



**Cooperative Education Report:**  
**Co-Op Experience in Lalak Food and Confectionery Udhyog**

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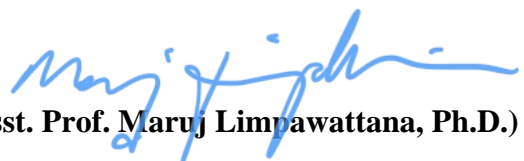
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### **ABSTRACT**

The cooperative report titled 'Internship Experience at Lalak Food and Confectionery Udhyog' provides a comprehensive overview of practical learning acquired during the internship in the Finance and Production Department. Its primary objective is to demonstrate the application of theoretical concepts from academic lectures in real-world scenarios, emphasizing the significance of bridging theory with practical experience. The study aims to (a) apply theoretical knowledge acquired in academic settings and (b) gain insight into the operational dynamics of the confectionery manufacturing sector. It explores the roles and responsibilities undertaken as a finance and production intern, addressing encountered challenges and the corresponding solutions. Additionally, it acknowledges the invaluable contribution of university lectures in preparing for the internship role.

**Keywords:** Manufacturing, Production, Finance

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## CHAPTER 1: INTRODUCTION

### 1.1 Company's Profile

Lalak Food and Confectionery Udhyog is a leading manufacturer of delightful confectionery products in Kathmandu, Nepal. Founded in 2011, the company has been giving delectable delights to the children of Nepal.



*Figure 1: Company Logo*

#### 1.1.1 Company's Product

Lalak Food and Confectionery Udhyog provides a wide range of mouthwatering treats:

- a) Lollipops: The Company has been serving various varieties of Coconut, Mango, Orange, Lychee, Cola, Tamarind, and Alphonso.
- b) Candies: They also have a variety of servings Coffee, Coconut, Orange, Mango, Pineapple, Lychee, and flavor candies.
- c) Flavored Drinks: These are small packaged refreshments served on the most demanded Mango, Orange, and Pineapple.
- d) Jellies: They also provide various kinds of jellies in Cups, Packed, and Shapes.
- e) Dairy Whitener: They also serve the adults by bringing dairy whitener in their range.
- f) Powder Drinks: The Company has its market in providing powder drinks with flavors like Mango, Orange, and Pineapple.
- g) Sweet Fennel Seeds: As people love having sweets after their meals, the company also provides its products with sweet fennel seeds.

### **1.1.2 The mission of the Company:**

At Lalak Food and Confectionery Udhyog, the mission is to spread happiness and a medium of joy through the deliciousness of confectionery creation. With the use of natural and rich flavorful ingredients, we craft delightful treats to tempt your taste buds and bring cherished memories.

### **1.1.3 Vision of the Company:**

The vision is to create a premier confectionery company in Nepal, known for its authentic taste, setting the standard for excellence and innovation in the industry. We aspire to become a household name being a synonym of delightful treat of love and magic.

