



## **COOPERATIVE EDUCATION REPORT**

### **FINANCIAL MANAGEMENT PRACTICES IN THE BEVERAGE INDUSTRY**

WRITTEN BY

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This Report is submitted in Partial Fulfillment of the Requirements for Cooperative  
Education

Faculty of Business Administration

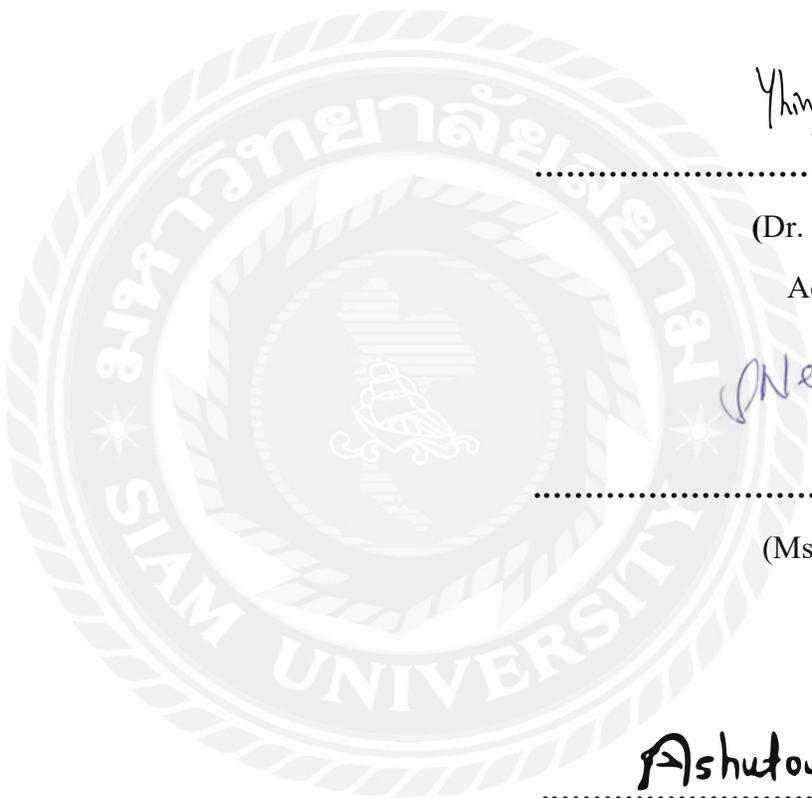
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Siam University

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We have approved this Cooperative Report as a partial fulfillment of the Cooperative Education Program, Semester 2/2024.

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### **Abstract**

This cooperative education report highlights my 16-week internship with Bottlers Nepal Limited, the authorized producer and distributor of Coca-Cola products in Nepal. The goal of this internship was to bridge the gap between academic knowledge and practical financial practices in a business setting. Assigned to the Finance Department, my responsibilities included accounts payable, invoice verification, tax computation, vendor reconciliation, and employee reimbursements. These tasks gave real experience with financial compliance, taxation, and internal business processes in the FMCG industry.

Throughout my internship, I encountered and solved a variety of operational difficulties, including manual procedures, restricted system access, and time-sensitive approvals. These experiences improved not just my technical knowledge of Excel and financial paperwork, but also my communication, problem-solving, and time management abilities. By using theoretical ideas from courses such as financial accounting, taxation, and company finance, I obtained a thorough grasp of how huge corporations manage financial operations and regulatory compliance.

This report summarizes the learning outcomes, contributions, and personal growth that occurred throughout the internship. It also suggests ways to improve internship onboarding, work automation, and system access for future interns. Overall, this experience was an important step towards preparing me for a professional career in corporate finance.

**Keywords:** Accounts Payable, Financial Compliance, FMCG Industry

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In addition, I want to thank all of the faculty members and associates at Siam University and Kathmandu College of Management for their unwavering support before and during my cooperative education experience. I would especially like to thank my teaching assistants and seniors for their tremendous support.

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Sincerely,

Riddhi Dangol

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## Chapter 1: Introduction

This chapter provides a comprehensive summary of Bottlers Nepal Limited (BNL), the authorized manufacturer and distributor of Coca-Cola products in Nepal. BNL continues to provide its customers with premium beverages while promoting sustainability and ethical business conduct. The company's profile, fundamental values, and brands—as well as its strategic ambitions and sustainability efforts—are explained in the sections that follow. This chapter seeks to offer insightful information on Nepal's vibrant beverage sector and the company's influence as a leader in the local market.

### 1.1 Company Profile



*Figure 1: Logo of Bottlers Nepal Limited (Bottlers Nepal Limited, 2024)*

Established in 1979, BNL has been a leader in the Nepalese beverage industry, delivering widely recognized soft drinks such as Coca-Cola, Fanta, Sprite, and Kinley to the regional market. With innovation, quality, and sustainability at its roots, the company continually strives to meet consumer demands. BNL has played a significant role in shaping Nepal's beverage consumption trends, throughout the decades.

BNL has a well-organized manufacturing and distribution network to guarantee product availability across Nepal. The company has cutting-edge bottling plants strategically located in Balaju, Kathmandu, and Bharatpur, Chitwan, fulfilling the demand of different regions effectively. The Balaju factory mainly caters the Kathmandu Valley and the adjacent hill regions. The Bharatpur facility, run by its subsidiary, Bottlers Nepal (Terai) Limited (BNTL), concentrates on meeting the needs of the Terai and other southern regions. Both facilities use advanced production equipment and adhere to strict quality control procedures to uphold international standards in beverage manufacturing.

BNL, a prominent player in the FMCG industry, is dedicated to sustainable business practices in addition to delivering premium refreshments. The company makes significant

investments in environmentally friendly projects, including water conservation, recycling, and carbon emission reduction. Additionally, BNL places a strong emphasis on community participation initiatives, which support regional economic expansion and job creation.

### **1.1.1 Company Vision**

To make every Nepali's first choice of refreshment available within easy reach (Bottlers Nepal Limited, 2024).

### **1.1.2 Company Mission**

To build a community driven, customer focused, profitable, sustainable and socially responsible business in Nepal (Bottlers Nepal Limited, 2024).

### **1.1.3 Company's Purpose**

Refresh Nepal and Make a difference (Bottlers Nepal Limited, 2024).

