



Cooperative Education Report

Account & Financial Internship : The journey of learning

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**This Report is Submitted in Partial Fulfillment of the
Requirements for Cooperative Education
Faculty of Business Administration
Academic Semester 2/2024**

**International College
Siam University**

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We have approved this cooperative report as partial fulfillment of the cooperative education program for the semester 2/2024

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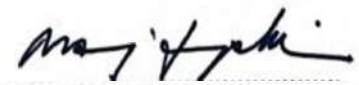
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Acknowledgement

Cooperative education and the opportunity to pick up firsthand encounter in real-world situations have been fantastically important, and I am exceptionally thankful to have had this experience. Spending 6 months with a legitimate company like Indorama, where I worked as an Account and Financial Inter, has been a genuinely fulfilling involvement that I am Proud to say I have completed. Thank you, Indorama, for giving me with such a satisfying opportunity, which has cleared out me certain, learned, and way better arranged for the work showcase.

I too need to amplify my appreciation to Mr. Sabbir Hossain, who has been my agreeable instruction advisor all through this preparation. His direction and support have been instrumental during my internship and time at Siam College. Mr.Sabbir has been a committed coach for the past 12 months, making a difference me exploration and empowering my individual and professional advancement. Thank you, Mr.Sabbir, for your unwavering support and mentorship.

I would also like to thank Siam College for their nonstop support, both during my internship at Indorama and over the past three a long time of my scholarly travel. The college has been exceptionally obliging and supportive of students, and I have had an important.

At long last, I need the significance of agreeable instruction and the monstrous esteem it offers to students. I emphatically accept that all students ought to be encouraged to take part in agreeable instruction programs, as the benefits they pick up are really exponential.

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Abstract

Project Title : Account & Financial : The journey of learning

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Degree : Bachelor of Business Administration (International Program)

Major : International Business Management

Faculty : International College

Semester / Academic year : 2/2024

This report provides a comprehensive overview of my internship experience at Indorama Ventures, a leading global chemical company specializing in sustainable polyester, fibers, and packaging solutions. The internship, conducted over six months within the Finance Department at the company's Bangkok headquarters, aimed to enhance practical understanding of corporate finance operations while applying academic knowledge acquired from Siam University. Key responsibilities included creating vendor accounts in SAP, managing VAT clearance, reviewing agreements, and supporting financial documentation processes. Throughout the internship, I developed technical skills in financial software, particularly SAP and Excel, and gained insights into international business practices, sustainability strategies, and organizational processes. My contributions focused on optimizing vendor management procedures, which resulted in increased accuracy and efficiency.

The experience highlighted the importance of effective communication, teamwork, and continuous learning in a dynamic global environment. Challenges such as limited software training and routine task assignments underscored the need for structured onboarding and skill development initiatives. The internship reinforced my understanding of financial operations, bridged theoretical and practical knowledge gaps, and fostered professional growth.

Overall, this opportunity not only enriched my technical competencies but also cultivated soft skills essential for a future career in finance, aligning with Indorama's mission of sustainable growth and innovation.

Keyword: Sustainability, Efficiency, Skill Development

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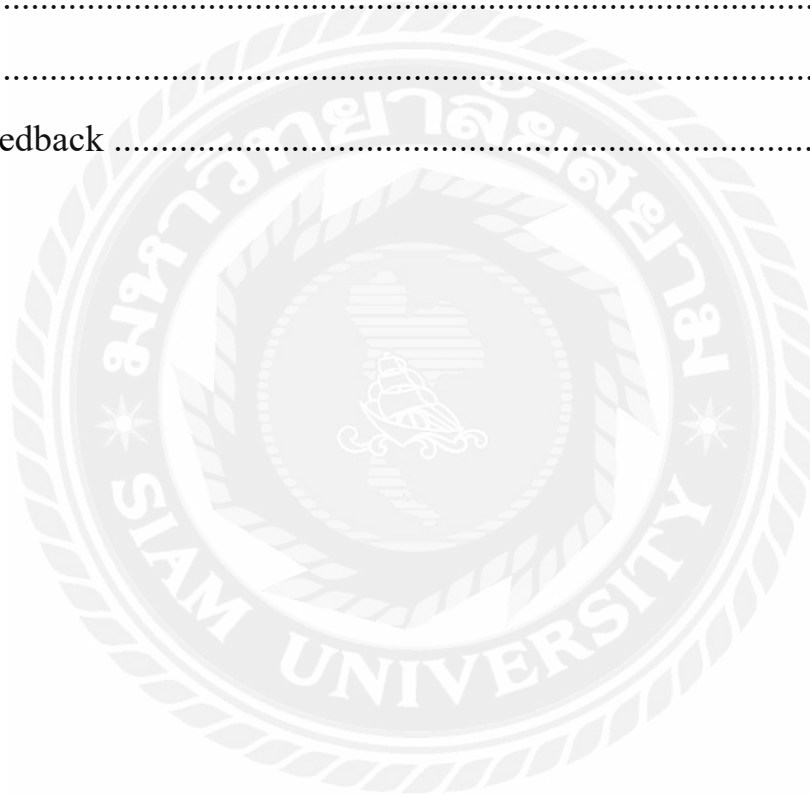


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Chapter 1: Internship Overview

1.1 Company Profile



Figure 1: Indorama Ventures Logo

Indorama Ventures is a world-class sustainable chemical company with a global integrated lead in PET and fibers, serving major customers in diversified end-use markets. Following our core strategies, we develop innovative products for customer needs, making great products for society. Starting off as Indorama Holdings, the company developed numerous business segments, becoming Thailand's first worsted wool yarn producer, a PET manufacturer and the country's largest polyester fiber producer in just under 15 years. The company also transitioned from operating domestically to internationally, expanding through acquisitions in the United States and Europe, becoming a global PET producer in addition to a sizable player in the PTA business.



Figure 2: Raw materials

Company Headquarters: Bangkok, Thailand

CEO: Alope Lohia

Business Type: Chemical Manufacturing

Number of Employees: 20,000 worldwide

Main Market: International

Total Annual Revenue (2022): USD 12.5 billion

Business Segments

Indorama Ventures is organized into several key business segments, each serving distinct functions within the larger company framework.

1. Polyester Segment

The Polyester segment is the company's cornerstone and includes the production of polyester fibers, PET resins, and filament yarns. This division serves a wide range of industries, from textiles to consumer goods, and has established partnerships with leading global brands.

2. Textiles Segment

Indorama Ventures offers a diverse array of textile products, focusing on sustainable and high-performance materials. This segment targets both fashion and industrial applications, emphasizing eco-friendly production processes.

3. Packaging Solutions Segment

The Packaging Solutions division specializes in producing high-quality packaging materials made from recycled and sustainable plastics. This segment is dedicated to reducing plastic waste and developing innovative packaging solutions tailored to customer needs.

Commitment to Sustainability

Indorama Ventures is dedicated to corporate social responsibility, promoting a circular economy by integrating sustainability into its business model. The company's mission, "Innovative Sustainable Solutions for a Better World," reflects its commitment to enhancing the quality of life while minimizing environmental impact.

Indorama Ventures prioritizes research and development in sustainable practices, aiming to lead the industry in eco-friendly technologies and innovation. The company collaborates with various stakeholders to promote sustainable solutions, including the use of recycled materials in its products.

By focusing on sustainable growth and innovation, Indorama Ventures continues to strengthen its position as a leader in the global chemical industry, committed to creating better solutions for the environment and society at large.

1.1.1 Local Company Profile

Indorama Ventures Public Company Limited

Indorama Ventures is a leading global producer of engineered polyester and fiber products, headquartered in Thailand. Established in 1975, the company has significantly expanded its operations over the years, developing a diverse portfolio that spans multiple business units. Indorama Ventures operates manufacturing facilities and service centers across Thailand and various other countries, leveraging its strategic location to cater effectively to the Asia-Pacific region and beyond.

