

NATIONAL ENGINEERING SERVICES PAKISTAN (NESPAK)



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EXECUTIVE SUMMARY

In order to complete this class, I need to write a report that summarizes my internship experience in detail. Throughout my internship, I worked hard to put into practice the fundamental ideas I've learned in university. As for the hands-on component of that experience, I opted to work with NESPAK (PVT) LIMITED. My internship at NESPAK allowed me to get valuable insight into the company's operations, and this report details those experiences as well as the company's history, the services it offers, a thorough financial analysis, and my recommendations. With Muhammad Zargham Eshaq Kahn at the helm as Acting Managing Director, NESPAK is in good hands.

This research highlights NESPAK's policy structure as an important point. Clearly defining and addressing all necessary forensic factors should be the goal of NESPAK, as it should be for any respectable organization. Regular policy reviews, strong procedures for assessing performance, and cooperation with law enforcement are all factors to think about. Certified employees should also be able to use these policies to investigate violations of legal or ethical norms as well as to examine the organization's systems and networks.

The SWOT analysis is a major component of this report since it gives a detailed evaluation of NESPAK's both internal and external possibilities and threats. Also included are potential avenues for NESPAK to achieve even greater success. To put it simply, NESPAK is considered a multi-talented organization with a solid framework to address its various requirements..

This report concludes that **NESPAK** is a multi-disciplinary consultancy company. It has evolved a divisional organization structure which perfectly suited its specific needs. The goal of **NESPAK** is to attain self-reliance in engineering consultancy and replace foreign consultants.

I tried my best to complete the report and hope that it will be a guideline to make further inquiries on this topic.

CHAPTER 1: BACKGROUND OF HOST ORGANIZATION

1.1.HISTORY OF THE ORGANIZATION

NESPAK Pvt. Ltd. is a well-known company in Pakistan that helps with engineering and construction projects. It has been around since 1973 and has been a big part of developing the country's infrastructure. NESPAK is not only important in Pakistan but also has a good reputation globally. They do a lot of different types of engineering and architectural work.

1.2.MISSION STATEMENT:

"We help our clients by coming up with smart and long-lasting engineering solutions. Our team is skilled and excited to do this work, aiming to help the countries we work in to become more successful."

1.3. VISION STATEMENT:

"We aim to be a world class engineering company known worldwide for being really good at different types of engineering work. People should recognize us for doing high-quality and excellent work, especially when it comes to creating smart and lasting solutions."

1.4. CORE VALUES

We make judgments and collaborate effectively at NESPAK because of our core beliefs. These principles form the basis of our business practices and the way we interact with our employees and customers. Here are the fundamental principles of NESPAK::

- **Integrity:**

Truthfulness and morality are paramount at NESPAK. Our number one priority is maintaining a sterling reputation that our clients, colleagues, and the general public may have faith in. By doing so, we pledge to always act fairly, truthfully, and clearly, and to adhere to all applicable laws and ethical standards..

- **Excellence:**

Our goal at NESPAK is to be the best at what we do. Our goal is to be the best at all that we do, which includes offering first-rate engineering and consulting services, coming up with new solutions, and improving our procedures. Our utmost concern is

satisfying our clients with first-rate service, and we always aim to go above and beyond their expectations...

- **Social Responsibility:**

NESPAK is cognizant of its social responsibility and dedicated to making a positive impact on the world. The group is always looking for new ways to improve the world through initiatives that boost sustainability, social advancement, and community health. Taking environmental protection and ethical business practices seriously are two of NESPAK's top priorities...

- **Teamwork and Collaboration**

Helping people in need is our company's main focus at NESPAK. We are committed to working for the objectives of superior communities, more sustainable development, and stronger communities. We would like to be a conscientious and environmentally conscious business that contributes to society in a positive way...

- **Safety:**

The security of all individuals is our top concern at NESPAK. Ensuring the safety of our employees, clients, and others in the community is our first priority, which is why all of our construction efforts strictly follow to safety laws. Our number one concern is making sure that everyone working here is completely protected from harm. Our company places a premium on upholding the industry's strictest safety standards...

- **Continuous Learning and Development:** The value of lifelong learning is something we at NESPAK fully get. We take care of our staff members through education, development of skills, and career progression opportunities so they can perform better on the job. We place a premium on having a workforce that is not just very capable, but also motivated to grow...

CHAPTER 2: ORGANIZATIONAL STRUCTURE:

2.1. Organizational chart

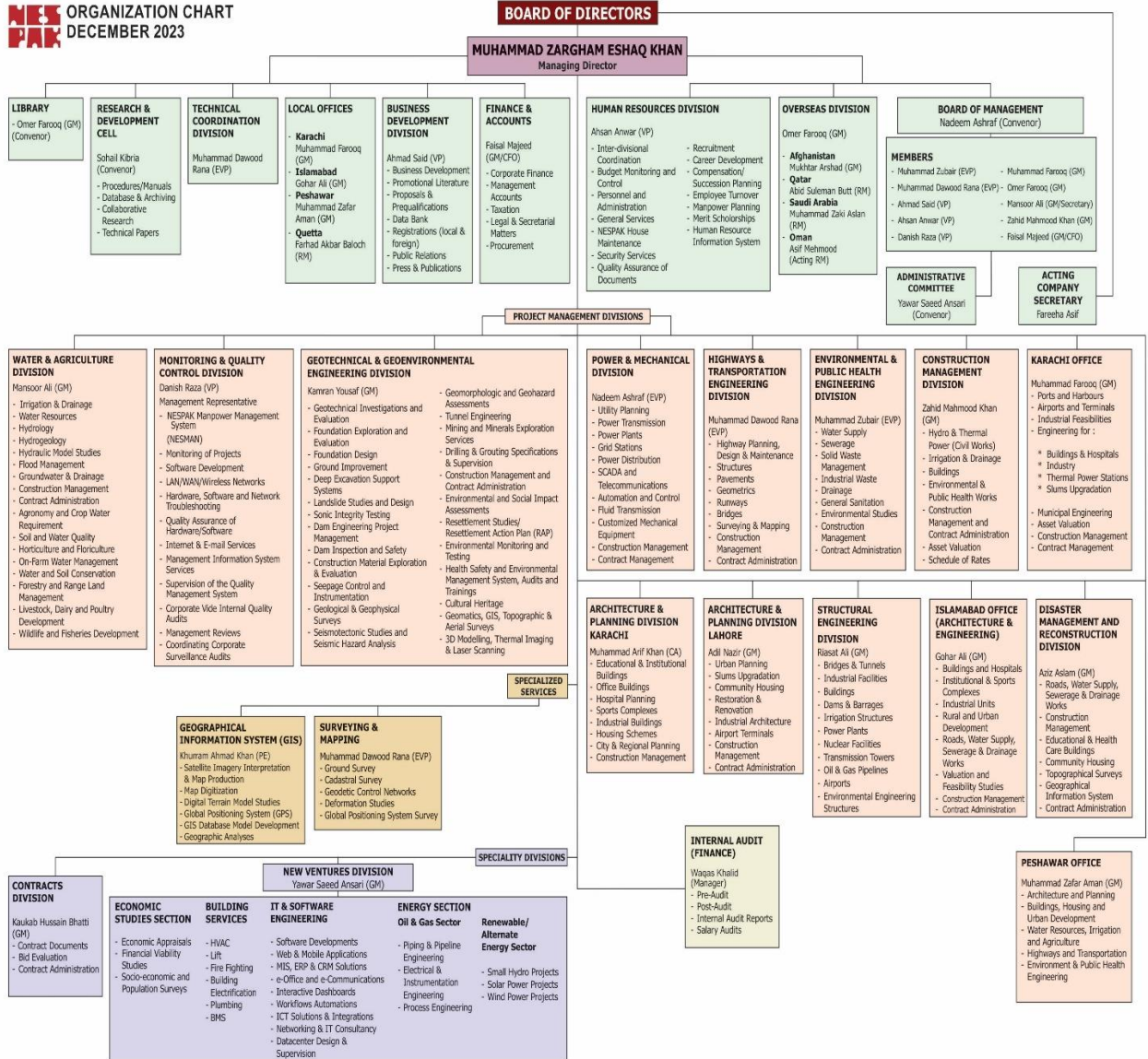


Figure 1 Organizational Chart

2.1.1. Board of Directors:

As a group, NESPAK is guided by its Board of Directors. It is comprised of exceptionally qualified professionals with backgrounds in areas like management, engineering, and finance. They provide direction and track NESPAK's progress to make sure it's on the right track...

2.1.2. Managing Director:

The highest-ranking official at NESPAK, the Managing Director, is to whom all employees report. Close cooperation within a Board at Directors is essential for the successful implementation of critical strategies and the overall operation of NESPAK...

2.1.3. Divisions or Business Units:

In its usual format, NESPAK organises its operations into groups or sections, with each group dealing with a certain area of engineering. Roads and buildings, for instance, could be at the top of the list for these groups...

- Division of Civil Engineering
- Division of Mechanical Engineering
- Division of Electrical Engineering
- Water Resources Division
- Transportation Division
- Environmental Engineering Division
- Architecture and Planning Division
- Geotechnical and Geological Division
- Project Management Division
- Energy Division

2.1.4 Regional Offices:

You can get in touch with one of NESPAK's many worldwide and Pakistani offices, depending on the nature of your project. These regional offices serve as hubs for client interactions, project management, and community engagement in their respective regions....

2.2.5. Project Teams:

All departments at NESPAK worked together as a team to finish the projects. Team members typically possess extensive knowledge in several domains, such as construction, engineering,

planning, and project management, among others. These organizations are responsible for the planning and execution of customer projects.....

2.2.6. Support Functions:

Every one of NESPAK's several sub-organizations is vital to the provision of the organization's core services. It could range from:

- Human Resources and Administration
- Finance and Accounting
- Information Technology (IT)
- Legal and Compliance
- Quality Assurance and Quality Control (QA/QC)
- Research and Development

2.2. SWOT ANALYSIS

Strengths:

1. **Reputation and Expertise:** The outstanding reputation that NESPAK enjoys in the engineering industry is a direct outcome of their dogged persistence over several decades. Their vast background in several engineering fields enables them to offer clients trustworthy and knowledgeable services. Due to the company's stellar reputation, NESPAK has a lot of trust from stakeholders and customers.
2. **Talented Workforce:** The people that work for NESPAK are crucial. Their input is unparalleled in terms of knowledge, fresh information, and innovative ideas. In order to be in the lead of the competition, NESPAK places a premium on its workers' ongoing professional development.....
3. **Innovative Solutions:** Thinking about what is ahead, Think about NESPAK with an eye on the future. Clients are provided with innovative solutions through the use of cutting-edge technology and the most recent technical procedures. This helps in the process of coming up with well-considered answers to urgent challenges.....
4. **Financial Stability:** Thanks to their careful finances and on-time completion of the project, NESPAK is in an outstanding financial position. What distinguishes them is their exceptional competence and meticulous management of funds. Clients are

reassured that their projects will stay on track because the company can withstand the finances storms, invest in employee development, and secure essential resources.....

Weaknesses:

1. **Bureaucratic Processes:** Bureaucratic system always played a vital role in the downfall of the company. This is what NESPAK is also involved in. This thing always demotivates the potential employees
2. **Human Resource Retention:** In any company there is a specific age limit and after it the tend to retire. NESPAK retained their employee all the time and this negatively affect the company's performance directly.
3. **Market Competition:** The industry in which NESPAK operates is very competitive. Staying preceding the curve requires constant vigilance over emerging trends, best practices, and innovations.
4. **Dependency on Public Sector:** Government funding is NESPAK's bottom line. Its financial feasibility can be jeopardized if there constitute modifications in government policy, economic conditions, or the duration required to obtain project approvals. To get around this, one option is to seek out private sector projects that would increase income diversity

Opportunities:

1. **Infrastructure Development:** Pakistan needs to invest heavily in infrastructure if it hopes to keep up with its rapidly urbanizing population. Plenty of huge energy, transport, and urban redevelopment projects are open to NESPAK's participation.
2. **Public-Private Partnerships:** Thanks to the government's push for P3s, NESPAK has a plethora of options for private sector partnerships to explore. Such partnerships have the potential to usher in novel approaches to project financing that integrate private sector initiatives across the board
3. **International Growth Areas relevant to infrastructure requirements:** NESPAK can leverage its global expertise by penetrating these markets. As a consultant, you may diversify your income sources by selling your skills on a global scale. You can also increase your global footprint

4. **Technology Integration:** Innovative use of state-of-the-art technologies like 5G, AI, the blockchain might help NESPAK stand out. Projects are finished more quickly, with less waste, in addition to more creative ideas because of these technologies.s.....
5. **Sustainability Initiatives:** The increasing global awareness of environmental issues could be a pathway for NESPAK. Ecological building, energy efficiency, and ecologically responsible urban design are some of the eco-friendly initiatives that researchers are looking at in response to rising consumer demands and concerns about the environment.....