### **1.1.4 Company's Core Values**

BNL operates on a foundation of core values that drive its corporate culture and business practices (Bottlers Nepal Limited, 2024):

- **Accountability:** Acting with a high sense of responsibility and holding themselves accountable.
- **Teamwork:** Collaborating for collective success.
- **Integrity:** Being open, honest, ethical, and fostering mutual trust and respect.
- **Passion:** Investing hearts and minds into their work

## **1.2 Brands**

The company manufactures, markets, and distributes the most well-known beverage brands in the world. The most popular nonalcoholic ready-to-drink beverages in the world include Coca-Cola®, Sprite®, Fanta®, CokeZero®, and Kinley®. Opportunities for the company's growth are abundant in high-value events and categories. The introduction of single-serve, zero-sugar packs and more cutting-edge flavors that have occasionally been experimented with has led to an evolution in their Sparkling assortment. As part of this innovative growth, Fanta Lemon was recently added as a refreshing citrus flavor to the current range of products.



Coca-Cola



Coca-Cola RGB



Sprite



Sprite RGB



Fanta



Fanta RGB



Coca-Cola Zero



Coca-Cola Zero RGB



Kinley Soda



Kinley Soda RGB



Kinley Water



Fanta Lemon

### 1.3 Organizational Structure

An organizational structure is a basic framework that governs the allocation of duties, responsibilities, and authority inside a business. It defines distinct responsibilities, reporting paths, and coordination systems to guarantee efficient operations and compliance with the organization's fundamental objectives. Through better decision-making, workflow management, and effective communication, a clearly defined structure promotes efficiency.

Bottlers Nepal Limited (BNL) uses a hierarchical organizational structure, guaranteeing distinct divisions of authority and duty amongst departments. This structure enables methodical work delegation, effective supervision, and structured communication, which allows the organization to function well in the fiercely competitive beverage sector. BNL guarantees that every employee is aware of their job, duties, and contribution to accomplishing the organization's strategic goals by upholding a clear chain of command, which eventually improves overall productivity and operational efficiency.

#### 1.3.1 Leadership Team

The Managing Director and the Country Leadership Team are in charge of the overall management of the organization. The Management Team's name and title are listed in detail below.



**Mr. Narmadeshwar  
Narayan Singh**  
Chairperson



**Mr. Deepak Senthil Nath Gunalan**  
Managing Director



**Mr. Uttam Karmakar**  
Country Commercial Director



**Mr. Redwin A. Duay**  
Country Finance Director



**Mr. Yu Hang**  
Country Supply Chain Director



**Mr. Bishnu Bista**  
Country Human Resources Director



**Ms. Sneha Rajbhandari**  
Country Public Affairs, Communications and Sustainability Director



**Mr. Shyam Chand**  
Head of Information Technology



**Ms. Pratima Burma**  
Company Secretary

### 1.3.2 Departments

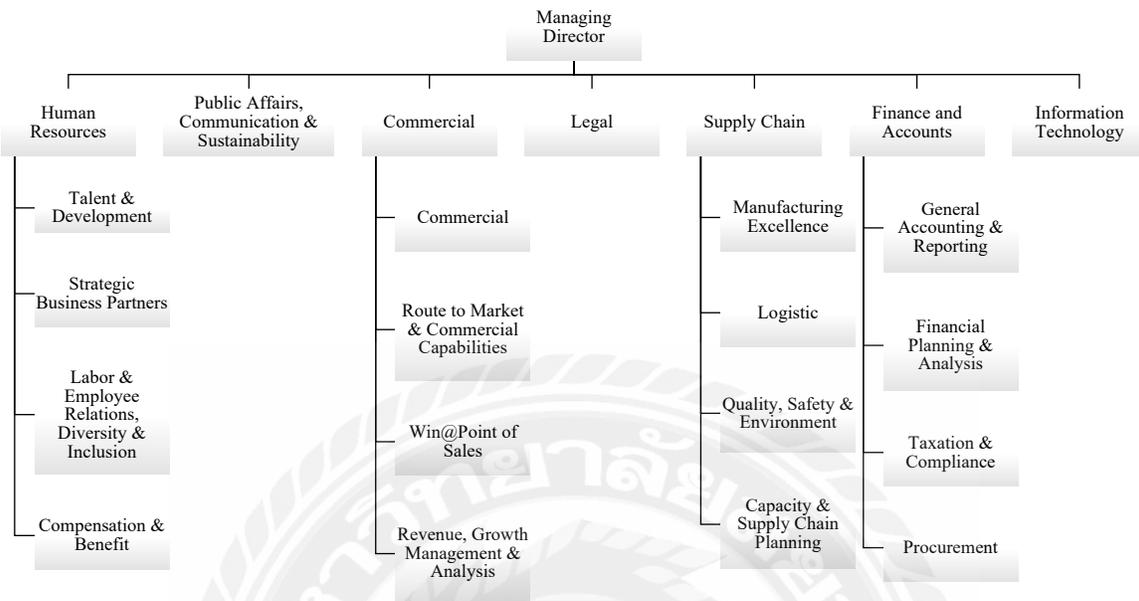


Figure 2: Organizational Structure (Bottlers Nepal Limited, 2024)

Under the direction of a Managing Director, Bottlers Nepal Limited has a functional organizational structure. To guarantee effective operations throughout the company, each department performs specific tasks:

#### I. Human Resources

- Concentrates on employee interactions, strategic business alliances, and talent development
- Places a strong emphasis on managing benefits and pay as well as diversity and inclusion

#### II. Public Affairs, Communication & Sustainability

- Oversees media relations and external communication
- Leads sustainability projects and makes sure they comply with CSR objectives

#### III. Commercial

- Incorporates the Route to Market (RTM) and Commercial Capabilities team

- RTM uses a tiered sales method to ensure product distribution:
  - a. Primary sales are managed by the area sales manager (ASM) (from plant to distributor).
  - b. A sales officer oversees secondary sales, which include distribution to retail locations.
  - c. Direct order collection from retail locations is done by pre-sellers (PS).
- Oversees revenue/growth analysis, Win@Point of Sales operations, and commercial strategy

#### **IV. Legal**

- Assures risk reduction and legal compliance
- Manages legal paperwork, contracts, and regulatory issues

#### **V. Supply Chain**

- Manufacturing Excellence ensures effective and high-quality production.
- Logistics manages deliveries and transportation.
- Quality, Safety & Environment guarantees adherence to environmental and safety regulations.
- Supply chain and capacity planning looks after resource allocation and inventory management.