The company's corporate headquarters is located in Bangkok, Thailand, while its manufacturing hubs are situated in strategic locations across the country and overseas. As of

2023, Indorama Ventures employs over 25,000 associates globally and boasts a strong financial performance, achieving approximately USD 15 billion in sales in the previous fiscal year. The company is strategically governed by a leadership team headed by CEO Alope Lohia, who has been pivotal in steering the company towards sustainability and growth.

- **Company Office:** Bangkok, Thailand
- **Leadership in Thailand:** Alope Lohia, CEO
- **Business Type:** Manufacturing and Engineering
- **Number of Employees:** Over 25,000 globally
- **Main Market:** Global, with a focus on Asia Pacific, Europe, and the Americas
- **Total Annual Revenue (2022):** USD 15 billion

1.1.2 Mission of the Company

"Our mission at Indorama Ventures is to secure a sustainable future for our company by ensuring responsible growth and financial independence. We strive to lead the way in the production of sustainable products while creating value for our stakeholders."

1.1.3 Vision of the Company

"Our products and services are designed to enhance the quality of life and conserve natural resources. We aspire to deliver the highest quality and reliability with a commitment to innovation in technology that is 'invented for life.' We aim to be a trusted partner in the communities we serve and make a meaningful contribution to sustainability on a global scale."

Indorama Ventures continues to thrive within its industry by prioritizing its workforce and maintaining strong corporate values that guide the organization through challenges and opportunities. The company emphasizes transparent communication with its employees, fostering a culture that values collaboration and innovation. Through its commitment to sustainability, Indorama Ventures not only seeks to provide exceptional products and services but also strives to make a positive impact on the environment and communities it serves.

1.1.4 Board of Directors for Indorama Ventures Public Company Limited

1. Mr. Sri Prakash Lohia - Chairman
2. Mr. Alope Lohia - Vice Chairman
3. Mrs. Suchitra Lohia – Deputy Group CEO
4. Mr. Rathian Srimongkol– Lead Independent Director
5. Mr. Dilip Kumar Agarwal – CFO (Ad Interim)
6. Mr. Sanjay Ahuja – Chief Strategy and Transformation Officer
7. Mr. Tevin Vongvanich - Independent Director
8. Mr. Yashovardhan Lohia - Executive Director
9. Mrs. Kaisri Nuengsigkapien - Independent Director
10. Mr. Harald Link - Independent Director
11. Ms. Niramarn Laisathit - Independent Director

1.1.5 Indorama Locations in Thailand

Indorama Ventures Public Company Limited (IVL) is a global chemical company with various locations in Thailand involved in producing and distributing various products, especially in the petrochemical and polyester industries. While I cannot provide a comprehensive list of all locations, I can summarize some key facilities and operations that IVL has in Thailand:

1. **Bangkok:** The corporate headquarters of Indorama Ventures is located in Bangkok, where the company's executive offices and central operations are managed.
2. **Map Ta Phut:** This area houses several of IVL's manufacturing facilities, focusing on petrochemicals and related products.
3. **Chonburi:** Indorama operates facilities in Chonburi that deal with the production of polyester fibers and other chemical products.
4. **Saraburi:** Another significant site for the production of various petrochemical products.
5. **Prachinburi:** Indorama Ventures may have operations in this province as part of its manufacturing and distribution network.

1.2 Strategies of the Company

Indorama Ventures Public Company Limited (IVL) is a global manufacturer and seller of petrochemicals and fibers. It operates in various segments, including polyester, packaging, and other specialty chemicals. Here are some strategic approaches that Indorama Ventures may employ:

1. **Diversification:**
 - Indorama has diversified its product range and geographical presence to reduce reliance on any single market or product line. This includes expanding into new geographies and product categories.
2. **Sustainability Initiatives:**
 - The company is committed to sustainability and has implemented strategies to enhance environmental stewardship. This includes investing in recycled materials and sustainable production processes to meet growing consumer demand for eco-friendly products.
3. **Vertical Integration:**
 - Indorama often pursues vertical integration strategies, which allow for greater control over the supply chain. By managing various stages of production from raw materials to finished products, the company can improve efficiency and reduce costs.

4. Strategic Acquisitions and Partnerships:

- To expand its market share and capabilities, Indorama engages in strategic acquisitions and partnerships. This allows the company to enhance its technological capabilities, expand its product offerings, and enter new markets.

5. Innovation and R&D:

- Continuous investment in research and development enables Indorama to innovate and develop new products that meet changing consumer preferences and regulatory requirements. This helps the company stay competitive in the fast-evolving chemicals and fibers market.

6. Focus on Cost Leadership:

- Indorama aims to achieve cost leadership through operational efficiency, economies of scale, and leveraging technology. This strategy helps them maintain competitive pricing, which is critical in the highly competitive petrochemical and fiber industries.

7. Customer-Centric Approach:

- The company focuses on building strong relationships with customers by understanding their needs and providing tailored solutions. This includes enhancing service delivery and expanding customer engagement initiatives.

8. Global Expansion:

- Indorama continues to explore opportunities for global expansion, particularly in emerging markets. This not only helps in market diversification but also allows the company to tap into new customer bases and revenue streams.

9. Digital Transformation:

- Embracing digital technologies for operational efficiency, supply chain optimization, and customer engagement. Implementing Industry 4.0 practices can lead to better data analytics, automation, and improved decision-making.

1.3 Organizational Structure

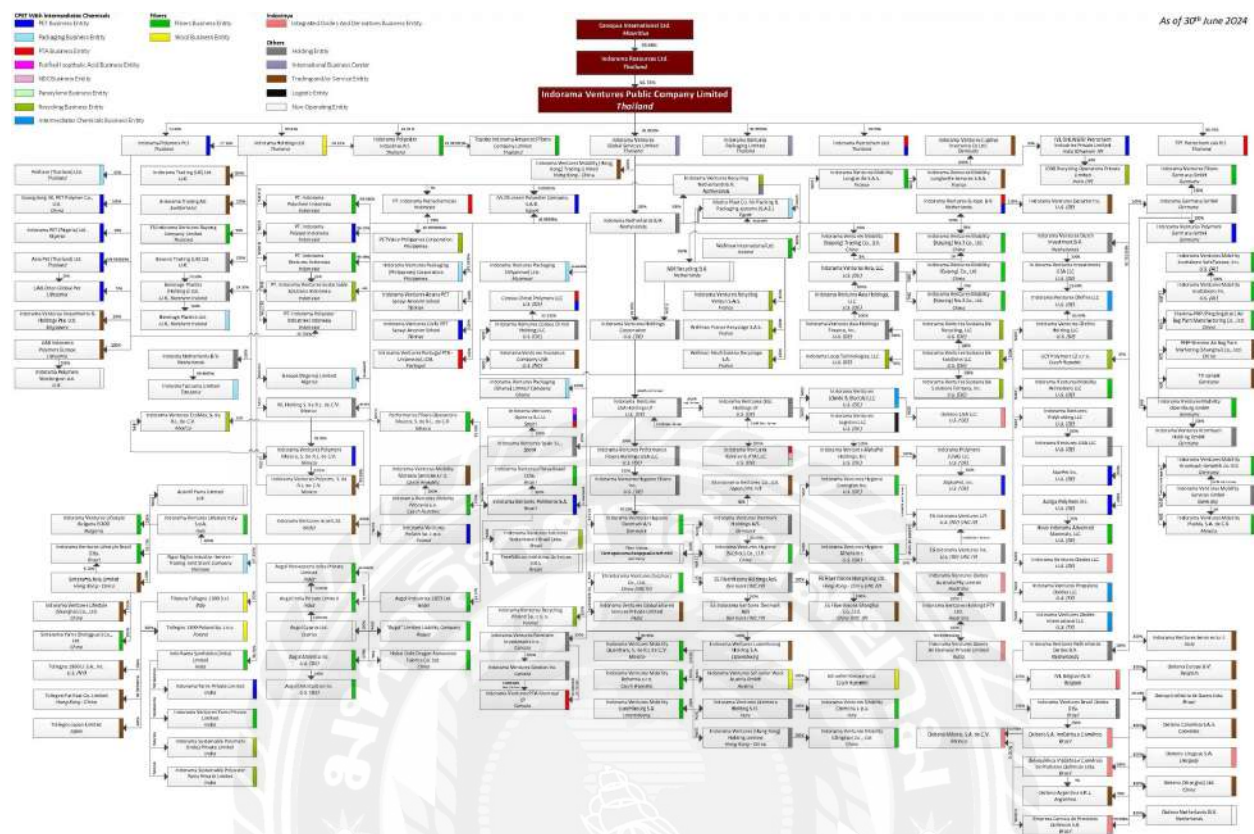


Figure 3: Organizational Structure

1.4. Job Position of Intern

During my internship as a Finance and Accounts Intern in the VAT department.