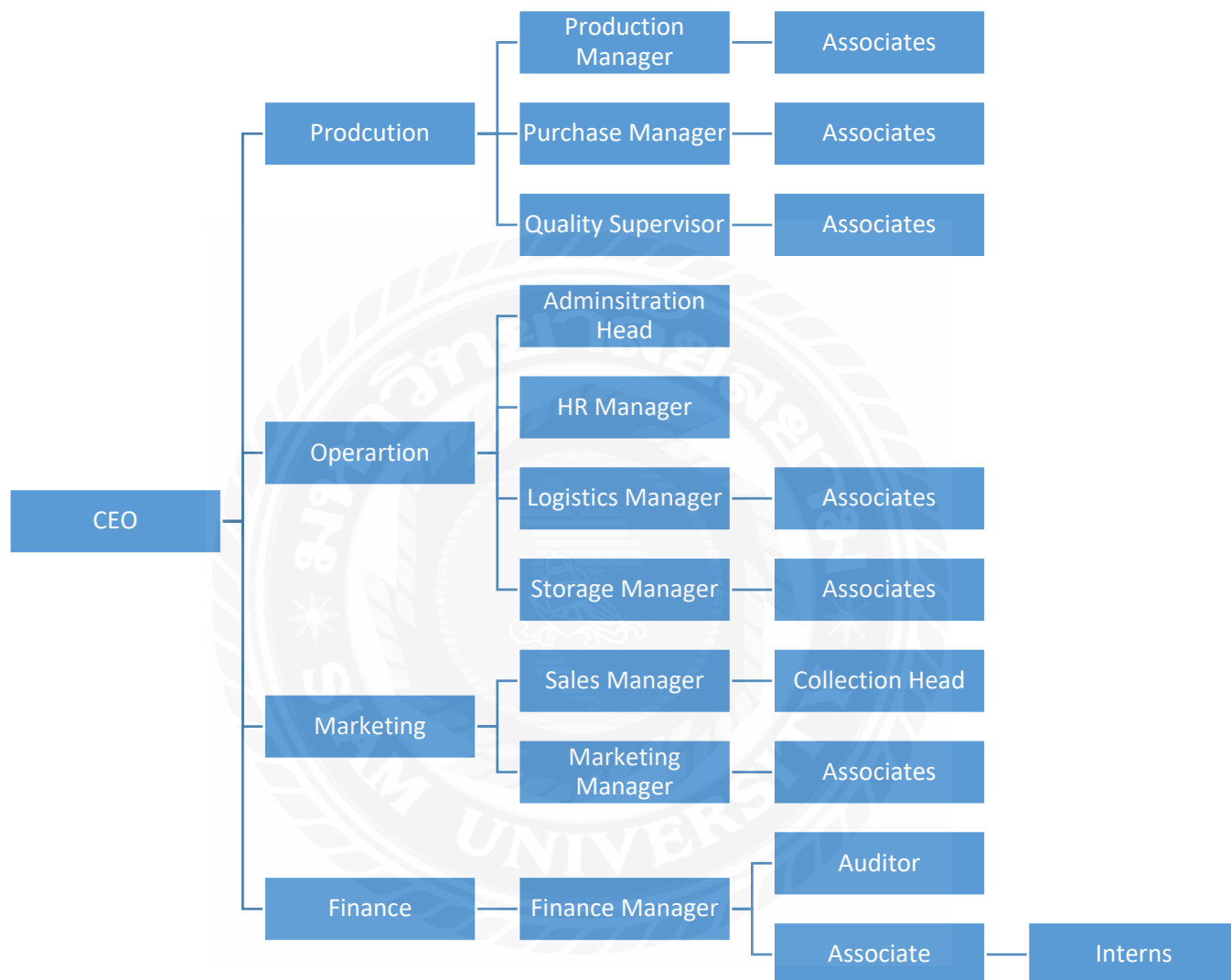
### **1.1.4 Strategies of the Company**

Lalak Food and Confectionery Udhyog is dedicated to cementing its leading position in the confectionery industry through a comprehensive strategy that includes expanding its product line, reaching new markets, strengthening its brand, nurturing customer relationships, prioritizing sustainability, forging strategic alliances, fostering innovation, and ensuring operational excellence. By introducing innovative products, exploring untapped markets, enhancing brand recognition, and leveraging customer insights through CRM systems, Lalak Food aims to boost brand visibility, customer loyalty, and market reach. Moreover, the company is deeply committed to sustainability efforts, collaborative partnerships, fostering a culture of creativity, and streamlining operations for long-term growth and competitiveness in the ever-evolving confectionery sector. Through these strategic initiatives, Lalak Food and Confectionery Udhyog is dedicated to delivering delightful experiences to its customers while achieving sustainable business success.