#### **VI. Finance and Accounts**

- Accounts Payable (AP) manages employee reimbursements and vendor payments for raw materials, guaranteeing accurate bill verification and payment.
- Accounts Receivable (AR) is responsible for managing distributor payments and managing Coca-Cola marketing campaigns.
- VAT, TDS, excise taxes, and customs compliance are all covered under taxes.
- Payments for the transportation of goods are the responsibility of freight.
- Procurement uses supplier management and tenders to oversee the purchasing of office supplies.

## **VII. Information Technology**

- Aids in the organization's technology operations, systems integration, and digital infrastructure.

### **1.3.3 My Position**

Within Bottlers Nepal Limited's organizational structure, I was designated to the Finance Department as a finance intern, primarily assisting with the accounts payable function. I primarily assist in accounts payable. My tasks include reviewing vendor bills, reconciling statements, and facilitating employee reimbursements for official costs. I also help file VAT returns, which gives me great experience with the company's financial operations and compliance practices.

### **1.3.4 My Job Position in the Company's Organizational Structure**

My role helps to ensure the smooth execution of payment-related activities and maintain accurate financial records. I mainly report to Ms. Priyanka Subedi, who is in charge of the company's accounts payable processes. Under her direction, I help with tasks like bill verification, vendor reconciliation, employee reimbursements, and filing VAT returns.

## **1.4 My Motivation to Choose This Company as the Workplace for my Co-Op Studies**

Bottlers Nepal Limited's strong credibility as a multinational company and the authorized manufacturer and distributor of Coca-Cola beverages in Nepal is one of the main reasons I selected it as the location for my co-op studies. Being a part of a well-known company around the world allowed me to witness and take in established financial management, compliance, and operational efficiency processes. I believe this setting might offer insightful information on how local contexts adopt international standards.

As a finance major with a strong interest in corporate finance, I was thrilled to join the Finance Department of Bottlers Nepal Limited. My goal was to gain a deeper understanding of how big businesses manage financial functions like vendor reconciliation, taxation, accounts payable, and reimbursements. My academic background and professional interests were well matched with this department's internship, which enabled me to apply what I had learned in the classroom to a real-world corporate environment.

Additionally, the organization's well-organized workplace and knowledgeable staff provided the perfect setting for learning. The chance to work under competent mentors who mentor interns while simultaneously promoting initiative and accountability particularly appealed to me. The company's dedication to operational excellence, sustainability, and transparency also made it a motivating location for me to begin my career. All things considered, this internship has been an essential step in helping me establish a solid financial foundation and get ready for future positions in corporate finance.

### 1.5 Strategic Analysis of the Company

<p><b><u>Strengths</u></b></p> <p>Strong Brand</p> <p>Wide Distribution Network</p> <p>Operational Efficiency</p> <p>Financial Backing and Resources</p> <p>Established Market Presence</p>	<p><b><u>Weaknesses</u></b></p> <p>High Dependence on Carbonated Drinks</p> <p>Limited Local Customization</p> <p>Supply Chain Vulnerabilities</p>
<p><b><u>Opportunities</u></b></p> <p>Growing Health-conscious Market</p> <p>Public-Private Partnerships</p>	<p><b><u>Threats</u></b></p> <p>Intense Competition</p> <p>Shift in Consumer Preferences</p> <p>Regulatory Risks</p>

*Table 1: SWOT Analysis of Bottlers Nepal Limited*

#### ***Strengths***

- Strong Brand - Bottlers Nepal Limited is an authorized bottler of Coca-Cola, one of the most well-known and reputable global beverage brands. This relationship offers a significant competitive advantage and consumer trust.
- Wide Distribution Network - The company employs a strong Route-to-Market (RTM) methodology to ensure effective distribution from the plant to distributors and subsequently to retail outlets in both urban and semi-urban areas.
- Operational Efficiency - BNL uses standardized global bottling procedures to ensure product consistency, quality control, and cost-effectiveness.

- Financial Backing and Resources - As part of the worldwide Coca-Cola system, BNL has access to international knowledge, training, technology, and investment.
- Established Market Presence - With decades of experience in Nepal, the company has strong brand loyalty and a deep relationship with the local market.

### ***Weaknesses***

- High Dependence on Carbonated Drinks - Bottlers Nepal Limited's product portfolio relies mainly on carbonated beverages. With rising consumer awareness of health and wellness, this reliance poses a threat to long-term success.
- Limited Local Customization - The company provides standardized goods associated with the worldwide Coca-Cola portfolio, which may not necessarily reflect the different tastes and preferences of the Nepali market.
- Supply Chain Vulnerabilities - Due to Nepal's hard geography and infrastructure restrictions, the organization frequently has distribution inefficiencies and transportation delays, particularly in distant or rural locations.

### ***Opportunities***

- Growing Health-conscious Market - As consumers become more health-conscious, there is a greater demand for healthier beverage options. This provides an opportunity for Bottlers Nepal Limited to expand its product line by introducing low-calorie drinks, juices, and functional beverages.
- Public-Private Partnerships - The company can work with government agencies and non-governmental organizations (NGOs) on programs such as sustainability, recycling, and health awareness. Such collaborations can boost brand reputation and help the company fit with national development goals.

### ***Threats***

- Intense Competition - The beverage sector in Nepal is growing more competitive as local brands and foreign products provide alternatives at competitive costs, potentially affecting market share.

- Shift in Consumer Preferences - Consumers are progressively turning away from sugary beverages in favor of healthier options. This transition could hurt demand for BNL's key products, carbonated beverages.
- Regulatory Risks - The company faces a variety of regulatory obstacles, including packaging and plastic use limitations, and advertising rules. Any modifications in these areas could have a direct impact on operating costs and marketing tactics.

### **1.6 Objectives of the Cooperative Study**

The primary objective of this paper is to emphasize how crucial it is to connect theoretical knowledge with real-world, practical applications in a structured corporate setting. This report is a summary of my self-reflection, which helped me better understand how I developed both personally and professionally while working as an intern at Bottlers Nepal Limited. Throughout this process, I've been able to define my areas of strength, identify my areas for growth, and put essential concepts into practice, all of which have helped me advance as a finance student.