Threats:

1. **Economic Challenges:** Inflation, depreciation, and other macroeconomic variables can have a significant impact on a project's budget and feasibility. These risks will have less of an effect because to NESPAK's financial risk management strategies.....
2. **Political Instability:** The notoriously unstable nature of Pakistani politics means that policy priorities and budget allocations are always up for grabs. As a precaution, NESPAK ought to include a contingency plan in place.....
3. **Regulatory Changes:** Operational challenges may become more complicated and costly as compliance and laws and regulations are always changing. Make sure you're following the rules by keeping an eye for any changes.....
4. **Global Competition:** The level of competition might rise if more global businesses entered Pakistan's engineering industry. To maintain its success and market dominance, NESPAK must be able to continuously improve its performance.

2.3. Nature of the NESPAK (PVT) LIMITED

Nespak (PVT) LIMITED provides a wide range of engineering services. Project management, engineering, and construction are their strong suits. The reputation of NESPAK is built on expertise, creativity, and delivering first-rate solutions to clients.

- **Consultancy Services:** One of the main ways NESPAK helps is by providing advice in various engineering fields including construction and machine design. All the way from the first stages of ideation and design to the continuous administration of the project, they are there for you.

- **Multidisciplinary Approach.** We are well-known for our exceptional engineering at NESPAK. They employ highly qualified professionals, architects, and engineers, among others. Energy, journeys, water quality infrastructure, and other related industries are among those that benefit from their project management expertise and their dedication to finding novel approaches to difficult technical problems. A private limited company, NESPAK functions apart from its owners. This deal gives NESPAK a lot of leeway to run its business and handle its money anyway it wants.
- **Profit-Oriented:**
Profits take precedence over NESPAK's declared mission of promoting national development as the common good.
Throughout a project's lifespan, NESPAK is present at each stage, including initial planning and research, design, managing construction, and post-construction support. Their contributions are vital to the completion of initiatives...
- **International Reach:**
Known for their construction prowess, NESPAK has projects all throughout the world, not just in Pakistan.
- **Quality First:** Here at NESPAK, we value making sure everything is top-notch. They follow global standards and best practices to ensure the quality and safety of their projects...
- **Technical Innovation:** Ensuring the utmost quality is our top priority here at NESPAK. They follow global standards and best practices to ensure the quality and safety of their projects...

2.4. PRODUCT LINE

A great deal is available from NESPAK (PVT) LIMITED in the areas of engineering and consultancy. They are quite flexible, as shown by the many different things they do and the many ways they help out. The success of NESPAK depends on their ability to adapt to the unique requirements of each client.

1. Infrastructure Development:

While important transportation and connecting projects are under construction, NESPAK may plan and oversee their management. NESPAK's effectiveness of their

project is always the excellent level. Either they are working on Highways or roadways. They always come up with an effective study when they work on the development of the infrastructure. They usually involved in different mega project either this is government or private. From the corporate projects to even the airports or runways terminal planning or their security system the efficiency always remains high.

2. Water Resources Management:

Along with many expertise NESPAK also working on the water resource management projects. They do hydrological research, River Management or canal. They also worked on the flood risk assessment. They usually involved in the water quality assessment as well. These variety of project from the water resources management. Designing pipelines and treating wastewater system is also the one thing which NESPAK having in expertise.

3. Environmental and Sustainability Solutions:

The firm conducts Environmental Impact Assessments (EIAs) to evaluate potential environmental implications and provide solutions to mitigate them. Among NESPAK's many strengths is knowledge of sustainable building principles. Green building practices involve reducing a structure's environmental effect through the integration of renewable energy, energy-efficient design, and eco-friendly materials.

4. Urban Development and Planning:

Among NESPAK's urban planning offerings are goals and objectives, land use zoning, and strategies for city revitalization. In order to improve economic growth and the quality of life, the organization builds infrastructure, parks, and integrated transportation systems to combat the issues brought about by rapid urbanization. Through the application of digital technology, NESPAK's smart city approaches enhance urban facilities, roadway management, and resource efficiency.

5. Architectural and Building Design:

Land use determination, neighborhood revitalization, and comprehensive plan development are a few ways in which NESPAK aids city planning. They tackle the problems of fast growing cities in a number of ways, including better transit, more green space, and infrastructure. Using electronic means, NESPAK makes cities smarter by improving services, managing traffic, while making more out of resources. to ly.

6. Transportation and Traffic Engineering:

Transportation projects are supported end-to-end by NESPAK. Put simply, they are in charge of the design, aesthetics, surface choice, traffic control, and railway and road safety. Improved traffic flow and reduced congestion are results of NESPAK's expertise in smart equipment for transportation networks.

7. Industrial and Process Engineering:

NESPAK enhances the safety and efficiency of industrial processes. They map out the building's layout, material handling, and production processes. Manufacturing is facilitated by reduced resource consumption and waste.

8. Geotechnical and Geological Services:

The experts at NESPAK conduct comprehensive soil tests to guarantee that the land is buildable. Whenever constructing on slopes, they assess the stability of the ground and choose the optimal method for laying foundations. In addition, they study the Earth's features, creating maps and learning more about the terrain, so they can construct buildings with greater safety and strength. Possible dangers, such as earthquakes, must be considered. As a result, the infrastructure is robust and can endure pressure.

9. Technical and Project Management:

Project management services from NESPAK are essential for a project's smooth execution. At this company, seasoned project managers oversee all aspects of project management, including planning, estimating, evaluation of hazards, and quality control. The utilization of cutting-edge the administration of projects tools and processes by NESPAK ensures the timely and cost-effective completion of projects.

10. Information Technology Solutions:

NESPAK improves project efficiency by utilizing technology. They create specific computers for project management, use mapping tools to assess space, and develop tools to help with evidence-based decision-making. The technology solutions provided by NESPAK enable the supply of data-driven insights and the continuous surveillance of projects.

11. Consultancy for International Projects:

In spite of their widespread recognition in Pakistan, NESPAK is really engaged in a broad range of global initiatives. To solve big engineering challenges, they

collaborate with governments, NGOs, and international organizations. Because of the extensive international experience and cultural competency, NESPAK is very relevant and can say appropriate to oversee these international projects. People have faith in NESPAK, thus they may rely on them for global initiatives.

2.5. FAMOUS PROJECTS

1. Tarbela Dam:

NESPAK done and important work as a Project planner and leader for Tarbela Dam. One of the world's largest earth-filled dams, this man-made marvel is on lenders of the Indus River. Pakistan gained many important benefits from this massive project, which improved the agricultural water supply of the country and increased its capacity to generate hydroelectric power. There is good news for the farmers and everyone else anticipating a boom in the region's agricultural sector: the dam has supplied the area with potable water and power.

