



Cooperative Education Report

Study of Accounting Management at Hajurlai Namaste Trade Link Pvt. Ltd.

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Abstract

This report Summarizes my 4 months of internship report entitled study of accounting management at hajurlai namaste trade link pvt. ltd. has the goals to study the Accounting keeping and stock management system of the company, Objectives of the study include: 1. To learn about the accounting process of the company. 2.To understand the stock condition of the company, 3.To know about company import , I was assigned to work as an accounting intern in the company, during the period 20January to 20 may 2023. Main responsibilities were to follow up on the company's cash flows, assisting with research, filing, data entry and aiding in maintaining accurate and complete financial records.Specifically, my main task was to learn how to work as part of the accounting team to compile and analyze data, track information, and support the company or clients.

It was also understood that the theories learnt in the classroom do not always get implied as it states. The practical environment is subject to other external factors as well while complementing the theories. Upon the completion of the internship, it is found that the problem was resolved by means of self-learning and understanding the core of the problem and then via the guidance of supervisors, solving them. In this matter, I am able to learn more about soft skills and communication skills and most importantly the corporate value that the project holds.

Keywords: Consumer behavior,accounting , data entry , record keeping

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I express my gratitude to the company, Hajurlai Namaste Trade Link Pvt, for having given me the opportunity to undertake my internship program during 20 January – 20 May 2023, along with the team. The internship opportunity was an incredible chance for learning and expert advancement.

I would also like to take the opportunity to thank and express my deep sense of gratitude to Ms. Melina Kunwar, my direct supervisor of the company who in spite of busy schedule has cooperated with me continuously. I am utilizing this chance to express my most profound appreciation toward the colleagues who took significant time out to listen, guide and keep me on the right path by permitting me to complete my tenure at their respective association. I am likewise thankful for having an opportunity to meet such a variety of magnificent individuals and experts who drove me through this internship period. assistance for the successful administration, coordination, and supervision of the whole co-op program. The co-op program would not have been successful without their envisionment and direction. I hope that I can build upon the experience and knowledge that I have gained from the company. I will endeavor to utilize the aptitudes and information that I have learned in the ideal way.

Anuja Khanal

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CHAPTER 1

INTRODUCTION

1) Company Profile

Hajurlai Namaste TradeLink Pvt. Ltd.(HNTL) is a leading trade company of Nepal as it was established in 1993 A.D. The company is the sole authorized distributor of ITR spare parts and ITR Lubricants(Dubai), USB Rock Breaker(korea), Hemas(Kumarika and Baby Cheramy from Sri Lanka). They are situated in Bafal, Kathmandu, Nepal. They also have sub outlets of MAW enterprise s(JCB),Dugar group(TATA hitachi) and continental trading(komatsu). They are also having their rental business where they rent their excavators and trucks. After 30 successful years of trading in Nepal, now they are gradually expanding their business in the global village, they have been awarded with RAMAN EXCELLENCY AWARD by FCAN and appreciation award for long and cherished association by Sipradi earthMovers Pvt. Ltd. they have total 30 staff in their company. Hajurlai Namaste Trade Link Pvt. Ltd. is a leading trade company in Nepal, specializing in heavy equipment spare parts, lubricants, and construction supplies. With a strong emphasis on customer satisfaction and a commitment to quality, It has earned a reputable position in the industry. Driven by a passion for excellence and continuous growth, Hajurlai Namaste Trade Link Pvt. Ltd. is dedicated to providing top-notch products and services in the trade industry. Its unwavering commitment to delivering world-class products at affordable prices, ensuring customer satisfaction and establishing long-term relationships.

1.1 Organization's Mission

The mission of the organization is to provide products in the most reliable and cheapest price yet the best quality in Heavy Machineries parts and Lubricants and Rock Breaker. Their main mission is to offer world standard products at affordable prices.

1.2 Organization's vision

The vision is to be a leader of heavy equipment industries and to open up manufacturing units in several parts of Nepal.

1.3. Strategies of the Company

This organization puts consumers at the top of their priorities. They focus more on consumers as consumers have a fundamental right to have available Parts and Lubricants at the right time as

they might be working their excavators and if some problems arrive they need parts and lubricants which HNTL has provided 24hrs to customers. They believe in giving the right service at the right time whether it would be midnight or not. They will be always there for their customers and also that they are not being misled about the Excavators parts and lubricants they have been recognizing in the market for giving excellent service.

The core values of the company are

- **Transparency:** demonstrating a clear picture and openness. They believe in sharing knowledge as they not only let know information but they teach staff so that they could outperform in terms of sales.
- **Integrity:** not hesitating to give one's view and opinion, they are always open for new ideas from each of the employees. Whether it would be driver or chairman.
- **Responsibility:** one should accept and justify action and decision. All the employees are given responsibility and they should be accountable for what they have taken responsibility for.
- **Commitment:** depends upon the employee's commitment. As our employees are committed to work, they give 24 hrs service. They never let down their commitment.
- **Team work**
They believe in teamwork, they make decisions based on team decisions, they do work in a team as they are heavy machine parts providers they have to do work in a team and through teamwork they are able to do work in less hours of time.
- **Equality**
They believe in equality; they have both male and female employees and they have given all genders priority.

