



**Cooperative Education Report:**

**Data Entry and Record Keeping for Grace Pharmaceuticals Pvt.Ltd**

**Written By:**

Tripti Pandey

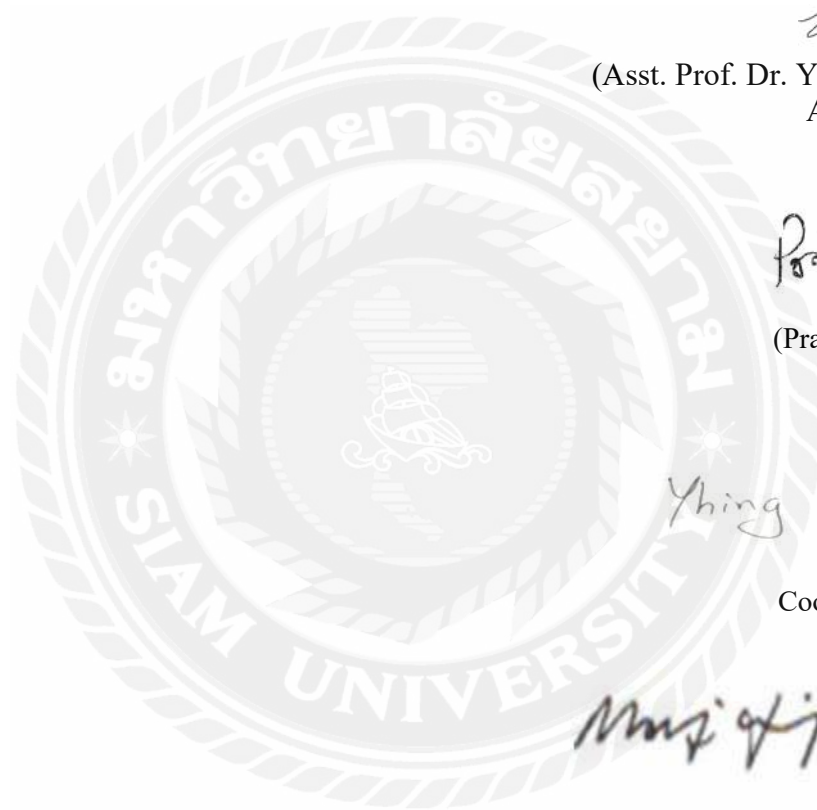
Student ID: 6208040050

**This Report Submitted in Partial Fulfillment of the Requirements for Cooperative  
Education, Faculty of Business Administration Academic Semester 2/2022**

**Siam University.**

**Title:** Data Entry and Record Keeping for Grace Pharmaceuticals Pvt.Ltd  
**Written by:** Tripti Pandey  
**Department:** Bachelor of Business Administration (Finance)  
**Semester/Academic year:** 2/2022  
**Academic supervisor:** Asst. Prof. Dr. Yutthana Srisawat

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**Project title:** Data entry and record keeping  
**Credits:** 5  
**By:** Tripti Pandey, 6208040050  
**Advisor:** Asst. Prof. Dr. Yutthana Srisawat  
**Degree:** Bachelor of Business Administration  
**Major:** Finance and Banking  
**Faculty:** Business Administration  
**Academic Year:** 2/2022

### **Abstract**

This cooperative report entitled “Data entry and record keeping for Grace Pharmaceuticals Pvt. Ltd” has the goal to promote high standards in pharmaceuticals product production, quality assurance and preparation of compound medicinal prescriptions. This cooperative education report contains the working experience of different tasks carried out as an executive intern.

The objective of the report includes: 1) understanding the daily operation of the company, 2) learning the entering process, 3) understanding the company business and how it earns profits and 4) understanding tax, credits and so on. I was assigned to work under the finance department under the supervision of the data entry as well as record keeping head. Upon the completion of

The internship, I found that few problems were solved by the use of social and analytic skills, self-determined learning. This report is prepared based on the experience and skills knowledge gained at the company.

**Keyword:** analytic skills, self-determined learning.

## **Acknowledgement**

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Finally, I am grateful to my supervisor, Prabhat Kumar Thakur, for providing me with excellent advice throughout my internship, as well as other team members for assisting me in correcting my errors. I'm also glad for the opportunity to meet so many amazing people and experts who guided me throughout my internship.