2. Mangla Dam:

NESPAK's efforts also improving the Mangla Dam. The Mangla Dam is among Pakistan's most massive water and electricity projects. NESPAK was involved in ensuring that if it could store of water and generate more power same as Tarbela Dam does. Their expertise ensured that a reservoir would function optimally for an extended period.

3. Motorway Network:

The improvement of Pakistan's roads was largely due to NESPAK. Among their many achievements are the freeways M-2 and M-3, which connect Islamabad and Lahore, respectively. The construction of these newly constructed highways has boosted Pakistan's economy and made travel faster and more efficient for the country's citizens.

4. Karachi Water Supply Project:

Because of NESPAK, a huge the supply of water project in Karachi was able to get off the ground. Billions of people in Karachi, the biggest metropolis in Pakistan, would benefit from improved and expanded water access, which was their primary objective. The residents will be forever indebted to this massive undertaking if it improves the water's quality and makes it more accessible.

5. New Islamabad International Airport:

The recent public opening of Islamabad International Airport is largely attributable to NESPAK's efforts. The ultra-modern Islamabad International Airport is a major gateway to Pakistan's capital. It facilitates air travel, which is beneficial to the local economy....

6. Gwadar Port:

Technical help was offered by NESPAK during the construction of Gwadar, in Pakistan's Balochistan province. By improving connections and opening up new avenues for commerce, this plan helped Gwadar establish itself as a key port for both domestic and international trade.

7. Energy Projects:

Power stations, solar power schemes are just two of the many energy initiatives that have profited greatly from NESPAK. They have played a crucial role in ensuring that Pakistan has a reliable energy source. The country's energy mix became more diverse as a result of these improvements, and fossil fuels were used less frequently.

2.6. REVIEW OF DEPARTMENTS

2.6.1. FUNCTIONS OF FINANCE DEPARTMENT:

The Finance Department plays a vital role in NESPAK. They make sure everything is in order with the company's money and accounting. They cover a lot of ground make sure the funds are going to the right places. Here is a rundown of the main things the finance department does..:

1. Bookkeeping Procedures:

The Finance Department handles all the money stuff. They're super careful about keeping track of every money-related thing. This includes writing down all the transactions, sorting them correctly, and ensuring they follow the rules. These records are super important for creating reports, doing checks, and making sure everything is following the right rules.

2. Creating a Balance Sheet and Profit and Loss Account:

The Department has plays a big role in making important money documents. These documents are like reports about the company's money. One is called the balance

sheet, which shows a quick picture of how the company is doing financially by listing its stuff (assets), what it owes (liabilities), and what's left (equity). The other is the profit and loss (P&L) account, which tells how well the company did over a certain time, showing the money it made, what it spent, and if it made a profit. These documents are super helpful for the bosses, owners, and others to make smart decisions and understand the money situation.

3. Providing Management Information:

If you need information on the company's finances, you should probably contact the finance department. All financial data is collected, analyzed, and communicated to supervisors and decision-makers. This data is useful for planning, budgeting, and comprehending the financial aspects of various projects. The department aids in making prudent resource allocation and long-term planning decisions by providing timely and reliable information about the company's financial performance.

4. Management of Wages:

The Finance Department is in charge of ensuring payroll efficiency. When determining pay, perks, and deductions, all applicable agreements and laws must be adhered to. The key to happy employees and compliance with laws is paying them on time and fairly....

5. Raising Finance:

Funding for its current and future expansion is being sought after by the department of money, which is working nonstop. Borrowing money, selling bonds, and soliciting investments are just a few of the possibilities they consider. On top of that, they make sure the company's own funds are being used wisely to achieve its objectives....

6. Management of Accounts:

Managing the company's receivables and payables is a crucial function of the finance department. They ensure prompt payment of all invoices and clients. Doing a good job with this responsibility is critical to the survival of your business.

It is the primary goal of the Finance Department to maintain NESPAK's financial stability. They are committed to excellence, offering suggestions for future plans, and checking that the business meets all financial obligations. Their contribution to the organization is demonstrated by this....

2.6.2 RESPONSIBILITIES OF FINANCE DEPARTMENT

A number of sub-departments, each responsible for a certain task, make up NESPAK's Finance Department.:

1. Welfare/C.P/Gratuity Funds Section:

This part of the company looks after different funds that help employees, like welfare funds, provident funds, and gratuity funds. They make sure the money in these funds goes to the right employees and is given out correctly. This involves keeping an eye on how much money is put in, taking money out when needed, and making sure everything follows the rules and laws.

2. Payroll & Disbursements Section:

Payroll section is responsible for providing timely salaries & daily wages to workers and maintaining their records. Salaries & wages are paid at the last day of the month. Last two days of the month are very critical for the payroll and disbursement section. They prepare a statement, which clarifies the exact amount to be paid. This is done using appointment letters of the employees which shows the basic pay and other allowances to be given to the employees. The payroll section prepares the salaries and wages of the employees and sends the vouchers of the salaries to the banking section, banking section after confirmation send the list of the employees and their account numbers to the bank and bank transfers the salaries to the employee's accounts from employer's account.

3. Banking & Corporate Affairs Section:

The Banking and Corporate Affairs section of the Finance Division of National Engineering Services Pakistan (Private) Limited deals with the banking related matters, it performs the basic functions of the bank and the NESPAK's dealing with the banks, sets the standards of keeping the deposits in the banks and analyses the market, where to invest and earn the profit. Any type of payment is made by this section, this section is the final authority to make the payment to any part, employee etc.

4. Internal Audit Section:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. With its help organization

accomplishes its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

It directs staff responsible for systematically sampling the adequacy and reliability of internal control and accounting systems. Directs review and verification of records, compliance with standards, policies and procedures.

5. Company Accounts Section:

The accounts section of the Finance Division deals with the company's accounts, i.e. recording of the things like company's investing activities, where they are investing, funding activities, from where they are generating their revenue, the expenditure incurred during the year for the purpose of company's business and maintaining the proper books of accounts.

6. Budget & Taxation Section:

The Budget & Taxation Section at NESPAK is in charge of planning how the company spends money. They make sure money is used wisely, keep an eye on spending to match the plan, and give advice for future money plans. This section also deals with taxes, making sure NESPAK follows the tax rules and reports everything correctly.

7. Overseas Accounts Section:

The overseas accounts section deals with the accounts of the offices situated abroad that are performing all section work of the finance division in foreign offices. The main purpose of this section is to reconcile with the offices situated abroad, and to know what is happening there and what are their income and expenses.

2.6.3 DISBURSEMENT SECTION

1. Payroll Management:

The section of payroll is responsible for giving timely salaries, daily wages to workers and for maintaining their records. Salaries are paid at the last day of the month and the last two days of the month are very critical for the payroll and disbursement section. They prepare a statement that which clarifies the exact amount to be paid to the employees. This is done

using appointment letters of the employees which shows the basic pay and other allowances to be given to the employees. The payroll section prepares the salaries and wages of the employees and sends the vouchers of the salaries to the banking section, banking section after confirmation send the list of the employees and their account numbers to the bank and bank transfers the salaries to the employee's accounts from employer's account.

2. Leave Fare Assistance (LFA):

Employees, who are permanent in the company, are eligible for Leave Fare Assistance of one-month Basic pay in a calendar year for each year completed. For service provided the employee is granted earned leave for not less than 10 days at the time of availing of LFA. LFA is to be availed in the same year it is started, however it may be accumulated for two years in case earned leave is refused due to exigency of service, the period of earned leave in any case will not be less than 10 days.

3. Traveling Allowance/Daily Allowance (TA/DA):

Traveling/daily allowance means all those payments to an employee in addition to other emoluments for any day during which he was absent from his station of posting and is on duty, to cover the expenses incurred by him.

Circumstances in which Travelling Expenses is Admissible:

Travelling expenses would be admissible to an employee on

- Travelling on duty.
- On an Official Tour.
- On Transfer from one place to another.

4. Overtime Payments:

Overtime is the payment for the time someone works beyond normal work hours. National Engineering Services Pakistan (Private) Limited pay their employees if they work beyond the normal working hours.

Calculation for Overtime

Overtime by an employee is calculated using following formula:

Overtime per hour Rate = Basic Pay + Conveyance Allowance / 104

Overtime amount = Total Hours Worked x Overtime per hour Rate + Snacks Charges. Snacks charges are not allowed to G-8b or above.

Calculation of 104

1 year = 52 weeks

52/12 = 4.33 weeks per month.

48 hours in a week

4.33 X 48 = 208 hours

208/2 = 104

5. Entertainment Allowance:

NESPAK also provides and reimburse the entertainment allowance to its employees and an amount is regularly given to employees to meet expenses of meals, drinks etc for company business clients.

6. Medical Allowance:

NESPAK is committed to promote health awareness among the employees and provide medical facility. NESPAK grants free of cost treatment to its regular employees and their families from renowned doctors and hospitals. NESPAK has approved some hospitals, doctors and pharmacies for their employees on medical panel, employees are issued medical card by the company, they go to them for medical facility, provide them their medical card issued by the company and gets free of cost treatment. Afterwards those approved hospitals, doctors and pharmacies send bills to the NESPAK and company make them the payment.

7. Telephone Allowance:

Telephone allowance is also granted to employees, employees uses this facility whole month and on month end, they send bill to the disbursement section for reimbursement of telephone expense.

2.6.4. BANKING AND CORPORATE AFFAIRS SECTION

The Banking and Corporate Affairs section of the Finance Division of National Engineering Services Pakistan (Private) Limited deals with the banking related matters, it performs the basic functions of the bank and the NESPAK's dealing with the banks, sets the standards of keeping the deposits in the banks and analyses the market, where to invest and earn the profit.

Any type of payment is made by this section, this section is the final authority to make the payment to any part, employee etc.

This section of the finance division deals with the Bank Guarantees, to get a project and then initiation of the project. Basically there are four types of guarantees in which this section deals

- Bid bond Tender
- Mobilization of Advance
- Performance Guarantee
- Professional Liability Insurance Guarantee

The bid bond tender is issued by the bank at the time of bidding for any project, the bank provides the guarantee, then comes the mobilization of advance, and then the bank gives the performance guarantee that the company do its work in time. The company also gives the Professional Liability Insurance Guarantee that they will do the work in time and accurately. The amount of the guarantee is 10% of the contract amount.

The banking and corporate affairs section of the division mainly deals in the following things:

- Salary Payments
- Maintaining the Bank Book and cash book
- Payments to Parties
- Investments
- Bank Guarantees

2.7 ACCOUNTS SECTION

The accounts section of the Finance Division deals with the company's accounts, i.e. recording of the things like company's investing activities, where they are investing, funding activities, from where they are generating their revenue, the expenditure incurred during the year for the purpose of company's business and maintaining the proper books of accounts.

Responsibilities include

- Maintaining and closing the consolidated books on monthly basis and delivering consolidated financial statements that are in compliance with GAAP.
- Proposes and implements improvements in accounting and reporting systems along with internal controls to facilitate accurate and timely reporting.
- Assists with ongoing compliance efforts.

- Providing and interpreting financial information
- Managing company's financial accounting, monitoring and reporting systems.
- Analyzing competitors and market trends.
- Producing accurate financial reports to specific deadlines.
- Arranging new sources of finance for a company's debt facilities

2.8 BUDGETING & TAXATION

The budgeting and taxation section of the Finance Division

- Anticipates the flow of funds (capitalization)
- Anticipates the raising of fund
- Allocates the funds for investment decision
- Assessment of fund evaluation of financial activities
- Arrangement of Short Term and Long Term funds i.e. working capital and term loan for the survival of a particular project.

Chapter 3: LEARNING AS A STUDENT INTERN

3.1. DUTIES

My assigned responsibilities encompass a range of financial tasks, including:

- Making pay slips every month: This means making employees' salaries are calculated correctly and paid on time.
- Managing Exit Fare Assistance (LFA): Handling the documentation and disbursement processes for employees' leave fare assistance, which is an important employee benefit.
- Making vouchers for travel expenses: This involves creating documents for costs during work trips, making sure everything is recorded and repaid correctly.
- Managing sick pay and phone bills: Overseeing the administration of sick leave payments for employees and the tracking of phone expenses within the organization.
- Collaborating with the accountant: Working closely with the company's money expert to make sure all the financial records and transactions are recorded accurately and follow the money rules.
- Budget preparation: Helping the making budgets: This means looking ahead and planning where the company's money will go in different parts of the organization.
- Taxation: Handling various aspects of taxation, including compliance with tax regulations and ensuring timely submission of tax-related documents and payments.

3.2. ACCOMPLISHMENTS

The main goal of the Finance Division is to properly handle accounting and financial operations. Completing this task involves gathering necessary financial data, creating detailed financial accounts, and presenting them to management team. Many important sections make up the Finance Division, and they all do different things.

- The disbursement section is in charge of handling all payments made to various parties, such as employees and merchants. Accurate, timely, and policy-compliant disbursements are guaranteed by this.