Additionally, the report seeks to give a broad overview of the finance operations in Nepal's FMCG sector, illuminating the effective management of internal financial processes by a global corporation such as Bottlers Nepal Limited. It contains my thoughts on the difficulties, successes, and most important lessons I learned while working for the organization. I intend to advance my knowledge of finance positions in big businesses and inspire other students to seek comparable possibilities by documenting these experiences. As a student entering the working world, this report documents my experience and aids in monitoring my development.

## Chapter 2: Co-Op Study Activities

### 2.1 My Job Description

- I. Billing and Payments to Vendors:
  - Created invoices payable to vendors by adjusting TDS and VAT to the total amount owed.
  - Assured billing process accuracy by relevant tax laws.
- II. Reimbursement of Employees:
  - Handled reimbursements for expenses of employees who were traveling outside the Kathmandu Valley for official work.
- III. Claims for Sales Department Expenses:
  - Handled the reimbursement procedures for Sales Department employees, including those related to fuel and auto maintenance.
- IV. Vendor Statement Reconciliation:
  - Fixed discrepancies by tracking down missing invoices and working with suppliers to adjust account balances.
- V. Tax Compliance Support
  - Assisted in filing VAT returns to ensure regulatory compliance.

### 2.2 My Job Responsibilities

- I. **Financial Processing and Vendor Management:** I mostly worked in the accounts payable department of Bottlers Nepal Limited during my internship, where I was in charge of assisting with important financial processes related to vendor transactions and reimbursements. Under the direction of the financial team, I had practical experience in managing reimbursements, processing vendor payments, and supporting tax compliance processes.
  - **Bill Verification and Vendor Billing:** My main responsibility was to calculate the final due amount to prepare vendor bills precisely. This required adding 13% Value Added Tax (VAT) and subtracting 1.5% Tax Deducted at Source (TDS) from the taxable amount. I made certain that every entry complied with legal requirements and was sent in on time for processing.

- **Vendor Statement Reconciliation:** To find any disparities or inconsistencies, I assisted in the reconciliation of vendor statements with internal purchasing records. This required looking into missing invoices and amending ledgers to reconcile differences and keep accurate records.

**II. Reimbursement Management:** My responsibilities also included handling employee and departmental expenditure claims. To guarantee prompt reimbursements, I examined filed claims and verified supporting documentation.

- **Employee Travel Expense Reimbursements:** I handled reimbursement claims for staff members who had to travel outside of the Kathmandu Valley for work-related reasons. These claims covered travel, food, and hotel costs. I made sure that every claim was appropriately documented and by business policy.
- **Sales Department Travel Reimbursements:** I managed the sales department's expenditure claims for fuel, auto repair, and other associated expenses. Before each claim was sent for approval, it was carefully compared to the given receipts.

**III. Taxation Support and Compliance:** I assisted with the VAT return procedure as part of my commitment to tax compliance.

- **VAT Return Filing Assistance:** I assisted in the preparation and compilation of VAT-related data for monthly returns under the direction of the finance team. To fulfill government deadlines, this involved arranging bills, confirming quantities, and making sure that the necessary paperwork was submitted accurately.

### 2.3 Activities in Coordinating with Co-workers

In the Finance Department of Bottlers Nepal Limited, I worked in the **Accounts Payable division**. I was one of nine employees in this section, which worked closely with the cashier, taxation, and procurement teams. To make sure everything ran smoothly, I kept in regular contact with my coworkers and other departments. The majority of my interactions with coworkers were in person because my role was on-site, particularly when talking about certain duties like addressing inconsistencies in reimbursement procedures or reconciling vendor data. However, I usually received the required documents, such as Excel and PDF files, by email.

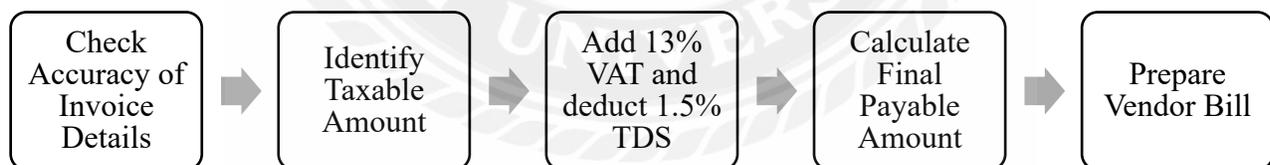
When I first started working for the company, I was given a tour of the factory to get an understanding of how things work and how the finance team works with other departments. This helped to comprehend the overall workflow. **Ms. Priyanka Subedi**, my immediate supervisor, gave me detailed instructions on each task before allocating it to me. To make sure I could comprehend the procedures and finish the assignments quickly, this assistance was crucial. While other co-workers used SAP for their responsibilities, I spent most of my internship working using Excel.

I received regular updates on the progress of ongoing work and expectations. To provide a structured workday, my working hours were set from 9:00 AM to 5:00 PM. Even though I usually spoke with my coworkers in person, I was always quick to manage documents and reports via email, which made sure that activities were coordinated well and completed on time.

## 2.4 My Job Process

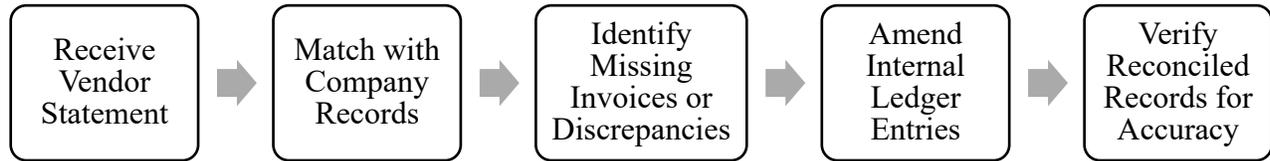
I was able to develop and improve my abilities in data handling, Excel reporting, time management, and workplace communication at Bottlers Nepal Limited, all while contributing effectively and efficiently to the goals of my team and the finance department overall with the support of appropriate job procedures.

