisted in conducting market research to understand customer needs, preferences and purchasing behaviors. This information can help the sales team identify potential new customers, develop targeted marketing campaigns, and adjust pricing strategies to better meet customer needs.

Customer Relationship Management (CRM): I assisted in maintaining the company's CRM system by updating customer data, creating and updating customer profiles, and ensuring that customer data is accurate and up-to-date. This can help the sales team manage their relationships with existing customers and provide better customer service.

Promote the company's products: As a Sales Executive, I was responsible for promoting the company's products through various channels, email, and face-to-face meetings.

Marketing Support: I was also required to support the marketing team by providing feedback on marketing campaigns and helping to develop marketing materials such as brochures and presentations.

Prospecting and Lead Generation: One of my primary responsibilities as a sales intern is to generate leads and identify potential customers. This could involve researching potential clients, attending trade shows, and reaching out to potential customers through email or cold-calling.

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Chapter 3

LEARNING PROCESS

3.1 As an intern in a stationery company, I faced a variety of challenges that can range from mundane tasks to complicated assignments. These challenges can arise due to the company culture, organizational structure, work environment, or personal limitations. In this report, I am going to discuss some of the problems that I encountered while working as an intern in a stationery company.

Problem 1: Lack of guidance and support

One of the most common problems that I faced was a lack of guidance and support from my supervisors or colleagues. As an intern, I was given tasks that was unfamiliar with or have not been properly trained for. Without proper guidance, I struggled to complete these tasks and felt overwhelmed.

Problem 2: Limited access to resources

Another challenge that I faced as an intern in a stationery company is limited access to resources. This could include a lack of access to software programs, equipment, or materials required for tasks. Without these resources, I found it difficult to complete work efficiently.

Problem 3: Time management

As an intern, I have been assigned multiple tasks with strict deadlines, which can be overwhelming. Without proper time management skills, I found it difficult to prioritize my tasks and meet deadlines.

Problem 4: Communication issues

In a stationery company, effective communication is crucial to ensure that tasks are completed efficiently and effectively. As an intern, I struggled with communication issues, such as unclear instructions or miscommunication with colleagues.

Here are the solution to the problems that I faced:

Solution to problem 1: It is important to communicate with your supervisor or colleagues if you are facing any difficulties in completing your tasks. Don't be afraid to ask questions or seek clarification on any issues that you are unsure about. Your colleagues will likely be more than happy to help and support you in your work.

Solution to problem 2: Again, communication is key. Talk to your supervisor or colleagues about the resources you need to complete your tasks. They may be able to

provide you with access to the resources you need or find alternative solutions to help you complete your work.

Solution to problem 3: To improve your time management skills, try creating a to-do list or a schedule that outlines your tasks and deadlines. This will help you prioritize your work and ensure that you meet your deadlines. Additionally, communicate with your supervisor if you think you may need more time to complete a task.

Solution to problem 4: To improve communication, make sure that you ask for clarification when you don't understand something. Repeat instructions back to your colleagues to ensure that you have understood them correctly. Additionally, active listening is an important communication skill. Make sure that you listen carefully to your colleagues and clarify any misunderstandings before proceeding with your tasks.

Conclusion:

As an intern in a stationery company, you may have encountered various challenges, including a lack of guidance and support, limited access to resources, time management issues, and communication problems. However, by communicating effectively with your colleagues and supervisor, prioritizing your tasks, and improving your time management and communication skills, you can overcome these challenges and succeed as an intern.

3.3 Recommendations to the company

In this report, we will discuss some recommendations that I could suggest to the stationery company where I worked as an intern.

Recommendation 1: Introduce Online Ordering

In today's digital age, many customers prefer to shop online rather than physically visit a store. Introducing an online ordering system can make it easier for customers to purchase stationery products from the company. Online ordering would also eliminate the need for customers to visit the store physically, saving them time and increasing their convenience.

Recommendation 2: Enhance Product Range

To attract more customers and retain existing ones, it is important to offer a wide range of products. The stationery company could consider expanding its product range to include office supplies, arts and crafts materials, and other items that are in demand. This could be done by conducting market research and identifying the products that are currently popular and in high demand.

Recommendation 3: Increase Marketing Efforts

To increase brand awareness and attract more customers, the stationery company should increase its marketing efforts. This could be done by running targeted social media campaigns, sending out email newsletters, and offering discounts and promotions. The company could also consider collaborating with influencers or bloggers to promote its products.

Recommendation 4: Improve Customer Service

Customer service is a critical component of any business, and the stationery company should strive to improve its customer service. This could be done by training staff to be more responsive and helpful, offering extended customer service hours, and implementing a customer feedback system. By taking steps to improve customer service, the company can build a loyal customer base and attract new customers through positive word-of-mouth.

