



**CO-OPERATIVE REPORT**

**A STUDY OF**

**AUDIT, TAXATION, AND COMPLIANCE AT DAHAL & COMPANY**

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This report is submitted in partial fulfillment of the  
requirements of Co-operative Education.

**Faculty of Business Administration**  
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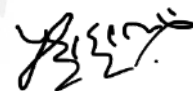
**Title** : A Study of Audit, Taxation, and Compliance at Dahal & Company  
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**Department** : Bachelor of Business Administration  
**Major** : Finance & Investment  
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### ABSTRACT

This report presents a reflection on a 18-week Co-Operative Education internship undertaken at Dahal & Company, an established audit and consulting firm in Nepal. The internship aimed to provide practical exposure to accounting, tax compliance, and business documentation processes.

During the internship, I was responsible for preparing salary sheets in Excel, handling VAT and eTDS filings, and drafting formal business documents such as letters and agreements. I also conducted research on Nepal's financial regulations, import-export procedures, and business laws affecting private and proprietorship firms.

Through these tasks, I developed practical skills in Microsoft Excel and Word, improved my understanding of Nepal's taxation system, and gained firsthand experience in financial documentation and compliance. The internship served as a valuable opportunity to bridge academic learning with real-world applications in the field of auditing and financial consulting.

**Keywords:** Dahal & Company, Audit Firm, VAT Filing, eTDS, Microsoft Excel, Nepal Tax System, Financial Regulations.

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Lastly, I am grateful to my family and friends for their constant encouragement and support, which helped me successfully complete this internship.

Sincerely

**Ngima Sangmo Rokaya**

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## Chapter 1: Introduction

### 1.1 Company's Profile

Dahal & Company is a trusted and well-established audit firm in Nepal, known for delivering accurate, transparent, and reliable financial and assurance services. The firm was founded in 2000 AD by Mr. Youba Raj Dahal, a Registered Auditor licensed by the Institute of Chartered Accountants of Nepal (ICAN). With years of expertise in the field, Mr. Dahal has successfully led the company, building a strong reputation for professionalism and quality service.

Since its inception, Dahal & Company has provided core services such as auditing financial statements, evaluating regulatory compliance, conducting risk assessments, and offering strategic financial consulting. The firm serves a wide range of clients including importers, exporters, hotels, trading companies, non-profit organizations, and many others. This diverse client base reflects the firm's adaptability and deep understanding of various industry needs.

Dahal & Company is known for its integrity, personalized service, and commitment to helping clients maintain well-structured and compliant financial records. Its experienced team works closely with businesses to develop customized financial solutions that align with each client's goals and industry requirements.

By ensuring that clients remain informed, compliant, and financially sound, Dahal & Company continues to play a vital role in promoting transparency, accountability, and long-term sustainability in Nepal's business community.

#### 1.1.1 Vision of Dahal & Company

*"To be a leading audit firm recognized for excellence, trust, and innovation in financial assurance, empowering businesses with strategic financial insights that foster growth and sustainability in an evolving economic landscape. Through continuous learning and cutting-edge practices, we aim to set new benchmarks in audit and compliance services."*



### 1.1.2 Mission of Dahal & Company

*“To provide accurate, reliable, and transparent audit and financial assurance services that help businesses maintain compliance, mitigate risks, and achieve financial stability. We are committed to upholding the highest standards of integrity and professionalism, delivering insightful, data-driven solutions tailored to each client’s unique needs.”*

### 1.1.3 Company Strategies

Some of the key strategies implemented by Dahal & Company to maintain its position as a trusted audit and financial assurance firm are as follows:

- **Client-Centric Solutions:**

Dahal & Company focuses on understanding each client’s unique financial structure and regulatory environment. By offering customized audit solutions and financial advice, the firm ensures clients receive services that are relevant, actionable, and aligned with their long-term goals. Regular feedback sessions and personalized consultations enhance client satisfaction and engagement.

- **Continuous Professional Development:**

The firm places a strong emphasis on continuous learning and staying updated with the latest industry regulations, auditing standards, and financial technologies. Team members undergo regular training sessions, attend professional workshops, and pursue certifications to maintain high standards of quality and compliance.

- **Technological Integration:**

Dahal & Company uses modern tools like advanced Excel and digital documentation to enhance efficiency, reduce errors, and speed up audit processes.

- **Risk Management and Compliance Assurance:**

A key strategic focus is on helping clients proactively manage financial and regulatory risks. Through thorough internal control evaluations, compliance reviews, and timely reporting, the firm helps businesses avoid penalties, optimize operations, and enhance transparency.

- **Market Diversification and Outreach:**

Dahal & Company works with a wide range of clients across industries including manufacturing, import-export, and service sectors. The firm is actively expanding its client base by reaching out to emerging businesses and offering advisory services that support sustainable financial growth and strategic planning.

## **1.2 Organizational Structure**

During my internship at Dahal & Company, I had the opportunity to gain valuable exposure to the firm's internal operations and professional work environment. The firm operates as a proprietorship under Mr. Youba Raj Dahal, who is the Registered Auditor and owner of the company. He oversees the overall management, client relationships, and ensures that audit and compliance services are delivered in accordance with regulatory standards.

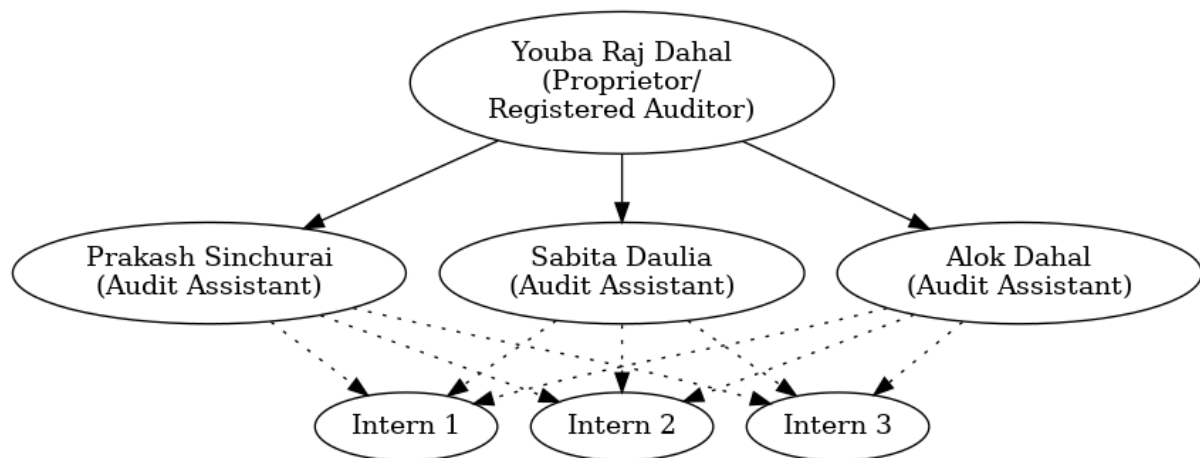
Working directly under Mr. Dahal are three Audit Assistants—Mr. Prakash Sinchurai, Ms. Sabita Daulia, and Mr. Alok Dahal. Each of them plays a crucial role in supporting audit planning, execution, and financial documentation tasks across various client engagements.