### A. Bill Verification and Vendor Billing



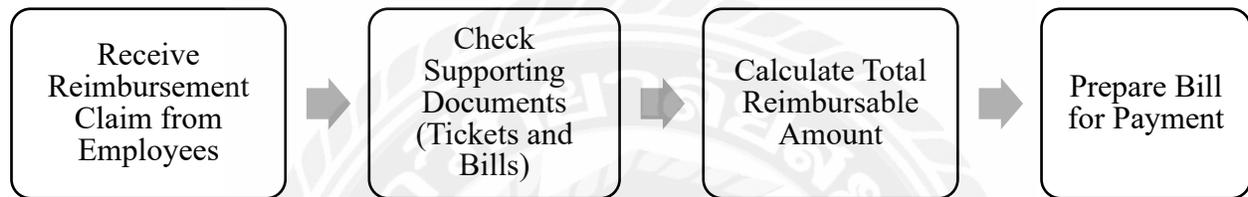
*Figure 3: My Job Process for Bill Verification and Vendor Billing*

## B. Vendor Statement Reconciliation



*Figure 4: My Job Process for Vendor Statement Reconciliation*

## C. Employee Travel Expense Reimbursement



*Figure 5: My Job Process for Employee Travel Reimbursement*

## D. Sales Department Travel Reimbursement



*Figure 6: My Job Process for Sales Department Travel Reimbursement*

## E. Taxation Support and Compliance



*Figure 7: My Job Process for Taxation Support and Compliance*

## **2.5 Contributions as a Co-Op Student in the Company**

I made major contributions in several areas during my internship at Bottlers Nepal Limited, with a primary focus on accounts payable, vendor payments, and reconciliation procedures. My main duty in the Accounts Payable department, where I collaborated closely, was to confirm vendor invoices. I made certain that each transaction was handled correctly. These validated invoices were subsequently sent to the tax department for VAT recording, which was essential for VAT filing, and to the cashier for payment.

I helped the Accounts Receivable division submit distributors' claims for the Coke Buddy application, making sure the paperwork was well-organized and easily accessible, even though I wasn't directly involved in vendor discussions.

Reconciling vendor statements was one of the difficulties I ran into throughout my internship. I instantly sought advice from my supervisor when there were differences or I was stuck on a specific problem. With this assistance, I was able to successfully get past challenges and carry on with the assignment.

I made considerable use of Excel for all of my duties in the job, including managing data and tracking, and processing payments. My superiors gave me timely feedback, which allowed me to improve my abilities and gain a deeper comprehension of the procedures used in the financial department. By following these protocols and accepting additional duties, I helped the Accounts Payable division run smoothly.

## **Chapter 3: Learning Process**

### **3.1 Problems/Issues of the Company**

During my internship, I witnessed and encountered several operational and procedural difficulties in the finance and accounts payable division of Bottlers Nepal Limited. Although these problems are normal in large organizations, they affected the effectiveness of the workflow and brought attention to areas that may be improved.

#### **I. Manual and Repetitive Workflows –**

Many everyday tasks, including bill verification, reconciliation, and claim management, relied primarily on manual Excel sheets even though they were part of an international system. This took a significant amount of time, particularly when managing large transaction volumes, and raised the possibility of human error.

#### **II. Limited Access to SAP –**

The SAP ERP system that full-time financial employees use was not available to me as an intern. This limited my learning experience by preventing me from directly observing or processing real-time financial information and frequently forcing me to rely on second-hand data for activities.

#### **III. Limited Time for Training or Onboarding –**

Even though my supervisor was encouraging, there wasn't much time for formal onboarding or training. Having to learn a lot on the job was often intimidating, especially when it came to specialized tax or compliance paperwork.

### **3.2 Solutions Implemented to the Problems**

Together with the Accounts Payable team, I implemented several useful measures to resolve the persistent problems we ran into during my internship at Bottlers Nepal Limited. While structural limitations were the cause of certain difficulties, proactive planning, communication, and supervisor assistance helped to resolve or lessen many of them.

#### **I. Addressing Manual and Repetitive Workflows –**

I developed organized Excel templates with pre-defined formulas for calculating VAT, TDS, and net payable amounts to reduce errors in manual data entry and improve

the processing of invoices and reimbursements. This unified the handling of vendor invoices and reimbursements across cases and decreased calculation errors.

## **II. Working Around SAP Access Limitations –**

I worked closely with colleagues who had direct access to SAP, although not have it myself. After manually reconciling data and reviewing Excel exports, I created handoffs and summaries that were prepared for SAP entry. Even without system credentials, our cooperation made sure I continued to be active throughout the entire financial cycle.

## **III. Navigating Limited Training Time –**

To make up for the absence of official onboarding, I kept a personal logbook in which I recorded important procedures and made my reference manual out of repetitive activities. When I wasn't sure, I always sought clarification and made sure to consider my supervisor's feedback. Over time, this self-directed learning helped me grow more self-reliant and productive.

### **3.3 Recommendations to the Company**

To improve operational efficiency, I would like to suggest the following ideas based on my observations and the difficulties I faced while working as an intern in the finance department of Bottlers Nepal Limited.

#### **I. Digitize and Automate Routine Finance Tasks -**

Even while Excel works, implementing automated tools or templates could decrease the risk of human error and manual data entry. Time would be saved and employees could concentrate on higher-value work if procedures like invoice matching, tax computations, and reconciliation were automated.

#### **II. Implement a Centralized Document Submission System –**

A single portal or shared drive where all pertinent documents (such as scanned bills, PO confirmations, and claim forms) are uploaded and tracked could be implemented to accelerate the process of gathering documentation from departments and vendors. Delays would be reduced, and scattered emails would no longer be necessary.

**III. Provide Basic SAP Access or Shadowing Opportunities to Financial Interns -**

Financial interns would have a deeper understanding of corporate financial systems if they were given limited read-only access or were able to see SAP operations. Learning results would be much improved by this experience, and interns would be more equipped for roles in enterprise settings in the future.

**IV. Adopt a Task Management or Tracking System -**

To help the financial team better coordinate workflows and reduce missed or delayed items, a basic task-tracking tool (such as Microsoft Planner, Asana, or Trello) for managing reimbursements, bill approvals, and filing deadlines could be introduced.

**3.4 What I learned during the Co-Op Studies**

I was able to close the knowledge gap between academic study and practical financial operations during my internship at Bottlers Nepal Limited. Over 16 weeks, I enhanced my technical and communication abilities, obtained practical experience in accounts payable processes, and deepened my comprehension of the internal operations of huge organizations. I learned a lot in the following main areas throughout my internship:

**I. Understanding of Accounts Payable Systems –**

I gained a deeper understanding of practical financial operations by learning how business firms handle accounts payable procedures, such as processing vendor bills, reimbursements, and tax deductions.