Conclusion: As an intern in a stationery company, I had the opportunity to observe and identify areas where the company can improve its operations. By implementing the recommendations discussed in this report, the company can improve its online presence, increase its product range, enhance its marketing efforts, improve customer service, and streamline its operations. By taking steps to improve in these areas, the company can increase its revenue, attract new customers, and retain its existing customer base.

3.4 Key Learnings:

As a sales intern in the stationery company, I have learned several key lessons that will be valuable in my future career.

These include:

- Understanding customer behavior is essential in sales, and it is important to listen to customers to understand their needs.
- Building rapport with customers is critical in sales and can help establish long-term relationships with customers.
- Different sales techniques, such as consultative selling, cross-selling, and upselling, can be used to increase sales.
- Operations, such as inventory management, order fulfillment, and customer service, are critical components of any business.
- Teamwork is essential in achieving the company's goals and objectives.

Conclusion:

As a sales intern in a stationery company, I have gained valuable experience and knowledge about the sales process, customer behavior, and the day-to-day operations of the company. Key learnings, including understanding customer behavior, building rapport with customers, and different sales techniques, will be valuable in my future career. The experience gained as a sales intern will also help develop essential skills

such as communication, problem-solving, and teamwork, which will be beneficial in any career.

3.5 As a marketing student working as a sales executive for a stationery company, there are several ways that I help boost sales and promote the company's products. Here are some tips:

Know the product: It's essential to have a good understanding of the stationery products that your company offers. This includes their features, benefits, and unique selling points. This knowledge helped me to communicate the value of the products to potential customers.

Identify target customers: Knowing who your target customers is crucial in creating effective marketing strategies. Identify who the most likely customers for your stationery products are, and understand what their needs and pain points are. This helped tailor my sales pitch to resonate with them.

Build relationships with customers: Developing a strong relationship with the customers is key to building trust and increasing sales. Make sure to listen to their needs, offer personalized solutions, and follow up with them after the sale to ensure they are satisfied.

Offer samples and demos: Provide potential customers with samples and demos of the stationery products to let them see the quality of the products firsthand. This helped them make a more informed purchase decision and increase the likelihood of a sale.

Continuously improve: Keep the track of my sales results and customer feedback, and use this information to continually improve your sales strategies. Stay up-to-date with the latest marketing trends and techniques, and look for ways to incorporate them into approach.

3.5 Special skills and new knowledge learned from CO-OP studies

During my internship, I learned a lot that has helped me grow personally and will be valuable in the future. The skills and knowledge I gained have improved my performance and I'm still learning new things. It has made me better as a person and in my professional life, enhancing my skills too. I had to interact with my coworkers, which helped me become better at communication. Before, I was shy about approaching people, but my work and the company's culture encouraged me to do so. Now, I feel confident expressing my thoughts when talking to new people. As an intern, I had to pay close attention because everything was new to me. Active listening was crucial. I had to learn and apply new things, which required a lot of focus and listening. Even a small mistake could happen if I missed something. So, my responsibilities taught me to pay attention to even the smallest details to improve my performance.

Chapter 4 Conclusion

4.1 Introduction:

I am writing this report to summarize my 16-week internship experience as a sales executive at a stationery company. This internship provided me with an opportunity to work in a professional environment and apply the knowledge I gained during my studies. I was responsible for meeting sales targets, building relationships with customers, and providing excellent customer service. In this report, I will discuss my responsibilities, achievements, and the skills I acquired during the internship.

Responsibilities:

During my internship, my primary responsibilities as a sales executive included:

Meeting sales targets: I was responsible for achieving weekly and monthly sales targets by identifying potential customers, generating leads, and closing deals.

Building relationships with customers: I had to build and maintain strong relationships with customers by understanding their needs, addressing their concerns, and providing them with the right products and solutions.

Providing excellent customer service: I had to provide customers with excellent service by responding to their inquiries promptly, resolving any issues they faced, and following up with them after the sale.

Achievements:

During my internship, I achieved the following:

Achieved sales targets: I consistently met and exceeded my weekly and monthly sales targets by generating leads, following up with customers, and closing deals.

Built strong relationships with customers: I was able to build strong relationships with customers by understanding their needs and providing them with the right products and solutions. This resulted in repeat business and referrals.

Provided excellent customer service: I provided excellent customer service by responding to inquiries promptly, addressing concerns, and following up with customers after the sale. This resulted in positive feedback and satisfied customers.

Skills Acquired: During my internship, I acquired the following skills:

Sales and marketing: I gained knowledge and practical experience in sales and marketing, including lead generation, customer acquisition, and closing deals.

Customer service: I learned how to provide excellent customer service by understanding customers' needs, addressing concerns, and following up after the sale.

Communication: I developed my communication skills by interacting with customers and colleagues and presenting products and solutions effectively.

Time management: I learned how to manage my time effectively to meet deadlines and achieve targets.