In addition to the core team, the firm also hosts three interns, including myself, who assist in day-to-day activities and fieldwork assignments. Throughout my internship, I worked under the supervision and guidance of Mr. Prakash and Ms. Sabita. Their mentorship was instrumental in helping me develop a practical understanding of auditing procedures, documentation standards, and compliance requirements.

The work culture at Dahal & Company is professional, collaborative, and focused on accuracy and ethical practices. Despite its small size, the team maintains a high level of coordination and support. Senior team members were approachable and always willing to guide interns, which created a positive learning environment. This experience allowed me to confidently apply the knowledge gained in the classroom to real-life audit tasks and further develop my technical and interpersonal skills.

### Diagram of the Organizational Structure

The organizational structure of Dahal & Company is given below: -



*Figure 1: Organization Structure of Dahal & Company*

*Note.* This figure presents the full organizational hierarchy of Dahal & Company, providing an overview of its internal structure.

#### 1.2.1 My Job Position

**Role Title:** Intern

**Company:** Dahal & Company

**Duration:** 4 months (16 weeks)

**Department:** Finance & Accounting Intern

**Reporting To:** Youba Raj Dahal

**Objectives of the Role:** During my Co-Operative Education studies, I undertook the position of an intern at Dahal & Company, an established audit and financial assurance firm. The primary objective of my role was to assist in core auditing functions, financial documentation, and compliance procedures. I was involved in preparing salary sheets, filing VAT and eTDS returns, and organizing financial records in accordance with regulatory standards.

My responsibilities also included conducting research on Nepal's financial regulations, import-export documentation, and tax systems, which contributed to better understanding the practical implications of financial compliance. Additionally, I supported the drafting of business documents and contracts, and worked on improving data accuracy and efficiency through structured Excel models and automated processes. This role allowed me to apply academic knowledge to real-world financial operations and develop hands-on experience in the field of audit and taxation.

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

During my four-month internship at Dahal & Company, I was positioned directly under the guidance of senior professionals within the firm's audit and compliance functions. Given the firm's streamlined organizational structure as a proprietorship—led by a single owner—the workflow is simple, direct, and highly collaborative.

Throughout the internship, I worked under the close supervision of Ms. Sabita, Mr. Prakash, Mr. Alok and Mr. Youba Raj Dahal, who collectively provided support and mentorship across various assignments. My responsibilities included assisting in salary sheet preparation, VAT and eTDS filings, maintaining financial documentation, and reviewing regulatory compliance procedures. I was also involved in preparing financial and legal documents, including contracts and formal correspondence.

Additionally, I had the opportunity to observe and work on the financial and accounting systems of several well-established firms in Nepal. I was directly engaged in practical tasks that allowed me to contribute meaningfully to real auditing processes and gain firsthand experience in professional financial operations.

Despite the firm's compact size, the learning environment was rich and dynamic, offering me valuable exposure to the core functions of auditing, client servicing, and regulatory compliance within a professional setting.

### **1.2.3 My Intention and Motivation to Choose Dahal & Company as My Co-op Studies Workplace**

I chose Dahal & Company for my Co-Operative Education experience because of its long-standing reputation, decades of expertise, and its trusted role in Nepal's auditing and financial services sector. The firm works with a wide range of well-established clients who are leaders in their respective industries. This presented an excellent opportunity to gain exposure to the financial systems and practices of prominent organizations.

As a finance and investment student, I was eager to join a workplace that would allow me to apply theoretical knowledge in a professional environment. Dahal & Company stood out not only for its history and professionalism but also for its supportive structure, where interns are trusted with real responsibilities. I was motivated by the firm's hands-on approach, which encourages interns to participate actively in a variety of tasks—from preparing financial reports and tax filings to observing audit procedures and compliance evaluations.

This internship offered me the platform to develop practical skills, gain insights into financial operations, and work directly under the guidance of experienced professionals. It provided a valuable opportunity to build competence, grow in confidence, and explore my long-term career interests in auditing, taxation, and corporate finance.

## **1.3 Strategic analysis of Dahal & Company**

Organizations should always look to improve. To evaluate Dahal & Company's competitive position and business environment, I have applied two key strategic analysis tools: SWOT Analysis and Porter's Five Forces Framework.

### **1.3.1 SWOT Analysis**

SWOT analysis is a strategic planning tool used to assess the strengths, weaknesses, opportunities, and threats affecting an organization. It provides a comprehensive framework to evaluate internal capabilities and external factors that influence business success.

<b>Strengths</b> <ul style="list-style-type: none"> <li>• Experienced, professional team.</li> <li>• Strong client relationships.</li> <li>• Deep regulatory knowledge.</li> <li>• Personalized attention.</li> </ul>	<b>Weaknesses</b> <ul style="list-style-type: none"> <li>• Small to medium-sized firm.</li> <li>• Mostly older, long-term clients.</li> <li>• Relies on word-of-mouth.</li> <li>• Minimal marketing efforts.</li> </ul>
<b>Opportunity</b> <ul style="list-style-type: none"> <li>• Growing SME audit demand.</li> <li>• Adoption of digital audit tools.</li> <li>• Service diversification potential.</li> <li>• Increasing focus on corporate governance.</li> </ul>	<b>Threats</b> <ul style="list-style-type: none"> <li>• Strong competition from big and new firms.</li> <li>• Frequent changes in standards.</li> <li>• Economic uncertainties affecting budgets.</li> <li>• Need for constant tech upgrades.</li> </ul>

Table 1: SWOT Analysis of Dahal &amp; Company

**Strengths**

- Trusted brand known for delivering accurate and reliable audit and assurance services.
- Experienced team with deep industry knowledge and strong professionalism.
- Strong client relationships built on transparency and tailored financial solutions.
- Expertise in regulatory compliance, risk assessment, and strategic financial guidance.