Key Responsibilities:

Data Management in Excel: Utilized Microsoft Excel to create and maintain spreadsheets for tracking VAT transactions, ensuring accurate and up-to-date financial records.

Developed formulas and pivot tables to analyze financial data, generate reports, and summarize VAT-related figures for management review.

SAP Application Utilization: Assisted in the adjustment of VAT accounts to ensure that all transactions were recorded correctly in accordance with tax regulations.

SAP Flori: This application I was using for making vendor accounts for future payment in the company. which was reviewed by my supervisor later on.

Drafting of agreements: Work with senior staff to draft and review compliance and transaction agreements and ensure all agreements comply with legal and regulatory requirements.

1.4.1 Job position is shown on organizational structure

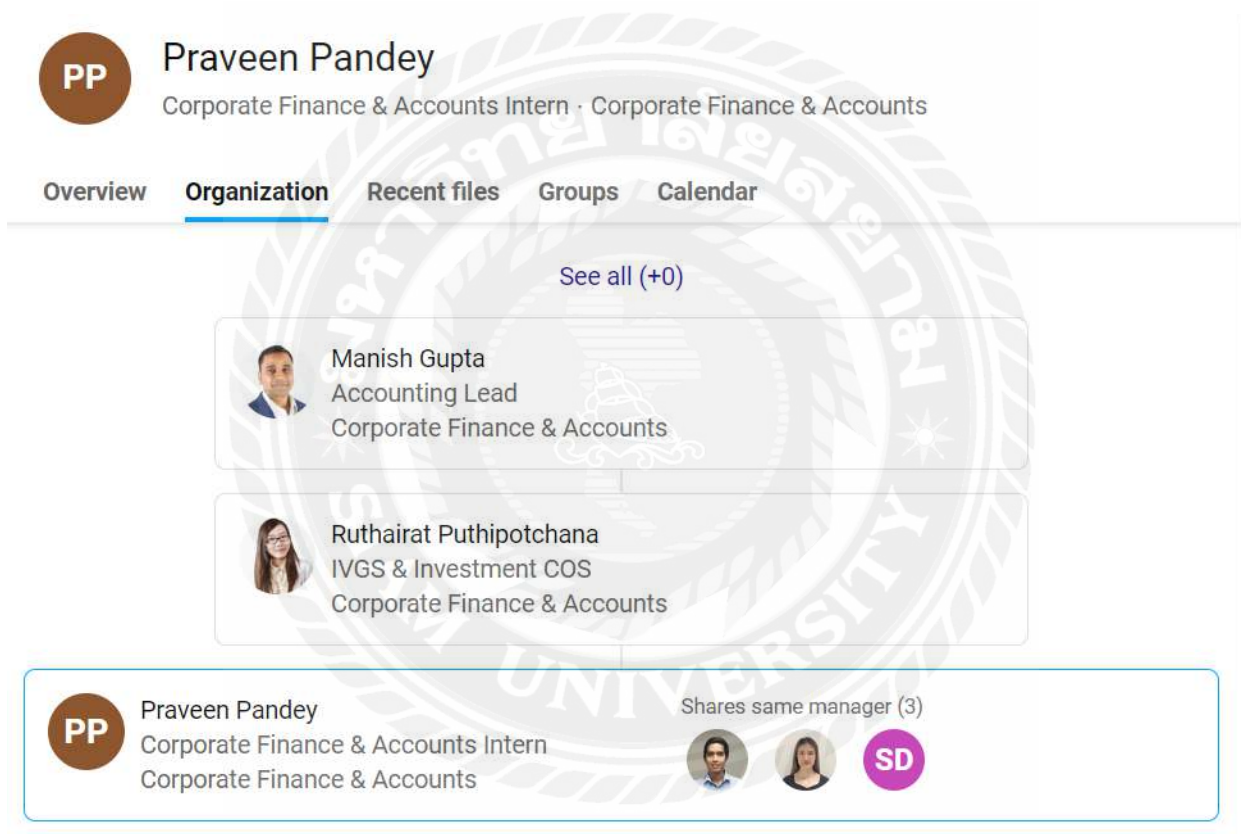


Figure 4: job position

1.5. Objective of the Internship

Internships can be a great opportunity for students to learn in a practical environment. the main objectives for my internship were:

1. Gain valuable experience in an international business environment : I have get the opportunity to work on global projects and collaborate with colleagues.
2. Learn how to work with people from many different cultures and backgrounds :Indorama is a multinational corporation with a diverse workforce. By actively engaging with team members from various cultural backgrounds
3. Network and build relationships with people in the industry :Working at Indorama allows me to connect with industry professionals, attend conferences, and participate in company events. Building relationships with colleagues, clients, and partners will expand your professional network and open doors for future opportunities.
4. Grow personally and develop my skills: Working in Indorama helped me to gain many skills, such as technical skills such as SAP and MS Office. It also helped me to understand how to manage my time.

1.6 SWOT Analysis of INDORAMA

A SWOT analysis evaluates the Strengths, Weaknesses, Opportunities, and Threats of a company. Below is a general SWOT analysis for Indorama Ventures, a global manufacturer of petrochemicals and a leading producer of polyester and PET resins. Please note that specific data may require further research to tailor the analysis accurately based on recent developments.

Strengths

1. Diversified Product Portfolio:

- Indorama produces a wide range of products, including polyester, PET resins, industrial fibers, and other petrochemical derivatives. This diversification helps mitigate risks associated with reliance on a single product line.

2. Global Presence:

- The company operates in multiple regions, including Asia, Europe, Africa, and the Americas. This broad geographical footprint enhances market reach and lowers exposure to regional economic downturns.

-

3. Strong Market Position:

- IVL is one of the largest producers of PET and polyester fibers globally, which allows it to benefit from economies of scale and negotiate favorable terms with suppliers and distributors.

4. Sustainability Initiatives:

- Indorama has made significant commitments towards sustainability, investing in recycling and sustainable materials. This positions the company favorably with environmentally conscious consumers and stakeholders.

5. Robust R&D Capability:

- The company's investment in research and development allows it to innovate and improve its product offerings, enhancing competitive advantages and adapting to market changes.

Weaknesses

1. Dependency on Oil Prices:

- As a petrochemical company, Indorama's profitability is closely linked to oil prices. Volatility in crude oil prices can impact production costs and profit margins.

2. Chemical Industry Regulations:

- The chemical industry is subject to stringent regulations concerning environmental emissions and product safety. Compliance can lead to increased operational costs and affect profitability.

3. Debt Levels:

- A high level of debt can pose financial risks, especially if economic conditions change or if interest rates rise, making debt service more expensive.

4. Market Competition:

- The company faces intense competition from both established players and new entrants in the petrochemical space, which can constrain pricing power and market share.