**II. Importance of Accuracy and Compliance –**

The internship taught me the crucial precision in financial documentation, particularly in ensuring VAT and TDS are computed and reported correctly to meet legal and internal compliance requirements.

**III. Excel proficiency –**

Being able to utilize Excel regularly for data organization for reports, reimbursement summaries, and calculation verification greatly enhanced my skills.

**IV. Time Management and Organization –**

I became more disciplined at setting priorities, making daily plans, and completing work on time by managing several projects within a set timetable.

**V. Communication in a Professional Environment –**

I was able to hone my professional communication skills—particularly in handling document follow-ups and composing succinct emails—by coordinating with team members and other departments.

**VI. Problem-Solving in Real Situations –**

I faced real-world issues like mismatched vendor statements and missing claim paperwork, and I discovered how to tackle these issues methodically and ask for help when necessary.

**VII. Exposure to Corporate Workflow –**

My understanding of corporate operations was expanded by working in a structured organization, where I saw how departments collaborate and how financial choices fit into the larger business plan.

**VIII. Team Collaboration and Support –**

During my internship, I learned the value of collaboration and teamwork, particularly when assignments called for tight coordination with the procurement, cashier, and tax departments.

**3.5 How I applied the knowledge from the Coursework to the Real Working Station**

My internship at Bottlers Nepal Limited allowed me to implement many of the concepts and skills I had acquired in my BBA coursework into practice, especially those regarding management, accounting, and finance. **Financial accounting** was one of the most immediately applicable courses, offering a solid basis for comprehending the organization and recording of financial transactions. This information was crucial when I was confirming vendor invoices and reimbursements, as I had to make sure that the entries complied with fundamental accounting concepts like the matching concept and accurate expense classification.

**Taxation** was another topic that turned out to be very relevant. I was responsible for figuring out and confirming VAT and TDS on a variety of transactions during my internship. I was able to comprehend the legal justification for every deduction and apply the appropriate percentages while making sure the business stayed in compliance with tax laws, as I had previously studied Nepal's taxation structure in class. This greatly simplified and improved the accuracy of processes like creating VAT summaries and assisting with VAT return filings.

The **Financial Statement Analysis** class also helped me in my role as a vendor statement reconciler and payment inconsistency checker. I improved my ability to critically evaluate data, spot odd trends, and compare invoice amounts with purchase records. This analytical thinking also improved my attention to detail, which helped me identify inconsistencies before they affected my reporting.

Likewise, **Business Finance** aided me in comprehending the broader implications of financial choices, such as the significance of cash flow and payment schedules. I came to see how important effective accounts payable management is to preserving the company's liquidity and financial standing. My daily tasks took on greater significance as a result of this viewpoint, as I could relate them to the operational well-being of the business.

Finally, the **Principles of Management** course made it easier for me to adjust to Bottlers Nepal Limited's organizational structure. It was simpler for me to coordinate with other departments and blend in with the current workflow since I recognized the value of reporting lines, delegation, and structured communication.

To sum up, the internship helped me make the connection between my academic knowledge and real-world work experience. In addition to assisting me in carrying out my duties, the theories and resources I acquired in class helped me better grasp how finance operates in major corporations.

### **3.6 Learnings from this Co-Op Studies**

I was able to grow both professionally and personally during my life-changing cooperative education experience at Bottlers Nepal Limited. Finding a way to connect theory and practice was one of the most significant lessons learned. Even though I had previously learned several accounting and financial concepts in class, using them in a real-world business environment helped me understand the degree of responsibility, discipline, and detail required for real financial operations. I realized that in divisions like accounts payable, where even a small mistake in tax computation or documentation can cause workflow disruptions and more serious problems, accuracy and compliance are non-negotiable.

I also learned from this experience how important soft skills are in the workplace. I discovered how crucial teamwork, efficient communication, and time management are to any department's success. I developed my skills to speak assertively and professionally by

collaborating with internal teams for claim verification and following up with vendors for missing documentation. My organization and confidence in handling several projects with short deadlines have also improved as a result of the internship. My work ethic was significantly enhanced by the setting, which required me to be proactive, take initiative, and be accountable for my tasks.

The significance of flexibility and ongoing education was yet another important lesson learned. Many of the organization's internal processes and formats were foreign to me at first, but I eventually adjusted by paying attention, seeking clarification, and putting criticism to use. This adaptability enabled me to keep up with the fast-paced FMCG firm work environment. I also discovered that genuine learning frequently takes place outside of the classroom—through firsthand encounters with difficulties, on-the-spot problem-solving, and gaining knowledge from seasoned mentors and colleagues.

All things considered, this Co-Op program helped me better grasp corporate finance, sharpen my technical and interpersonal abilities, and identify the kind of work I prefer. It confirmed my desire to work in finance, particularly in analytical and structured positions where I can support compliance and operational efficiency. Acquiring knowledge was only one aspect of the learning process; another was developing a mindset that prioritizes accuracy, responsibility, and career advancement.

## **Chapter 4: Conclusion**

### **4.1 Summary of Highlights of my Co-op Studies at Bottlers Nepal Limited**

Bottlers Nepal Limited's cooperative education program provided an invaluable insight into the daily activities of a formal business setting. Through regular participation in professional workflows, the internship allowed me to see how departments collaborate, how procedures are standardized, and how work is handled within predetermined deadlines and expectations. Being a member of a vibrant team in a sector that moves quickly, like drinks, exposed me to how big businesses manage efficiency, volume, and regulatory obligations.

I took part in the routine activities of the financial department throughout my internship and made contributions to ongoing projects that aided in the department's overall goals. The internship's framework guaranteed consistent participation, and I was given the chance to work on my skills while simultaneously getting assistance from team members and supervisors as required.

Dealing with real-time data and interacting with people from other departments all helped me keep informed about and actively involved in larger business operations. Overall, the program was well-structured, and I was able to remain involved and productive for the duration of the placement because of the organization's professional environment.