Thank you sincerely,

Tripti Pandey

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### **List of Abbreviations**

R & D Research and Development

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## **Chapter 1: INTRODUCTION**

### **1.1 Company profile**

Grace stands for elegance, defined by a pursuit of refinement and smooth growth. However, the journey to growth and prosperity has been no bed of roses. From the inception in april 2012 as anayurvedic pharmaceutical company, it has today burgeoned into an allopathic company with specialization in cardio-diabetic products. It puts us at the forefront of metamorphosing into a high-performance player admired by health care professionals and patients for high-quality products and service.

As a dynamically developing company the Grace Pharmaceuticals groups core activities are in the production of Ayurvedic and Allopathic medicine trade with the stockist and retailer. It has astrong partnership ethnic in dealing with customers, the long-standing, extensive expertise of around 205 of total employees including the head office which is located in Butwal and marketing office which is located in Kathmandu, Nepal. Being a part of a big company and engaging in a business with previously known clients and helping in enhancing their business thecompany has a high growth possibility.

#### **1.1.1 mission of the company**

Create a benchmark in the Nepalese pharmaceutical market by raising bars in innovation, performance, and growth with the sole purpose of adding values to Nepalese health care.

#### **1.1.2 vision of the company**

At Grace, it aspires to be an innovation-driven pharmaceutical company, trusted among health care professionals as a leading provider of valued and high-quality affordable medicines.

#### **1.1.3 strategies of the company**

The company focuses on building in R&D to understand the healthcare mindset and design innovative formulations that seamlessly fit national pharmaceutical requirements. It embraces new technology wherever possible, to meet the needs of healthcare providers. Company people are encouraged to adopt innovative approaches and deliver new business models that contribute

to growth of the company.

## 1.2 Organizational structure

There are positions from marketing director, operational director, finance director who perform their part of the work in a very efficient way. Also there are further supervisors working under them and then further staff works under these supervisors which show the structure and hierarchical system of the company.

### 1.2.1 diagram of the organizational structure

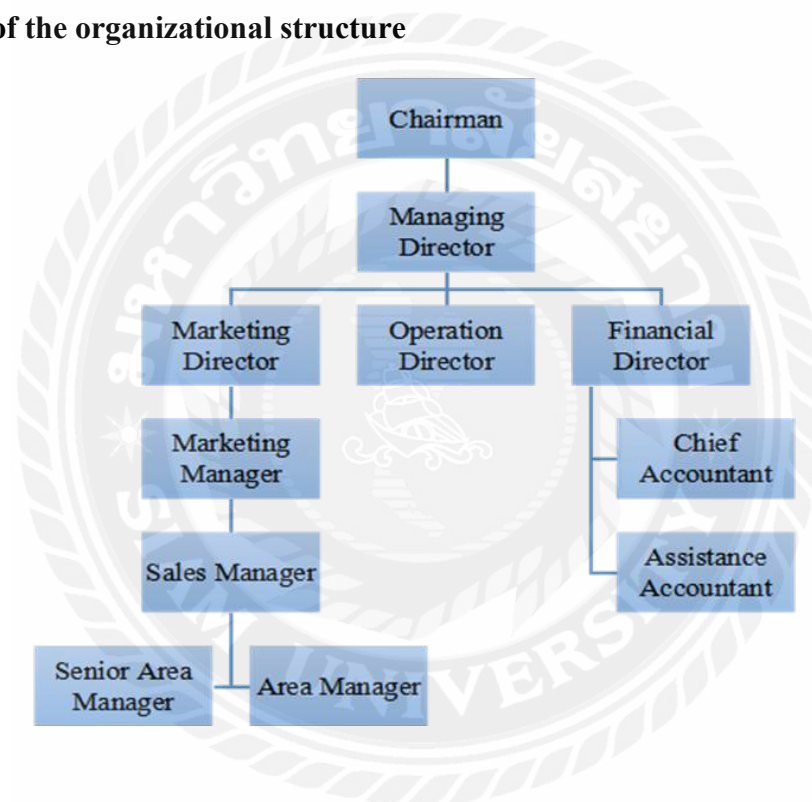


Figure 1: organization structure



### 1.2.2 Job Position and placement details

Address	Butwal,Rupandehi, Nepal
position	Data Entry and Record Keeping
Working Duration	February 5 to may 5
Work Hours	10:00 am to 5:30 pm
Name of Internship Supervisor	Prabhat Kumar Thakur