- The internal audit division checks for conformity with financial processes and regulations, finds places of risk to the economy, and evaluates the efficacy of financial controls through routine audits.
- A company's banking relationships, such as accounts, investments, and loans, are overseen by the banking section. Financial transaction-related corporate governance problems are also overseen by it.
- Planning, compliance, along with reporting are all facets of taxes that fall within the purview of the taxation department. Compliance with tax rules and regulations depends on this.
- Accurate and current financial records are the responsibility of the bookkeeping department. Complying with accounting rules and laws, keeping track of financial transactions, and managing ledgers are all part of this.

Every company, no matter how big or little, relies on its finance department. It makes no difference how much money is available; ineffective financial management always results in losses. The accurate allocation of funds, careful record-keeping, and monitoring of cash flows are all responsibilities of the finance department. NESPAK's financial team is second to none when it comes to handling the company's money. Efficient and prudent financial management is ensured throughout the corporation by vice president of Finance, who oversees the seven departments that make up the finance department. The framework enables NESPAK to uphold fiscal responsibility and openness while achieving its objectives.

3.3. HOW EXPERIENCE IMPACT YOUR CAREER:

I had a great time as an apprentice at NESPAK and learned a lot about the company's culture and operations. I picked up some new abilities that are crucial for any career while I was there. For both my professional and personal development, I had the opportunity to network with very knowledgeable and experienced individuals. I gained a better grasp of marketing and finance, honed my skills in professional communication, learned to work effectively in a team, appreciated the value of a positive work environment, and became accustomed to the expectations regarding proper attire and time management. In addition to preparing me for

the difficulties of the working world, these teachings have given me the self-assurance and resilience to face any future problems that may arise.

RECOMMENDATIONS

Some Recommendations are:

1. **Market Diversification:** Although it has a significant influence in Pakistan, NESPAK has space to expand outside of the country as well. Expanding into other places is a good approach to diversify sources of revenue and reduce dependency on the home market.
2. **Technology Adoption:** Embrace the latest innovations consisting of as BIM, AI, and ML. Numerous new uses for these technologies are being considered for modeling, risk assessment, and project management.
3. **Talent Development:** Keep giving workers the tools they need to advance in their jobs. Partnerships between educational institutions and NESPAK have the potential to yield educational initiatives and real-time market monitoring.
4. **Sustainable Practices:** As you plot out your projects, keep renewable energy suppliers and other eco-friendly choices in mind. This helps achieve global sustainability goals while also appealing to clients who are concerned about the environment.
5. **Financial Risk Management:** Build a robust financial risk management strategy to be ready for any currency and economic downturns. With a diversified income and an emergency fund, you may be better able to weather financial disasters.
6. **Marketing and Branding:** Strategic branding and marketing can help you stand out from the crowd of multinational engineering consulting firms. Making boasts about your abilities and achievements is a certain way to get new clients.
7. **Client Feedback:** Asking consumers for feedback on a regular basis is a terrific way to gauge their satisfaction with the current task and find places to make improvements. Improving service quality can be achieved through the implementation of a continuous feedback loop....\
8. **Ethical Practices:** At no point A great technique to determine if customers are happy with the present task and where to make improvements is to ask for feedback frequently. Establishing a constant feedback loop is a certain way to boost service quality..s...
9. **Collaborative Partnerships:** Build enduring ties by collaborating with groups both at home and abroad. Collaborating with other businesses allows NESPAK to expand its service offerings and attract more customers....

10. Environmental and Social responsibility: Make sure the assignments are eco-friendly and participate in social duty (CSR) initiatives. This exemplifies NESPAK's commitment to societal well-being.

11. CONCLUSION

Professional engineers are Pakistan (or NESPAK) is a very prestigious and well-known name in the globe. This multi-disciplined consultant was successful because it reorganised its operations and expanded into new business areas. Obtaining professional assistance independence and decreasing dependence on external experts is NESPAK's primary objective. The first-rate structure for management that NESPAK has used to address modern difficulties is one of the company's biggest strengths.

The dedication to helping senior personnel advance in their careers sets the firm apart from its competitors.

The main priority of NESPAK is providing superb goods and services, in contrast to opponents who mostly concentrate on marketing strategies. Many things come together to make a corporation dominant in its industry that includes backing from the government, stellar reputation, devoted customers, skilled architects, and forward-thinking CEOs, but these things are no limited. NESPAK excels in manual procedures and still it manages to out-generate its competitors.

References:

- <http://www.nespak.com.pk/>
- <http://www.businessdictionary.com/>
- Resources made available by NESPAK for use in training

Weekly Report of Internship

Week 1

Monday

Time	Activities
09:00 AM – 10:00 AM	Introduction with the finance manager at the NESPAK.
10:00 AM – 11:00 AM	An introductory visit of the building with their operations Respectively.
11:00 AM – 12:00 PM	I have been handed over to the disbursement Section. The person who was leading the team gave me the introduction of the department and operations of it.
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Checked Retired employees Sheet and amount tally.
03:00 PM – 04:00 PM	Checked Retired employees Sheet and amount tally
04:00 PM – 05:00 PM	OFF

Tuesday

Time	Activities
09:00 AM – 10:00 AM	In this whole day I just worked on the sheets of the employees who went on the business tour and this sheet contained all the expenses of them. I was working on the amounts, dates, time and the receipt of them all.
10:00 AM – 11:00 AM	In this whole day I just worked on the sheets of the employees who went on the business tour and this sheet contained all the expenses of them. I was working on the amounts, dates, time and the receipt of them all.
11:00 AM – 12:00 PM	In this whole day I just worked on the sheets of the employees who went on the business tour and this sheet contained all the expenses of them. I was working on the amounts, dates, time and the receipt of them all.
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	In this whole day I just worked on the sheets of the employees who went on the business tour and this sheet contained all the expenses of them. I was working on the amounts, dates, time and the receipt of them all.
03:00 PM – 04:00 PM	In this whole day I just worked on the sheets of the employees who went on the business tour and this sheet contained all the expenses of them. I was working on the amounts, dates, time and the receipt of them all.
04:00 PM – 05:00 PM	OFF

Wednesday

Time	Activities
09:00 AM – 10:00 AM	NESPAK has a policy that they don't pay their employees the fuel expenses with the salary and give cheque for this purpose separately to avoid TAX. So, for the first half of my third day I worked on these payments and receipts.
10:00 AM – 11:00 AM	NESPAK has a policy that they don't pay their employees the fuel expenses with the salary and give cheque for this purpose separately to avoid TAX. So, first half of my third day I worked on these payments and receipts.
11:00 AM – 12:00 PM	NESPAK has a policy that they don't pay their employees the fuel expenses with the salary and give cheque for this purpose separately to avoid TAX. So, first half of my third day I worked on these payments and receipts.
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Leave fare assistance (LFA) is an award by an institution for their employees. So, in the second half of this day, I just check their data with receipt and files with the amount.
03:00 PM – 04:00 PM	Leave fare assistance (LFA) is an award by an institution for their employees. So, in the second half of this day, I just check their data with receipt and files with the amount.
04:00 PM – 05:00 PM	OFF

Thursday

Time	Activities
09:00 AM – 10:00 AM	Leave fare assistance (LFA) is an award by an institution for their employees. So, this day, I just check their data with receipt and files with the amount.
10:00 AM – 11:00 AM	Leave fare assistance (LFA) is an award by an institution for their employees. So, this day, I just check their data with receipt and files with the amount.
11:00 AM – 12:00 PM	Leave fare assistance (LFA) is an award by an institution for their employees. So, this day, I just check their data with receipt and files with the amount.
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Leave fare assistance (LFA) is an award by an institution for their employees. So, this day, I just check their data with receipt and files with the amount.
03:00 PM – 04:00 PM	Leave fare assistance (LFA) is an award by an institution for their employees. So, this day, I just check their data with receipt and files with the amount.
04:00 PM – 05:00 PM	OFF

Friday

Time	Activities
09:00 AM – 10:00 AM	I Just maintained all the files and add sticky notes at the shelf for the ease of employes to find any file.
10:00 AM – 11:00 AM	I managed the file to dusting of some and set those in shelf properly.
11:00 AM – 12:00 PM	One hour gossip with the team leader and he tell me the story how he was able to get that job.
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Again, worked on LFA sheets
03:00 PM – 04:00 PM	Again, worked on LFA sheets
04:00 PM – 05:00 PM	OFF

Saturday

Time	Activities
09:00 AM – 10:00 AM	OFFICIAL LEAVE
10:00 AM – 11:00 AM	OFFICIAL LEAVE
11:00 AM – 12:00 PM	OFFICIAL LEAVE
12:00 PM – 01:00 PM	OFFICIAL LEAVE
01:00 PM – 02:00 PM	OFFICIAL LEAVE
02:00 PM – 03:00 PM	OFFICIAL LEAVE
03:00 PM – 04:00 PM	OFFICIAL LEAVE
04:00 PM – 05:00 PM	OFFICIAL LEAVE

Weekly Report of Internship

Week 2

Monday

Time	Activities
09:00 AM – 10:00 AM	Check names for payment (LFA)
10:00 AM – 11:00 AM	Make records of Ledger entries and put the names on register
11:00 AM – 12:00 PM	Make bank payment voucher on software
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Make bank payment voucher on software
03:00 PM – 04:00 PM	Make bank payment voucher on software
04:00 PM – 05:00 PM	off

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Different banks memorandum are separate (telephone bill)
10:00 AM – 11:00 AM	Different banks memorandum are separate (telephone bill)
11:00 AM – 12:00 PM	LUNCH AND NAMAZ BREAK
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	Make voucher on medical expense
02:00 PM – 03:00 PM	Scan pages and make voucher medical expense
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	OFF

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Check the names of employees on register
10:00 AM – 11:00 AM	Entries on register of LFA employees
11:00 AM – 12:00 PM	Make voucher of LFA employees
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Make voucher of LFA employees
03:00 PM – 04:00 PM	Make voucher of LFA employees
04:00 PM – 05:00 PM	off

Thursday

Time	Activities
09:00 AM – 10:00 AM	Make journal entries on register on med expense
10:00 AM – 11:00 AM	Make journal entries on register on med expense
11:00 AM – 12:00 PM	Make voucher medical expense
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Make voucher medical expense
03:00 PM – 04:00 PM	Make journal entries on register on med expense
04:00 PM – 05:00 PM	off

Friday

Time	Activities
09:00 AM – 10:00 AM	Make Entries on register of LFA employees
10:00 AM – 11:00 AM	Continue
11:00 AM – 12:00 PM	Separate memorandum of medical expense under the Amount 7K.
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Reimbursement of medical expense Separate memorandum of medical expense under the Amount 7K.
03:00 PM – 04:00 PM	Check medicine pharmacy Amount.
04:00 PM – 05:00 PM	off

Saturday

Time	Activities
09:00 AM – 10:00 AM	OFFICIAL LEAVE
10:00 AM – 11:00 AM	OFFICIAL LEAVE
11:00 AM – 12:00 PM	OFFICIAL LEAVE
12:00 PM – 01:00 PM	OFFICIAL LEAVE
01:00 PM – 02:00 PM	OFFICIAL LEAVE
02:00 PM – 03:00 PM	OFFICIAL LEAVE
03:00 PM – 04:00 PM	OFFICIAL LEAVE
04:00 PM – 05:00 PM	OFFICIAL LEAVE

Weekly Report of Internship

Week 3

Monday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries on register (LFA)
10:00 AM – 11:00 AM	Continue
11:00 AM – 12:00 PM	Medical reimbursement memorandum checked amount
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Medical reimbursement memorandum checked amount
03:00 PM – 04:00 PM	Ledger entries on register (Medical)
04:00 PM – 05:00 PM	off

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries on register (Medical)
10:00 AM – 11:00 AM	continue
11:00 AM – 12:00 PM	Knowledge of software where we make voucher
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Make medical voucher on PC scan and print
03:00 PM – 04:00 PM	Make medical voucher on PC scan and print
04:00 PM – 05:00 PM	off

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries on register (LFA)
10:00 AM – 11:00 AM	Ledger entries on register (LFA)
11:00 AM – 12:00 PM	Make LFA voucher on pc
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries of LFA
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	

Thursday

Time	Activities
09:00 AM – 10:00 AM	Checked medical memorandum amounts
10:00 AM – 11:00 AM	Make medical voucher on software
11:00 AM – 12:00 PM	Checked pharmacy bill
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries on register
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	off

Friday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries of LFA
10:00 AM – 11:00 AM	Ledger entries of LFA
11:00 AM – 12:00 PM	Visit nespak building
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	OFF
03:00 PM – 04:00 PM	off
04:00 PM – 05:00 PM	off

Saturday

Time	Activities
09:00 AM – 10:00 AM	OFFICIAL LEAVE
10:00 AM – 11:00 AM	OFFICIAL LEAVE
11:00 AM – 12:00 PM	OFFICIAL LEAVE
12:00 PM – 01:00 PM	OFFICIAL LEAVE
01:00 PM – 02:00 PM	OFFICIAL LEAVE
02:00 PM – 03:00 PM	OFFICIAL LEAVE
03:00 PM – 04:00 PM	OFFICIAL LEAVE
04:00 PM – 05:00 PM	

Weekly Report of Internship

Week 4

Monday

Time	Activities
09:00 AM – 10:00 AM	Working on Medical rebursment bills
10:00 AM – 11:00 AM	Check amounts under 50k pharmacy bill
11:00 AM – 12:00 PM	Continue
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Make medical voucher
03:00 PM – 04:00 PM	Make medical voucher
04:00 PM – 05:00 PM	off

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Make ledger entries on register (Medical)
10:00 AM – 11:00 AM	Make ledger entries on register (Medical)
11:00 AM – 12:00 PM	Make medical voucher
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Scan print and make voucher
03:00 PM – 04:00 PM	Scan print and make voucher
04:00 PM – 05:00 PM	off

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Introduction to Banking section
10:00 AM – 11:00 AM	Make cheque different banks
11:00 AM – 12:00 PM	Continue
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Make deposit slip
03:00 PM – 04:00 PM	Make deposit slip
04:00 PM – 05:00 PM	off

Thursday

Time	Activities
09:00 AM – 10:00 AM	Check voucher amount
10:00 AM – 11:00 AM	check voucher amount
11:00 AM – 12:00 PM	make cheque
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Continues make cheque
03:00 PM – 04:00 PM	Make deposit slip
04:00 PM – 05:00 PM	off

Friday

Time	Activities
09:00 AM – 10:00 AM	Understand hierarchy Finance division
10:00 AM – 11:00 AM	Check voucher amount
11:00 AM – 12:00 PM	Make cheque
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Free time
03:00 PM – 04:00 PM	Free time
04:00 PM – 05:00 PM	

Saturday

Time	Activities
09:00 AM – 10:00 AM	
10:00 AM – 11:00 AM	OFFICIAL LEAVE
11:00 AM – 12:00 PM	OFFICIAL LEAVE
12:00 PM – 01:00 PM	OFFICIAL LEAVE
01:00 PM – 02:00 PM	OFFICIAL LEAVE
02:00 PM – 03:00 PM	OFFICIAL LEAVE
03:00 PM – 04:00 PM	OFFICIAL LEAVE
04:00 PM – 05:00 PM	OFFICIAL LEAVE

Weekly Report of Internship

Week 5

Monday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries on register (Medical)
10:00 AM – 11:00 AM	Ledger entries on register (Medical)
11:00 AM – 12:00 PM	Medical memorandum checked amount
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Medical reimbursement memorandum checked amount
03:00 PM – 04:00 PM	Ledger entries on register (Medical)
04:00 PM – 05:00 PM	off

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Make medical voucher on PC scan and print
10:00 AM – 11:00 AM	Make medical voucher on PC scan and print
11:00 AM – 12:00 PM	Continue
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries on register (Medical)
03:00 PM – 04:00 PM	Ledger entries on register (Medical)
04:00 PM – 05:00 PM	off

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries on register (LFA)
10:00 AM – 11:00 AM	Ledger entries on register (LFA)
11:00 AM – 12:00 PM	Make LFA voucher on pc
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries of LFA
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	

Thursday

Time	Activities
09:00 AM – 10:00 AM	Checked medical memorandum amounts
10:00 AM – 11:00 AM	Make medical voucher on software
11:00 AM – 12:00 PM	Checked pharmacy bill
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries on register
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	off

Friday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries of LFA
10:00 AM – 11:00 AM	Ledger entries of LFA
11:00 AM – 12:00 PM	Visit nespak building
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	OFF
03:00 PM – 04:00 PM	off
04:00 PM – 05:00 PM	off

Saturday

Time	Activities
09:00 AM – 10:00 AM	OFFICIAL LEAVE
10:00 AM – 11:00 AM	OFFICIAL LEAVE
11:00 AM – 12:00 PM	OFFICIAL LEAVE
12:00 PM – 01:00 PM	OFFICIAL LEAVE
01:00 PM – 02:00 PM	OFFICIAL LEAVE
02:00 PM – 03:00 PM	OFFICIAL LEAVE
03:00 PM – 04:00 PM	OFFICIAL LEAVE
04:00 PM – 05:00 PM	

Weekly Report of Internship

Week 6

Monday

Time	Activities
09:00 AM – 10:00 AM	Work on travelling procedure
10:00 AM – 11:00 AM	Continue
11:00 AM – 12:00 PM	Overtime payment Calculation
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Medical reimbursement checked amount
03:00 PM – 04:00 PM	Ledger entries on register (Medical)
04:00 PM – 05:00 PM	off

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Understand the responsibilities Finance department
10:00 AM – 11:00 AM	Again make, medical voucher on PC scan and print
11:00 AM – 12:00 PM	Continue
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries on register (Medical)
03:00 PM – 04:00 PM	Ledger entries on register (Medical)
04:00 PM – 05:00 PM	off

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Ledger entries on register (LFA)
10:00 AM – 11:00 AM	Sir give information about NESPAK projects
11:00 AM – 12:00 PM	Make LFA voucher on pc
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries of LFA
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	

Thursday

Time	Activities
09:00 AM – 10:00 AM	Checked medical amounts amounts
10:00 AM – 11:00 AM	Make medical voucher on software
11:00 AM – 12:00 PM	Ledger entries on register
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Checked pharmacy bill
03:00 PM – 04:00 PM	Continue
04:00 PM – 05:00 PM	off

Friday

Time	Activities
09:00 AM – 10:00 AM	Checked pharmacy bill
10:00 AM – 11:00 AM	continue
11:00 AM – 12:00 PM	Make medical voucher
12:00 PM – 01:00 PM	LUNCH AND NAMAZ BREAK
01:00 PM – 02:00 PM	LUNCH AND NAMAZ BREAK
02:00 PM – 03:00 PM	Ledger entries on register
03:00 PM – 04:00 PM	OFF
04:00 PM – 05:00 PM	off

Saturday

Time	Activities
09:00 AM – 10:00 AM	OFFICIAL LEAVE
10:00 AM – 11:00 AM	OFFICIAL LEAVE
11:00 AM – 12:00 PM	OFFICIAL LEAVE
12:00 PM – 01:00 PM	OFFICIAL LEAVE
01:00 PM – 02:00 PM	OFFICIAL LEAVE
02:00 PM – 03:00 PM	OFFICIAL LEAVE
03:00 PM – 04:00 PM	OFFICIAL LEAVE
04:00 PM – 05:00 PM	