Conclusion:

My 16-week internship as a sales executive at a stationery company was a valuable experience that allowed me to apply the knowledge I gained during my studies and acquire new skills. I was able to achieve my sales targets, build strong relationships with customers, and provide excellent customer service. I am confident that the skills and

knowledge I gained during my internship will be beneficial in my future career as a sales executive.

4.3 Limitations of my co-op studies

I am writing this report to discuss my limitations as an intern at an electrical company.

This internship provided me with an opportunity to gain practical experience in the field of electrical engineering. However, there were certain limitations that affected my ability to perform my duties effectively. In this report, I will discuss these limitations and suggest ways to overcome them in future internships.

Limitations:

Limited knowledge and experience: As an intern, I had limited knowledge and experience in the field of electrical engineering. This made it difficult for me to understand complex technical concepts and perform tasks that required advanced skills.

Limited access to equipment and resources: As an intern, I had limited access to equipment and resources, which made it difficult for me to complete tasks that required specialized tools or software.

Limited communication skills: As a non-native English speaker, I had limited communication skills, which made it difficult for me to express my ideas clearly and collaborate effectively with my colleagues.

Limited understanding of company culture and values: As a new employee, I had limited understanding of the company culture and values, which made it difficult for me to adapt to the work environment and perform my duties effectively.

Suggestions:

Improve knowledge and skills: To overcome the limitation of limited knowledge and experience, I suggest that future interns should take advantage of training programs and resources offered by the company. This will help them to acquire the necessary knowledge and skills to perform their duties effectively.

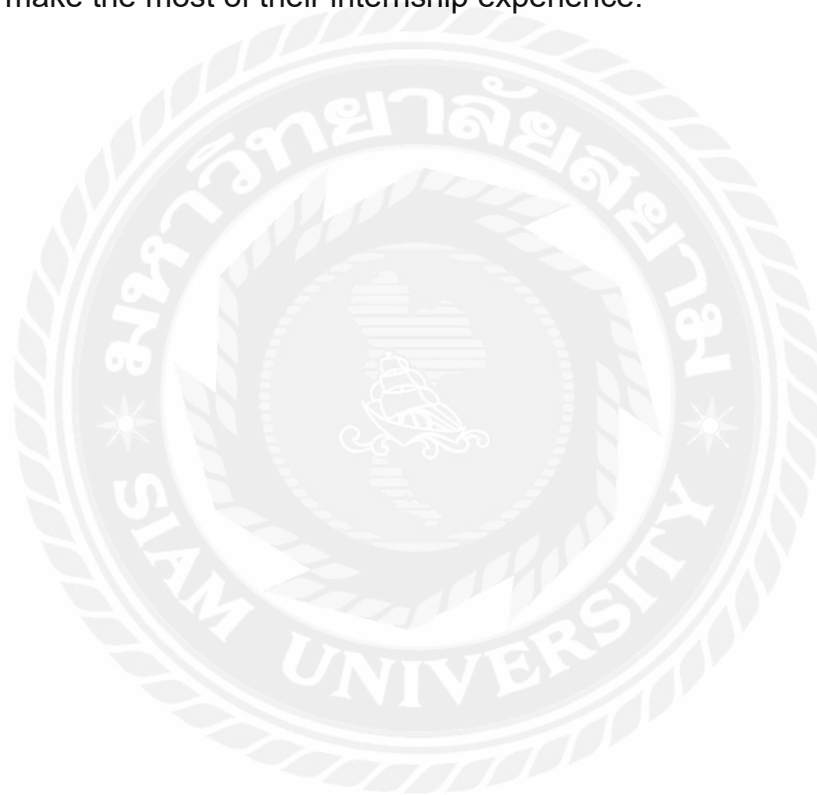
Seek mentorship and guidance: To overcome the limitation of limited access to equipment and resources, I suggest that future interns should seek mentorship and guidance from senior engineers or supervisors. This will help them to learn how to use specialized tools and software and complete tasks effectively.

Improve communication skills: To overcome the limitation of limited communication skills, I suggest that future interns should take English language courses or participate in language exchange programs. This will help them to improve their communication skills and collaborate effectively with their colleagues.

Learn about company culture and values: To overcome the limitation of limited understanding of company culture and values, I suggest that future interns should take the time to learn about the company's history, mission, and values. This will help them to adapt to the work environment and perform their duties effectively.

Conclusion:

My limitations as an intern at an electrical company were due to my limited knowledge and experience, limited access to equipment and resources, limited communication skills, and limited understanding of company culture and values. To overcome these limitations, I suggest that future interns should improve their knowledge and skills, seek mentorship and guidance, improve their communication skills, and learn about the company culture and values. By doing so, they will be able to perform their duties effectively and make the most of their internship experience.



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Appendices



Fig 4: inside of the shop



Fig 5 : variety of products kept in the shop



Fig 6 : crayons and pencils