### **4.2 My Evaluation of the Work Experience**

The work experience at Bottlers Nepal Limited was professionally run and well-structured, providing interns with a structured and transparent atmosphere in which to actively participate in ongoing activities. Throughout the internship, it was feasible to remain focused and productive since the organization struck a balance between delegating tasks and offering the assistance that was required. Consistent supervision, well-defined duties, and open lines of communication all contributed to the timely and organized completion of the job.

Because of the professional yet approachable attitude at work, interns were free to engage with other team members and ask questions as necessary. Even though the company moved quickly, there was a cooperative environment where team members cooperated to solve problems and accomplish departmental objectives. A smooth working experience was facilitated by the workflow's clear procedure and excellent communication of expectations.

Despite being task-oriented, the responsibilities gave the workdays a stable pace and helped to maintain a sense of commitment. All things considered, the work experience was interesting and fulfilling from a professional standpoint, providing knowledge on how structured systems work in a business environment and how each team member helps to ensure operational continuity.

#### **4.3 Limitations of the Co-Op Studies**

Although Bottlers Nepal Limited's cooperative education program was beneficial and effectively run, several limitations reduced the exposure's overall depth. The program's short duration—just four months—was one major limitation. Because of the short timeline, it was challenging to fully comprehend the company's financial systems and procedures. The internship was coming to an end by the time I had completely adjusted to the process and established a routine for completing chores. Consequently, there was no chance to investigate alternative duties or switch between departments to obtain a more comprehensive perspective.

Even while it was helpful, the scope of work was narrowly focused on a particular function, mostly accounts payable, which prevented exposure to other areas like financial planning, reporting, or analysis. Additionally, the majority of learning took place informally and on the job because there was no official onboarding or planned training program created especially for interns. Although supervisors' advice made the move easier, a more methodical approach might have sped up the learning curve.

#### **4.4 Recommendations for the Co-Op Program**

The Co-op Program at the university has been a great way for students to get practical experience that enhances their academic education. However, I think there are a few areas that may be improved to further benefit students from the program.

First, I suggest reevaluating the reporting criteria. The current structure includes redundant explanations, which may cause misunderstandings. A more efficient method would be beneficial.

Similarly, to guarantee a comprehensive understanding of every section of the report, the Pre-Co-Op report writing training should be divided into multiple sessions. Students must fully comprehend the components of these reports because they are posted on the university's database. I sincerely appreciate the university for giving us this wonderful opportunity, and I'm excited for the Co-op Program to continue expanding in the future.

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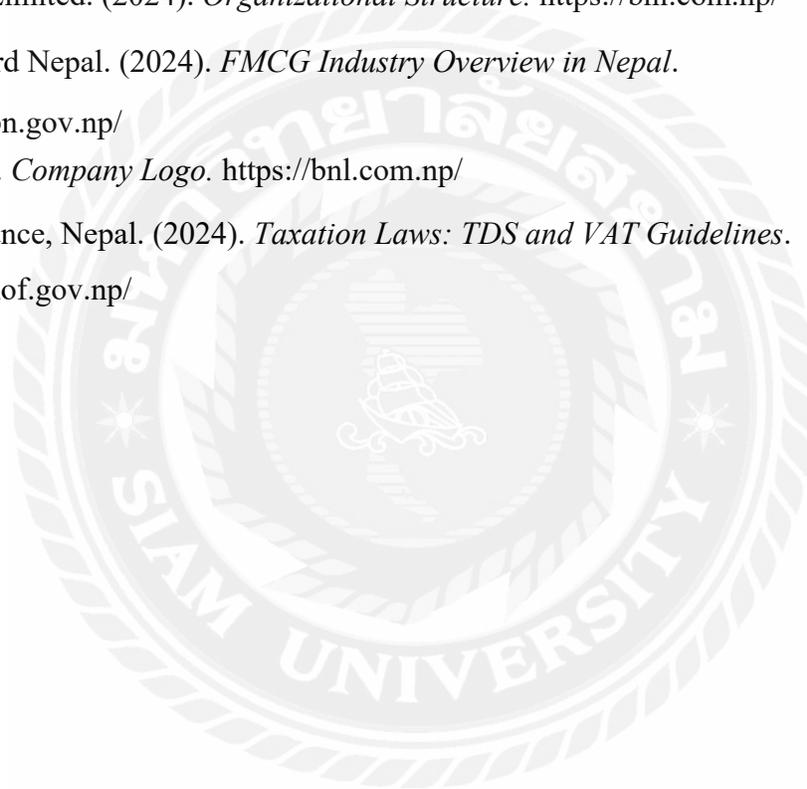
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## Appendices

### Weekly Report

#### Month: March

##### Week 1

Sunday: 16/03/2025	Monday: 17/03/2025	Tuesday: 18/03/2025	Wednesday: 19/03/2025	Thursday: 20/03/2025	Friday: 21/03/2025
- Prepared Vendor Bill	- Prepared Vendor Bill - Handled Employee Travel Reimbursements	- Prepared Vendor Bill - Balanced Ledger and identified missing invoices	- Prepared Vendor Bill - Handled Employee Travel Reimbursements	- Prepared Vendor Bill - Handled Employee Travel Reimbursements	- Prepared Vendor Bill

##### Week 2

Sunday: 23/03/2025	Monday: 24/03/2025	Tuesday: 25/03/2025	Wednesday: 26/03/2025	Thursday: 27/03/2025	Friday: 28/03/2025
- Prepared Vendor Bill - Reconciled Vendor Statements	- Plant Visit - Prepared Vendor Bill - Recorded distributor scheme claims	- Prepared Vendor Bill - Handled Sales Department auto maintenance reimbursement	- Prepared Vendor Bill - Handled Employee Travel Reimbursements	- Prepared Vendor Bill - Handled Employee Travel Reimbursements	- Prepared Vendor Bill - Tracked down missing vendor invoices

#### Month: April

##### Week 3

Sunday: 30/03/2025	Monday: 31/03/2025	Tuesday: 01/04/2025	Wednesday: 02/04/2025	Thursday: 03/04/2025	Friday: 04/04/2025
- Prepared Vendor Bill - Filed Scheme claims from distributors	- Prepared Vendor Bill - Reconciled Vendor account balances	- Prepared Vendor Bill - Assisted in VAT return filing	- Prepared Vendor Bill - Handled Employee Reimbursement	- Prepared Vendor Bill - Tallied Excise Data against IRD	- Prepared Vendor Bill - Handled Employee Reimbursement