Opportunities

1. Growing Demand for Sustainable Products:

- The increasing global emphasis on sustainability presents opportunities for Indorama to innovate and expand its line of recycled products and biodegradable materials.

2. Expansion into Emerging Markets:

- Rapid industrialization and urbanization in emerging markets like Africa and Southeast Asia provide opportunities for growth in both demand for petrochemicals and investment in new facilities.

3. Strategic Acquisitions:

- Indorama can enhance its market position and product offerings through strategic acquisitions and partnerships, particularly in high-growth segments.

4. Technological Advancements:

- Leveraging new technologies, including digitalization and automation in production processes, can enhance operational efficiency and reduce costs.

5. Circular Economy Initiatives:

- As global focus shifts towards a circular economy, Indorama can invest more in recycling technologies and infrastructure, positioning itself as a leader in sustainable practices.

Threats

1. Economic Instability:

- Economic downturns can reduce demand for petrochemical products across various sectors, including automotive, textiles, and consumer goods.

2. Increasing Regulatory Pressures:

- Stricter regulations regarding emissions and waste management can increase operational costs and require significant investment in compliance technologies.

3. Supply Chain Disruptions:

- Global supply chain issues, such as those experienced during the COVID-19 pandemic, can impact production capacity and market supply.

4. Competition from Renewable Alternatives:

- The rise of bioplastics and other renewable materials poses a threat to traditional petrochemical products, potentially reducing demand for Indorama's offerings.

5. Geopolitical Risks:

- Political instability in key regions where Indorama operates or sources raw materials may disrupt operations and supply chains.

Indorama Ventures has established itself as a major player in the petrochemical industry, leveraging its strengths and opportunities for continued growth. However, it must navigate significant challenges and threats, particularly related to market volatility, regulatory pressures, and competitive dynamics. By continuing to focus on sustainability and innovation, Indorama can effectively position itself for long-term success.

1.7 Objective of the study

The following study was conducted as part of the internship opportunity to further explore the company, the objectives of this study:

1. Gain a better comprehension of the business :Real life experience will always offer you things is a better way and make things look more logical.
2. Recognize possible issues with the daily operations: This can help in the future to understand things better.
3. Suggest a solution to the situation: There are things I have to face while working in this company, and my experience will surely help to get solutions.
4. Make a significant contribution to the business: Identify Key Opportunities, Analyze market trends, customer feedback, and internal processes to pinpoint areas for growth or improvement.

Chapter 2: Internship Activities

2.1 Job Description Internship

Role: Finance Intern

Location: 75/64-65 Ocean Tower 2, 28th Floor, Sukhumvit 19, Asoke Rd., Klongtoey Nuea Wattana, Bangkok 10110

Duration of Internship: 4 months (6 months in total with 2-month extension)

Internship start date: 10 June 2024

Internship end date: 1 November 2024 (Extended for 2 months until 15th December 2024)

Department: Finance

Industry: chemical company.

2.2 Job Responsibilities

The following is an overview of the responsibilities of a Finance intern:

- A) Create a Vendor Account For future payment in the SAP application.
- B) Check Vendor ID for Other departments.
- C) Clear purchase VAT.
- D) FTR Edit (make a ledger which shows the company loans)
- E) Make agreements with the company
- F) Registration to ICash (The process of payment to the Vendor)
- G) PP 30 (this is the process in which we claim VAT from the government)
- H) Note the document number in Excel
- I) Update the agreement information in Excel.

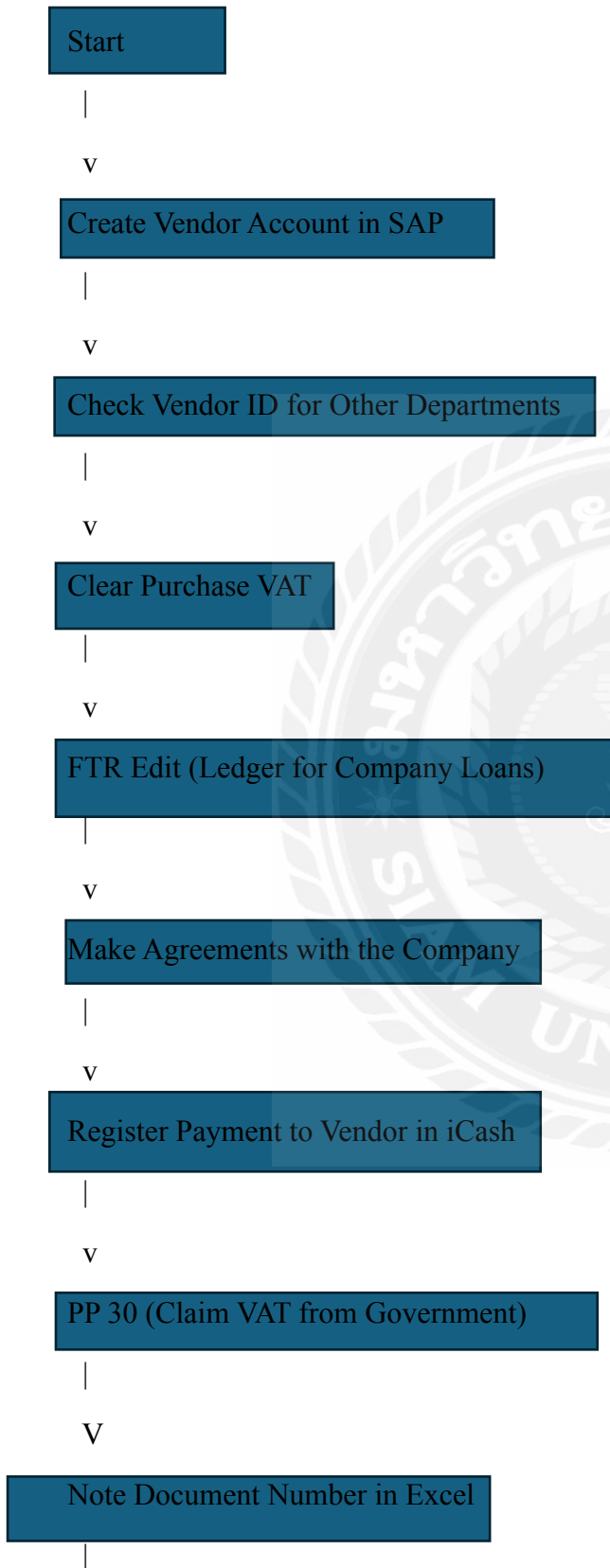
2.3 Job in the process flow diagram

1. Create Vendor Account in SAP

- Initiate vendor registration
- Enter vendor details in SAP

2. **Check Vendor ID for Other Departments**
 - Verify if vendor ID exists across departments
 - Ensure no duplicates or conflicts
3. **Clear Purchase VAT**
 - Process VAT clearance for purchase transactions
4. **FTR Edit (Create Ledger for Company Loans)**
 - Prepare or update ledger entries related to company loans
5. **Make Agreements with the Company**
 - Draft and finalize agreements with the vendor or company
6. **Register Payment to Vendor in iCash**
 - Process vendor payments via iCash system
7. **PP 30 (Claim VAT from Government)**
 - Submit VAT claim documentation to government authorities
8. **Note Document Number in Excel**
 - Record relevant document numbers for tracking
9. **Update Agreement Information in Excel**
 - Keep agreement details current in Excel sheet

2.4 Process Flow Diagram (Text Representation):



v

Update Agreement Information in Excel

|

v

End

2.5 My Contribution as an Intern

During my time as a finance intern in recent months, I have played a valuable role in supporting the team, focusing on tasks such as setting up vendor accounts, clearing purchases in SAP, and documenting company agreements. Upon starting my new role, I observed certain discrepancies in the management of vendor accounts and the clearance of purchase transactions, primarily stemming from the absence of a standardized procedure. One of the main aspects I concentrated on was optimizing the vendor account creation process in SAP. I initiated a review of the existing accounts, confirming the completeness of all required documentation and ensuring each account adhered to our compliance standards. Through the creation of a concise checklist and the revision of our protocols, improvements were made in accuracy and efficiency regarding the establishment of new vendor accounts. This project has set the stage for enhanced vendor management and boosted the effectiveness of our team.