## **1.2 Organization Structure**

The arrangement of an organization also governs the circulation of information among its different tiers. For instance, in a centralized setup, decisions originate from upper management and trickle down, whereas, in a decentralized setup, decision-making authority is dispersed across various echelons of the organization. Establishing a clear organizational structure enables companies to uphold efficiency and clarity. Typically, there are four primary structures: Functional, Divisional, Flatarchy, and Matrix. The organizational framework of Lalak Food and Confectionery is elaborated in section 1.2.1. (Kenton, Investopedia, 2024)

### 1.2.1 Diagram of the Organizational Structure:



*Figure 2: Organization Structure*

The company has a traditional hierarchy with four heads under the CEO with Production, Operation, Marketing and Finance Department. The production department has three heads

Purchase Manager, Production Manager, and Quality Control. The Operation Department has an Administration Head, HR Manager, Logistics Manager, and Storage Manager. The Sales and Marketing Departments have their respective heads and lastly, the Finance Department has a Finance manager working with an Auditor and Associates

### **1.2.2 Job Position**

I am an intern in the finance department dealing with accounts, finance, and the banking sector. Last month I was in the production department. I have been assigned to data entry like journalizing and lingering. I have been responsible for managing books like Cash Book, Accounts Receivable/Payable, reconciling bank statements, analyzing and making financial reports, budgeting, and lastly making product charts, Purchase requirements, maintaining stock book, and delivery challan.

### **1.2.3 Job Position in Company's Organization Structure**

The major departments in the company are Production, Operation, Sales and Marketing, and Finance. I am working at the management level of the company where I am responsible for reporting to the finance manager, however, I do collaborate with the operational level as they are responsible for financial transactions.

### **1.3 Intention and Motivation to Join the Company**

I have been always interested in joining a manufacturing-based company and what better not to join a company with a sweet tooth? As an Accounts and Production Intern at a confectionery manufacturer, I'm driven by a range of motivations. Firstly, I'm excited to delve into the vibrant realm of confectionery production, aiming to grasp the complexities of turning ingredients into delectable treats. Through hands-on experience, I seek to understand production logistics, quality control, and supply chain management unique to this industry. Additionally, I'm eager to apply my accounting skills in a manufacturing setting, contributing to financial analysis, budgeting, and cost management. By merging my numerical proficiency with my love for confectionery, I aim to enhance operational efficiency and financial health. Moreover, this internship presents an opportunity to explore career avenues where finance intersects with production in the food manufacturing sector. Ultimately, my goal is to learn, develop, and positively impact the confectionery manufacturer's success while paving the way for my future growth in the industry.

## 1.4 Strategic Analysis of the Company

The SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis serves as a framework for evaluating a company's competitive standing and devising strategic plans. It involves scrutinizing both internal and external factors, considering present circumstances and prospects.

The purpose of a SWOT analysis is to facilitate an objective, evidence-based examination of an organization's strengths and weaknesses, as well as its position within the industry. It is the analysis that needs to be maintained by avoiding preconceived notions or ambiguous areas, and instead focusing on practical scenarios. Companies should view it as a tool for guidance rather than a rigid formula. (Kenton, Investopedia, 2023)

The following is the SWOT Analysis of Lalak Food and Confectionery Udhyog:

### 1. Strengths

- a. USP
- b. Natural Ingredients
- c. Strong Local Reputation
- d. Skilled Workforce

### 2. Weakness

- a. Limited Brand Awareness
- b. No Social Media Presentation
- c. Seasonality
- d. Limited Distribution Channel

### 3. Opportunities

- a. Market Expansion
- b. Product Innovation
- c. Online Sales
- d. Strategic Partnership

### 4. Threats

- a. Competition
- b. Unstable government changes
- c. Changing Consumer Preference
- d. Economic Downturn

### **1.5 Objective of Cooperative Studies**

The Co-op Study program helps students get a warm-up of the real world and helps them prepare for the business world. Through this program, students can help in gaining practical knowledge with the theoretical knowledge gained in the classroom. With the help of this program, the students can grow both individually as well as professionally.