	- Managed VAT document Filing		- Reconciled Vendor Statements		
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## Week 4

Sunday: 06/04/2015	Monday: 07/04/2015	Tuesday: 08/04/2015	Wednesday: 09/04/2015	Thursday: 10/04/2015	Friday: 11/04/2015
Public Holiday – Ram Navami	- Prepared Vendor Bill - Handled Employee Reimbursement - Processed claims for sales expenses	- Prepared Vendor Bill - Tracked missing company invoices	- Prepared Vendor Bill - Processed fuel and maintenance reimbursements	- Prepared Vendor Bill - Assisted in VAT document filing	- Prepared Vendor Bill

## Week 5

Sunday: 13/04/2015	Monday: 14/04/2015	Tuesday: 15/04/2015	Wednesday: 16/04/2015	Thursday: 17/04/2015	Friday: 18/04/2015
- Prepared Vendor Bill - Handled travel reimbursement	Public Holiday – New Year 2015	- Prepared Vendor Bill - Updated Scheme Claims	- Prepared Vendor Bill - Reconciled distributors' statements - Updated scheme Claims	- Prepared Vendor Bill - Processed claims for vehicle maintenance	- Prepared Vendor Bill - Managed VAT and TDS filing

## Week 6

Sunday: 20/04/2015	Monday: 21/04/2015	Tuesday: 22/04/2015	Wednesday: 23/04/2015	Thursday: 24/04/2015	Friday: 25/04/2015
- Prepared Vendor Bill - Processed claims for	- Prepared Vendor Bill - Reconciled ledger balance	- Prepared Vendor Bill - Verified VAT documentation	- Prepared Vendor Bill - Reconciled distributor statements	- Prepared Vendor Bill - Submitted scheme claim entries	- Prepared Vendor Bill

vehicle maintenance	- Handled Employee Reimbursement		- Reconciled vendor invoices		
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**Month: May**

## Week 7

Sunday: 27/04/2025	Monday: 28/04/2025	Tuesday: 29/04/2025	Wednesday: 30/04/2025	Thursday: 01/05/2025	Friday: 02/05/2025
- Prepared Vendor Bill - Verified VAT documentation	- Prepared Vendor Bill - Handled employee travel reimbursement	- Prepared Vendor Bill	- Prepared Vendor Bill - Managed scheme claims documentation	Public Holiday – May Day	Leave

## Week 8

Sunday: 04/05/2025	Monday: 05/05/2025	Tuesday: 06/05/2025	Wednesday: 07/05/2025	Thursday: 08/05/2025	Friday: 09/05/2025
- Prepared Vendor Bill - Handled employee travel reimbursement	- Prepared Vendor Bill - Checked ledger discrepancies	- Prepared Vendor Bill - Processed fuel expense reimbursement - Talled Excise figures with IRD data	- Prepared Vendor Bill - Managed scheme claims documentation	- Prepared Vendor Bill - Handled employee reimbursements	- Prepared Vendor Bill

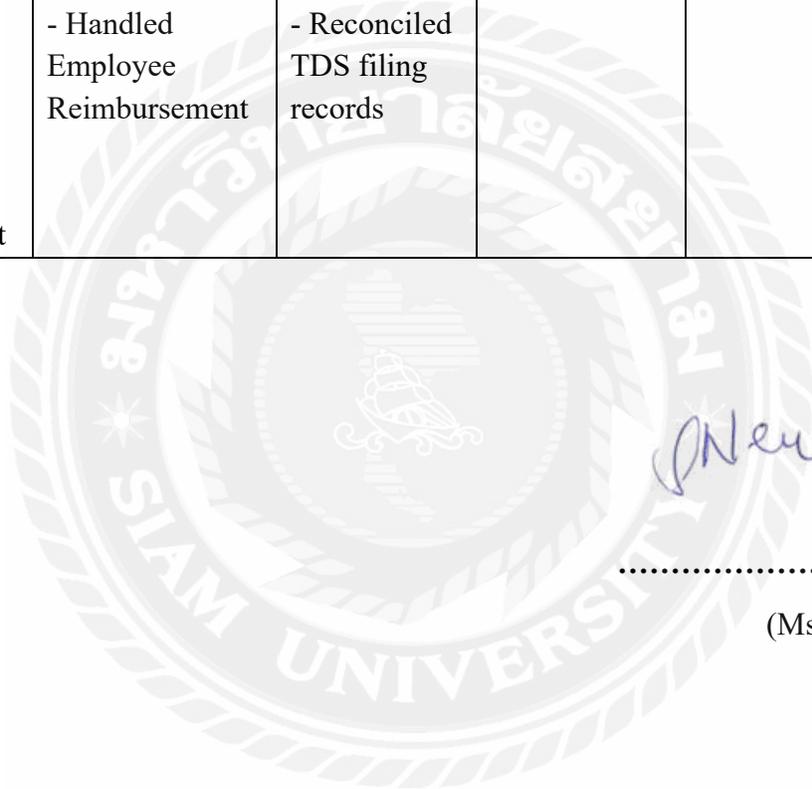
## Week 9

Sunday: 11/05/2025	Monday: 12/05/2025	Tuesday: 13/05/2025	Wednesday: 14/05/2025	Thursday: 15/05/2025	Friday: 16/05/2025
Leave	Public Holiday – Buddha Jayanti	- Prepared Vendor Bill - Processed fuel expense reimbursements	- Prepared Vendor Bill - Processed fuel expense reimbursements	- Prepared Vendor Bill - Handled Employee Reimbursement	- Prepared Vendor Bill - Reconciled TDS filing records

		- Followed up on missing invoices	- Recorded distributor claims		
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Week 10

Sunday: 18/05/2025	Monday: 19/05/2025	Tuesday: 20/05/2025	Wednesday: 21/05/2025	Thursday: 22/05/2025	Friday: 23/05/2025
- Prepared Vendor Bill - Managed scheme claims documentation - Handled Employee Reimbursement	- Prepared Vendor Bill - Handled Employee Reimbursement	- Prepared Vendor Bill - Reconciled TDS filing records			



*Neupane*

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(Ms. Sami Neupane)  
Job Supervisor



Figure 8: Office Premises



*Figure 9: Finance Department*



*Figure 10: Intern's Workstation*