*Figure 2: Job placement details chart*

### 1.3 Intentions to join the company

Considering the significance of the internship and its positive aspect, I select a company that would give me a better opportunity to understand their area of interest and commitment. My intention to join Grace Pharmaceuticals as an intern to gain real world experience and develop valuable skills related to the workplace in the company. It will help me to get industrial exposure after my academic life. I wanted to work in the company after my graduation. How companies perform financially, how they deal with the numbering and profit and loss of the product. Moreover, being able to join such a huge company helped me learn about different marketing tactics the company used and how business relations are to be made and maintained in order to sustain in an emerging market.

<p><b>1.4 SWOT Analysis Strengths</b></p> <ul style="list-style-type: none"> <li>● Experienced, well-trained, and highly Skilled Collaborators.</li> <li>● Large network inside and outside the city.</li> <li>● Strong manufacturing capacity which result in faster Growth</li> <li>● Strong Brand reputation in the market and strong R&amp;D</li> </ul>	<p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>● The non-availability of modern technology due to high cost</li> <li>● Mismatch in the number of staff in various departments.</li> <li>● Low online presence, branding and marketing</li> <li>● The company hasn't given much emphasis to reaching people from rural areas due to rural communication challenges.</li> </ul>
<p><b>Opportunity</b></p> <ul style="list-style-type: none"> <li>● Growing space to enter the New Market</li> <li>● Expanding Customer Base</li> <li>● Financial support from the government</li> <li>● The company's future plan of expanding its branches in rural and industrial areas will provide an opportunity in capturing the new market by taking advantage of weak</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>● An increasing number of competitors in the market</li> <li>● Counterfeit Drugs</li> <li>● The unstable political and economic condition of the country.</li> <li>● Global recession indirectly affects the economic condition of the country</li> </ul>

Figure 3: SWOT Analysis

### **1.5 Objectives of the study**

- To know about the practical exposure to the functioning of the company.
- To understand the challenges faced by the company in the real business environment.
- To understand how to have a retentive strategy to get hold of past and future clients
- To understand how to plan financing and marketing strategies by understanding the market potential and the viability in the market.



## **Chapter 2: CO-OP STUDY ACTIVITIES**

### **2.1 Job Description and responsibilities**

I became part of the Grace Pharmaceuticals team as an intern in the Finance department working under the direct supervision of the Finance officer. During the starting phase of my internship, I tried to observe how the company functions. Then, I was assigned to do data entry and record keeping of the industry from a finance perspective. I began by doing a financing mix study and a competitive analysis for the value of the product based on my academic understanding. During my work, I discovered that the company hasn't put much attention on the financing department as there is less number of staff in the finance department. So, to engage with the other department too, I start with the basics of marketing by defining them about the benefit of social media sites like Facebook as marketing tools to establish an online presence and engage customers. .

### **2.2 Job responsibilities**

My job at Grace is as a data entry and record keeping. My responsibilities include preparing a financial report after studying the details about various financial transactions made by a company, and handling various other financial tasks under the supervision of senior financial staff. With time, my major responsibilities were as follow:

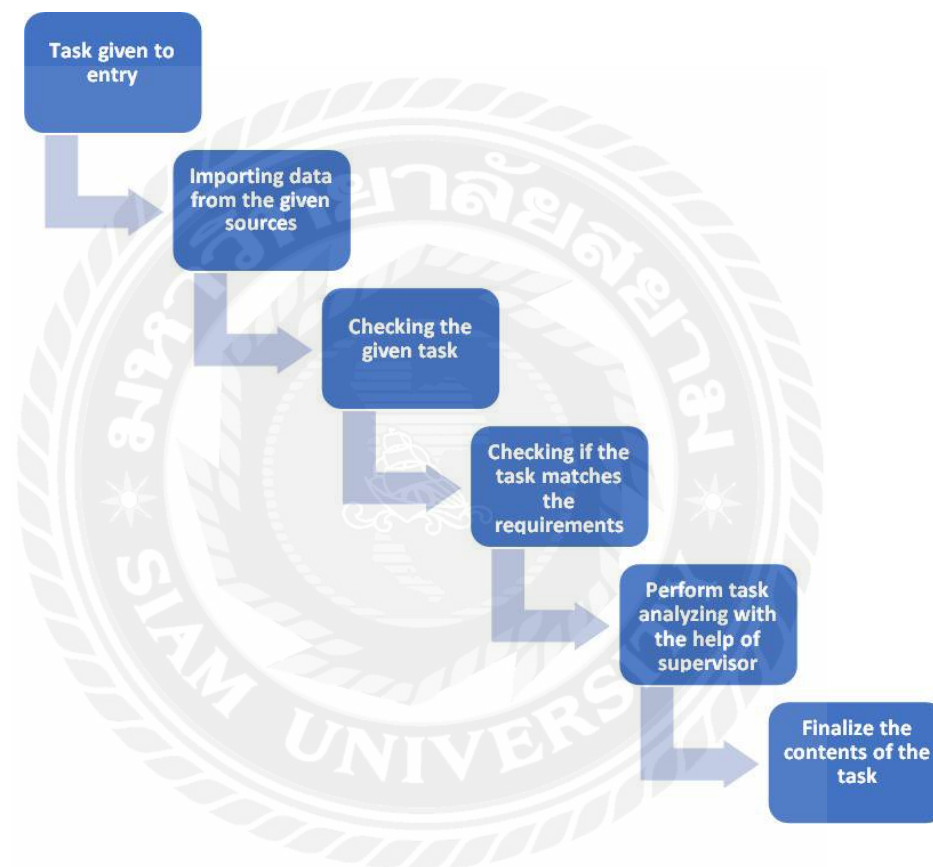
- Identifying trends and variance from the data.
- Collecting data for the financing analysis.
- Composing recommendations for managers and executives under the supervision of a financing analyst.
- Filing and Organizing paperwork.

### **2.3 Motivation for choosing Grace Pharmaceuticals for my co-op studies.**

I started at Grace Pharmaceuticals in February and I continue to work there as part of my internship. My intentions and motivations for choosing this company as a workplace for Coop studies are for the following reasons:

- Good working environment and helpful staff.
- Provides excellent career opportunities.
- Practical Implication of theoretical education.
- One of the best and leading company for ayurvedic pharmaceuticals in nepal.

## 2.4 Job process design



*Figure 4: Job process diagram*

My workflow diagram is shown in the above diagram. At first I took on the day's work and consulted my supervisor. Talk to the supervisor: First, the supervisor consults me about the task, asking if I can do it. Then if I take the task, I will have a certain time or deadline to get the work done. Then I would study some of the information provided by the supervisor and follow the instructions during the work. The task is related to finance and this is an advantage for me as a student of banking and finance. I will then provide daily updates on the task, whether the task is in progress or completed with the exact word count.

## **2.5 Contribution as a co-op student in company**

### **Assist with the financial modeling:**

My main responsibility was to manage the company's financial modeling under the supervision of the financial department to combine accounting, finance and business metrics to create a forecast of the company's future results. The main goal is to accurately project a company's future financial performance. Moreover, by determining whether a company should raise capital or grow the business organically or through acquisitions.

### **Provide general accounting support:**

One of my major roles was to work under the accounting department to provide supportive services to accountants, clerks and others. By helping them in the preparation of financial reports, documents, and work under ass.accountant to learn the skills of the job.

### **Organizing financial records:**

Initially, I was assigned the responsibility for managing and protecting important business records. To ensure that records are available when needed and that they are accurate and up to date. By managing the financial records, financial documents, employee records.

### **Preparing monthly financial analysis for management:**

During the period of my internship I was also assigned to manage the way of obtaining a concise overview of the previous months financial status to have up to date reporting of the cash management, profit and loss statements while evaluating future plans and decisions under the supervision of asst.accountant which helps me to learn how company performs in the financial world.

## Chapter 3: LEARNING PROCESS

### 3.1 : Problems Faced during internship

#### **Adjusting to company culture**

In the initial days of my internship, I was struggling to hold the operations and culture of the company. Considering the fact, I wasn't able to properly understand the company's working style and how it operates. As this was my first internship being a fresh new intern was a bit difficult for me.

#### **Difficulty in analyzing tasks**

At first, I was unable to analyze some of the documents and data involved in the process of data entering. The terms used, language, some documents which are in Nepali language and some different kinds of financial reports were a bit difficult to analyze and rearrange them in the record keeping process.