The students were free to choose any field of interest for their internship, which gave me a platform to learn about the manufacturing field. The platform helped me grow individually as I was able to make new connections and relations also, it helped me gain back my punctuality discipline, and time management whether it be meeting the deadline, or reporting to heads.

When talking about the professional side of the program I was able to use my theoretical skills in the finance and accounts field practically. It helped me build a foundation for knowing when to use theoretical knowledge best practically. The practical experiences helped me to clarify and retain theoretical knowledge better.

This report tends to help us by documenting our experiences, obstacles, shortcomings, overcoming, and accomplishments for further reference. It also helps as a reflection to help assess my journey throughout.

## **Chapter 2: Co-op Study Activities**

### **2.1 Job Description**

As an intern at Lalak Food and Confectionery Udhyog, I was assigned to the Production and Finance Department. I was assigned to make financials in Journal Entries, ledger making, record making, issuing invoices, preparing financial statements, filing estimated VAT entries, analyzing financial statements, and budget making.

### **2.2 Job Responsibilities**

As an intern in the finance department, I had various organizational roles and responsibilities. The works that I was assigned to do in the department are given below:

- a. **Accounting**
- b. **Management of Taxes**
- c. **Financing Reporting and Analysis**
- d. **Production**
- e. **Reporting**

### **2.3 Activities in Coordinating with the Co-workers**

As an intern at Lalak Food and Confectionery Udhyog, I had an opportunity to work with quite a skillful colleague, who helped throughout my internship. They guided and helped with every work assigned to me.

In the report-making and production department, my responsibilities in chart making, purchase requirements, budget making, and analysis of financial statements, I coordinate with the sales department by giving them ledger reports, and stock reports. At the end of the week, the department heads discuss the week's production and sales plan, discussing budgets, goals, and performance. I was assigned to make minutes for the same. Whereas intra-department meetings are called on the first hour of the first day of the week assigning work and duties for the week.