**Weaknesses**

- Small to medium-sized compared to larger audit firms.
- Client base mainly consists of long-term, established clients.
- New clients are mostly acquired through word of mouth.
- Limited marketing efforts and no formal advertising strategy.

**Opportunities**

- Growing demand among businesses for transparent and compliant financial reporting.

- Expansion into digital audit technologies and automation to improve efficiency.
- Potential partnerships with government and private sectors for advisory services.
- Increasing awareness of regulatory compliance creates demand for professional audit firms.

### **Threats**

- Intense competition from both larger established firms and newer audit companies that are attracting emerging businesses and next-generation clients in Nepal's growing market.
- Rapid changes in accounting standards and regulatory requirements demand continuous learning and adaptation.
- Economic uncertainties that may lead clients to cut back on audit and assurance expenditures.
- Technological advancements require ongoing investment to stay competitive and meet client expectations.

### **1.3.2 Porter's 5 Forces**

Porter's Five Forces, created by Michael E. Porter, is a tool used to analyze the competitive forces within an industry. It helps businesses assess the market environment and competition to make informed strategic decisions.

#### **A. Industry Rivalry – HIGH**

Competition is strong with large firms and new entrants, but Dahal & Company benefits from a trusted reputation and strong word-of-mouth referrals, helping maintain a loyal client base.

#### **B. Threat of New Entrants – LOW to MODERATE**

While regulatory and expertise barriers exist, new firms find it hard to compete as Dahal & Company's long-standing trust and client loyalty make it the preferred choice for many established businesses.

#### **C. Threat of Substitutes – LOW**

Few alternatives match the personalized, reliable audit services provided; automated tools exist but cannot fully replace expert assurance and tailored advice.

**D. Bargaining Power of Clients – MODERATE**

Clients value Dahal & Company's reliability and expertise, reducing their tendency to switch, but price and service remain important factors.

**E. Bargaining Power of Suppliers – LOW**

The firm's main inputs are skilled professionals and software, with multiple available options keeping supplier influence low.

**1.4 Objectives of this Cooperative Study**

The objective of this cooperative studies report is to document and reflect on the practical knowledge and skills I gained during my internship at Dahal & Company. This report connects my academic studies in finance and auditing with real-world professional experience, demonstrating how theoretical concepts were applied in a practical setting.

This report highlights my professional growth while working in a trusted, well-established audit firm in Nepal. Through hands-on involvement in financial and auditing tasks for various clients, I gained insights into the firm's operations, client relationships, and auditing processes. Writing this report helps me evaluate my contributions, recognize my strengths and areas for improvement, and better understand the auditing profession.

Additionally, I chose this internship because of my interest in finance, auditing, and learning from an experienced company known for its strong client trust and word-of-mouth reputation. This opportunity allowed me to develop essential skills and clarify my future career goals in the financial and auditing sectors.



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

### **2.1 Job Description**

During my internship at Dahal & Company, I was assigned to the audit and accounting department, where I supported various financial and assurance services. The company specializes in providing audit, tax, and advisory solutions to a range of clients, helping them maintain regulatory compliance and achieve financial stability.

My role involved assisting with the preparation and review of financial documents, supporting VAT and tax filing processes, and helping in audit testing and verification procedures. I collaborated closely with senior auditors and accountants to understand client requirements and ensure accuracy and transparency in financial reporting.

I worked on tasks such as developing salary sheets, conducting data analysis for audit trails, preparing financial statements, and assisting in compliance assessments. I had an opportunity to carry out many field works and got the opportunity to go for internal auditing. This internship gave me valuable exposure to real-world auditing and accounting practices, professional standards, and the importance of integrity and confidentiality in financial services.

Through this experience, I gained practical skills in audit documentation, regulatory compliance, and financial assurance, while also enhancing my ability to work collaboratively in a professional environment.

### **2.2 Job Responsibilities and Work Duties**

During my internship at Dahal & Company, my daily responsibilities involved a variety of tasks across audit support, financial documentation, and client account management. I actively contributed to ongoing audit engagements, accounting processes, and compliance activities.

A significant part of my role was assisting in the preparation and review of financial statements, ensuring accuracy and adherence to regulatory standards. I helped draft VAT returns, income tax filings, and payroll documentation, working closely with senior auditors and accountants to maintain data integrity.

I was also involved in audit testing procedures, such as verifying transaction records, analyzing ledgers, and cross-checking supporting documents to identify discrepancies or irregularities. This hands-on experience allowed me to understand audit workflows and the importance of thoroughness in financial assurance.

Beyond routine audit tasks, I supported larger assignments, including financial data analysis, preparation of client reports, and carrying out internal auditing and creating reports. I contributed to maintaining organized audit files and helped prepare working papers that outlined audit findings and recommendations.

Additionally, I proposed improvements to streamline documentation processes, enhancing efficiency in audit data handling and reporting. My involvement extended to client communication support, ensuring smooth coordination between the firm and client representatives.

Overall, my responsibilities provided me with practical exposure to real-world auditing and accounting operations, enabling me to develop technical skills and professional judgment within a trusted financial services environment.

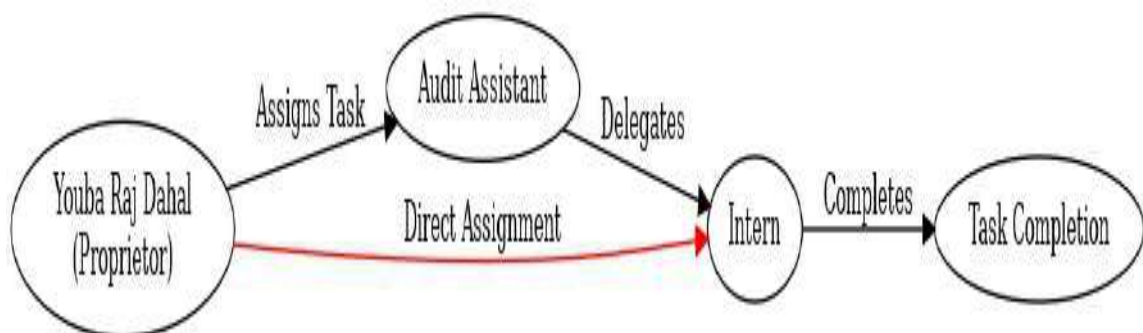
### **2.3 Activities in Coordinating with Co-workers**

During my internship at Dahal & Company, I had the opportunity to work alongside experienced professionals on various accounting and audit assignments. My role required regular coordination with team members to complete tasks such as preparing financial statements, verifying documentation, and assisting in audit procedures. Communication was key, as I frequently sought clarification, reviewed work with colleagues, and shared updates to ensure accuracy and consistency.