It has long lasting experience in the Parts Industry and has worked for most large players in the parts industry. The competitor of the company is Lumbini Earthmovers, Manakamana earthmovers, Subham power company, Dk trading etc. an excavator is a construction vehicle used to excavate or move large objects, the excavator uses hydraulic system to generate a hydraulic force to control the mechanical arm of the machine. It also uses a chain wheel system for its movement. Excavators are used in large and small scale construction. They also use a rock breaker

which is used to demolish huge, they are designed to manipulate large rocks, including large rocks into smaller rocks.

Nepal is a landlocked country. Nepal is in the process of rapid infrastructure development. There are 22 national pride projects at present. So, the heavy parts and lubricants will be used a lot after the machines are used to construct these projects. Nepal's construction sector is said to contribute about 10-11 per cent to its GDP and uses about 30 percent of the budget. It provides employment to millions of people.

The market for Parts and Lubricants products is experiencing a lot of competition. There are major competitions between the companies for market presence. The market has many new competitors. There are many new competitors in the market every day. There are many Indian and Chinese products influencing the market as they are cheaper. Due to the rise in Parts competitors, the new entry people are giving products at low price and having lots of credit they destroy themselves as well as the market.

2. Organizational Structure

2.1 Organization Structure

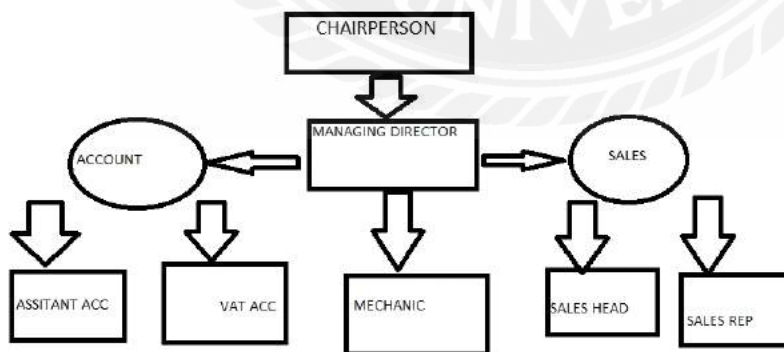


Figure 1: Organization structure of HLNTL

2.2. My job position

I had the opportunity to work at hajur lai namaste Tradelink in Kathmandu for my internship. I worked as an accounting Assistant, but i had the opportunity to work in the both financial and Marketing department to obtain experience with import and export of the company as well as information on the company data processing. The starting date of my internship was 20th January 2023. My internship hours were Sunday through Friday, 10 a.m. to 5p.m.

2.3 Your job position in the company organizational structure

The company is very determined at providing better services to the customer, if delay in work the customer will not be satisfied and they will lose the customer in a competitive market, that's why they are giving no chance to move customers from their company to other competitors. I worked under the supervision of the accounting department. I was required to report to the supervisor directly and had to complete the given task at a given time. So my work would be to assist any employee in the accounting department with roles such as recording financial information, assisting in record keeping of various transactions, etc . I was also required to track all payments made for tax preparation and also check if there were any discrepancies in the records.

2.4 Your intention and motivation to choose this company as your CO-OP studies workplace.

My primary intention and motivation to work at Hajurlai Namaste Trade Link Pvt. Ltd. Is to know more about how businesses are done and what is required to start a new business in Nepal and to learn people's buying habits as well. The main reason was how much capital, workforce are required to start a business and what it's like to take risks in life and move ahead in difficult times.

Is to know more about how the accounting department of an organization works. The main reason was to understand how accounts are maintained in an organization and how all transactions are tracked. Also I wanted to understand how the accounting department plays a role in how much tax the company pays. . The owner of the company is a self-made man and as he have also published his biography, after learning his biography I was inspired to work for such an individual, so I was motivated enough and asked him for internship opportunity and got the work and to learn from the man himself, who never gives up and always moved forward in life. He is an inspiration and

motivation. As of that I also wanted to know how the overall company culture is and understand how a company led by such an individual works in its core.

2.5. Strategic analysis of the company.

For the strategic analysis of the company I prefer SWOT analysis which is as given below:

SWOT Analysis

Strength

- Branded product known by all
- Customer loyalty
- Customer satisfaction
- Product diversification

Weakness

- Only one supplier
- Not available of skilled man forces
- Employee open their own store after learning some years
- Dependent on staff
- Lack of communication among team
- Many decision makers.
- Not entering on low priced segment

Opportunities

- As many Chinese products are not reliable, customers will end up buying genuine products.
- As much development work is going on, many excavators will be in use which will require parts and lubricants and long term business will be there.
 - Can expand to other potential market
 - Can a higher specialized person like mechanics, sales rep.

Threats

- Cheaper competition from china and india

- New entry
- Price competition
- Customers may move towards cheap products.

2.6 Objectives of This co-operative study

The objectives of my internship are enlisted below:

- To connect the theoretical knowledge with the real life practical situation. Strengths and weaknesses in the corporate world.
 - To discover our own individual strengths and weaknesses in the corporate world.
 - To get familiarized with corporate culture before starting a professional career.
 - To Learn about the accounting section of the organization
 - To understand record keeping
 - To understand how a company maintains its accounts
 - To understand how to comply with relevant tax laws and accounting rules
 - To develop communication skills and soft skills required in the workplace.
 - To be able to tackle problems and handle difficult situations in the workplace.

The reason I chose this particular report topic is mainly because I had focused more of my time and energy into the Journal voucher of each transaction, Bank statement entry ,calculation of VAT Report, Maintaining proper account ledger of each party(customer and vendor both).

CHAPTER 2

CO-OP STUDY ACTIVITIES

2.1 Your job description

Job title: Accounting intern

Company name: Hajurlai Namaste Trade Link Pvt. Ltd.

General tasks: Analyze and research financial information, Support reviewing financial statement

Location: Kathmandu, Nepal

Salary: 10k per month

The major role of an executive intern is to actually do the work assigned by the supervisor and the co-workers within a particular department. The major duty is to work together with the company team members in order to support the company goal of fulfilling the financial needs, Queries etc. of the customers. Also, the intern has to be ready to work as a substitute during situations when a staff within the department is absent.

2.2. Job responsibilities, work duties

As an accounting intern, I was assigned multiple roles and responsibility, which are given below:

1. Assisting with audits
2. Help in financial data entry
3. Aid in preparing financial reports
4. Tracking expenses such as employee expenses
5. Provide assistance for financial analysis
6. Support in preparing tax related documents
7. Assisting in Warehouse stock accounting

2.3. Job process diagram

As an intern, I got the opportunity to switch amongst different jobs and duties. Most of the tasks that I did were done on Navigator, which is the accounting system software used by HNTL. For a different, different menu options had to be used on Navigator. Some of the major jobs that I have done as an intern have all been shown in diagram:

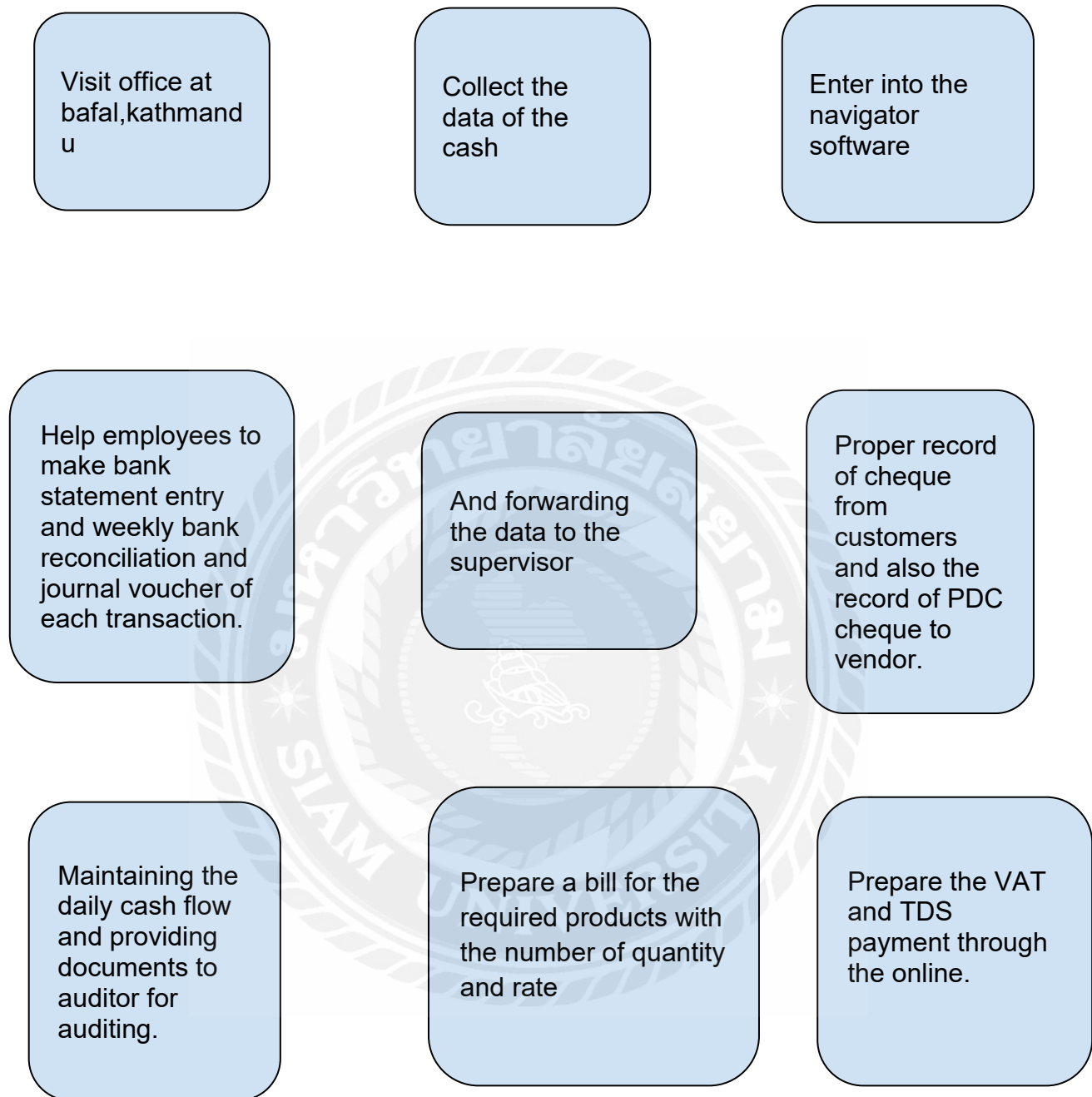


Figure 2: Job process diagram for purchase entry along with the VCTS

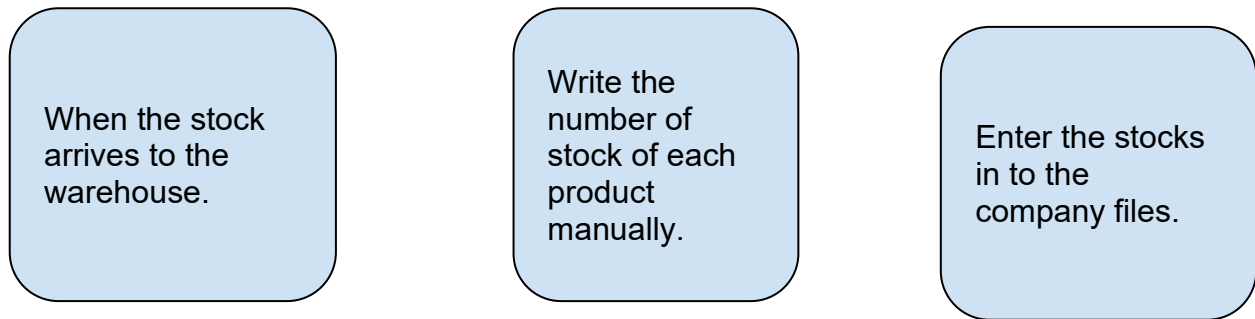


Figure 3: Job process diagram to maintaining the stock

2.4. Activities in Coordinating with co-workers

As an intern, I was assigned with a lot of duties where I was given the responsibility of performing different tasks. I was assigned to help co-workers in managing the accounts and also in the record keeping of the company. Being an intern, I was not allowed to completely have full responsibility for any work duties and every task I performed was an assisting task where I had to work closely with every co-worker. When assisting in audits and helping the employees with financial data entry and reporting, I worked very closely with them. The work seemed basic at first, but my supervisor used to guide me through each

Step so that I could complete the task more efficiently and with fewer errors. My coworkers assisted me in completing my work on time as an intern because I was unfamiliar with the working style and tasks. Because I wasn't assigned to a single department, I had to collaborate with marketing and sales supervisors as well as financial supervisors. Due to the nature of the job, I had to collaborate with the resource manager, accounting departments, marketing, and sales managers in particular. I had to internally communicate with my co-workers and supervisors before making any decisions. Before making any decisions, I had to consult with my coworkers and supervisors internally.

As I was good at work they began to give me more responsibility like providing assistance for financial analysis as well where I had to work together and coordinate with other staff. Moreover, I had to work closely with the warehouse staff as I also assisted in account keeping of warehouse stock and also checked import details.

5. Contributions made as a Co-op student

The major contributions that have been made by me as a co-op student can be highlighted from the following roles and tasks I performed in the organization.

I. Handling and counseling customers

This is one of the most important contributions made by me as an intern. I had to take the responsibility for providing advice to clients, who may be both new and recurring clients, about their questions and confusions about the product or services offered by the company.

II. Operation of accounts

I have been able to support the entire accounting department and import and export department as an intern. Before I was an intern, the department's work was pretty slow and the staff performing one work duty had to leave their duty in order to help another staff member. However, when I entered the organization as an intern, it was easier for the employees to perform and get focused on their own tasks as I was always there to provide assistance to any employees whenever they needed help. Even though I was an intern, I contributed a lot in making financial reports and in performing the financial statement analysis as well. I also contributed in team collaborations, actively participating in team discussions offering my ideas and perspectives, and collaborating with colleagues.

III. Assisting the daily Operation

I assisted my department with daily operations and a few of the activities such as billing, Daily sales and purchase bill entry. Bank statement entry and weekly bank reconciliation. Journal voucher of each transaction, Proper filling of important documents. Re-check of each sales and purchase bill with navigator software entry and submits the VAT report at IRD of each month and maintaining daily cash flow, proper communication with auditor so that proper information of our company flow and products that sell in larger quantities, and customers who make the most purchases, among other things as well.