2.6 Some special skills learnt during the internship

During my internship, I acquired a variety of valuable skills that have significantly enhanced my professional and personal development. These skills span technical competencies, soft skills, and industry-specific knowledge, all of which are crucial for my future career growth.

Firstly, I developed strong technical skills related to my field. I became proficient in using industry-standard software tools, such as Microsoft Office Suite, including Excel for data analysis and reporting, Word for documentation, and PowerPoint for creating impactful presentations. I also gained experience working with specialized applications relevant to my internship domain, which improved my technical literacy and adaptability.

Secondly, I learned to handle real-world projects effectively. This involved understanding project requirements, planning tasks systematically, and executing them efficiently. I learned to set realistic deadlines, prioritize tasks, and manage my time wisely to ensure timely completion of assignments. This project management skill is vital for handling complex tasks in a professional environment.

Lastly, I improved my communication skills significantly. Regular interactions with team members, supervisors, and clients taught me how to convey ideas clearly and professionally, both verbally and in written form.

Chapter 3: Learning Process

3.1 Learning During the Co-Op Studies

Throughout my finance internship with Indorama, I obtained valuable knowledge regarding corporate finance operations. I acquired a solid grasp of SAP, improving my proficiency in managing financial data with efficiency. Collaborating with seasoned colleagues enlightened me on the significance of working together towards shared objectives. I acquired the skill of organizing tasks by priority and meeting deadlines proficiently, guaranteeing timely completion of projects. The guidance from my mentor enhanced my analytical abilities, enabling me to interpret financial reports more clearly. Moreover, I developed strong skills in utilizing Excel for conducting data analysis and crafting influential financial models. Attending team meetings enhanced my communication abilities and underscored the importance of receiving feedback. In general, this internship has provided me with valuable practical skills and a more profound comprehension of the finance industry, setting me up for forthcoming possibilities. I am appreciative of the valuable experience and knowledge I acquired during my time at Indorama.

3.1.1 Applying the Knowledge from the Coursework

During my internship at Indorama in the finance department, I have been able to put into practice the theoretical knowledge gained from my BBA studies in practical situations. I have supported in the analysis of financial statements, enhancing my comprehension of corporate finance principles. By utilizing financial modeling tools, I have refined my expertise in forecasting and budgeting, both essential components for successful financial planning. Working with teammates on market research endeavors has enhanced my analytical skills and emphasized the significance of making decisions based on data. Furthermore, I have engaged in creating presentations for senior management, enhancing my communication abilities and helping me master the art of presenting intricate information in a coherent manner. Participating in audits has provided me with valuable insights into compliance and regulatory frameworks, enhancing my comprehension of financial governance. I have also gained experience in utilizing different financial software and tools, which has improved my technical skills in finance. This internship has not only solidified my passion for the finance field but also provided me with valuable practical skills that will be beneficial for my future professional endeavors.

3.1.2 Gap in the knowledge from the coursework

There was a distinct difference in the knowledge between what I studied at my university (Siam University) and what was expected as an intern at Indorama. While I was employed in the Finance and Account department, I lacked any technical skills related to Account and Finance, such as SAP. In fact, on my first day, my Department head (Mr. Manish Gupta) advised me that work and study are two separate entities. The gap concerning Account and Finance was due to the technical accounting tasks being different from the accounting I was taught in university. One error could lead to significant issues, and that mistake cannot be undone, so I needed to start over. Overall, the experience of working in the Account and Finance department was completely new for me.

3.2 Indicate the problem noticed during the Internship

During my internship at Indorama, I recognized issues within the accounting and finance department. There was minimal training for new employees on financial software, which impeded efficiency. Overall, these observations highlighted areas where minor adjustments could lead to improved efficiency and stronger team cohesion. I believe that addressing these aspects would not only enhance productivity but also contribute to a more integrated and dynamic working atmosphere, ultimately benefiting the overall goals of the organization.

3.2.1 How to solve problems

To tackle the communication difficulties within the intern at Indorama, creating regular inter-departmental meetings can promote collaboration and ensure that all teams are synchronized on objectives and expectations. These meetings might serve as a venue for sharing updates, addressing challenges, and seeking feedback from upper management, thereby improving accessibility and responsiveness. Moreover, adopting a centralized communication tool, such as project management software, can simplify interactions and enable faster information exchange across departments.

To enhance the onboarding experience for new employees and improve their skills with financial software, a well-structured training program ought to be created. This program could feature thorough workshops, mentorship chances with seasoned staff, and availability of online resources or tutorials. By emphasizing training, the organization can increase employee confidence and productivity, ultimately resulting in higher efficiency within the department. In addition, nurturing a culture of inclusivity where intern contributions are appreciated may motivate prompt responses and engagement from other departments.

3.3 Significance of the study

This section clarifies the importance of examining training new employees in financial software. By investigating the ramifications of this common practice, organizations can improve their awareness of the difficulties related to intern-led training efforts.

The importance of this research is based on the current gap in the literature concerning the effects of the training of new hires in financial software. Although employee training has been a topic of academic research, the issues associated with intern-led instruction have been mostly ignored. By exploring this largely unexamined area, the study will address an important gap in knowledge and enrich the existing literature by delivering thorough insights into the impacts of internship training effectiveness.

The research will illuminate discrepancies stemming from intern-led training, alerting organizations to possible weaknesses in skill acquisition. By recognizing these issues, organizations can execute specific interventions and establish strong training frameworks, ultimately ensuring that new employees are prepared to use financial software proficiently and effectively.

3.4 Literature Review

This literature review explores previous research and scholarly works related to training new interns in financial software. The review aims to identify existing knowledge and gaps in the literature and provide a foundation for the present research study. By examining the current understanding of training practices in financial software and the absence of dedicated trainers, this review highlights the need for research on the implications of intern training processes for new interns.

By highlighting these points, the review underscores the importance of studying how the training process affects new interns' ability to effectively use financial software. Understanding these implications can lead to improved training strategies, better intern performance, and ultimately more efficient financial operations within organizations. This sets the stage for the present research, which aims to fill the identified gaps and contribute to the development of more effective training approaches for interns in this field.

A study by Rosengren & Albert (1986) compared American, British, and Spanish students training as merchant marine officers. Americans experienced a military-style environment with summer cruises; the British had a collegial approach with shipboard training; the Spanish received only abstract theory. Interestingly, Spanish trainees, followed by British, had the most positive attitudes and lowest turnover intentions. This is explained by outcome expectancy: Spanish jobs are plentiful with high rewards, whereas the US merchant marine has been shrinking since WWII.

Highlights:

Different training environments influence attitudes and intentions.

Outcome expectancy (perceived job availability and rewards) impacts motivation and retention.

There are things that should be mentioned, like financial software training for the new employee

New employees need to have a week-long workshop before starting work in the company on technical skills. This will also help new employees to feel comfortable, and the understanding will also be enhanced, and which will increase the company's productivity. The workshop will surely enhance the employee's speed and confidence.

3.5 Methodology

A qualitative approach was employed to gain a deeper understanding of the Interns' requirements for the software pre-training. For the research, informal semi-structured interviews were held with company staff to pinpoint current system constraints and to emphasize possible enhancements to be implemented.

Utilizing interviews for data collection was grounded in obtaining valuable insights from the team's experiences and perspectives. Leveraging the team's understanding of the processes will greatly contribute to the study and further advance the research findings. Applying qualitative research techniques like interviews allows for comprehensive data gathering and assessment, yielding detailed insights into the subject matter. The questions used in the interviews were derived from the literature, where relevant research studies were examined.