#### **Lack of idea about how a company functions**

It was very difficult for me to understand the operation of the company at the beginning. Therefore, there are a variety of functions that businesses can carry out, such as several specific tasks, which are then carried out by different employees or departments.

#### **Understaffing**

At times I would observe understaffing because in the finance department there are less staff in comparison to the marketing department which results in a hectic work schedule. This sometimes led to inefficient output and more workload.

### **Long working hours**

Although my agreed working hours are 10am to 5pm, there were some times where we tended to work more. Which makes me too tired to complete the task at hand. And it can be a hectic job for an intern with no pay.

## **3.2 solving the problem**

### **Self learning and initiation**

During the internship period, several learning and problem solving activities were done. In day-to-day activities, I faced various difficulties and challenges. At first my priority was to get used to the company working culture and know the operation of office work. I started observing the staff working there and also asked them as many questions as possible to get to know things.

They explained and taught me how things operate, what to do, what things go, at the beginning. And I was working under the supervision of the finance team. They helped me in learning how the daily financial activities operate.

After some time it was more of self-learning and self-observing activities. As a fresh intern I tend to make quite a lot of mistakes and was sluggish with the task given. Every mistake was a lesson learned and encouragement and support from department staff and they also helped to rectify my mistakes with ease. For instance, in case of any confusion, I would directly seek help from my supervisor and departmental staff. Which certainly helped me and now I am more confident at my work.

Sometimes the documents and files can be in Nepali language and some of the Nepali terms and languages used was very difficult for me to understand the documents and all the processes which were overcome with the help of google translator, senior staff and supervisor.

## **3.3 Recommendations to the company**

Some recommendations are as listed below:



- I would like to suggest the company focus on marketing to the social media site too.
- I would also like to recommend a company to create innovative products and services to capture a high volume of market share in the future.
- Companies should provide proper training to the staff or new members to make them competent and up to the mark.
- Implementation of strong marketing strategies to attract and attain customers.
- Companies should aim for less paper service which means most of the work can be done digitally.

### **3.4 lesson learned during the internship**

#### **Create interpersonal relationship:**

Being social and interacting with staff will always assist to maintain a quality and friendly work environment. During the internship period, I tried to maintain the professional as well as personal relationship with people in my finance department. In my free time some staff members helped me to understand the office policy and we used to work together in some specific work which helped to create the bond with them and helped me to open up and adjust easily.

#### **Take initiative**

The one essential thing that I learned during my internship period is to take initiative and never be afraid to ask questions. Within the few days of my internship, I understood that it is always easier to ask questions rather than being confused and having to fix it back. Taking initiative to learn more from the experts leads to the expansion of self directed learning.

#### **Recognize your strength and weakness**

Co-op education provides an opportunity to advance within the potential career field and also helps in recognizing your strengths and weaknesses. In my case when I was an intern at Grace Pharmaceuticals, I understood that I was not a people person in the sense that I easily get frustrated when the data entry process was difficult or when I don't understand the company's

financial activities which were so huge. Sometimes I wasn't able to complete my task at the given period of time and I used to ask help from the other staff members. I knew that was my weakness so I started working on that particular thing.

### **It's ok to make mistake**

During the first week of my internship, I made a silly mistake while filing the records and I felt embarrassed but everyone in the office cheered me up and when I overcame this situation, I understood that making a mistake is a lesson itself. We never get to learn without making mistakes and without trying we cannot make it better the next time.

### **3.5 Application of theoretical knowledge to real working situations**

To work in the real world, having theoretical knowledge isn't enough; practical insights aligned with the knowledge and learning we had played a critical role. Everything we learned in our KCM classes, from the fundamentals to the sophisticated, came in handy during my internship. It has given me a better understanding of the importance of minor details that we sometimes overlook but which play an important part in ensuring workplace efficiency and effectiveness.

Without those learning, working in a real company would be very challenging. For me, the coursework such as financial management, profit and loss, data entry, and accounting helped me a lot in understanding the finance and the concept of different terms used during this internship period. However, in the working scenario, there is nothing that remains constant. That means there are different factors that play a role to deviate things than stated in those theories.