Furthermore, I made sure that the employees do not forget to comply with any accounting standards, regulations and even internal policies about which I was aware. By doing this I

contributed to the company's compliance and risk management efforts. I am thankful as I was able to learn a lot from my internship. I was able to build myself to become a different person than I was before. I am much honored to be part of such an organization which came from ground level.



CHAPTER 3

LEARNING PROCESS

In this chapter, I provide the list of problems I experienced throughout my internship and how I was able to resolve them. I also discuss theories and related research on the topics, which assisted me in resolving the challenges. I also included a summary of knowledge I learned over my 16-week internship. As a newcomer, I learned a variety of new abilities and acquired new professional experiences that will benefit me in my future career.

3.1. Problem/issues of the company

The issue with the company was that they did not let me know about software to manage their system of accounts and also they assign me so much work at the same time that I was not able to do and I was scolded for not having accomplished the work and I was the only intern due to which it was not possible to perform multiple tasks especially in the accounting department where the data is highly sensitive and room for error is very minimal.

Furthermore, I found out that there is a training and skills gap. With changing accounting regulations and technology being more and more advanced, new businesses need more skill development and continuous training.

Lack of communication and collaboration. I also realized that there is poor communication and collaboration within the accounting department and also, the accounting department has not been able to coordinate with other departments which has led to misunderstandings, delay in work along with mistakes.

I also found out that there are inadequate internal controls which have increased risk of fraud, errors in financial reporting. Also, because of inadequate internal controls, the integrity of financial data is susceptible to be compromised and the organization could suffer losses as there will not be sufficient separation of roles, inadequate approval procedures, and insufficient monitoring measures.

3.2. How to solve the problem

Assign responsibilities and divide work: The problem of being exhausted with multiple tasks could be solved by doing this. It is not possible for a single staff to do multiple tasks at the same time, so by assigning responsibilities and duties clearly. One staff could focus only on one task and therefore provide excellent results. It would be easier to avoid mistakes and errors if such responsibilities are clearly assigned and duties are divided clearly.

In order to solve the problem of training and skill gaps, the following could be done: Skills gaps could be discovered through evaluation for performance and assessment of skills. Moreover, training programs with workshops should be provided by the company itself. The company should give continuous updates and inform its employees about any changing regulations and also update them with the knowledge and skills they need to adapt with the new technologies and procedures.

The way in which the communication and collaboration problem could be solved is by making sure that the other departments and the accounting departments have strong communication channels. By doing so, the accounting department could understand the needs of the other departments and vice versa. Furthermore, cross departmental meetings and team meetings should be conducted frequently. Also, the company should endorse collaborative work environments and promote cross departmental projects.

In order to solve the problem of inadequate internal control, the company should conduct a thorough analysis of the current internal controls to pinpoint any gaps and in order to ensure proper balance and direction, implement proper segregation of duties. Also, monitoring processes should be established in an effective manner and approval processes should also be well designed. Lastly, the internal control policies should be reviewed frequently to ensure effectiveness.

3.3 Recommendation to the company

As I have been working for 4 months it has given me valuable experience. The recommendation that I would give to the organization is to provide induction training to new staff as the new staff or interns like me are unable to adapt to the company culture fast. They should increase their warehouse as they are not able to store products, they import at huge quantity and they don't have space to put the products. The other recommendation would be they are now growing companies.

Also, the induction training could teach new employees to use the company's software and get accustomed to the work environment. The other recommendation would be they are now a growing company. They must have a systemized system of management, and different departments should be maintained. Confidentiality should be maintained within the top management, low level staff should not know the information. Furthermore, a continuous improvement culture should be embraced by the company and employees should be encouraged to actively search for opportunities for process improvement and innovation. I recommend the company to establish a culture which rewards creativity and encourages employees to suggest new ideas and suggestions for making the company better as a whole.

3.4. What I have learned during the co-op studies

Communication is the key: From my internship at HLNTL, I learned a valuable lesson that communication is really important if you want to learn and get ahead. All these years, studying has taught me to believe that to learn, you must study. However, from this internship, I realized that in order to learn in the workplace, communication is also equally important. Every time I faced any difficulties, I had to communicate with my seniors and this communication allowed me to learn new solutions and techniques which helped me to get through the difficulties I came across.

The importance of cross verification: For every task that an employee performs on the company software, whether it be uploading documents, Bank statement entry, journal voucher of each transaction, Proper filling of important documents etc, I learned that verification of each task is highly important. The entire role of the verification is to identify mistakes and to make sure that correct entries are made and no errors are present. Many of the tasks I performed also consisted of the verification requirement, and I realized that if another staff (usually a senior) does not verify

the process, a lot of mistakes I made would not be fixed. So I learned that in company, to make sure that errors are non-existent, verification of procedures is highly necessary.