The questions centered on areas such as the significance of training for interns, reasons for the company's insufficient workshops, the appropriate number of training days for interns, and finally, the essential software that interns should have a foundational knowledge of.

3.5.1 Sample and participants

The sample for this study consisted of four participants who had worked more than 10 years in the company. The section of participants is based on those who have been a supervisor of the intern in the organization.

A purposive sampling approach was employed. This approach ensures that individuals with relevant expertise and experience supervising interns are included in the study. Participants were invited to participate in the research, emphasizing the voluntary nature of their participation and their right to withdraw at any point without consequences.

3.5.2 Data Collection

Data was gathered through semi-structured interviews with the four chosen participants. The interviews were held individually, enabling participants to openly share their thoughts, experiences. The informal interviews were documented through meeting minutes to guarantee precise data collection and reduce the possibility of data loss or misinterpretation.

The interviews utilized a semi-structured format, integrating pre-determined open-ended questions while permitting participants to expand on their answers. This method facilitates consistency throughout the interviews, allowing participants to share detailed and personalized insights. The interviews took place in a comfortable and relaxed setting to promote open and honest discussions, honoring participants' privacy. Each interview spanned approximately 10 minutes, offering enough time for participants to express their in-depth viewpoints. Furthermore, the researcher maintained thorough field notes during and after each interview, documenting observations, non-verbal cues, and contextual details.

These field notes complemented the meeting minutes and contributed valuable insights during data analysis. Ethical considerations were prioritized throughout the data collection phase. Informed consent was acquired from participants, explaining the purpose, procedures, and potential risks and advantages of involvement. Participants were guaranteed confidentiality, and all personal identifying information will remain separate from the research data.

3.5.3 Question for Interviews

The informal interview will be based on 4 key questions, which were the theme of the discussion. The 4 questions are as follows:

Q1. In your opinion, how important is it for finance interns to receive training in financial software?

Q2. What could be the company's lack of workshops related to financial software?

Q3. How many days of training would be sufficient for an intern to acquire a basic understanding of these software programs?

Q4. What are the essential software applications that interns should be familiar with to establish a foundational knowledge in finance?

3.6 results.

Questions number	Respondent 1	Respondent 2	Respondent 3	Respondent 4
Q1.	It's crucial that financial software skills are essential for efficiency and accuracy.	Maybe it's difficult for the company to train all the interns because every department works on different software.	A week would be adequate for fundamental comprehension.	Excel is one of the most important.
Q2.	Very important; many finance tasks rely on these tools.	There are many financial software used in this company, its depends on which team the interns are working with, so its better that interns get the training by there supervisor.	Around 3-5 days should suffice for foundational skills.	Excel, Bloomberg Terminal, and SAP
Q3.	Extremely important; it enhances productivity and data analysis.	No response	4 days would be ideal to cover the essentials.	Excel and SAP
Q4.	Essential: familiarity with software can set interns apart.	I think company is working on it.	5 days would provide a good balance of theory and practice.	SAP

Figure 5:Results

It appears that all respondents agree on the importance of training new employees in financial software. The average training duration ranges from 4 to 5 days, which is quite reasonable. The primary software tools mentioned include Excel and SAP, both of which can be mastered within this timeframe. Additionally, one respondent highlighted Bloomberg Terminal as a key software, noting that training for this platform typically takes no more than 3 to 4 days, similar to the other software tools. Overall, the consensus suggests that comprehensive training for these essential financial software applications can be efficiently completed within a short timeframe.

Chapter 4

4.1 Summary of Internship

During my six-month internship at Indorama, I was given the chance to engage deeply in the vibrant realm of finance and accounting within an internationally acclaimed organization. Collaborating closely with seasoned professionals in the headquarters, I acquired invaluable knowledge regarding financial analysis and reporting procedures. My duties encompassed aiding in the creation of new vendor, Vat Clearance, and assisting the team with different accounting tasks.

This experience not only bolstered my technical expertise in finance but also enhanced my capacity to work effectively in a diverse environment. I discovered the significance of effective communication and flexibility in tackling challenges within a global business context. Furthermore, I was introduced to an array of financial software tools, which expanded my comprehension of industry norms. In summary, my tenure at Indorama greatly enriched my professional growth and equipped me for a prosperous career in finance.

4.1.1 Self-Assessment of the Experience

During my internship, I was able to utilize theoretical knowledge in a practical environment, which greatly deepened my comprehension of the industry. I acquired skills to handle real-world obstacles while working alongside a varied team, refining my communication and teamwork abilities. The practical experience provided me with a better understanding of project management, problem-solving, and time management.

I made meaningful contributions to several projects, applying my abilities in Microsoft Office. Input from my supervisor was essential, as it pointed out my strengths and areas that needed improvement.

Overall, this internship has been a life-changing experience, aiding me in building confidence and getting ready for my future career. I am thankful for the guidance and the knowledge I acquired, which I will take with me into my professional path.

4.2 Limitation of my Experience

During my internship in the Accounts and Finance Department at Indorama, I faced several constraints that affected my learning experience. Firstly, the length of the internship was relatively brief, limiting my ability to engage significantly with intricate projects or obtain thorough exposure to all financial processes. Additionally, I frequently found myself tasked with routine activities, such as data entry and report generation, which, while necessary, did not fully leverage my analytical skills or offer insights into strategic decision-making. The fast-paced atmosphere occasionally made it difficult to seek assistance from seasoned colleagues, resulting in missed chances for mentorship. Finally, restricted access to advanced financial software and tools impeded my ability to delve into data analytics and financial modeling, which are vital in today's finance sector. Despite these obstacles, the experience did improve my foundational knowledge and strengthened my desire to pursue a career in finance.

4.2.1 Recommendation to Indorama

The greatest aspect of Indorama was that they consider their interns during the industrial visit and allow all interns to become acquainted with one another so that the interns will feel more at ease; however, there is a minor suggestion for the company that they should offer more workshops concerning intern skill development where they instruct more on technical matters and topics that are more related to work.

References

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Appendix

10 June – 14 June

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 10 June - 14 June			
Date	Time Start	Time End	Key Tasks
7			
8			
9			
10	9:00	18:00	Documentation related to Agreement
11	9:00	18:00	Documentation related to Agreement
12	9:00	18:00	Documentation related to Agreement
13	9:00	18:00	Vendor registration
14	9:00	18:00	Agreement
15			

 Intern	 Supervisor
 Department Head	HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 5pm on the 16th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 6: 10 June – 14 June

17 June – 15 July

Internship Monthly Timesheet

Name: Praveen Pandey		Internship Start Date: 10/06/2024	
Department: Account and finance		Internship End Date: 1/11/2024	
Timesheet Period: 17 June – 16 July			

***Note:** Please change Timesheet Period monthly. Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:

- Current Month: August 2022
- Timesheet Period: 16th July 2022 – 15th August 2022



Date	Time Start	Time End	Key Tasks
16			
17	9:00	18:00	Vendor Registration, Purchase VAT
18	9:00	18:00	Vendor Registration, Purchase VAT
19	9:00	18:00	Purchase VAT, learn about Registration to icash
20	9:00	18:00	Registration to icash
21	9:00	18:00	
22	Saturday		
23	Sunday		
24	9:00	18:00	Learn about Vendor Extension TH19
25	9:00	18:00	Vendor Extension to TH19 , Purchase VAT
26			International Internship challenger camp 2024
27			Lopburi trip
28			Rayong trip
29			Rayong trip, CSR
30	Sunday		
31			
1	9:00	18:00	Vendor Registration, Purchase VAT
2	9:00	18:00	Vendor Registration ,Purchase VAT
3	9:00	18:00	Vendor Account
4	9:00	18:00	Printing Document
5	9:00	18:00	Vendor Registration
6	Saturday		

INDORAMA

Internship Monthly Timesheet

Name: Praveen Pandey		Internship Start Date: 10/06/2024	
Department: Account and finance		Internship End Date: 1/11/2024	
Timesheet Period: 17 June – 16 July			

Date	Time Start	Time End	Key Tasks
7	Sunday		
8	9:00	18:00	Searching Vendor code, Printing Document, Calculate bills.
9	9:00	18:00	Vendor Registration
10	9:00	18:00	Learning cash flow on SAP
11	9:00	18:00	Vendor Registration, Learning cash flow on SAP, General Entry
12	9:00	18:00	Vendor Registration, Learning cash flow on SAP.
13	Saturday		
14	Sunday		
15	9:00	18:00	Vendor Registration, Learning cash flow on SAP.