### **3.6 Special skills and new knowledge learned from CO-OP studies**

#### **Development of communication and interpersonal skills**

Regular interaction with the staff members has helped me a lot to develop my communication and interpersonal skills. Sometimes we used to visit the industry and get to know how medicines are made and we used to discuss with the group members which also pushed me to interact with them. I came to know about presenting oneself in front of others in such a way so that they feel satisfied with every aspect.

### **Achievement of a balanced and focused mindset**

One of the important parts of an intern's attitude is to incorporate balance into both personal and professional life. Working with Grace has definitely taught me the significance of a focused mindset in the workplace. Similarly, this experience has aided me to focus on the pursuit of proficiency.

### **Confidence build-up**

The internship program has really helped me to build up my confidence. During my stay in Grace, when I don't understand some specific topic or some kind of numbering process I used to ask help from the staff without being embarrassed. Likewise, I dealt with different problems which I fear to face have helped me to overcome and increase my confidence level to a greater extent.

### **Building competency**

Development of the interpersonal, managerial, skills that is crucial in every professional's career development. From this internship experience, I was able to learn various things which are listed below;

- a) Advance Excel
- b) Learned about the importance of time management and punctuality.
- c) Maintaining policies and being disciplined at work.
- d) To cope with staff and colleagues.

## Chapter 4: CONCLUSION

### 4.1 Summary and Evaluation of the work experience

Working with Grace gave me ample opportunity to gain valuable insights regarding work responsibility, work ethics, and corporate culture. This internship experience provided me with the right set of circumstances to practice various management principles in the real world.

During the internship period and the preparation of this report, I learned a lot about the company's operations and policies. This internship has been fruitful in many ways.

Likewise, during this internship period, I found that the company has a professional working environment and can be a great career opportunity to pursue. Basically, during this internship tenure, I gained knowledge about the workings and became familiar with different types of documents, files, and terms. It also resulted in an understanding of the importance of communication, interpersonal, and information skills. With all the lessons learned, this internship program made me realize that good behavior is the key to success no matter which career is pursued.

Considering the fact that an internship helps to pre-know the challenges, complications, and compositeness of the real world, it specifically has assisted me to build confidence, professionalism, networking, and observation. I would also like to show my sincere gratitude to the company for having me involved and believing in me with the assigned roles and responsibilities. Overall, this internship program has enabled me to recognize my strengths and weaknesses while carrying out assigned roles and responsibilities. The team gave me such good learnings and exposure that I will embrace throughout my life. I believe this experience will help me to excel as a proficient in future endeavors.

## **4.2 Self- assessment as a professional**

My internship program was an entirely different experience for me throughout the course. I was exposed to a real-life job environment. This internship time allowed me to grasp how various companies' cultures can be. I also realized that human resources are unrivaled in terms of gaining a competitive advantage. My internship activities aided in the development of my professional and personal abilities.

As an intern with Grace Pharmaceuticals, I had the opportunity to work in a professional group and obtain real-world experience with a sustainable company strategy. This internship taught me more about the numerous opportunities in the business world that has to offer, and how the bulk of pharmaceuticals businesses rely on the medical field in the nation. I was able to put what I had learned in my course book on how large companies work into practice. I also had the opportunity to use my academic knowledge of financing in a real-world setting. In reality I learned a lot about the company's operations and policies. This internship has been beneficial for a plethora of right people.

This internship experience was really helpful and productive for me. During the internship period, I learned that choosing a career in the company can be a great opportunity to pursue in Nepal. Working at Grace Pharmaceuticals introduced me with challenges, complexities and competitiveness of the real world and skills required to tackle those challenges. I gained a willingness to work. I've also learned the capacity to work under duress, which is an extremely valuable asset in any workplace. In addition, I learned practical knowledge, abilities, and expertise in many parts of the Pharma field, all of which will be quite valuable in my future work. Beyond the academic and grades to be a successful professional, primary things you require are good behavior and honesty to your work and all the skills are secondary to it.

## **4.3 Limitations of the Study**

- The company's policy of keeping some matters confidential prevented the intern from learning and analyzing different activities.
- Compatibility problem at the beginning of internship programme.
- It can be competitive
- The interpretation and conclusion has been drawn within the limitations of individual knowledge and judgments.