I was often given tasks that required input or review from others, which helped me develop strong interpersonal and collaboration skills. Whether it was working together on client files, cross-checking entries, or discussing timelines, teamwork made each assignment more efficient and effective. I also learned how to adapt to different working styles and manage responsibilities within group efforts, especially during busy audit cycles.

Overall, these experiences taught me the value of cooperation and mutual support in a professional setting and helped me become more confident in contributing to team objectives.

## 2.4 Job Process Diagram



*Figure 2: Job Process Workflow During Internship*

The workflow during my internship demonstrated a dynamic dual-reporting structure that enhanced learning opportunities and operational efficiency:

### A. Primary Task Assignment Channel:

- Tasks were delegated through Audit Assistants who provided immediate supervision and guidance
- Audit Assistants monitored progress and offered first-level review of completed work
- This channel ensured consistent day-to-day support and mentoring

### B. Direct Proprietor Channel:

- Mr. Youba Raj Dahal directly assigned specialized or priority tasks
- This direct channel provided exposure to high-level audit considerations
- Enabled learning from senior expertise while maintaining the formal reporting structure

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

During my internship at Dahal & Company, I was entrusted with responsibilities that allowed me to contribute directly to ongoing accounting and auditing work for various clients. My involvement went beyond basic assistance, as I handled several tasks independently while supporting the firm's commitment to accuracy, compliance, and client satisfaction.

One of my core contributions was assisting in the preparation of audit documentation and financial statements. I worked on verifying transaction records, reviewing vouchers, and ensuring proper documentation for audit trails. This helped ensure that client files were audit-ready and complied with accounting standards. I also supported the creation of draft reports such as trial balances and income statements, contributing to faster turnaround times for audit completion.

A particularly important area I was involved in was salary sheet and salary slip preparation for client companies. This required not only technical precision but also regular direct communication with HR departments of client firms. I coordinated with them to gather accurate employee information, confirm payroll structures, and clarify salary components like allowances, deductions, and taxes. This interaction sharpened my communication skills and gave me valuable experience handling sensitive financial data in a professional manner.

Additionally, I was responsible for organizing and maintaining internal records, reviewing entries for consistency, and assisting in reconciliations. I also contributed to tasks such as TDS (Tax Deducted at Source) calculations and verifying compliance with local financial regulations. These experiences improved my attention to detail and gave me practical exposure to the daily workflow of an accounting and audit firm.

Throughout the internship, I consistently met deadlines, communicated effectively with my supervisors, and showed initiative by asking questions and offering support where needed. I became more confident in using accounting software and spreadsheets, and my ability to manage tasks under time pressure significantly improved.

Overall, my contributions as a co-op student at Dahal & Company were hands-on and meaningful. I was able to apply academic learning in a practical environment, interact directly with clients, and gain valuable insights into real-world accounting and auditing processes. This experience has strengthened both my technical foundation and my confidence in pursuing a career in finance.



## **Chapter 3: Learning Process**

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

During my internship at Dahal & Company, I observed some operational challenges that are common in many growing organizations, presenting opportunities to enhance efficiency and workflows:

#### **A. Manual Processes in Certain Tasks**

While the company maintains strong accounting standards, some tasks like bill verification and reconciliation still involve manual handling through Excel sheets. This approach, although reliable, can be time-intensive and may benefit from further automation to improve speed and accuracy.

#### **B. Restricted Software Access for Interns**

Interns are provided with limited access to key accounting software to maintain data security and confidentiality. While this is understandable, it occasionally limited my ability to engage directly with live data, relying instead on supervised tasks and second-hand information.

#### **C. Traditional Workflow Methods**

Some procedures, such as salary sheet preparation and document filing, are carried out through well-established traditional methods. Incorporating more digital tools or streamlined processes could enhance efficiency without compromising the company's thoroughness.

#### **D. Communication Timing with Clients**

Communication with client HR teams and other contacts is handled professionally; however, occasional delays in initiating contact sometimes affected the promptness of receiving required information, which in turn influenced task timelines. Strengthening early

and proactive communication could further improve workflow smoothness.

### **3.2 Solutions Implemented to the Problem**

During my internship at Dahal & Company, I actively contributed to addressing several challenges by working closely with the finance and audit teams. While some limitations were structural, collaborative efforts, careful planning, and guidance from my supervisors helped improve efficiency and reduce delays.

#### **A. Streamlining Manual Processes**

To reduce the time spent on repetitive manual tasks, I created standardized Excel templates with built-in formulas for calculating salaries, deductions, and tax withholdings. These templates helped minimize errors and made payroll processing and salary slip preparation more consistent and accurate.

#### **B. Managing Limited Software Access**

Though I did not have full access to the company's accounting software, I collaborated closely with senior accountants who handled the system operations. By preparing detailed reconciliations and summaries in Excel, I ensured my work aligned seamlessly with data entered in the software, allowing me to contribute effectively to financial reporting despite the restrictions.

#### **C. Self-Directed Learning to Overcome Limited Training**

With no formal onboarding process, I maintained a personal notebook documenting important procedures, tax rules, and client requirements. This self-guided approach, combined with frequent questions and feedback from my supervisors, helped me quickly adapt and improve my technical understanding throughout the internship.

#### **D. Improving Communication with Clients**

To address occasional delays in receiving information from client HR teams, I proactively initiated follow-ups and clarified deadlines early on. By establishing more timely communication, I helped speed up data collection for salary processing and ensured tasks were completed on schedule.

### **3.3 Recommendation to the Company**

Based on my internship experience at Dahal & Company, I would like to recommend the following improvements to enhance overall efficiency, transparency, and workflow management:

#### **A. Introduce Specialized Accounting and Storage Software**

While Excel is commonly used for daily financial tasks, the firm could benefit from adopting more advanced accounting or storage management software. This would improve data organization, reduce dependency on manual files, and ensure better accessibility and backup of important client and financial records.

#### **B. Promote Transparency Through Centralized Digital Systems**

Establishing a centralized, cloud-based system for sharing and accessing documents would increase operational transparency and reduce the time spent on back-and-forth communication. This would be especially helpful in handling client files, tax submissions, and salary documents in a more systematic and accountable manner.

#### **C. Continuous Employee Training on Tools and Updates**

To keep up with evolving industry practices and technologies, the firm should organize periodic training sessions for its staff and interns. This would help employees stay informed about new accounting software, tax compliance tools, and digital documentation methods—ultimately improving the firm's service quality.



#### **D. Improve Internal Communication and Client Follow-ups**

Improving internal communication procedures and setting up a more consistent follow-up system with clients, especially for document collection and approvals, would help reduce delays in salary sheet preparation and financial reporting. Clearer timelines and client reminders could streamline these tasks significantly.

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

My internship at Dahal & Company provided me with an invaluable opportunity to bridge the gap between academic knowledge and real-world financial practices. Over the course of 16 weeks, I gained hands-on experience in audit, accounting, and client coordination, which significantly enhanced my professional capabilities. Key areas of learning included:

#### **A. Practical Understanding of Audit and Accounting Procedures**

I developed a clear understanding of how auditing is conducted in actual business environments. I was exposed to processes like vouching, ledger verification, and statutory compliance, which gave me insight into the practical side of accounting and audit standards.

#### **B. Accuracy and Detail Orientation in Financial Work**

Handling financial data and preparing reports taught me the importance of precision. Even minor errors in vouchers or tax calculations could impact client records, so I learned to review work carefully before submission.

#### **C. Excel and Accounting Software Proficiency**

I regularly worked with Excel for preparing salary sheets, audit schedules, and ledger summaries. Additionally, I was introduced to accounting software like Tally, which improved my understanding of automated bookkeeping.

**D. Client Communication and Coordination**

While preparing salary slips and financial reports, I had to directly communicate with clients' HR or accounts personnel. This taught me how to maintain professionalism, clarify requirements, and follow up to avoid delays in task completion.

**E. Time and Task Management**

Balancing multiple tasks such as audit documentation, salary processing, and filing returns helped me develop better time management skills and understand the importance of meeting deadlines.

**F. Exposure to Taxation and Compliance Work**

I was involved in preparing documents for TDS, VAT, and income tax returns. This helped me understand how compliance is maintained in practice and how firms deal with government regulations and deadlines.

**G. Learning from Supervision and Team Collaboration**

Guidance from senior auditors and chartered accountants at Dahal & Company helped me refine my work quality. I also learned how to cooperate within a team environment, especially during client audits.

Overall, this internship significantly deepened my understanding of how an audit and accounting firm operates and has prepared me for future roles in finance with more confidence and competence.

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

During my internship at Dahal & Company, I was able to apply many things I had learned during my BBA program in real-life office work. This helped me feel more confident and allowed me to complete my tasks more accurately and efficiently. Here are a few key ways I applied my classroom knowledge:

#### **A. Financial Accounting Courses**

Since I had already studied several financial accounting courses, I had a strong understanding of how to read and prepare financial reports. This made it easier for me to check ledgers, vouchers, and documents during audits. I was able to work more confidently and avoid making small mistakes.

#### **B. Taxation Knowledge**

The taxation course we had in college was very useful. I had already learned about VAT, TDS, and the salary tax system in Nepal, so I was able to calculate and verify these taxes during my internship. Whether I was working on salary sheets or checking tax documents, I could use this knowledge practically in real situations.

#### **C. Auditing and Practical Accounting**

When I had to check bills, verify vouchers, and match documents during audits, I used what I learned in class about auditing. It helped me understand why certain checks are important and how to do them step by step. I was also able to support my seniors better by preparing organized documents.

#### **D. Communication and Personal Development Courses**

Courses like Design Yourself, Design Thinking, and Personality Development helped me a lot in the workplace. These courses taught me how to communicate clearly, solve

problems creatively, and work with others confidently. Because of this, I was able to talk to clients, coordinate with HR, and handle tasks without hesitation.

### **E. Microsoft Excel and Word Skills**

In college, we often used Excel and Word for assignments, and I had learned formulas like SUM, IF, and VLOOKUP. These came in handy when I had to prepare salary sheets, organize financial data, or format reports during my internship.

### **F. Understanding Office Workflow and Management**

From our Principles of Management course, I understood how offices are organized and how teams work together. This helped me adjust quickly in the company and follow proper reporting lines and instructions from my supervisors.

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

My internship at Dahal & Company was a truly transformative experience that allowed me to apply my academic knowledge in real-world financial scenarios. One of the most valuable aspects of this co-op program was the opportunity to gain hands-on experience in core accounting, taxation, and auditing tasks. This practical exposure helped bridge the gap between classroom theory and actual professional work.

I had the chance to work on salary sheet preparation, TDS and VAT calculation, voucher verification, and even communicating directly with client HR departments, which gave me a better understanding of how daily financial operations are managed. These tasks taught me the importance of accuracy, time management, and confidentiality in financial documentation.

A major highlight of my internship was the opportunity to participate in external field audits. Visiting client locations and observing how financial records are maintained on-site gave me practical exposure to audit procedures, compliance checking, and client interaction.

This field experience significantly broadened my perspective on how organizations function and how external audits contribute to financial transparency and accountability.

Throughout the internship, I also strengthened my professional communication skills. Whether it was coordinating with supervisors, dealing with client follow-ups, or resolving documentation gaps, I learned how to communicate clearly and confidently in a business setting. It was also a great learning curve in understanding client expectations and maintaining professionalism under pressure.

Additionally, working with a diverse client base across various industries allowed me to gain insight into different business models and industry practices in Nepal. This exposure helped me become more flexible and adaptive to varying financial systems and reporting standards.

In summary, this internship not only enhanced my technical and analytical skills, but also made me more confident and job-ready. The combination of office work and fieldwork gave me a well-rounded understanding of financial operations. It also reaffirmed my interest in pursuing a career in finance and audit, where I can continue to apply what I've learned and grow further. Most importantly, I came away with a mindset focused on continuous learning, responsibility, and professionalism.

## **Chapter 4: Conclusion**

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

My Co-Op internship at Dahal & Company was a valuable experience that helped me grow both professionally and personally. It gave me the chance to apply what I've learned in the classroom to real-world financial tasks and understand how accounting and auditing work in practice.

One of the key highlights of my internship was the opportunity to work on various financial tasks independently, such as preparing salary sheets, calculating TDS and VAT, and verifying vouchers. I also had the chance to interact directly with clients, particularly with HR departments, which helped me improve my communication skills and understand client expectations better.

A proud and defining moment during my internship was when I was selected to go on field visits for external audits. Being part of the audit team and working at client sites gave me a first-hand understanding of how companies maintain records, prepare for audits, and meet compliance requirements. This exposure made me more confident and helped me better grasp the responsibilities of an auditor.

Throughout the internship, I worked with a range of clients from different industries. This allowed me to learn about various business environments, industry practices, and financial systems, expanding my perspective beyond just textbook knowledge.

What made this internship truly meaningful was the level of trust and responsibility I was given. Whether it was handling documents, communicating with clients, or assisting with audits, I felt like an important part of the team. This experience not only improved my technical knowledge but also strengthened my confidence, time management, and ability to work under pressure.

Overall, the Co-Op program at Dahal & Company was a turning point in my academic journey. It gave me practical experience, a clearer understanding of my career goals, and a strong foundation for my future in the finance and accounting field..

## 4.2 Evaluation of the Work Experience

Reflecting on my 16-week Co-Op internship at Dahal & Company, I can confidently say that the experience was both enriching and rewarding. It provided me with valuable practical exposure, allowing me to apply the theoretical knowledge gained during my studies in a real-world professional setting. This internship also helped me gain clarity on my future career direction.

Before joining Dahal & Company, I had limited understanding of how accounting and auditing functions operate in a professional environment. However, being involved in tasks such as preparing financial documents, handling client communications, and participating in external audits broadened my perspective and deepened my interest in finance and auditing.

The work environment was supportive and professional, where I was given meaningful responsibilities. I had the opportunity to work directly with clients, engage in fieldwork during external audits, and collaborate with experienced team members. These experiences strengthened my technical skills, particularly in financial document preparation, tax computations, and audit procedures. Moreover, my communication, time management, and problem-solving abilities improved significantly through regular interaction with colleagues and clients.

This internship confirmed my passion for finance and accounting, especially in areas involving audit and compliance. It also helped me develop confidence in handling real-world challenges and reinforced my commitment to pursuing a career in this field. Overall, my Co-Op experience at Dahal & Company has been instrumental in shaping my professional growth and setting a clear path for my future.

### **4.3 Limitations of the Co-op study**

My Co-Op internship at Dahal & Company was a highly valuable and transformative experience, but there were some limitations that, if addressed, could have further enhanced my learning and contributions.

One of the main challenges was limited access to certain real-time financial data and client information. While I was able to work closely with available documents and reports, access to some detailed or live data was restricted due to confidentiality and client privacy concerns. This sometimes made it difficult to gain a fuller understanding of the financial status or audit progress without relying on supervisors or senior staff for updates. More structured opportunities to access anonymized or summarized data could improve interns' ability to analyze and contribute more independently.

Another limitation was related to external audit fieldwork. Although I gained valuable hands-on experience visiting client sites, the physical distance to some client locations made it difficult to participate in all fieldwork activities. This limited my exposure to certain audit procedures and industries. A more flexible schedule or additional support with travel arrangements could provide interns with broader opportunities to engage in diverse audit assignments.

Additionally, the onboarding process involved some delays in gaining access to key accounting software and internal systems. While security protocols are important, earlier provisioning of access for interns would help reduce downtime and allow for a quicker start to practical tasks.

Lastly, the 16-week internship period, though sufficient to learn core functions, limited my involvement in longer-term projects and follow-ups. For example, some audit cycles or client engagements extended beyond my internship timeframe, preventing me from seeing the full process from start to finish.

Despite these limitations, my internship experience was highly productive and rewarding. Addressing these areas in future placements could further enhance the learning environment and the value interns bring to the organization.



#### **4.4 Recommendations for the Company and Co-op Studies**

Based on my internship experience at Dahal & Company, I have a few suggestions to improve the internship program and internal processes:

- A. Provide interns with earlier access to necessary software and documents so they can work independently from the start.
- B. Enhance communication between departments to ensure smoother coordination and faster completion of tasks.
- C. Use a centralized system for tracking documents and tasks to help teams work more smoothly and avoid delays.
- D. Offer regular training sessions to keep employees and interns updated on new technologies and industry best practices.
- E. Hold regular feedback sessions to help interns improve and provide the company with ideas for enhancing the program.
- F. The university can improve support by organizing field-specific orientation sessions before the internship begins, rather than a general overview. This would help students better understand their responsibilities and industry expectations.
- G. The reporting process could be simplified by reducing repetitive content and providing clearer guidelines through multiple training sessions. This would ensure students fully understand each section and improve the overall quality of their submissions.
- H. Weekly report and other requirements should have been informed to students earlier.

These changes would make the internship more effective and beneficial for both interns and the company.

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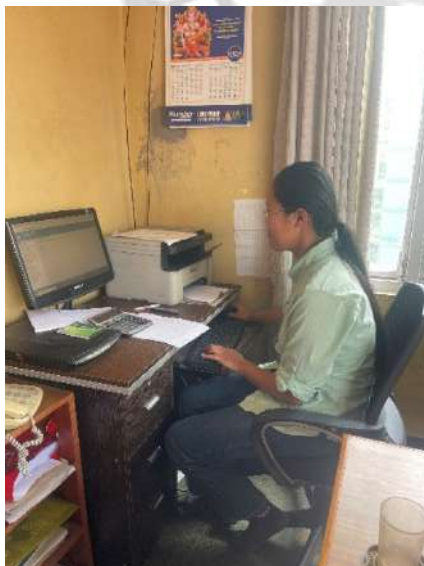
**Appendix 1: Office and Client Visit Pictures**

*Figure 3: Intern Workstation at Dahal & Company*



*Note.* Designated workspace provided during the internship period within Office

*Figure 4: Intern Working at Workstation*



*Figure 5: Work station During Field Visit*





*Note.* Designated workspace provided while visiting client's office

*Figure 6: Work station During Field Visit 2*



## Appendix 2: Office Registration Certificate

Figure 7: PAN Registration Certificate


**नेपाल सहस्रशिक्षा  
योजना  
अर्थ मन्त्रालय  
आन्तरिक राजस्व विभाग**


**स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र**

स्थायी लेखा नम्बर : 

१	०	०	०	३	२	४	५	६
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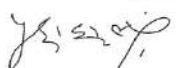
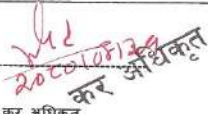
 आन्तरिक राजस्व कार्यालय : 

आन्तरिक राजस्व कार्यालय जोरपाटी
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 दता मिति : 

०७	१२	२०५६
दिन	महिना	साल

करदाताको नाम : युवराज दाहाल  
 कारोबारको नाम : दाहाल एण्ड कम्पनी  
 करदाताको प्रकार : व्यक्तिगत  
 ठेगाना : वार्ड नं. ६, नारायणटार, नगरपालिका: गोकर्णेश्वर, काठमाडौं  
 व्यवसायका कारोबारहरू : दर्तावाल लेखाकर्ता तथा परीक्षक,

करदाताको दस्तखत  
 कर अधिकृत

**करदाताले पालना गर्नेपर्ने कर्तव्यहरू:**

- कारोबार गर्दा अभिलेख राख्नुपर्ने विवरण जारी गर्नुपर्नेछ ।
- मु.अ. करमा इलाका प्रमुख कर अधिकारी (मासिक वा त्रैमासिक सम्मान भएको २५ दिन भित्र मु.अ. कर विवरण तथा मु.अ. कर रकम बुझाउनु पर्छ ।
- अन्तःशुल्क लागू भएको कारोबार गर्नेले अवस्था व्यवस्था गरेकोमा इलेक्ट्रोनिक प्रत्येक महिना सम्मान भएको २५ दिनेभित्र मासिकवारी र अन्तःशुल्क रकम बुझाउनु पर्छ ।
- प्रत्येक आर्थिक वर्षको आय विवरण आर्थिक वर्ष सम्मान भएको तिन महिना भित्र बुझाउनु पर्छ ।
- तोकिएको समयमा विवरण र कर रकम नबुझाएमा व्याज, जुल्क र जरिवाना लाग्नेछ ।
- यो प्रमाण पत्र देखिने गरी कारोबार स्थल/मुख्य कार्यालयमा राख्नु पर्नेछ ।
- कुनै हिविधा भएमा कार्यालयमा सम्पर्क राख्नु हुनेछ ।

### Appendix 3: Weekly Report

#### Daily Diary

Table 2: Daily Diary

<b>Internship Company:</b> Dahal & Company <b>Department:</b> Finance & Accounting <b>Intern:</b> Ngima Sangmo Rokaya <b>Duration:</b> 18 weeks (4 months) <b>Starting Date:</b> 15 <sup>th</sup> Jan, 2025
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Month: January 2025

1<sup>st</sup> Week

		Wednesday: 15/1/2025	Thursday: 16/1/2025	Friday: 17/1/2025
		<ul style="list-style-type: none"> <li>- Reported Dahal and Company signed the contract and completed the onboarding process</li> <li>- Researched the fundamentals of financial regulations in Nepal</li> <li>- Understanding key terms, government bodies involved, and how financial compliance operates in both the public and private sectors</li> </ul>	<ul style="list-style-type: none"> <li>- Reviewed Fiscal Year Budget</li> <li>- Noted important points related to business and accounting</li> <li>- Highlighted major changes</li> <li>- Focused on the Taxation system in Nepal</li> <li>- TDS and Vat rates and tariff structure in Nepal</li> </ul>	<ul style="list-style-type: none"> <li>- Studied salary system</li> <li>- Basic salary and allowances calculation and requirements in Nepal</li> <li>- Reviewed annual report of several companies</li> </ul>

2<sup>nd</sup> Week

Monday: 20/1/25	Tuesday: 21/1/25	Wednesday: 22/1/25	Thursday: 23/1/25	Friday: 24/1/25
<ul style="list-style-type: none"> <li>- Introduced to process of Creating Salary sheet in Excel</li> <li>- Understand all component calculation like basic salary, allowances etc</li> <li>- Tax Calculation and Net pay</li> </ul>	<ul style="list-style-type: none"> <li>- Practiced Excel formulas for better accuracy and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>- Worked on developing a clean and user-friendly salary sheet template</li> <li>- Focused on formatting, organizing employee details, and ensuring the sheet was easy to update monthly</li> </ul>	<ul style="list-style-type: none"> <li>- Created a new tax calculation table in excel sheet</li> <li>- Updated with all tax exemption, rebates, rates etc</li> </ul>	<ul style="list-style-type: none"> <li>- Introduced to Microsoft Word's mail merge function and learned how to link it with the Excel salary sheet to generate personalized salary slips for each employee.</li> </ul>

## Month: February 2025

3<sup>rd</sup> Week

Monday: 27/1/25	Tuesday: 28/1/25	Wednesday: 29/1/25	Thursday: 30/1/25	Friday: 31/1/25
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<ul style="list-style-type: none"> <li>- Introduced to the basics of VAT filing in Nepal, including understanding VAT forms, filing timelines, and the types of transactions subject to VAT</li> <li>- Checked the client's previous ledger and bill for practice</li> </ul>	<ul style="list-style-type: none"> <li>- Received hands-on training on categorizing VAT-related bills and entering them into the VAT ledger. I also learned how to identify eligible input and output VAT amounts</li> </ul>	<ul style="list-style-type: none"> <li>- Sahid Diwas</li> </ul>	<ul style="list-style-type: none"> <li>- Sonam Lhosar</li> </ul>	<ul style="list-style-type: none"> <li>- Created Salary Sheet and Salary Slip for a technology company</li> </ul>
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4<sup>th</sup> Week

Monday: 3/2/25	Tuesday: 4/2/25	Wednesday: 5/2/25	Thursday: 6/2/25	Friday: 7/2/25
<ul style="list-style-type: none"> <li>- Updated Salary Sheet and Salary Slip</li> </ul>	<ul style="list-style-type: none"> <li>- I practiced filing VAT returns under supervision and successfully completed the filing</li> </ul>	<ul style="list-style-type: none"> <li>- Physically visited the Inland Revenue Department to deposit cheques and cash for VAT</li> </ul>	<ul style="list-style-type: none"> <li>- Researched the legal framework for private and proprietorship companies in Nepal, focusing on</li> </ul>	<ul style="list-style-type: none"> <li>- Compiled my findings into a structured summary, comparing both business types and highlighting</li> </ul>



	<p>process for a few client companies using the official online portal</p> <ul style="list-style-type: none"> <li>- Prepared VAT payment vouchers and organized necessary documents for submission</li> </ul>	<p>payments on behalf of clients. giving exposure to field-level procedures and compliance practices.</p>	<p>their formation, registration, and governing acts</p> <ul style="list-style-type: none"> <li>- Analyzed the pros and cons of both private limited and proprietorship structures, particularly in terms of liability, taxation, ownership, and scalability</li> </ul>	<p>how legal and policy changes influence decision-making for entrepreneurs in Nepal</p>
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5<sup>th</sup> Week

Monday: 10/2/25	Tuesday: 11/2/25	Wednesday: 12/2/25	Thursday: 13/2/25	Friday: 14/2/25
<ul style="list-style-type: none"> <li>- Project review and evaluation for loan</li> </ul>	<ul style="list-style-type: none"> <li>- Updated Sheet for newly added workers</li> <li>- Loan Requirements further research</li> </ul>	<ul style="list-style-type: none"> <li>- Project review and loan requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Created Salary Sheet and Salary Slip</li> </ul>	<ul style="list-style-type: none"> <li>- Created Salary Sheet and Salary Slip</li> </ul>

6<sup>th</sup> Week

Monday: 17/2/25	Tuesday: 18/2/25	Wednesday: 19/2/25	Thursday: 20/2/25	Friday: 21/2/25
- Received training on eTDS (Electronic Tax Deduction at Source), learning about applicable rates, deadlines, and the online filing procedure as per government guidelines.	- Full responsibility to process eTDS filings for one of the client companies. I prepared the data, filed the return online, and ensured submission within the specified timeline, gaining hands-on experience with real tax compliance.	- Basic framework of import and export in Nepal, including key government bodies involved	- Researched the step-by-step process for importing goods into Nepal—covering procedures like obtaining an import license, customs clearance, and payment of duties.	- Compiled a list of required documents for both import and export activities, including commercial invoices, packing lists, custom declaration forms etc

7<sup>th</sup> Week

Monday: 24/2/25	Tuesday: 25/2/25	Wednesday: 26/2/25	Thursday: 27/2/25	Friday: 28/2/25
- Studied the legal compliance requirements	- Introduced to the types of business	- Shivaratri Holiday	- Drafted formal business letters, including	- Gyalpo Lhosar

<p>related to trade, such as tax obligations, HS code classification, and trade restrictions</p> <p>- Summarized how recent policy updates impact trade businesses in Nepal.</p>	<p>documents commonly used in the firm, including official letters, contracts, and agreements</p> <p>- Reviewed past samples to understand formatting and tone.</p>		<p>correspondence with clients, internal memos, and follow-up letters related to audit and compliance tasks.</p> <p>- Finalized several drafts and submitted them for review</p> <p>- Created reusable document templates to simplify future drafting processes, enhancing efficiency for the team.</p>	
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**Month: March 2025**

## 8th Week

Monday: 3/3/25	Tuesday: 4/3/25	Wednesday: 5/3/25	Thursday: 6/3/25	Friday: 7/3/25
- Vat Returns	- Vat Returns	- Physically visited the	- Physically visited the	- Field Visit to client's

Filing and prepared VAT payment vouchers and organized necessary documents for submission	Filing and prepared VAT payment vouchers and organized necessary documents for submission	Inland Revenue Department to deposit cheques and cash for VAT payments on behalf of clients.	Inland Revenue Department to deposit cheques and cash for VAT payments on behalf of clients.	office and assisted the senior while checking Tigg app
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## 9th Week

Monday: 10/3/25	Tuesday: 11/3/25	Wednesday: 12/3/25	Thursday: 13/3/25	Friday: 14/3/25
Leave for Personal Reason	Leave for Personal Reason	Leave for Personal Reason	Pahadi Holi	Terai Holi

## 10th Week

Monday: 17/3/25	Tuesday: 18/3/25	Wednesday: 19/3/25	Thursday: 20/3/25	Friday: 21/3/25
- Salary Sheet Preparation and Salary Slip ready	- Salary Sheet Preparation and Salary Slip ready	- Bank Statement transaction matching with deposits, withdrawals, charges, etc	- Bank Statement transaction matching with deposits, withdrawals, charges, etc	- Field visit to clients office to guide on stock balance ledger

## 11th Week

Monday: 24/3/25	Tuesday: 25/3/25	Wednesday: 26/3/25	Thursday: 27/3/25	Friday: 28/3/25
- TDS deduction checking of clients and eTDS filing	- TDS deduction checking of clients and eTDS filing	- Vat Ledger checking of Clients	- Vat Ledger Checking of Clients	- Vat Returns Filing and prepared VAT payment vouchers and organized necessary documents for submission

## Month: April 2025

## 12th Week

Monday: 31/3/25	Tuesday: 1/4/25	Wednesday: 2/4/25	Thursday: 3/4/25	Friday: 4/4/25
- Physically visited the Inland Revenue Department to deposit cheques and cash for VAT payments on behalf of clients	- Visited Clients office for stock ledger checking and guidance - Visited clients office for Vat bill checking and guidance	- Leave for Personal Reason	- Bank Statement Reconciliation	- Client's Office visit for export documents

## 13th Week

Monday: 7/4/25	Tuesday: 8/4/25	Wednesday: 9/4/25	Thursday: 10/4/25	Friday: 11/4/25
- Training and information on Internal Auditing	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office

## 14th Week

Monday: 14/4/25	Tuesday: 15/4/25	Wednesday: 16/4/25	Thursday: 17/4/25	Friday: 18/4/25
- New Year's Holiday	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Salary Sheet Preparation and Salary Slip ready

## 15th Week

Monday: 21/4/25	Tuesday: 22/4/25	Wednesday: 23/4/25	Thursday: 24/4/25	Friday: 25/4/25
- Internal Auditing carried	- Internal Auditing carried	- Internal Auditing carried	- Internal Auditing carried	- Internal Auditing carried out at client's office

out at client's office	out at client's office	out at client's office	out at client's office	
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## 16th Week

Monday: 28/4/25	Tuesday: 29/4/25	Wednesday: 30/4/25	Thursday: 1/5/25	Friday: 2/5/25
- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	Labour Day	- Vat Returns Filing and prepared VAT payment vouchers and organized necessary documents for submission

## 17th Week

Monday: 5/5/25	Tuesday: 6/5/25	Wednesday: 7/5/25	Thursday: 8/5/25	Friday: 9/5/25
- Physically visited the Inland Revenue Department to deposit cheques and cash for VAT payments on behalf of clients	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Internal Auditing carried out at client's office	- Vat Returns Filing and prepared VAT payment vouchers and organized necessary documents for submission

## 18th Week

Monday: 12/5/25	Tuesday: 13/5/25	Wednesday: 14/5/25
- Leave for Personal Reason	- Report on Internal Auditing	- Report on Internal Auditing and Internship