 Intern	 Supervisor
Department Head	HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by **6pm** on the **16th of each month** to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

INDORAMA

Figure 7: 17 June – 15 July

16 July- 15 August

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 16 JULY-15 AUGUST			

Note: Please change Timesheet Period monthly. Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:

- Current Month: August 2022
- Timesheet Period: 16th July 2022 – 15th August 2022

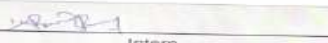


Date	Time Start	Time End	Key Tasks
16	9:00	18:00	Cash flow
17	9:00	18:00	Vendor registration.
18	9:00	18:00	Learning about PP-30, Purchase VAT clearance.
19	9:00	18:00	Learning about PP-30, Purchase VAT clearance, Vendor registration.
20	Saturday		
21	Sunday		
22	Holiday		
23	9:00	18:00	Vendor registration , Purchase VAT clearance.
24	9:00	18:00	Vendor registration, Purchase VAT clearance, PP-30
25	9:00	18:00	Vendor registration, Purchase VAT clearance.
26	9:00	18:00	Vendor registration, Purchase VAT clearance, PP-30
27	Saturday		
28	Sunday		
29	Holiday		
30	9:00	18:00	Vendor registration , Purchase VAT clearance.
31	9:00	18:00	Vendor registration , Purchase VAT clearance.
1	9:00	18:00	Vendor registration , Purchase VAT clearance.
2	9:00	18:00	Vendor registration , Purchase VAT clearance.
3	Saturday		
4	Sunday		
5	9:00	18:00	Agreement , Purchase VAT clearance.

INDORAMA

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 16 JULY-15 AUGUST			

6	9:00	18:00	VAT clearance.
Date	Time Start	Time End	Key Tasks
7	9:00	18:00	Vendor registration , Purchase VAT clearance.
8	9:00	18:00	Vendor registration , Purchase VAT clearance.
9	9:00	18:00	Vendor registration , Purchase VAT clearance.
10	Saturday		
11	Sunday		
12	Holiday		
13	9:00	18:00	Vendor registration , Purchase VAT clearance.
14	9:00	18:00	Vendor registration , Purchase VAT clearance.
15	9:00	18:00	Vendor registration , Purchase VAT clearance.

 Intern	 Supervisor
 Department Head	HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 6pm on the 16th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 8:16 July – 15 august

16 August – 15 September

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 16 AUGUST -15 SEPTEMBER			

***Note:** Please change Timesheet Period monthly, Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:

- Current Month: August 2022
- Timesheet Period: 16th AUGUST 2022 – 15th SEPTEMBER 2022

Date	Time Start	Time End	Key Tasks
16	9:00	18:00	Cash flow
17	Saturday		
18	Sunday		
19	9:00	18:00	Agreement
20	9:00	18:00	Purchase VAT clearance.
21	9:00	18:00	Purchase VAT clearance.
22	9:00	18:00	Purchase VAT clearance.
23	9:00	18:00	Vendor registration , Purchase VAT clearance.
24	Saturday		
25	Sunday		
26	9:00	18:00	Vendor registration, Purchase VAT clearance, PP.30
27	9:00	18:00	Documentation related to Agreement.
28	9:00	18:00	Documentation related to Agreement.
29	9:00	18:00	Documentation related to Agreement .
30	9:00	18:00	Vendor registration , Purchase VAT clearance.
31	Saturday		
1	Sunday		
2	9:00	18:00	Vendor registration , Purchase VAT clearance.
3	9:00	18:00	Purchase VAT clearance.
4	9:00	18:00	Purchase VAT clearance.
5	9:00	18:00	Documentation related to Agreement, Purchase VAT clearance.
6	9:00	18:00	Purchase VAT clearance.

INDORAMA

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 16 AUGUST -15 SEPTEMBER			

Date	Time Start	Time End	Key Tasks
7	Saturday		
8	Sunday		
9	9:00	18:00	Agreement
10	9:00	18:00	Documentation related to Agreement
11	9:00	18:00	Documentation related to Agreement
12	9:00	18:00	Documentation related to Agreement
13	9:00	18:00	Vendor registration
14	Saturday		
15	Sunday		

Intern

Department Head

Supervisor

HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 6pm on the 16th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 9: 16 August – 15 September

16 September – 15 October

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 16 SEPTEMBER -15 OCTOBER			

***Note:** Please change Timesheet Period monthly, Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:

- Current Month: August 2022
- Timesheet Period: 16th SEPTEMBER 2024 – 15th OCTOBER 2024


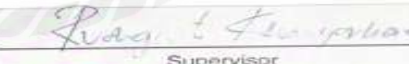

Date	Time Start	Time End	Key Tasks
16	9:00	18:00	Cash flow
17	9:00	18:00	Purchase VAT clearance.
18	9:00	18:00	Purchase VAT clearance.
19	9:00	18:00	Agreement
20	9:00	18:00	Purchase VAT clearance.
21	Saturday		
22	Sunday		
23	9:00	18:00	Vendor registration , Purchase VAT clearance.
24	9:00	18:00	Vendor registration , Purchase VAT clearance.
25	9:00	18:00	Vendor registration , Purchase VAT clearance.
26	9:00	18:00	Vendor registration , Purchase VAT clearance. PP,30
27			Blowing activity
28	Saturday		
29	Sunday		
30	9:00	18:00	Vendor registration , Purchase VAT clearance.
1	9:00	18:00	Purchase VAT clearance.
2	9:00	18:00	Vendor registration , Purchase VAT clearance.
3	9:00	18:00	Purchase VAT clearance.
4	9:00	18:00	Purchase VAT clearance.
5	Saturday		
6	Sunday		

INDORAMA

Internship Monthly Timesheet

Name: PRAVEEN PANDEY		Internship Start Date: 10 JUNE	
Department: ACCOUNT AND FINANCE		Internship End Date: 1 NOVEMBER	
Timesheet Period: 16 SEPTEMBER -15 OCTOBER			

Date	Time Start	Time End	Key Tasks
7	9:00	18:00	Vendor registration , Purchase VAT clearance.
8	9:00	18:00	Vendor registration , Purchase VAT clearance.
9	9:00	18:00	Vendor registration , Purchase VAT clearance.
10	9:00	18:00	Vendor registration , Purchase VAT clearance.
11	9:00	18:00	Vendor registration , Purchase VAT clearance.
12	Saturday		
13	Sunday		
14			holiday
15	9:00	18:00	Vendor registration , Purchase VAT clearance.