#### **4.4 Recommendations for the company**

I am so grateful to Grace Pharmaceuticals for letting me work as an intern in their company. It was an immense pleasure to learn and know about the Pharmaceuticals company culture. Beside these learning, some recommendations for excellence are the most. I would like to suggest the company focus on marketing to the social media site too. I would also like to recommend a company to create innovative products and services to capture a high volume of market share in the future. As I near the end of my internship, I'd like to advise my future successors that reading books and listening to lectures only provide a little amount of knowledge. However, when you enter the real market, things are not so straightforward; you will encounter numerous competitors. Although we will all have theoretical knowledge, only those with more experience will be able to offer themselves on the market. More skills are never a bad thing, yet skills obtained in college through textbooks are insufficient. You should learn a variety of talents that are now in demand in the job market. This will assist you in obtaining decent jobs in the future. If you are an introvert, it will be difficult to interact with your team and supervisor at first. Do not be bashful; instead, attempt to communicate more with your supervisor; they are always willing to assist you. I picked up a lot of new abilities and was able to work well with people from many walks of life. Internships are about more than just studying and working; they are also about developing good personal relationships for the future.

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## Annex-1

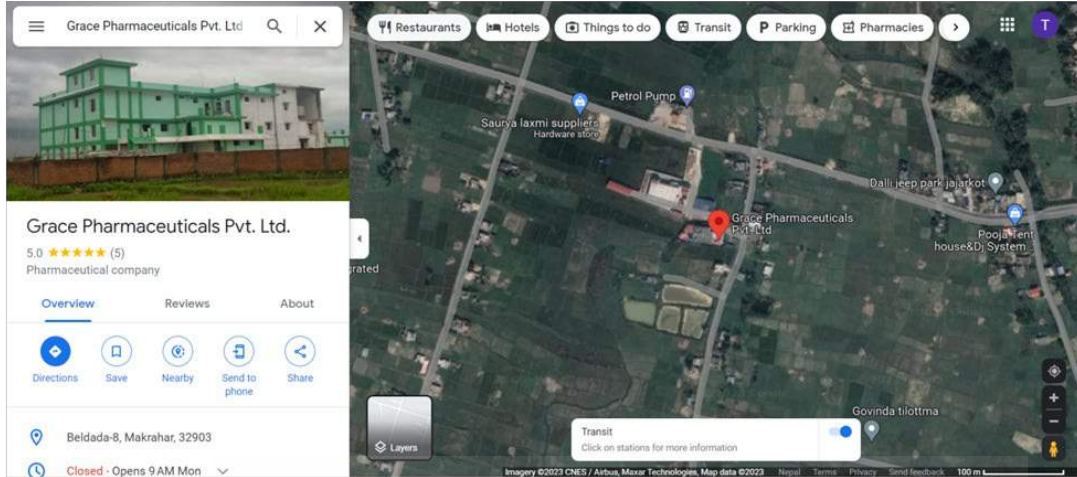


*Figure 5: company logo*



*Figure 6: photos of the company*





*Figure 7: geographical location of company*



*Figure 8: office picture*

## Annex-1 (Cooperative education appointment letter)

CRO No. 92358/068/069

PAN No. 305462833



**Grace** Pharmaceuticals Pvt. Ltd.

Tilottama-11, Rupandehi, Nepal  
E-mail: gracepharmabl@gmail.com  
Website: www.gracepharma.com.np

Ref. No. ६०३|८९| ०७९.८०



Date :10th February ,2023

### Internship Appointment Letter

To,  
Tripti Pandey  
Butwal , Nepal

Dear Tripti,

This is with reference to your application for the internship and the subsequent discussion you had with us at the interview on February 5th ,2023 on the following terms and conditions.

**Position :** Full-time Intern

**Job Location :** Butwal

**Internship Duration :** February 5th, 2023 to May 5th, 2023

**Commencement of Internship :** your internship will be effective from 5th February , 2023

**Working Hours :** You have to work from Sunday to Friday and your working hours will be 10 A.M to 5 P.M.

We congratulate you on your appointment and assure you to get your support for your Professional growth and development.

Sincerely,

Suraj Bhattra  
Managing Directors  
Grace Pharmaceuticals Pvt.Ltd

**" Work Together To make Difference "**

Corporate Office: Shukranath Butwal, Rupandehi, Lumbini, Nepal. Tel No: 00977-71-545599, 548567