## 2.4 Job Process Diagram

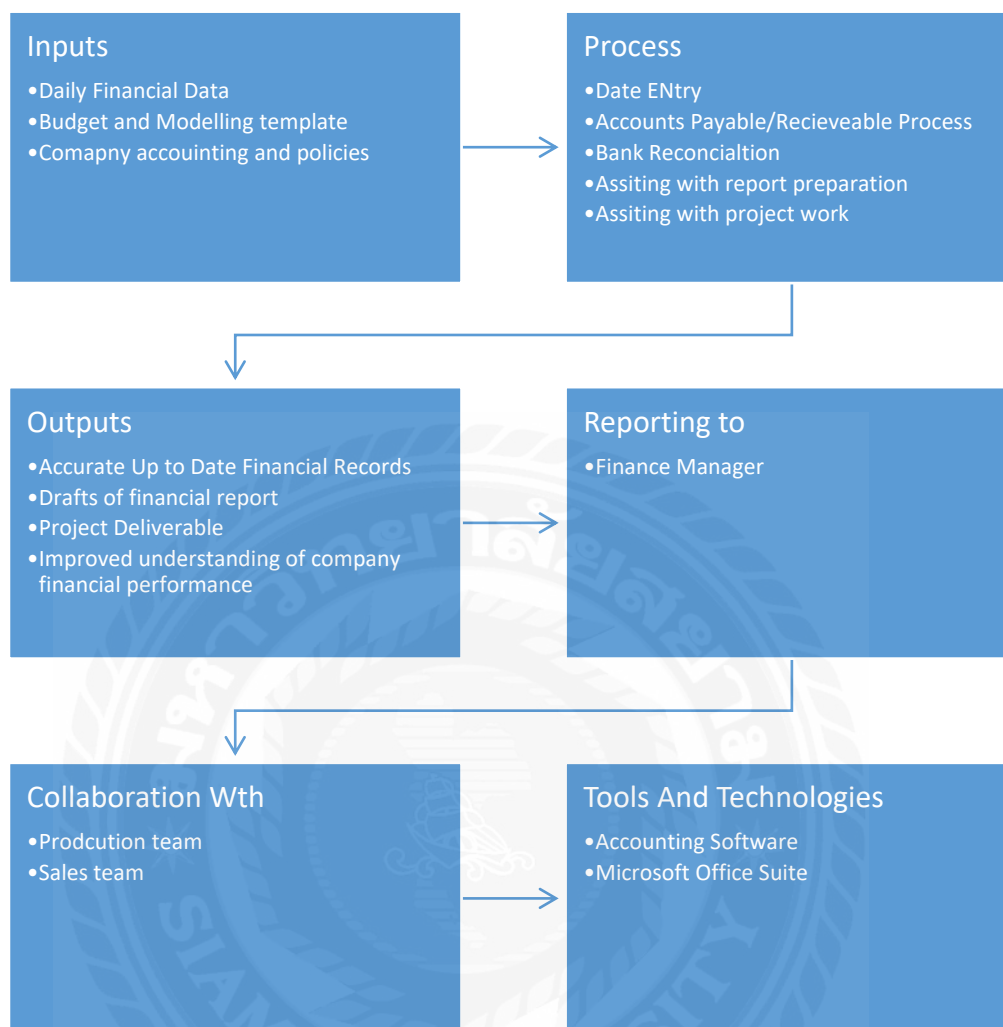


Figure 3: Job Process Diagram

## 2.5 Contribution as a Co-op Student in the Company

While working at Lalak Food I have been assisting with making accounting entries and preparing charts, reports, budgets, and forecasts. Whereas I am also in data entry to manage daily accounting activities. I also assist in basic quality checks ensuring the product meets basic requirements like weight consistency and appearance. Lastly, I record production data like in batches made, production time, and ingredients used and stock.



## Chapter 3: Learning Process

### 3.1 Issues of the Company

The major issues I notice in the Lalak Food and Confectionery Udhyog are:

1. Limited Brand Awareness
2. Limited Product Portfolio
3. Absence of E-commerce

### 3.2 Solving the Problem

Some of the solutions suggested were:

1. Building Brand Awareness
  - a. Developing a creative brand story
  - b. Marketing Campaign
2. Expanding Product Portfolio
  - a. Product innovation
  - b. Fusion Flavors
3. Establishing a Strong Online Presence
  - a. Social Media Management
  - b. Targeted Advertisements

### 3.3 Recommendations

As a Co-op Student, I have a few recommendations for the company:

1. Automation for packaging: With the help of technology the company should look forward to automation for packaging, as the company is still working with the manpower, the company has limitations with the production. With the introduction, the company can increase its production subsequently.
2. Seasonal Product offerings: The Company can boost the product varieties with seasonal products in flavors and varieties like the introduction of new flavors in jellies, lollipops, and candies.
3. Attractive Packaging: The Company can bring a range of attractive packaging in boxes and wrappers of their chocolates as it will attract more children and boost their demand and sales.

### 3.4 Learnings during the Co-op Studies

1. **Technical Skills:** My experience in the company helped me nourish and improve my accounting and management skills
2. **Professional Development:** Better Communication skills, teamwork, problem-solving, working under pressure, and enhancing time management.
3. **Industry Knowledge and Insights:** Gained insights into the confectionery industry, manufacturing process, and resource management.
4. **Personal Growth:** Accountability, Adaptability, developing work ethics, confidence, and self-reliance.

### 3.5 Applying Knowledge from Coursework

With the back of my theoretical knowledge in accounts and finance, I was able to fit into the environment quite easily and fast. I was able to use my accounting skills and enhance them with much practical experience. The knowledge from coursework helped me in laying a foundation of things used in accounting like analyzing charts, and documents, preparing budgets, projecting reports, journalizing, ledgering, and reporting. As well I used my theoretical knowledge from our course “Productions and Operations” in the production department to apply theories and analyze productivity and efficiency.