Build connections: From the internship, I learned that in the workplace, only focusing on the Task and the duty isn't enough. I learned that in some point of time when working, some sort of a problem will always arise and the only way to solve the problem would be to seek assistance and guidance from seniors or colleagues. As an intern, I came across a lot of problems and confusions, and my soft skills which had helped me build connections with other employees helped me a lot to solve those problems as I had their full assistance.

As a whole, it was very productive for me on an individual basis. My main role in the first two weeks of my internship was more like an induction training for the project, getting familiar with what the project currently holds and its target. I was able to study the assigned progress documents on time, for my better understanding of this company. It was quite interesting for me to learn about the accounting procedures and how the company keeps its accounting entries. I was able to assist the entire accounting department effectively. Furthermore, I was able to create cost projections related to the warehouse and was able to aid the employees pretty well in the company's internal financial analysis. I was good at communication as well due to talking with different employees within the company. The most important thing I learned was personal relationships are the key to success in any business. I also learned that time management is an essential factor for any department within a company. Moreover, I learned that accounting isn't as simple as we learn in the classroom and is a long process from keeping track of invoices and bills to making financial statements. I learned a valuable lesson that one important factor that will help any individual get ahead in the workplace is communication. This is because the more you communicate, ask questions, ask for assistance, the more you learn and the more you grow.

I also learned various things as follows:

- Practical application of accounting principles
- Learned about the importance of attention to detail in accounting
- how to adapt to changing circumstances and understand new concepts
- Learned about how to comply with accounting standards

- Got a detailed understanding of the financial statement preparation process
- How the company reconciles the bank's statements with that of company records.

3.5 knowledge applied from coursework to the real working situation.

By working in the real world, we get opened to new knowledge and there is a gain in the area of our learning. Working in a company makes us understand how the knowledge that we gain in the classroom is applicable in the real world. The theoretical knowledge only acts as a foundation upon which we learn and gain new practical knowledge.

As a finance student, I learned in college about financial management which I found is very essential for a company. I experienced how proper management of finances is important for a company if it is to grow more.

My work in the accounting department was where I could relate to all the theories learned in class. It was easy for me to understand the different principles and why they are important in accounting and my coworkers didn't have to explain the theories to me. The theories such as the going concern principle, accrual basis principle, consistency principle, historical cost principle, all had come into play while working in the accounting department.

In theory, we have always learned about the financial statement preparation processes, keeping records, making cost predictions etc but in real work scenarios we tend to experience it and build it ourselves. In the real workplace, I got to experience first-hand how the financial statements are prepared and all the knowledge I gained in the classroom related to accounting such as preparing financial statements, financial statement analysis came into play in the workplace. However, I always felt like the knowledge gained in the classroom is not enough and sometimes I felt alienated in the workplace where I was not able to grasp what I was actually doing.

The knowledge we get from coursework and real work are completely different from what it actually is. For example, while studying accounting, we were mostly learning about how to prepare financial statements, calculate ratios etc, but we were never taught about how the data that was present in the financial statements and for the calculation of ratios were actually generated. However, in the workplace, I got to understand and gain some knowledge that the data are

generated from different sources such as accounting records, sales and purchase invoices, bank statements, payroll records, inventory records, etc.

For coursework it may be easier for me to study and get marks but in real work I realized that just knowledge is never enough.

3.6 special skills and new knowledge learned from the coop studies.

The special skills I was able to learn from co-op studies was that

I was able to know the management of accounting, through which I could not only manage Account properly in future I will also be able to manage my whole team and lead them to a better future. The other thing I learned was about Vat and Tax liable for the products while entering to the Nepal market, before I was unaware about the tax implied by our Nepal government, but after working on the importing business I was able to know about the tax and vat and I will be always thankful to HNTL because I was able to meet top personalities of Nepal who are doing well on business and was role model for me and I also learned about documentation and time management skills which are essential in any business. And I had to engage with my coworkers and the customer; I was able to strengthen my communication skills. I used to be hesitant about approaching individuals, but my work and the culture of the company encouraged me to do so. Now, when I'm speaking to new people, I feel confident in my ability to put my thoughts into words. I also had to manage stocks, which I had never done before, so it was new to me. I had to pay attention and try to plan what products to keep where so that I could move them easily. Most importantly I also know about the software they used to use in their organization it was tally software which is Tally Solutions, then known as Peutronics, was co-founded in 1986 by Shyaam and his son Bharat Goenka and incorporated in 1991. Shyam Sunder Goenka was running a company that supplied raw materials and machine parts to plants and textile mills in southern and eastern India. Unable to find software that could manage his books of accounts, he asked his son, Bharat Goenka, 23, a Maths graduate to create a software application that would handle financial accounts for his business. The first version of the accounting software was launched as an MS-DOS application. It had only basic accounting functions, and was named Peutronics Financial Accountant. Above was the brief description about the tally software. I was also offered a job for performing outstandingly at such a young age. Other staff who were there

for many years could not give results as I did. They offered me a good salary and offers. Hope if everything goes well, I would be able to join there to be a part of such a growing business.



CHAPTER 4

CONCLUSION

This chapter summarizes my Co-op study, evaluates my work experience, discusses the limitations of co-op studies, and provides a recommendation to the company.

4.1 Summary of highlights of your coop studies as their company

The co-op study is done to make us accustomed to the working environment. It plays a crucial role for the student to implement their theoretical knowledge in the practical world. It gives us an experience of how we can apply our theoretical knowledge and helps us transition from student life to professional life.

As a student getting to do an internship and getting to step in the corporate world is a very big opportunity having major in Finance I did internship in an trading company where there main business was to import and sell the products to the Nepalismarket they have parts ITR PARTS from Dubai and ITR lubricants from Dubai as well and they also had Rock breaker which is USB rock breaker which are used in construction machinery and recently they have been entered into new segment which is FMCG from sri lanka reputed company HEMAS which has various brand under it and they brought Kumarika and Baby Cheramy brand to Nepal as they are a growing company they are now planning to bring more products to Nepal. Talking about the company Hajurlai Namaste Trade Link Pvt. Ltd. has the vision of “becoming no 1 company of Nepal providing all services to client with customer satisfaction” Mr. Tara Bahadur Kunwar as a chairman of the company he is frequently in social works like he donates to the one who doesn'thave a meal to eat and also participates in various social works. As an intern in this crucial project, I got an in-depth knowledge about the current company performance, the role of the Bank while importing and how the company project is being implemented. I learned about how the audit is done. Learn about Tax calculation. Depth experience in financial analysis. maintaining the daily cash flow. Proper communication with clients to maintain a good relationship. During this period my evaluation skills got sharpened and I did put some major issues or room for improvement further to my team. Despite the problems, as stated previously, faced the project had a great hand in helping me understand the underlying importance of our cultural values and how youths can

also have a entrepreneurship ideas as my aged youths have been not able to be serious for their future but after working here i was able to know what we youth have potential for and what we can do to change our life forever. This internship also made me revise my own strength and weakness, which enabled me to hone my strength further and turn my weaknesses into strength. I was able to understand the fact that opportunities and chances are available around us. Skills such as communicational skills, networking skills, multitasking, and social skills are required in a future professional, are somehow inhibited in me and have been nurtured over the internship tenure.

4.2 Self- evaluation of the work experience

The overall co-op study performed at HLNTL was a fruitful experience with a lot of ups and downs in terms of learning. Sometimes, the learning went down and activities performed felt monotonous, whereas the other times, the learning enhanced. The internship helped me understand how exactly is the theoretical knowledge useful in the real working scenario and where exactly to expect my theoretical knowledge to feel useful during my career Development. The experience not only helped me grow as a professional but also helped me personally. The internship helped me boost my self-confidence to another level and made me believe that working in the professional environment isn't as hard as people express it to be. Also, I learned that even in the same organization, the culture varies from one department to another, and I learned how to be able to adapt to them.

Overall, my experience was great and important. I was able to go to the office and work for them. As I started working there, I was able to know what I was capable of doing if I put all my hard work and dedication to the given task provided by the company. I was also getting recognized in the organization, I also know that I was good at Communicationskills with clients to maintain good relationships. I believe that my skill and my ability to work in a team have been valuable this period. I have taken an active role in my department, working with confidence and expressing my ideas and opinions. I was able to know so many personalities. I attended various events and was able to know how business people are doing in Nepal and how they are successful.

In a nutshell, the co-op study gave me lots of valuable knowledge and helped me in growing my skills which would help me in my career development, and even in my future business

endeavors. Overall, the co-op study aided me to grow as a person, and helped me get accustomed to the corporate environment. It helped me realize where I need to work on myself and even helped me to a certain extent receive clarity regarding my future.

4.3 My personal satisfaction with Co-Op Studies at HLNTL

It was a great experience to work in the HLNTL Company. I had joined the internship on the 20th which helped me to manage my work which was a good start to my future experience. I am quite satisfied as I got the opportunity to be a part of the organization and was able to work under both the departments. And through this internship it was a good opportunity to be employed and be prepared for the future. Not only that but I was able to align the theoretical and the practical knowledge that I got from the internship as well. Working in a small firm where we can grab more knowledge of accounting then working in the big organization.

During my internship, I was able to acquire and develop skills that would last a lifetime and will benefit my professional life. From not knowing much about how things work in the company to gaining a basic understanding of how things work in the company, I feel like I am now ready for a new beginning in my professional life. I have gained confidence and improved my communication, listening, and overall skills, all of which will undoubtedly benefit me in the future. This was also a form of practice for me in order for me to be successful in whatever I do in the future.

4.4 limitation of your co-op

For the limitation.

- The first limitation of the co-op study was the given period of time. Yes, I did learn a lot during the four months but being able to learn everything in detail is not possible in four months. I feel like if more time was given, I could've had learned more in depth in each department I worked at.
- As an accounting intern I was not able to learn the whole process of audit report.

