



COOPERATIVE EDUCATION REPORT

Handling Finance and Administration for Cadd Centre: An Engineering Firm

WRITTEN BY

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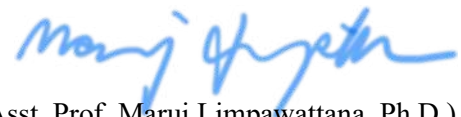


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ABSTRACT

This report focuses on financial management practices and managing various administrative tasks at Cadd Centre Pvt. Ltd., an engineering firm. The finance department is responsible for managing an organization's money. In contrast, the administrative department supports an organization's smooth operation. The objectives of this report include: (1) gaining a more practical understanding of the concept of accounting; (2) implementing the knowledge gained concerning finance; and (3) acquiring knowledge of the alignment required to carry out activities. Cadd Center Private Limited is an engineering firm founded in 2073, dedicated to providing creative and practical solutions in civil engineering, architecture, and planning. I was assigned to work as an Accounting and Administrative Intern in the Finance and Administration Department of Cadd Centre Private Limited beginning January 18, 2024, to May 12, 2024. As an accounting intern, the primary responsibilities include financial recording, reporting and analysis, processing invoices and payments, managing accounts payable and receivable, payroll processing and compliance, tax preparation and filing, reconciling bank statements, and ensuring compliance with regulations. As an administrative intern, my primary responsibilities included office management and coordination, handling correspondence and communication, managing office supplies and equipment, ensuring compliance with administrative policies, and preparing official

documents such as letters, minutes, certificates, and other supporting tasks. Various personal and professional issues were faced during this internship, but the supervisor's guidance made this experience delightful and productive. I can confidently state that I could finally apply my previous semester's theoretical knowledge in the real world. I have significantly learned about accounting, taxation, professionalism, work ethics, and culture. I further developed my analytical and interpersonal skills, which are critical for career advancement and my profession.

Keywords: finance, accounting, administration, department, internship



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I would like to express my regards to Siam University for guiding me and cooperating greatly in making this internship a successful and fruitful one. I sincerely thank Mr. Michael Slater, my internship coordinator at Siam University, for his valuable technical support in this report.

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Sincerely,
Anuska Shrestha
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ACRONYMS

BBA: Bachelor in Business Administration

BS: Bikram Sambat

Pvt: Private

Ltd: Limited

CA: Chartered Accountant

VAT: Value Added Tax

TDS: Tax Deduction at Source

IRD: Inland Revenue Department



CHAPTER 1

INTRODUCTION

1. Company Profile

Cadd Centre Private Limited is an engineering firm founded in 2073 BS by a team of architects, planners, civil engineers, surveyors, and management experts dedicated to providing creative and practical solutions in civil engineering, architecture, and planning. The services of Cadd Centre cover a wide range of activities that include property valuation, architecture design, urban design and planning, urban conservation and heritage preservation, landscape design and planning, and interior design. Cadd Centre Private Limited is focused on the valuation, design, supervision, and financial consultancy for tourism-based infrastructures like hotels, resorts, banquets, convention centers, malls, theaters, and commercial complexes.

1.1 Mission of the Company

To provide consultancy services to individuals, institutions, and governmental, semi-governmental, and private sectors involved in the country's development activities by offering innovative and creative solutions to problems relating to architecture and its allied fields.

1.2 Vision of the Company

To achieve its next-level goals and objectives comprehensively, explore greater heights in civil engineering, architecture, and planning.

1.3 Strategies of the Company

Cadd Centre Private Limited has made a good name in the engineering field in Nepal, and its presence and popularity have been growing every year. Though the firm is not too old, they have made remarkable achievements in tourism infrastructure and many more, and it has also chosen certain strategies to help them stand out in the market. Some of the strategies include:

- Client Focus

“Client Focus” is the guiding principle behind everything done at Cadd Centre. The client’s needs are prioritized first by providing personalized service, understanding the client’s requirements, and focusing on delivering solutions that exceed their expectations.

- Talent Development

Cadd Centre invests in employees' growth and skills to ensure the expertise and knowledge needed to deliver high-quality engineering projects.

- Sustainability

Sustainability has played a massive role in every sector. Clients usually prefer services or goods that are sustainable. Cadd Center focuses on integrating environmentally friendly practices and principles into engineering projects to minimize negative impacts on the environment and create sustainable solutions.

- Quality Assurance

High quality, safety, and compliance standards must be maintained at every stage of project development. Cadd Center has been ensuring these standards in every engineering project.

2. Organizational Structure

Cadd Centre Pvt. Ltd. comprises a diverse group of professionals. However, the workforce is not very broad and has only been divided into three main departments: finance and administration, architecture, and civil engineering, with a supporting staff for the company. The managing director oversees each department, assigning tasks and responsibilities to each department and supervising their operations.

2.1 Diagram of the Organizational Structure

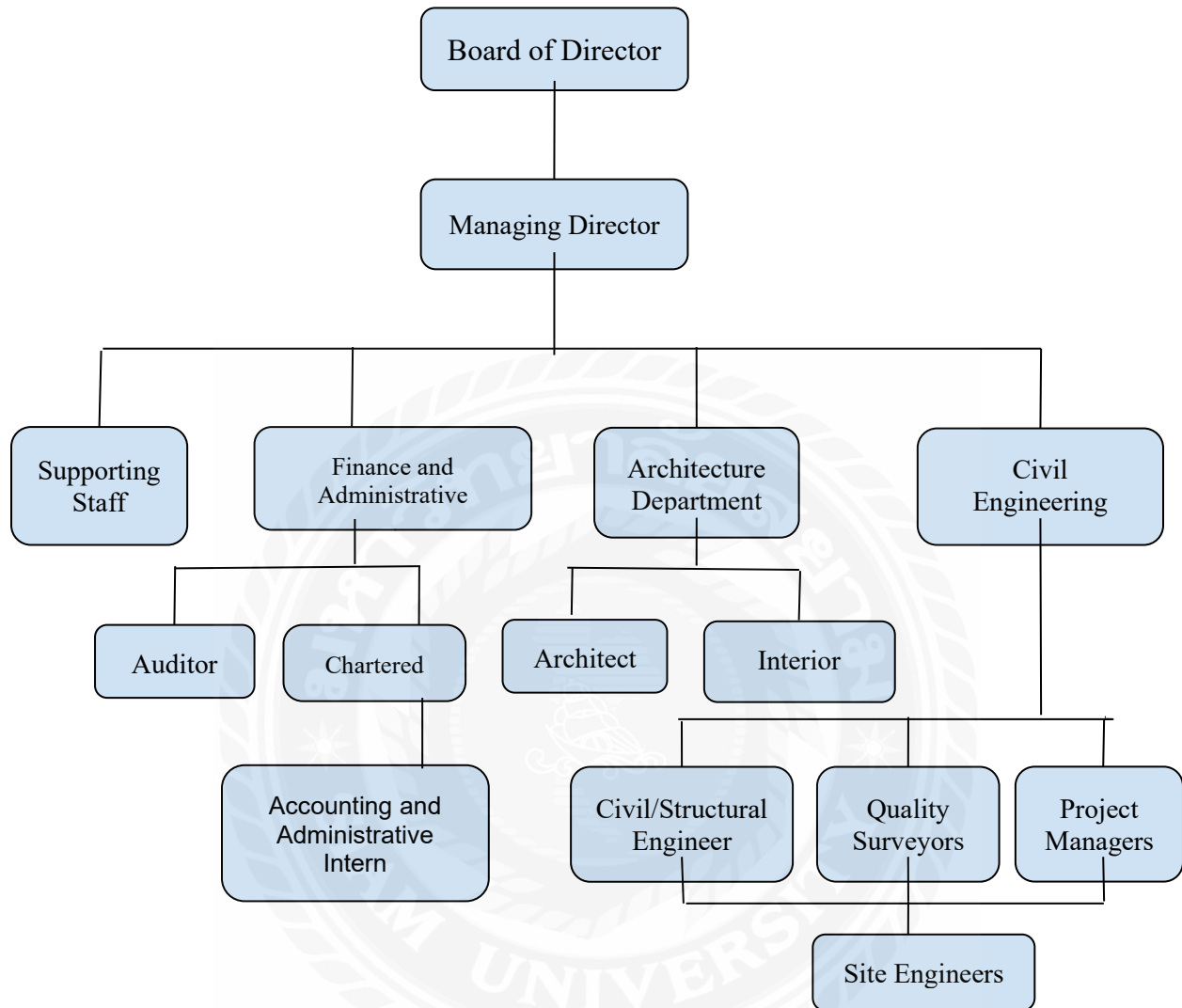


Figure 1: Organization Structure

2.2 My Job Position

I worked as an accountant and an administrative intern at Cadd Center Pvt. Ltd. and reported directly to the managing director, who leads all departments.

- Starting date: January 18, 2024
- Department: Finance and Administrative Department
- Duration: 4 months

2.3 Job Position in the Company's Organizational Structure

The organizational structure of Cadd Center Pvt. Ltd. is such that the board of directors is at the top of the hierarchy, followed by the managing director. The managing director, the organization's owner, works closely with the board of directors and allocates job responsibilities and duties to all three departments and the supporting staff. Each of these departments is overseen by a managing director who is responsible for supervising their operations.

The figure above explains the finance and administrative departments in detail, as that is where I was assigned for my internship. The finance and administrative department looks after three major aspects of the company: auditor, chartered accountant, and accounting and administrative intern. The finance and administrative department serves as the financial backbone of an organization and oversees critical functions such as financial planning and analysis, reporting, handling cash flow, tax management, risk management, and giving strategic financial advice. I was assigned as an accounting and administrative intern in the company and directly worked and reported to the CA after clarifying this with the CA and the managing director. My position as an accounting intern helped the company maintain its accurate financial records, which play a crucial role in strategic decision-making and financial stability. My position as an administrative intern helped the company maintain its day-to-day operations.

The architecture and civil engineering departments are responsible for planning designs, managing projects, knowing technical stuff with eco-friendly ideas, doing research, communicating with clients, working with different teams, managing construction projects efficiently, ensuring the quality of work, structural integrity, and safety. The job positions in the architecture department include senior architect, junior architect, and interior designer. Lastly, the job positions in the civil engineering department include civil and structural engineers, quality surveyors, project managers, and site engineers.

2.4 Intention and Motivation

Out of all the courses I took for my bachelor's degree, accounting, and taxation were subjects that I was interested in. It made me understand that accounting and taxation are not just academic courses but can be built as a skill for knowledge that can be used to optimize an

organization's financial health and stability. So, when I got the opportunity to intern as an accounting and administrative intern, I was excited to do it as it matched my area of interest.

As I have already mentioned, the primary intention behind being an account and administration intern for my 16-week internship was my keen interest in this field. I aimed to gain firsthand experience of how financial operations function in an organization in Nepal. Additionally, I sought to gain a broader understanding of Nepal's finance and accounting sectors. I also sought to understand how the administration department acts as the backbone of the organization, supporting the smooth operation of the organization. My internship would assist me in gaining valuable insights into various aspects of finance, accounting, taxation, and day-to-day administrative functions. Working within a Nepal-based firm would allow me to understand the complexity of Nepal's financial operations and witness its ongoing development. Nepal's finance and accounting sectors have a huge scope, as the government of Nepal is actively promoting the development of accounting standards and practices, enhancing financial transparency and compliance within the country. Working at Cadd Center Pvt. Ltd. would also allow me to broaden my network by exposing me to a diverse range of professionals. Thus, I chose to work at Cadd Center Private Limited as an intern for my 16-week internship.

3. Strategic Analysis of the Company (SWOT Analysis)

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> ● Reputed company ● Diversified workforce ● Experienced and highly skilled engineers ● Great learning culture ● Brilliant networking opportunities ● Strong client relationships 	<ul style="list-style-type: none"> ● Competitive pressures ● Technology limitations ● Limited geographic reach ● Less reach and engagement in digital media

OPPORTUNITY	THREATS
<ul style="list-style-type: none"> ● Expansion into new markets ● Collaborating with other firms ● Increasing demand for sustainable engineering ● Participation in government infrastructure projects 	<ul style="list-style-type: none"> ● Rise in prices of resources ● Changes in government policies ● Fluctuations in the economy ● Lack of manpower due to immigration

Table 1: SWOT Analysis

4. Objectives of the Co-Operative Study

The following are the objectives of the cooperative studies:

- To understand how accounting principles are practiced in a real business environment.
- To understand what role an accountant plays in handling an engineering firm.
- To ensure compliance and stream administrative procedures
- To help increase my knowledge, experience, and human skills
- To develop new networks and connections in the corporate world
- To implement the knowledge gained about finance and investment.

CHAPTER 2

COOPERATIVE STUDY ACTIVITIES

1. Job Description

I joined Cadd Centre Pvt. Ltd. as an intern for the Finance and Administration Department. As an accounting intern, I was assigned to conduct tasks like recording daily expenditures and transactions, updating ledgers, TDS calculation, filing TDS returns, issuing VAT bills and filing VAT returns, payroll (salary calculation with tax deduction), maintaining accurate records of the employees, and looking after all the databases of the company. Hence, I managed comprehensive financial operations during my accounting internship.

As an administrative intern, I was responsible for office management and coordination, handling correspondence and communication, managing office supplies and equipment, and preparing official documents such as letters, minutes, certificates, and other work.

2. Job Responsibilities and Work Duties

As an intern in the Finance and Administrative Department, I carry many responsibilities since I have to manage financial operations as well as the general operations of the organization. My work duties and responsibilities vary from time to time.

Job responsibilities and work duties for an accounting intern

- Keep records of all the daily expenditures and transactions that include any kinds of purchases, payments, and expenses made by the organization.
- Keep financial records in appropriate accounts and update ledgers weekly.
- Report weekly ledgers to the Managing Director.
- Manage the receipt, verification, and settlement of invoices from suppliers.
- Prepare the monthly staff payroll with tax deductions (monthly).
- Make monthly payments to the government for TDS deducted from various payments like salaries (monthly).
- Monthly eTDS filing on the www.ird.gov.np website and performing self-verification (monthly)

- Submit monthly VAT returns on the www.ird.gov.np website and perform self-verification. In the case of VAT payables, the payable amount must be paid to the government.
- Reconciliation of bank statement (matching the company's transactions with a bank statement to avoid mistakes in the records)

Job responsibilities and work duties for an administrative intern

- Maintain day-to-day operations and organize tasks.
- Schedule meetings with clients.
- Manage incoming and outgoing communication that includes emails, calls, and letters.
- Manage necessary office supplies and equipment, such as stationery items.
- Prepare official documents such as letters, minutes, certificates, and other associate paperwork.

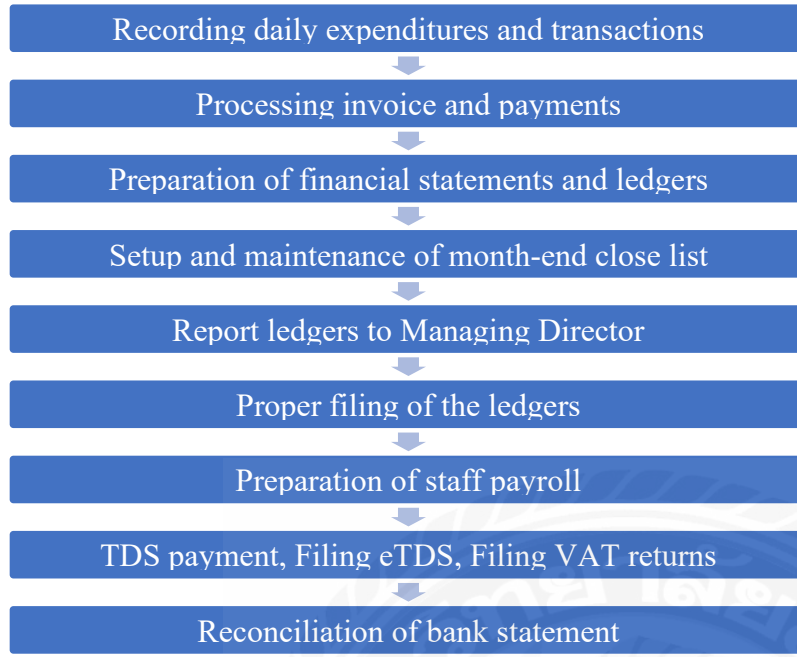
3. Activities in Coordinating with Coworkers

The managing director, CA, and other employees carried out everyday activities. The collaboration provided a variety of perspectives and knowledge, which enriched our understanding. Coordination with coworkers was challenging because I was new to the company. Only the CA and auditor had financial backgrounds; the other coworkers were architects and engineers. I shared and gained so much knowledge working in a diverse environment. The various activities that always happen in teams include the following:

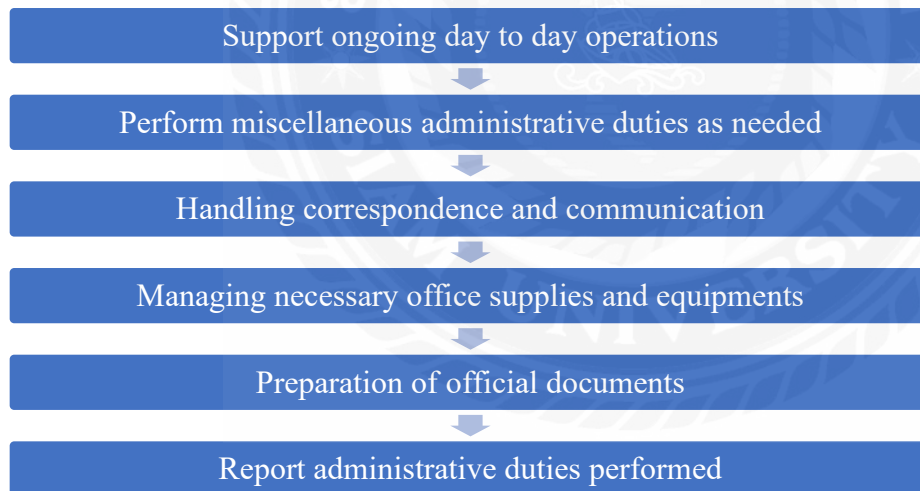
- Weekly reporting of financial ledgers to the Managing Director
- Checking the availability of stationery items for architects and engineers
- Training on filing eTDS and VAT returns from CA
- Follow up on changing tax regulations.

4. Job Process Diagram

Job process diagram for accounting intern:



Job process diagram for administrative intern:



5. Contribution as a Cooperative Student to the Company

Working in the Finance and Administrative Department, I got to experience many different tasks and learn many different things. I made many different contributions as a co-op student during my tenure. The following are my contributions as a cooperative student:

Contributions as an accounting intern:

- Assisted in maintaining accurate financial records.
- Provided support for tax filing procedures

Contributions as an administrative intern:

- Supported in office management tasks
- Handled correspondence, organized schedules, and maintained office supplies.
- Prepare official documents like minutes, letters, and certificates.



CHAPTER 3

LEARNING PROCESS

1. Problems Faced

I am a learner, and I learn something new with every mistake. Although some may not perceive an internship as serious, I did, and on this journey, I faced a few problems professionally and personally.

Some of the problems I faced professionally are as follows:

- Lack of experience

My lack of experience significantly impacted my internship journey, as I was unfamiliar with the tasks assigned to me. Calculating TDS, filing eTDS, and handling VAT returns were entirely new concepts for me. It took some time for me to grasp the procedures and become proficient in executing them effectively.

- Adapting to organizational culture

I had a problem when I first joined the organization, as I was new to the culture there. It took me a while to adjust to the work environment and speak up to my supervisor. The organizational culture for an intern could be complex to understand at first, but if done right, it slowly becomes easy.

- Delay of work from third-party organizations

As an intern, I handled correspondence, including following up on delayed client payments. It was also essential to remind clients that when purchasing services from us, they must pay 1.5% of the total sales to the government by the 25th of next month. If payment is not made on time, both companies are liable for fines.

- Challenging to work with government professionals

As an intern, I found following up with government professionals challenging. Payments were often delayed by 2–3 months after the purchase, leading to difficulties filing VAT and making payments for VAT payables. If the VAT is not paid to the government by the 25th of next month, the company is liable for fines.

- Time Management:

Managing time was crucial to handling multiple tasks and deadlines in the finance and administration department. I was often pulled in different directions, from processing invoices to coordinating office activities. To meet these demands, I needed to prioritize important tasks first and stay organized to manage time effectively.

- Fear of missing out

An internship is a great way to network and leave a great impression on your ideal companies. You learn during the internship to meet new people, make friends, and adapt to the new culture. In my case, however, there were few coworkers, and the only people with a finance background were the auditor and CA. I always feared missing out on networking opportunities and learning with other professionals.

- Lack of focus at times

It had been a long time since I had been involved in a professional environment. I found it hard to adjust to the strict schedule, work pressure, and high expectations from supervisors. This made me lose focus on my tasks, as the pressure to do better made me prioritize less important things over tasks that mattered.

- Difficulty typing in Nepali script

As an administrative intern, I was also assigned to write official documents like letters and minutes in Nepali using the Preeti font in Microsoft Word. Preeti font keyboard keys were challenging because I was unfamiliar with the keyboard layouts.

2. Problem Solving

In my professional setting, the most serious issues were delays in work from third-party organizations and challenges working with government professionals. I also considered them my boss because I had to work back and forth with them rather than my office supervisor. They controlled my schedule and duties, and I had to work according to their schedule. I implemented proactive strategies to mitigate these issues. I set up regular communication channels with clients and government professionals, sending timely reminders and follow-up emails to ensure payment and compliance with regulatory requirements.

My lack of experience played a huge role in my internship journey, as I was unfamiliar with the tasks assigned to me. I did not hesitate to seek guidance from my supervisors. Their expertise in this field is what I sought to learn. It was all about understanding the details and steps involved. With guidance from my supervisor, I familiarized myself with calculating TDS and filing eTDS and VAT returns.

I also got engaged in YouTube videos about calculating TDS, filing eTDS, and VAT returns to supplement my knowledge and skills in these areas. I also invested time in observing and understanding the work culture. I actively sought feedback from my supervisor to know if the tasks assigned to me were done competently. By doing this, I gained self-confidence and did not hesitate to open up to my supervisor about misunderstandings and errors.

In the Finance and Administration Department, managing time was crucial to handling multiple tasks and deadlines simultaneously. To improve time management and overcome distractions, I implemented effective organizational techniques such as prioritizing essential tasks rather than not-so-important tasks, creating to-do lists, and creating serious deadlines. I also utilized the Pomodoro Technique to maintain focus and productivity throughout the day. The Pomodoro Technique is a time management tool that involves splitting work tasks into 25-minute intervals, known as pomodoros, with breaks scheduled in between each interval (verywellmind, 2022, para. 1). By adopting these strategies, I managed my workload and met deadlines. Additionally, I worked closely with coworkers to facilitate smoother operations and reduce the possibility of delays.

Regarding the personal issues I experienced during the internship, I was terrified of missing new opportunities to network and learn. I encouraged myself to concentrate on current opportunities, government exposure, current rewards, and, most importantly, gaining practical knowledge even through limited exposure. By the end of the internship, my fear of missing out on opportunities had utterly faded away, causing me to value my work even more.

Overall, I faced different problems at different stages of work, but with a strong mindset, I was willing to improve and overcame all of them.

3. Recommendation to the Company

Recommendations to the Finance and Administrative Department

- The Finance and Administration Department plays an essential role in any organization, and its importance increases as the company expands. However, the managing director lacks sufficient accounting knowledge and oversees the entire department, which has caused him stress and work pressure at times. So, I recommend hiring more talent in this department to share responsibilities and enhance the department's performance.
- It would be ideal for the Finance and Administration Department to have its own office space. I'm assigned to a separate cabin, whereas CA and Auditor share with other departments. Thus, having a separate workplace may help discuss financial operations, maintain focus, and enhance efficiency among the department members.

Recommendations to Cadd Centre Pvt. Ltd. (the organization as a whole)

- Since the engineering industry is growing in Nepal and is highly competitive, I believe Cadd Centre can better market itself to the public. The firm can do so much on social media. Utilizing digital advertising to promote themselves and updating works and projects done by the company on digital platforms can significantly enhance the firm's marketing and advertising efforts.
- Clients usually prefer innovative, creative, and sustainable practices in projects. These kinds of practices are usually taught in this generation. Hiring talented young architects who understand clients' needs can make a big difference by bringing in fresh ideas and meeting client expectations better.
- One more recommendation for the company could be to delete files and folders that are unnecessary or too old. This will help eliminate unwanted and unneeded data from the system, making the system smoother and allowing essential files and folders to be found easily. This will help the company eliminate all the unnecessary data currently in the system.

4. Learnings

This internship has taught me a lot and was a full-on learning experience. Working as an accounting intern as well as an administrative intern helped me learn a lot about accounting and administrative practices. This internship has also helped me sharpen my analytical and

communication skills while getting guidance from the team. Some of the learning from my internship period are:

- Financial management

As an accounting intern, I understood how to effectively manage budgets. As an administrative intern, I understood how to allocate resources and carry out work efficiently by utilizing the available resources.

- Regulatory compliance

As an accounting and administrative intern, I learned about laws and regulations relevant to the department that help an organization avoid fines and penalties and mitigate risks. Understanding the tax laws has helped me with inaccurate tax reporting and compliance. Overall, this internship has given me a solid foundation for understanding legal frameworks.

- Communication and teamwork

Being naturally introverted, the experience of working in this environment has been particularly valuable for me. It has provided opportunities to develop and enhance my communication skills, which are often challenging for introverts. Regularly interacting with colleagues and participating in team activities have taught me to express myself more confidently and effectively. Overall, it has helped me with my personal and professional growth, allowing me to settle into an environment that once seemed scary.

- Database management

During my internship, I learned about the importance of database management. Different formats, styles, and formats were used for similar purposes during my internship at the company, highlighting the importance of saving every bit of data. Any kind of work can come in handy at any time, and if the database management is improper, it could be impossible to find the needed information. Hence, database management should be kept as the top priority in any sector, as it plays a vital role in the day-to-day functioning of any kind of business or firm.

5. Application of Coursework Knowledge to Real Working Situation

Combining the practical side with the theoretical one is the secret to a complete understanding of any subject. Theory combines past and present events, while practical knowledge enables us to create knowledge.

There were some of the courses that have assisted me in my internship period and helped me perform my tasks more efficiently. Among the notable subjects that were most relevant are as follows:

Subject Name	Course Code
Financial Accounting I	131-103
Financial Accounting II	131-104
Managerial Accounting	131-204
Principles of Management	134-201
Taxation I	130-303

Table 2: Subject name and course code

- Financial Accounting I and II

To work in the Finance Department, a solid understanding of fundamental concepts and practices is essential. This course has given me a comprehensive understanding of financial reporting principles, methods, and standards. Through it, I have gained practical skills in recording financial transactions, preparing financial statements, applying accounting principles, analyzing financial data, and utilizing it effectively in my internship.

- Managerial Accounting

My entire job responsibility was based on budgeting. A managerial accounting course taught us how to prepare various types of budgets, like cash budgets and master's budgets, and use them for planning, controlling, and decision-making purposes. Thus, I already knew the basic budgeting concepts, so it felt easy during my internship.

- Principles of Management

To work in the Administration Department, a solid understanding of fundamental management concepts and theories is essential. This course has given me a comprehensive understanding of management, planning, controlling, organizing, and leading. Through it, I have gained the concept of management, its significance in the organization, and various approaches to managing the company, which I have effectively utilized in my internship.

- Taxation I

Taxation was the most impactful subject during my internship journey, as it made me aware of principles, regulations, and practices related to taxation in business contexts. I became familiar with key laws, such as that 13% VAT is applicable on goods and services in Nepal and that TDS rates vary based on employees' salaries and marital status. I also learned that 1.5% TDS applies to goods and services sold. This basic knowledge applied to me on my internship journey and enabled me to apply it practically and perform my tasks effectively.

6. Special Skills and New Knowledge Learnt

My internship period was full of ups and downs. Aside from applying theoretical knowledge and achieving insightful learning, I got an opportunity to learn two more technical skills in this internship period.

Data management is the first technical skill. Before the internship, my experience with data management was limited to organizing folders on my devices for academic purposes. However, through this internship, I have come to understand the critical importance of organizing, storing, and manipulating data to ensure its accuracy, reliability, and accessibility. As a finance and administrative intern, I was tasked with maintaining financial databases, reconciling bank statements, and ensuring compliance with data privacy regulations. It has become evident to me that data management is an essential technical skill in this field and crucial for our everyday lives.

During this period, despite being an introvert, I needed to communicate with clients regarding payments and regularly report ledger updates to my supervisor. Additionally, I had to seek assistance from a CA to clarify financial terms. Through these experiences, my communication skills have significantly developed. I also developed my written abilities, developing letters, minutes, certificates, and other documents proficiently in English and Nepali.

Initially, I was unfamiliar with the Preeti font keyboard layout in Microsoft Word, but I now confidently write in Nepali using the appropriate keyboard keys without hesitation. The most important thing I learned during my internship was working under pressure.



CHAPTER 4

CONCLUSION

1. Summary

In summary, this report focused on financial management practices and managing various administrative tasks at Cadd Centre, an engineering firm, to fulfill Siam University's Co-op Education requirement.

I, as an accounting intern, was assigned to conduct tasks like recording daily expenditures and transactions, updating ledgers, TDS calculation, filing TDS returns, issuing VAT bills and VAT returns, payroll (salary calculation with a tax deduction), maintaining accurate records of the employees, and looking after all the databases of the company. Hence, I managed comprehensive financial operations during my internship period. I also worked as an administrative intern and was responsible for office management and coordination, handling correspondence and communication, managing office supplies and equipment, and preparing official documents such as letters, minutes, certificates, and other associated work.

The various personal and professional challenges encountered during this time are also highlighted, and describe how those challenges were overcome using theoretical and practical experience-based methods. The following were the main problems faced:

- Lack of experience in tasks such as TDS calculation, filing eTDS, and VAT
- Difficulty working with a third-party organization due to their inconsistency and lack of professionalism
- Fear of missing out on networking opportunities and learning from other professionals.
- Struggles with maintaining focus due to the pressure of a professional environment.

The following are possible solutions to these problems based on the recommendations of the literature reviews:

- Seeking guidance from a supervisor and engaging in YouTube videos related to relevant processes to overcome a lack of experience
- Identifying the boss's motivation to deal with them, helping them perform, and guiding them better
- Considering the potential in our current job to minimize the fear of losing opportunities
- Used effective organizational techniques like creating to-do lists and the Pomodoro Technique to Maintain Focus and Productivity

- Thus, with all the experience, job responsibilities, and guidance, I learned financial management, database management, regulatory compliance, communication skills, and teamwork.

2. Evaluation of the Work Experience

My work experience with Cadd Center Pvt. Ltd. was very fruitful. I firmly believe that accounting and administration as a career aspect has much potential in the future as it can address various aspects, including financial management, budgeting, payroll, regulatory compliance, resource management, and general administrative tasks. Nepal's finance and accounting sectors have a huge scope, as the government of Nepal is actively promoting the development of accounting standards and practices, enhancing financial transparency and compliance within the country. I grasped this opportunity to better understand Nepal's finance and accounting sector. I also realized how critical it is to understand the various aspects of finance, accounting, taxation, and day-to-day administrative functions. This knowledge has provided a strong foundation for me in accounting and administration, making me more confident in performing advanced financial analysis and administrative tasks in the future and contributing to my career development.

In addition, my lack of experience played a huge role in my internship journey, as I was unfamiliar with the tasks assigned to me. So, as a beginner in my career, I was initially concerned about taking on huge responsibilities. However, thanks to the Managing Director's and CA's guidance, the duties and responsibilities assigned to me felt like a smooth journey where I could successfully achieve my specific goals. Also, the main objective of being an intern in the Finance and Administration Department was to understand how accounting principles are practiced in a real business environment. My genuine interest in this field pushed me to choose it for my internship. It feels great to know that throughout my internship, I've significantly impacted both myself and the organization.

Furthermore, I learned many different things regarding accounting, which helped me understand the practicality of the finance sector. The team and my supervisor constantly helped me with the tasks so that they could be achieved efficiently and on time. Due to proper guidance, long and tedious tasks seemed easy and monotonous tasks seemed interesting. The managing director's and CA's constant support and guidance made my internship experience much easier. All in all, it was a challenging yet exciting experience.

3. Limitation of Cooperative Studies

Cooperative studies have helped me boost my professional skills and confidence. It has provided me with many valuable opportunities and lessons that will help me seek and apply for jobs after graduation. However, there were a few limitations that I want to mention:

- Potential difficulties in coordinating schedules

Most of us were already exhausted at work due to deadlines and expectations from our supervisors. As a result, the pressure of meeting cooperative study deadlines sometimes added to the emotional stress. It would have been preferable if we had all the submissions after the end of the internship duration.

- Needed break after internship

My internship started from January 18th, 2024, to May 12th, 2024. I found myself with insufficient time to complete my final report. It would have been preferable if the final report submission deadline had been extended by a week beyond the internship's end date.

- Communication Gap

The communication gap between the student and the academic supervisor greatly impacted my internship journey. This gap left me unaware of how to address challenges that arose during the internship and how to overcome them effectively.

4. Recommendation for the Company in terms of Cooperative Studies

Cadd Center Pvt. Ltd. is a complete engineering firm that provides consultancy services to individuals, institutions, and governmental, semi-governmental, and private sectors involved in the country's development activities. The company has been in the service sector for many years and has earned respect in the market. The company is smoothly functioning and has a great team of workers. I was fortunate to work at Cadd Center because, despite being a complete engineering firm, it valued the Finance and Administration Department and recognized the importance of fulfilling the requirements of cooperative studies for this period. I did not have to work hard to make my supervisors understand what my university expected of them. I greatly appreciate Cadd Center for making me feel welcome and for continuous

support throughout my internship. I still would like to recommend that the company establish a good plan for presence on online platforms, as I believe it can do wonders in the service sector. The company should look forward to increasing its brand presence on online platforms like Facebook, Instagram, and LinkedIn. Currently, the company is not seen to be taking too much action on these kinds of online platforms and seems to be operating through public relations. Hence, I have only one recommendation for improving the cooperative studies of the organization; everything else went very smoothly.



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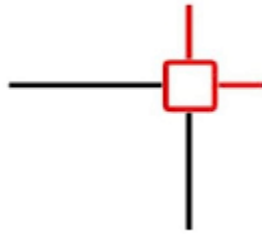
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ANNEXURE



Picture 1: Logo of the Company



Picture 2: Stamp design of the Company



Picture 3: Farewell to senior architect



Picture 4: Birthday celebration with coworkers