### 3.6 Special Skills and New Knowledge Learned

The practical studies helped me learn and nourish various skills and knowledge, some of them mentioned are:

1. People Skills
2. Management skills
3. Time Management
4. Better Problem Solving
5. Food Science
6. Accounting Skills
7. Knowledge of a company works
8. Knowledge about the confectionery industry
9. Knowledge of Accounting software

## **Chapter 4: Conclusion**

### **4.1 Summary of Highlights of Co-op Studies**

As an intern in the accounts and production departments of a food and confectionery company, I encountered numerous challenges that provided valuable learning experiences. Dealing with supply chain disruptions and fluctuations in seasonal demand required me to develop flexibility and adaptability. One significant lesson learned was the importance of problem-solving skills. I quickly learned to identify issues and devise effective strategies to address them.

Effective communication and collaboration were crucial in overcoming difficulties and ensuring smooth operations. Constant communication and teamwork fostered an environment of openness, trust, and accountability, enabling us to tackle challenges collectively.

Moreover, adapting to changing customer expectations taught me the importance of flexibility and adaptability. This work experience has contributed significantly to my professional development, boosting motivation and equipping me with practical skills to navigate the industry's challenges confidently.

### **4.2 Evaluation of work experience**

Throughout my internship at Lalak Food and Confectionery Udhyog, I gained invaluable experience in both the financial and operational facets of business operations. In the Accounting department, I acquired practical skills such as entering data, processing accounts payable and receivable, and reconciling bank statements. This practical exposure not only helped me become proficient in accounting software like Finpro and traditional methods but also deepened my understanding of fundamental accounting principles. On the production side, I actively engaged in quality assurance checks, supported tasks like packaging and labeling, and experimented with novel flavor combinations. These experiences provided valuable insights into optimizing production efficiency, implementing effective data collection methods, and upholding consistent quality standards. Overall, this immersive internship not only reinforced my comprehension of interdepartmental collaboration but also furnished me with a versatile skill set essential for my future career endeavors.

### **4.3 Limitation of Co-Op Studies**

The limitations of the Co-Op Studies are:

1. Limited Period restricting benefits of learning
2. The report made is based on only confirming my work experience, which may not be applicable and relatable universally.

#### **4.4 Recommendation for the company**

1. **Sustainability:** With a growing awareness of environmental issues among consumers, embracing sustainable practices is key. Utilizing eco-friendly packaging materials, minimizing waste, and responsibly sourcing ingredients not only contribute to environmental conservation but also bolster the reputation of the brand. (Robinson, 2023)
2. **Digital Marketing:** In today's digital era, establishing a robust online presence is essential for brand visibility and engagement. Employing digital marketing techniques like social media campaigns, collaborations with influencers, and online advertisements can effectively target desired audiences, increase brand recognition, and drive sales. (Brown, 2022)
3. **Packaging and Branding:** Packaging plays a vital role as the initial interaction point with consumers. Intriguing and culturally resonant packaging designs can capture attention and communicate the brand's essence. Strong branding efforts aid in distinguishing products from competitors and nurturing customer loyalty. (Gupta, 2024)
4. **Quality Assurance:** Maintaining uncompromising quality standards is fundamental in the food industry. Ensuring the use of premium ingredients and adhering to stringent production processes not only sustains consumer satisfaction but also establishes trust and credibility for the brand. Implementing rigorous quality assurance measures across the production chain guarantees the consistent delivery of exceptional products. (Johnson, 2021)

## ANNEXURE



*Picture 1: Journalizing Daily Entries*



*Picture 2: Maintaining Vat Ledgers*



*Picture 3: Updating Stock Book*



*Picture 5: Company Overview*



*Picture 4: Onsite Visit*

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