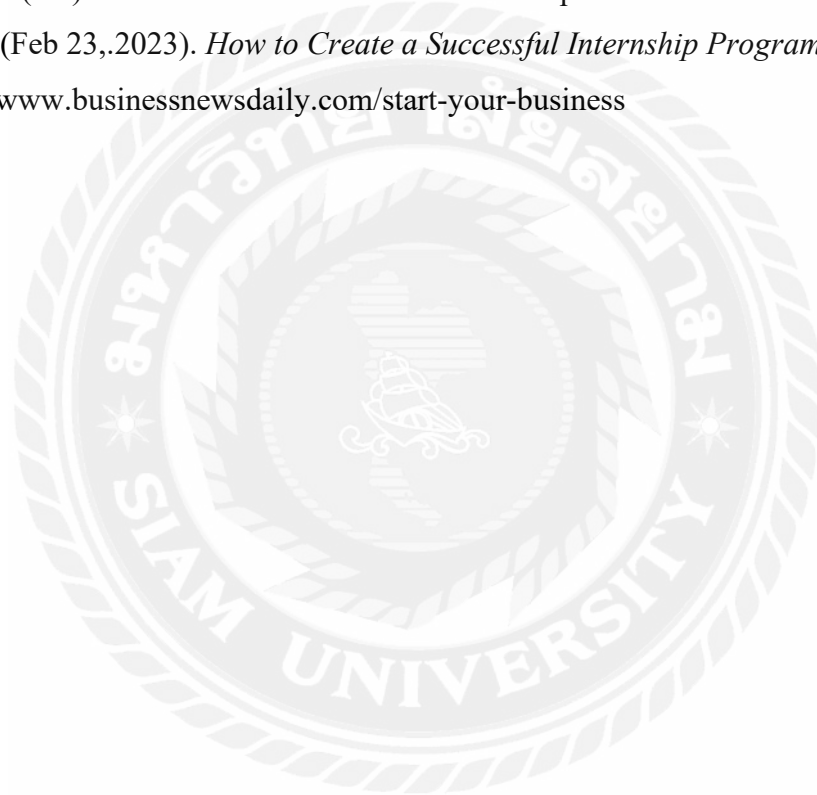
- The internship was done only in the accounting department due to which I didn't learn about the workings of the other departments
- The work done was dependent on what the supervisors taught me and how much they could teach me. Since the supervisors during certain times were occupied with their own work, they were not able to brief me properly about the tasks.
- The internship only gave me the opportunity to work with one organization due to which I was restricted to understand the accounting practices of organizations in other sectors
- Due to confidentiality and disclosure limitations, the data and information I could collect was limited.
- Narrow accounting exposure: Because I was given the duties which was more focused on assisting the employees , the exposure to accounting was quite narrow and I was not able to grasp the entirety of the accounting department properly

4.4 Recommendation for the company.

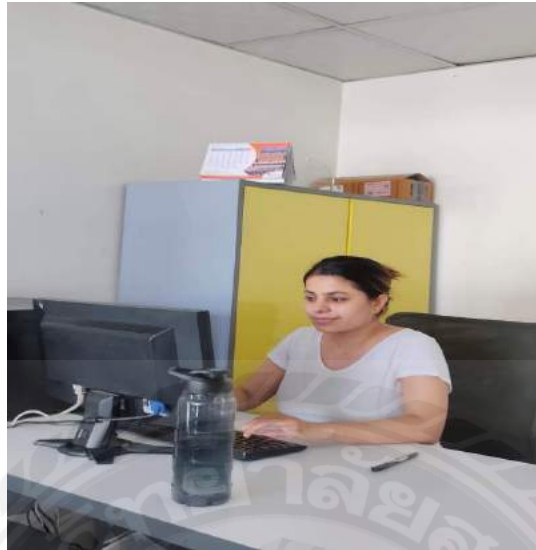
The company department could build a structured internship program so that interns get rotated between departments and get better job experience. The store employees should be well-trained because they are the ones that interact with customers and may either make or break the deal. The company should make scheduled meetings with the interns and exchange feedback with interns. The company should provide a flexible work option so that the interns do not have to work in the same department and can understand the workings of other departments. Also, I recommend the company to mentor the intern, understands the interest of each intern and designs the internship program accordingly for them. And lastly there should be one decision maker in the company instead of many.

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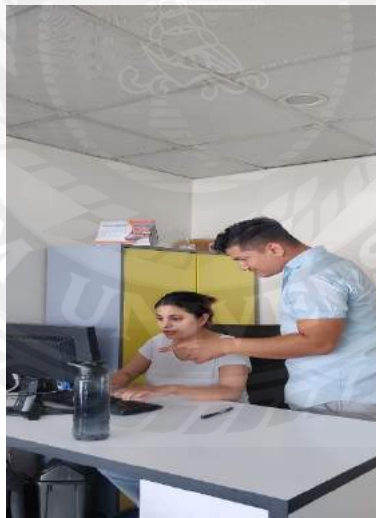
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Annex



Picture: Me on my work desk



Picture: Me and my Co-worker



Picture: Office Layout