 Intern	 Supervisor
 Department Head	HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 6pm on the 16th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 10: 16 September – 15 October

16 October – 15 November

Internship Monthly Timesheet

Name: PRAVEEN PANDEY	Internship Start Date: 10 JUNE
Department: ACCOUNT AND FINANCE	Internship End Date: 27 December
Timesheet Period: 16 OCTOBER -15 NOVEMBER	
<p>*Note: Please change Timesheet Period monthly, Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:</p> <ul style="list-style-type: none"> • Current Month: NOVEMBER 2024 • Timesheet Period: 16 OCTOBER -15 NOVEMBER 	

Date	Time Start	Time End	Key Tasks
16	9:00	18:00	Vendor registration , Purchase VAT clearance.
17	9:00	18:00	Purchase VAT clearance.
18	9:00	18:00	Purchase VAT clearance.
19	Saturday		
20	Sunday		
21	9:00	18:00	Vendor registration , Purchase VAT clearance.
22	9:00	18:00	Vendor registration , Purchase VAT clearance.
23	holiday		
24	9:00	18:00	Vendor registration , Purchase VAT clearance.
25	9:00	18:00	Vendor registration , Purchase VAT clearance.
26	Saturday		
27	Sunday		
28	9:00	18:00	Vendor registration, Purchase VAT clearance.
29	9:00	18:00	Vendor registration, Purchase VAT clearance.
30	9:00	18:00	Vendor registration, Purchase VAT clearance.
31	9:00	9:00	Agreement document
1	9:00	18:00	Purchase VAT clearance.
2	Saturday		
3	Sunday		
4	9:00	18:00	Purchase VAT clearance.
5	9:00	18:00	Purchase VAT clearance.
6	9:00	18:00	Vendor Registration

INDORAMA

Internship Monthly Timesheet

Name: PRAVEEN PANDEY			Internship Start Date: 10 JUNE
Department: ACCOUNT AND FINANCE			Internship End Date: 27 December
Timesheet Period: 16 OCTOBER -15 NOVEMBER			

Date	Time Start	Time End	Key Tasks
7	9:00	18:00	Vendor registration , Purchase VAT clearance,
8	9:00	18:00	Vendor registration , Purchase VAT clearance,
9	Saturday		
10	Sunday		
11	9:00	18:00	Vendor registration , Purchase VAT clearance,
12	9:00	18:00	Vendor Registration
13	9:00	18:00	Vendor Registration
14	9:00	18:00	Vendor Registration
15	9:00	18:00	Vendor registration , Purchase VAT clearance,


 Intern

Supervisor

Department Head

HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 6pm on the 16th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 11:

16 October – 15 November

16 November – 15 December

Internship Monthly Timesheet

Name: Praveen Pandey			Internship Start Date: 10 JUNE
Department: Accounts			Internship End Date: 27 December
Timesheet Period: 16 NOVEMBER – 15 DECEMBER			

Note: Please change Timesheet Period monthly. Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:

- Current Month: August 2022
- Timesheet Period: 16th July 2022 – 15th August 2022

Date	Time Start	Time End	Key Tasks
16	Saturday		
17	Sunday		
18	9:00	18:00	Vendor registration , Purchase VAT clearance,
19	9:00	18:00	Purchase VAT clearance,
20	9:00	18:00	Vendor registration
21	9:00	18:00	Vendor registration , Purchase VAT clearance,
22	9:00	18:00	Agreement document
23	Saturday		
24	Sunday		
25	9:00	18:00	Agreement document
26	9:00	18:00	Vendor Registration
27	9:00	18:00	Vendor Registration
28	9:00	18:00	Vendor Registration
29	9:00	18:00	Vendor registration , Purchase VAT clearance
30	Saturday		
31	Sunday		
1	9:00	18:00	Vendor registration , Purchase VAT clearance,
2	9:00	18:00	Vendor registration , Purchase VAT clearance,
3	9:00	18:00	Vendor registration , Purchase VAT clearance,
4	9:00	18:00	Vendor registration , Purchase VAT clearance,
5	Holiday		
6	9:00	18:00	Write-off VAT Items

INDORAMA

Internship Monthly Timesheet

Name: Praveen Pandey			Internship Start Date: 10 JUNE
Department: Accounts			Internship End Date: 27 December
Timesheet Period: 16 NOVEMBER – 15 DECEMBER			

Date	Time Start	Time End	Key Tasks
7	Saturday		
8	Sunday		
9	9:00	18:00	Write-off VAT Items
10	9:00	18:00	Write-off VAT Items
11	9:00	18:00	Write-off VAT Items
12	9:00	18:00	Write-off VAT Items
13			
14	Saturday		
15	Sunday		

 _____ Intern	 _____ Supervisor
 _____ Department Head	_____ HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 6pm on the 16th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 12: 16 November – 15 December

16 December – 27 December

Internship Monthly Timesheet

Name: Praveen Pandey	Internship Start Date: 10 June 2024
Department: Account And Finance	Internship End Date: 27 December 2024
Timesheet Period: 16 December – 27 December	
<p>*Note: Please change Timesheet Period monthly, Timesheet Period stated should be between 16th of previous month to 15th of current month, for example:</p> <ul style="list-style-type: none"> • Current Month: December 2024. • Timesheet Period: 16 December – 27 December 	

Date	Time Start	Time End	Key Tasks
16	9:00	18:00	Vendor registration , Purchase VAT clearance.
17	9:00	18:00	Purchase VAT clearance.
18	9:00	18:00	Purchase VAT clearance.
19	9:00	18:00	Vendor registration , Purchase VAT clearance.
20	9:00	18:00	Vendor registration , Purchase VAT clearance.
21	Saturday		
22	Sunday		
23	holiday		
24	9:00	18:00	Vendor registration , Purchase VAT clearance.
25	9:00	18:00	Vendor registration , Purchase VAT clearance.
26	9:00	18:00	Vendor registration, Purchase VAT clearance.
27	9:00	18:00	Vendor registration, Purchase VAT clearance.
28			
29			
30			
31			
1			
2			
3			
4			
5			

INDORAMA

Internship Monthly Timesheet

Name: Praveen Pandey		Internship Start Date: 10 June 2024	
Department: Account And Finance		Internship End Date: 27 December 2024	
Timesheet Period: 16 December – 27 December			
6			
Date	Time Start	Time End	Key Tasks
7			
8			
9			
10			
11			
12			
13			
14			
15			

 _____ Intern	 _____ Supervisor
_____ Department Head	_____ HR H.O. & Thailand

Please note:

- Complete monthly time sheet, recheck for errors and obtain signatures from supervisor and Department Head
- For IVL Holiday and Sick Leave, please note in timesheet
- Please submit your timesheet by 5pm on the 15th of each month to receive your allowance by the end of the month. Timesheet submitted after that will be processed the next month.

Figure 1: 16 December – 27 December

Supervisor feedback

Internship Feedback for Praven Pandey,

Dear Praveen,

As your internship with our company "Indorama Ventures Global Services Ltd." comes to an end, I want to take a moment to reflect on your performance and the contributions you've made to our team. It has been a pleasure working with you over the past 5 months, and I'm truly impressed by the qualities you've brought to the table.

1. Professional Growth:

Your enthusiasm for learning and willingness to take on new challenges have been commendable. From the start, you approached tasks with a proactive attitude

2. Quality of Work:

The projects you contributed to, such as Vendor creation, were completed with attention to detail and creativity. Your ability to focus on work played a significant role in delivering impactful results.

3. Team Collaboration:

Your positive attitude and approachability made you a great team member. You communicated effectively, sought feedback, and collaborated seamlessly with others. These qualities helped foster a collaborative environment and set a great example for peers.

4. Initiative and Problem-Solving:

You consistently demonstrated initiative by proposing new ideas, identifying inefficiencies. Your ability to solve problems and think on your feet was a great asset to our team.

5. Future Potential:

Based on your performance, I have no doubt that you will excel in your future endeavors. Your passion for your goals, combined with your dedication and skillset, will make you a valuable asset to any organization you join.

Closing Remarks:

Thank you for your hard work, professionalism, and dedication during your time with us. I hope this internship was a valuable learning experience for you, and I am confident that you will continue to achieve great things in your career. Please don't hesitate to reach out if you need a reference or further guidance in the future.

Best wishes for your future!

Sincerely,

Mr. Ruangwit Khamgorkaew

Corporate Finance & Accounts

Indorama Ventures Global Services Ltd.

International Internship Challenger Camp:



Siam University visit Indorama:



My team:

