



Asia CropSciences (Pvt) LTD.

Asia CropSciences (Pvt) LIMITED.

INTERNSHIP REPORT



(July 17th, 2023 to August 9th, 2023)

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18th Oct, 2023

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ACKNOWLEDGEMENT

*First of all, I want to praise **Allah**, the Most Gracious and the Most Merciful, for His blessing on me during my studies and in completing this report.*

*I appreciate the helpfulness of the **Asia CropSciences (Pvt) Limited** management, who provided me with accurate and preferable information from their division.*

*I would like to thank the Head of the Account and Finance Department, **Mr. Saqib**, for providing proper guidance and feedback regarding my work during the internship..*

*Also, I would like to thank **Mr. Adnan Munir**, who worked along with me in **Asia CropSciences (Pvt) Limited**; with their patience and openness, he created a working environment.*

*Sincere thanks to **Dr. Imad Rasheed**, Internship Advisor of the University, and **Mr. Saqib**, Head of the Account and Finance Department, for all their help and guidance in securing and completing my internship with the above company. I appreciate it.*

I am thankful to the teachers and staff of my department who helped me in the successful completion of my internship.

Muhammad Rizwan Sarwar
(CIIT/FA20-BBA-046/LHR)

Contents

1.	Executive Summary	4
2.	Background of Organization	5
2.1	History of Asia CropSciences	6
2.2	Mission Statement	6
2.3	Vision Statement	6
2.4	Products	7
3.	Business Operation	8
3.1	Organizational structure	8
3.2	SWOT Analysis of ACS	12
3.3	Marketing strategy	16
3.4	Competitive Strategy	18
3.5	Business Process Analysis	19
4.	Learning as a Student INTERN.	20
4.1	Duties	21
4.2	Accomplishment	28
4.3	New knowledge acquired	28
4.4	Problems encountered	28
4.5	How Experience Impacts your Career	29
5.	Conclusion	30

1. Executive Summary

The greatest range of economic activities performed by any commercial entity in the financial system is handled by modern ways of handling finance, which offers a wide variety of economic services, including credit, funds, and payment services. This is an upgrade. One of the most important aspects of the payment process is building a solid reputation for integrity when handling shareholders' money. When we have to work in an organization in the finance department, we need some skills to handle finance in a modern way. An internship program aids in gaining both academic and practical understanding. Realistic details are necessary for a study to be thorough and are helpful in identifying the true study environment.

I got a chance to obtain knowledge on general banking through an internship in Asia CropSciences as a student of Masters in Business Administration from COMSATS University. The university that provides students the opportunities to develop their professional lives is COMSATS.

Asia CropSciences is the premier conference and exhibition for the Asian agricultural sector. Asia CropSciences works to support farmers in enhancing their standard of living while maintaining affordable input costs. It is a recently launched company with high-quality agricultural products and chemicals that are very helpful for the farmers and economy of the country by increasing food production to meet the requirements of the state.

During the summer, I completed an internship, and I will attempt to convey my entire learning process in my report. As a finance student, I deal with their financials. There were many tasks assigned to me about payments, and I did these difficult tasks with a lot of concentration and interest. It was a great opportunity to learn the professional strategies to deal with the finances of a company by using modern and innovative ways and technology.

In the first part of my report, there is a company profile of Asia cropsiences. It contains the mission statement, vision, and history of Asia Crop Sciences Agrochemical Company. All the goals and objectives are mentioned there. All the strategies that the company follows are included in the next session. Competitive strategies, SWOT Analysis, Business process analysis, and organization structures are described there. The SWOT analysis and competitive business process investigation are included in the third segment. SWOT analysis was done to highlight the company's strengths, weaknesses, opportunities, and threats. The competitive analysis gives information about the strategies a company is following to compete with its competitors. The fourth portion details my internship as a learning experience with all the challenges I have to face in this internship. All my experience details are mentioned here while working with the professionals of Asia cropsiences agricultural company. Next, the report included a full account of my job experience in Asia cropsiences's financial departments, including the difficult tasks I had to do, the problems I encountered there, and the conclusion of my entire activities. It also includes the effect of this internship on my future career and professional life.

2. Background of Organization

The company Asia cropsiences is established recently in Lahore, Pakistan. The main reason for its popularity is the quality of its products, which makes it unique from other agricultural companies. Leading agricultural enterprise Asia cropsiences is committed to creating and bringing to market innovative technology that will increase crop yields and food security in the area. Through creative research and development, the company hopes to revolutionize the agriculture sector while maintaining a strong commitment to sustainability and environmental care. Their background includes collaborations with top research and academic institutions, as well as a group of specialists with a variety of scientific and business experiences.

Asia cropsiences is the term used to describe a variety of scientific methods and studies pertaining to crop production and agriculture in Asia. Numerous academic fields are included in this topic, such as soil science, entomology, agricultural engineering, plant genetics, and agricultural economics. Cropsiences in Asia are the subject of several degree programs and research opportunities offered by universities and research centers. Furthermore, a large number of NGOs and government agencies fund research and extension initiatives in this area.

At the moment, ACS has seven regional offices—one each in Peshawar, Sahiwaal, Bahawalpur, Faisalabad, Sukkur, Multan, Vehari, and Hyderabad and Lahore. The head office of ACS is in Lahore. 13 items in total, registered in all major crops, make up the portfolio. A 50-person ground force backs the ACS demand-generating mechanism, which is tracked by an electronic module to guarantee consistent services throughout regions. All the team of Asia cropsiences has more than 50 years of experience that lead to the formation of the best quality products in agrochemicals. Insurance coverage is offered by Asia CropSciences for a range of crops, including oilseeds, rice, wheat, maize, and sugarcane.

With great intentions to help Pakistani farmers recover and succeed, ACS joined the market.



2.1 History of Asia CropSciences

Asia CropSciences, which was founded at the start of the year, works with agrochemicals to provide farmers with high-quality products cost-effective inputs to assist them in raising their standard of living. In Lahore, Pakistan, there is a government organization called Asia Cropsiences Lahore (CAL). CAL is an agricultural research center that offers services for knowledge management, technology, and research in the field of agriculture. As a participant in the International Centre for Agricultural Research in the Asia-Pacific (ICARDA), CAL is in charge of contributing research to address the particular issues that Pakistani farmers face. Crop research, soil science, plant management, plant protection, integrated photo-biotechnology, and natural resource management are the main areas of study for CAL. Asia Cropsiences facilitates farmers by providing them with quality chemicals, seeds, and other agricultural products to raise their food production.

This organization provides a carefully selected portfolio of specialty nutrition, agrochemicals, and seeds that take into account the financial circumstances of farmers, their preferences for sustainability, and current and future agronomic requirements.

Asia Cropsiences 's systemic demand generation methodology and strong on-the-ground presence are ingrained in our DNA, providing us with a competitive edge that will set us apart from the competition. Our availability map and in-store capabilities are strengthened by the support of our beloved channel partners.

2.2 Mission Statement

"Manufacturing and supplying of quality crop protection chemicals, micro fertilizers, and certified seeds. Providing solutions to optimize farm productivity for farmers through high quality, innovative and cost-effective products to provide the customers better value for money."

2.3 Vision Statement

"By enhancing value to our customers, by supporting and motivating the employees to work as an innovative team in a learning and open environment, challenging standards of performance while focusing on Innovation, quality and responsible care towards society to be a successful organization.

2.4 Products

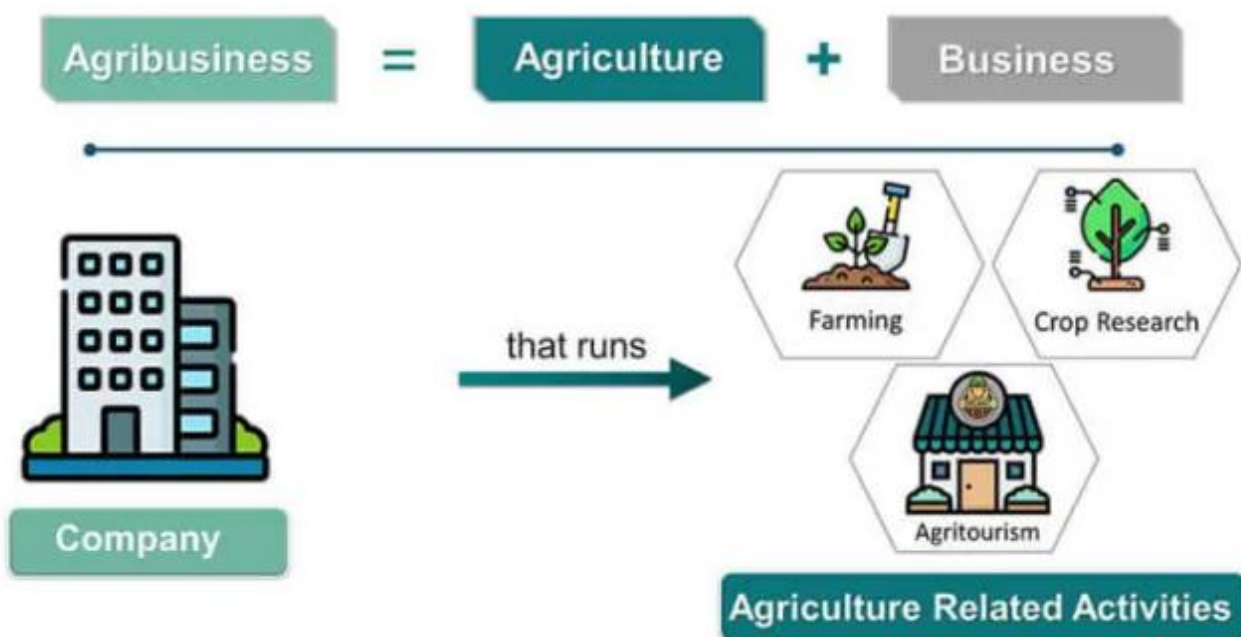
Asia CropSciences products Portfolio spans 13 products with registrations in all major crops.

1. Sulfur
2. Zincabo
3. ImidaClopd
4. Lambda
5. Paraquat
6. Aaomate
7. Dinotefuran
8. Moro30
9. Emamectin
10. Trifox
11. Hybrid mustardseeds
12. Bestron
13. Fosem
14. Stance

3. Business Operation

The cultivation, processing, and distribution of crop products are all part of the agricultural crop sciences business activity. Asia cropsiences works on a business operation that includes research on new and safe products to improve the productivity of the present and future crops and supply of these products through active marketing strategies. Asia cropsiences has strong plans and strategies to produce innovative products and promote them on national and international levels. Additionally, the company might have to abide by a number of rules, including those pertaining to labor legislation, food safety, and environmental protection; Asia cropsiences has all the rules, licenses, and regulations. In order to maximize agricultural yields, Asia cropsiences is managing fields, irrigation, fertilizers, and pesticides in addition to utilizing cutting-edge technologies like precision agriculture and drones. Asia cropsiences also manages supply chains and logistics to transport crops from the field to consumers, in addition to developing and marketing new crop kinds.

The commercial operations of Asia cropsiences encompass a range of activities, such as crop production, animal management, marketing, and sales. Coordination between vendors, purchasers, and governmental organizations may also be necessary for the operation, in addition to logistics and transportation. The objective of the Asia cropsiences business operation is to maximize profits and minimize expenses by producing and selling high-quality goods at competitive pricing.



<https://www.educba.com/agribusiness/>

3.1 Organization Structure

A corporation that manufactures agricultural products usually has a hierarchical organizational structure with different teams and divisions. Asia cropsiences has a business structure that includes many teams and their division. The business organization structure of Asia cropsiences is given below;

a) Production Department

The production department of Asia cropsiences is in charge of overseeing the procurement of raw materials, production scheduling, and quality control during the manufacturing process.

The department's staff members are also in charge of making sure the company's quality assurance procedures are followed, and the machinery operates correctly in order to generate a final product that is exceptional, reliable, and compliant with standards

Many kinds of agricultural products are produced in this department under the supervision of highly qualified and experienced professionals. The products include fertilizers, sprays, medicines, and many kinds of nutrients.

• Fertilizer Manufacturing

It is engaged in the manufacturing of the company's line of nutritional products and other kinds of fertilizers. Its objective is to convert raw resources into a plant-based nutritional product that is prepared for packaging or storage. It applies the company's quality assurance standard and modifies it in light of the findings of quality checks carried out at numerous crucial production stages.

The fertilizers described here are compound fertilizers, meaning they contain both secondary nutrients and primary nutrients. These are just one kind of fertilizer; there are other varieties that contain just one nutrient. The solid raw materials can be shipped in drum amounts, thousands of tons in bulk, or in metal drums and bag containers to fertilizer factories.

The stages of fertilizers manufacturing in **Asia cropsiences** are given below;

1. The following steps can be used to summarize the process of making fertilizer:
2. Minerals and other raw materials are gathered, including potassium, phosphorus, and nitrogen.
3. The raw ingredients are combined and blended.
4. To create a uniform mixture, the mixed elements are heated and treated further.
5. After cooling, the uniform mixture is dried.
6. A powder is created by grinding the dried ingredients.
7. Pellets or granules made of crushed powder are produced.
8. For quality assurance, the pellets or granules undergo testing.
9. After packaging, the fertilizer is transported to the clients.

• Fertilizer Packing

The goal of this department of Asia cropsiences is to link demand and production. To produce a final

product for sale that is prepared to be placed on the market whenever needed, the department is responsible for packaging fertilizer packages and labeling the fertilizers produced. This department takes into account the plant's production capacity, the demand that is currently in place, the statistics from previous years, and the storage capacity of products for sale.

- **Quality Assurance (QA)**

Its job is to keep an eye on, regulate, and enhance the production process at every turn, from the raw material supply to the finished product.

b) Commercial Department

The distribution of finished goods and the provision of raw materials are under the purview of the commercial department. The sales department is separated into the following subsections due to the complex objective:

- **Department of Purchases**

The purchasing of raw materials and other supplies needed to produce fertilizers is the responsibility of the purchasing department. Its goal is to reach agreements with international businesses in order to obtain the materials required, meeting the quality and cost standards established by the management of the company.

- **Sales division**

Individuals interested in product promotion work in the sales department. Their role involves keeping in touch with both current and potential clients of the business, answering their questions about fertilizers and other dietary goods, and taking orders.

- **Department of Marketing**

The marketing department is in charge of creating the business's commercial strategy. It decides on price, organizes the items' marketing, and provides salespeople with marketing materials and details on the features and uses of the goods.

- **Department of Logistics**

The logistics of commodities and raw materials are handled by the staff members in this department.

c) Finance Department

The recording of financial data and the company's financial planning are among the duties performed by the economic department.

The Finance department is responsible for;

- ❖ Overseeing all financial operations of the business, excluding contract negotiation and awarding
- ❖ Assisting the Finance committee in its work
- ❖ Carrying out its financial decisions, rules, and regulations about payments
- ❖ Checking and processing client payments and invoices
- ❖ Preparing payment documents such as payment letters
- ❖ Preparing purchase vouchers and other contract documents

- **Accounts division**

Account division keeps track of and documents all business accounting transactions (purchases, sales, receipts, payments, etc.), exports financial data, and prepares financial statements that show the company's financial health.

- **Department of Financial Planning**

This division is involved in the company's financial operations. It plans how to carry out business plans, assigns resources to different departments, assesses the company's financial standing, and suggests ways to better and more effectively carry out the business's economic goals in light of the strategic development of the industry and the state of the money market.

d) Department of Development

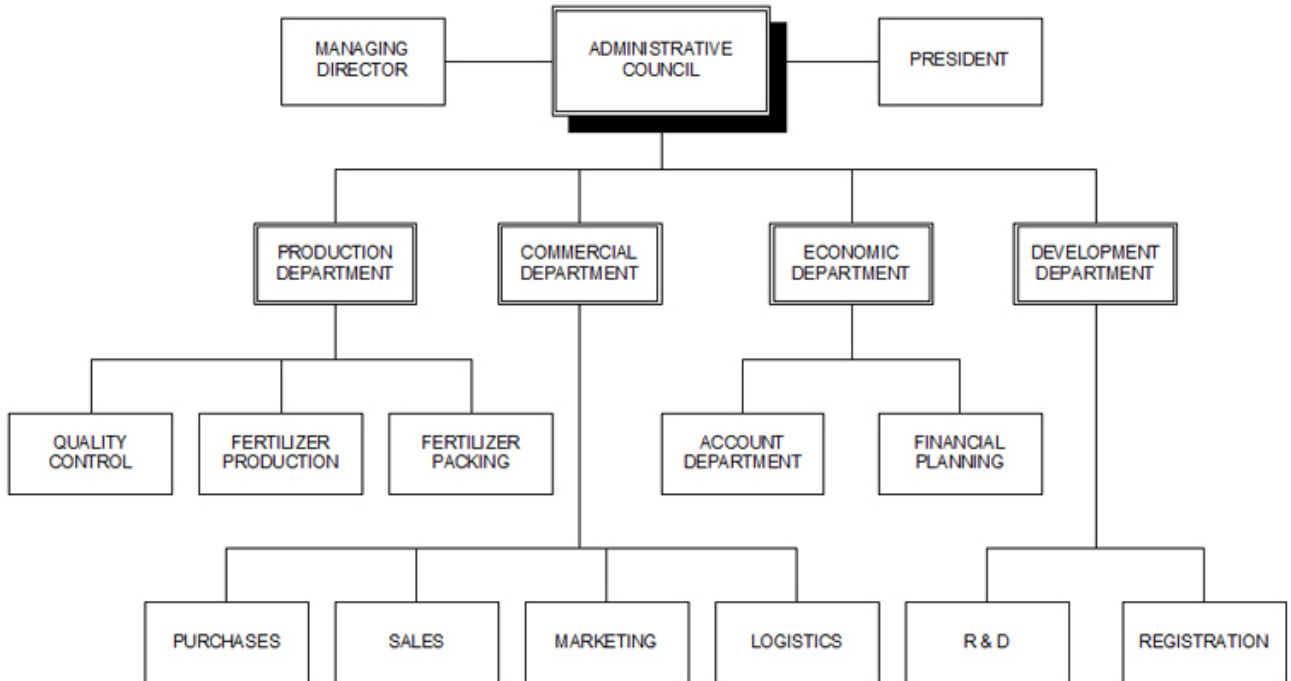
The growth of the company is under the purview of this division. It has interactive communication with the company's senior executives. The development department is split into the following two sections:

- **Department of R&D**

The goal of the R&D department's research initiatives is to create novel, cutting-edge goods, processes, and applications. In addition, it carries out fundamental research—which involves investigating novel materials and methods of operation—on its own or in collaboration with research carriers, institutes, and universities, as well as industrial research, which examines the effectiveness of the company's current and future products.

- **Department of Registration**

Their goal is to provide the supporting documentation needed for each product, new or old, and to execute or outsource the necessary tests and controls that must be performed in order to properly and completely fill in the relevant data.



3.2 SWOT analysis of Asia cropsiences

To stay competitive, many large firms perform a SWOT analysis can help to determine the company values. Even though you might not think of yourself as a big company, conducting a routine SWOT analysis of your farm or agricultural enterprise will help you stay competitive. Although it could seem like a challenging task, it doesn't have to be. The contents of the ensuing paragraphs assist in defining a SWOT analysis and walk through the steps involved in finishing it.

Any well-known agricultural company that is relatively new to the market utilizes SWOT analysis in order to assess internal and external factors that may have an impact on the development of the company and the market. The SWOT analysis of Asia cropsiences described its strengths, weaknesses and many more aspects.

SWOT ANALYSIS



1. Strength

The organization's strengths are essentially what set the brand apart from its competitors and represent its areas of expertise. The strength of Asia cropsiences includes many things, some are given below;

- **Qualified and Experienced Staff**

The staff of Asia cropsiences is qualified, and all the staff have 20+ years of experience working in the research and production departments of Asia cropsiences. The finance and other departments also have experienced workers. As I was working in the finance department, I noticed that all the finance department staff was well educated and experienced.

- **Sustainability**

The Asia cropsiences implements a number of measures to make sure that the effects on the environment are considered while harmonizing the practices. In order to promote sustainable development, the company uses best practices for environmental management, social uplift, and energy conservation.

- **Reputation of the Brand**

Asia cropsiences is regarded as a leader in the sector due to the range of goods and services it offers. This facilitates the company's reputation-building and ease of recognition. The reputation of the brand shows with the demand for its products. Asia cropsiences products are gaining popularity on a national and international levels due to the high quality of material and best results.

- **Dealer Community**

Asia cropsiences has established a solid rapport with its dealers, which serves to both supply the products and advertise the company's main offerings and training. The production and supply of products to the vendors and consumers gives strength to this company.

- **Financial Position**

With consistent profits throughout the years and profit reserves that may be used for upcoming expenses or marketing campaigns, Asia cropsiences enjoys a very solid financial position in the market.

- **Location**

Asia cropsiences branches are located in industrial and agricultural areas. This is a positive thing for the strength of a fertilizer company. In industrial areas, the supply increases because industrial professionals advertise the products. In agricultural area, farmers have a direct approach to the products they need for their farms.

2. Weakness

The organization's shortcomings are a significant hindrance that prevents it from operating at peak efficiency. These are the areas where companies can enhance their operations. The following are the main disadvantages of Asia cropsiences:

- **Research and development**

Asia cropsiences spends a large portion of its budget on this division. Research is conducted to search the innovative ways to improve the quality of the products of the company.

- **Workforce Diversity**

At Asia cropsiences, local employees make up the bulk of the workforce, which makes it difficult for outsiders to adapt and, as a result, results in the loss of talent.

- **Need to Invest More in New Technologies**

Asia cropsiences must make greater financial investments in technology to unify the processes nationwide, taking into account the geographic areas and the country's rate of expansion.

3. Opportunities

Opportunities are advantageous outside circumstances that could offer a business an edge over rivals.

The following are the opportunities available to Asia cropsiences:

- **Social media**

Due to the rise in active users over the years, Asia cropsiences is able to utilize its social media accounts to advertise its goods, communicate with clients, and even offer post-purchase services.

- **Transport Sector**

Demand for Asia cropsiences's products has increased as a result of the sector's recent and anticipated further growth, which has helped Asia cropsiences expand its operations.

- **Globalization**

Thanks to increased globalization, Asia cropsiences are no longer limited to operating within their own nation. The products are now expanding with the passage of time out of Pakistan. The expanding of Asia cropsiences products is giving more opporunities to the new market.

- **Population**

Over the next few years, there will likely be positive growth in the population, which has been expanding.

- **Expansion into Other International Markets**

The business intends to increase its global operations, concentrating mostly on Asia. They can take advantage of this to expand their clientele.

4. Asia cropsiences's Threats

Threats are anything that could potentially do the organization harm in any way. The following are Asia cropsiences's threats:

- **Technical Advancements**

A few competitors' technical innovations could be a threat to Asia cropsiences because consumers are drawn to new innovations these days and could choose to purchase rivals' products instead of Asia cropsiences, which would lower its market share. Asia cropsiences is new to the market, so the danger of overcoming competitors is also great.

- **Competition**

Competition with other agricultural organizations is an important threat to face to ACSs. The product prices are under the pressure of the competitors that offering same products at different prices. If it changes the price, this could result in reduced earnings; if it doesn't change the price, it might also result in a smaller market share.

- **Exchange Rate**

Because Asia cropsiences expands its services globally and its suppliers are local, the exchange rate is another factor that causes difficulty for the organization.

Conclusion of Asia cropsiences's SWOT Analysis

Asia cropsiences is a reputable business with a large global footprint. Upon conducting a SWOT analysis of Asia cropsiences, we found that the business is very dependent on its customers, who also highly recognize and trust its brand. It has a robust distribution network and a presence in every market it services, but it faces challenges from rivals investing more in R&D and from an expanding number of suppliers operating in the same industry.

3.3 Marketing strategy

A crucial component of any organization is marketing. A precedent has been set by the expansion of digital learning as the world has become more digitalized. There are many strategies a company follows to stay connected and high in the market. As a competitive organization, Asia cropsiences is following some competitive strategies. Let's examine Asia cropsiences 's marketing plan and see how it is advancing farmer satisfaction.

- **Targeting, Positioning, and Segmentation**

An organization with an agrochemical foundation, Asia cropsiences Limited primarily targets farmers and suppliers in the agricultural industry after its establishment.

Pursuing appealing opportunities in the Chemical Manufacturing sector and the larger macro-environment is Asia cropsiences's primary goal.

- **Marketing on Social Media**

Asia cropsiences is engaged on social media sites like Facebook, Instagram, and LinkedIn since the number of active users on these platforms has increased over time. However, the Asia cropsiences may communicate with consumers, advertise their goods, and even offer after-sale support through their social media accounts.

- **SEO techniques**

As we can see, Asia crops sciences receives a respectable quantity of traffic for a website with organic visitors. This implies that Asia crops sciences is learning a great deal.

- **Influencer Promotion**

In this way of promotion, company uses social media influencers to aware their wide audience about the benefits of the product by giving them pay for this act. This is known as influencer marketing. Opinion leaders with a sizable social media following are similar to influencers. They portray themselves as trustworthy information providers.

Using this form of marketing, Asia crops sciences may educate the public about fertilizers, farming, chemicals, and their products.

- **E-Commerce Techniques**

Even though Asia crops sciences is one of the top fertilizer and chemical companies in Pakistan, it doesn't offer services that are focused on the needs of the client, such creating e-commerce websites that let suppliers or farmers buy products or chemicals straight from their websites.

- **Mobile Program**

A mobile application is not available for Asia crops sciences. This business can give farmers or suppliers a basic application and provide them with training on how to use it. They will therefore find it simple to verify the cost and availability of products that can be delivered to their specific areas.

Strategies for Content Marketing

You can follow Asia crop sciences on Twitter and Facebook. The posts' content is connected to the applications they use. They release press releases as well.

Wrap Up of Marketing Strategies

This concludes Asia crops sciences's intricate marketing plan. Let's wrap up the lessons we learned from Asia crops sciences 's marketing approach below.

Asia crops sciences is a reputable business with a presence all over the world. We learned from Asia crops sciences's marketing strategy that the business is very dependent on its clientele and has a high level of trust and brand awareness.

One thing to note is that Asia cropsiences is embracing media presence and is constant in its marketing efforts. They may still use social media, though, to spread the word about their line of agricultural chemicals.

3.4 Competitive strategy

In order to maintain its lead in a very competitive market, Asia cropsiences employs a variety of aggressive tactics. Among these tactics are:

- **Growth into new product categories**

Major fertilizer companies are diversifying into other agricultural inputs such as seeds, herbicides, and farm equipment.

- **Cost leadership**

Businesses are concentrating on minimizing expenses by employing cutting-edge technology, economies of scale, and efficiency enhancements.

- **Differentiation**

In order to command higher pricing, fertilizer manufacturers distinguish their products according to factors like as nutrient content, formulation, and brand recognition.

- **Examining Costs**

Competition analysis is a useful tool for an agricultural company to evaluate the costs of competing products and services cost. The cost of the product is necessary for a fertilizer company. The cost should be affordable for farmers. It is also necessary to modify the price in order to stay competitive or the value proposition of the company's products or services in order to better appeal to the target market.

- **Determining Trends in the Market**

By examining the target markets of competitors, a fertilizer company can find consumer trends that it can use to enhance its own product line and client targeting strategies.

- **Examine the available products**

Starting with your competitor's website is a great idea because it will show you which of their products are the most popular and well-promoted. It is also possible for you to purchase a few of their products

and give them a try before expressing your thoughts about the products' quality, contents, packaging, etc.

Asia cropsiences goals when researching products were to identify and respond to the following queries:

- ❖ What are the primary products and services offered by the company?
- ❖ Which of their items of agriculture do customers like the best?
- ❖ What distinguishing features do their products have?
- ❖ Who does it appear that their products are meant for?
- ❖ What words do they use to explain their products?

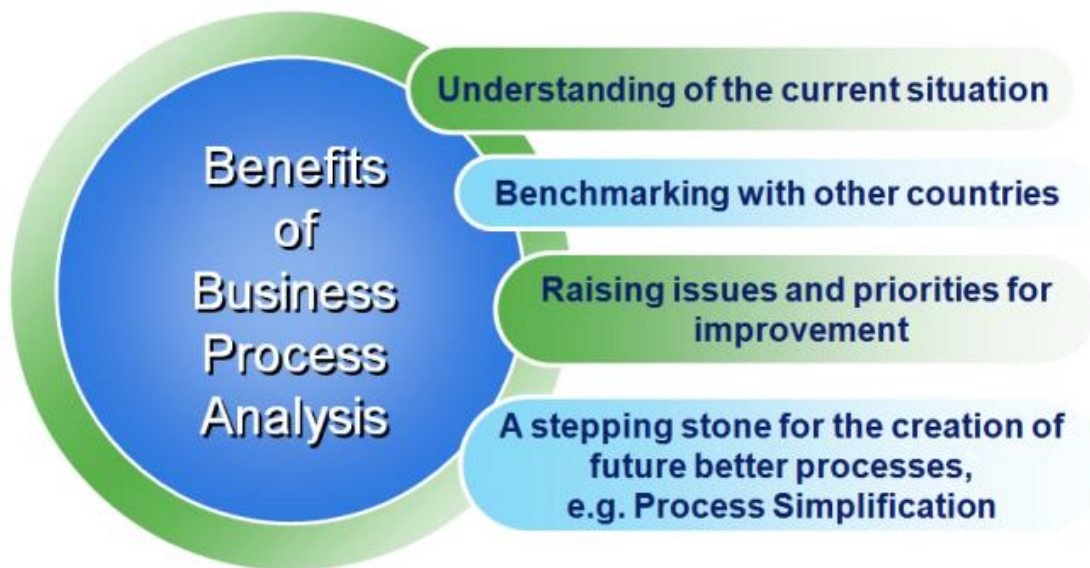
I recognized the competitors of Asia cropsiences by analyzing the competitive analysis. I analyze the prices of other brands to recognize the competitive brands. I investigate:

- ❖ Does **Asia cropsiences** offer a special product that none of your rivals do?
- ❖ Can **Asia cropsiences** outperform your rivals by providing better value for the money?
- ❖ Are they able to develop marketing initiatives that are more distinctive and compelling than those of their rivals in order to win over new clients?

3.5 Business process analysis

A group of connected, organized processes or activities that result in a certain good or service is called a business process.

The Asia cropsiences business process analysis include analyzing and improving the several steps in the production process, including supply chain management, manufacturing, quality control, and the sourcing of raw materials. Finding inefficient areas and suggesting changes that will boost output, cut expenses, and improve the company's overall performance are the objectives of the analysis.



Organizations that sell agricultural products normally govern their operations using a set of rules. These are the crucial actions:

- **Planning**

Specify goals, target markets, and define strategies.

- **Production**

Grow, gather, and transform raw resources into completed goods.

- **Logistics**

Move products from the farm to the factory and from the factory to the consumer.

- **Marketing**

Create plans for distribution, pricing, and branding.

- **Sales**

Interact with clients, oversee sales channels, and finalise agreements.

- **After the sale**

Assist customers, get input, and assess results.

4. Learning as a student intern.

During my six weeks at the finance department of Asia crops sciences, I picked up a lot of practical skills. It is a fact that life in the workplace is not as simple as life in school. In many respects, a job is a responsibility. While I had some challenges completing projects, I gained a lot of knowledge and abilities.

I learned many skills in charge of helping professionals with a variety of duties during the internship, including report creation, financial modeling, and data analysis. I got a chance to apply all the skills I learned in theoretical studies about handling finance. I learned about financial institutions as well as a range of financial services and products. My job prospects in the finance business will be improved by

the knowledge and expertise I gain from the Finance Internship program.

4.1 Duties

Typically, a finance intern's job will involve projects and duties, including budget report preparation, financial data analysis, and financial planning support, all of which contribute to the company's financial goals.

The following are the responsibilities assigned to me while internship in Asia cropsiences;

1. Receiving all stock items supplied by the company in documentary form.
2. Record all the sale and purchase contracts of Asia cropsiences.
3. Attend the meetings with the head of the finance department of Asia cropsiences to know about the financial conditions and keep the record in a document and excel sheet.
4. To compile a report on a regular basis regarding the operations of the company
5. Ensure that appropriate documentation, such as tax invoices, is generated regarding the sale of scrap items.
6. Data input for employees' overtime and daily workdays inside the organization
7. Check the data entered to find any problems, such as incorrect treatment.

Offices in which I have to do work

1. The accounts department oversees all accounting operations for Asia cropsiences
2. The finance department processes employee salaries, including advance payments and other pay out records are kept.
3. Procurement oversees all Asia cropsiences business purchasing operations.
4. The Department of Sales and Marketing oversees Asia cropsiences's sales and marketing initiatives.

Activities

In the first week of my internship, a task was assigned to me by the head of the finance department of Asia Crop Sciences, Mr. Saqib.

He assigned me some payment entries to be filled out using the company software. I have filled and booked these entries in company software. He verified and marked them.

Here is a sample of work I have done in 1st week.

- ✓ <https://docs.google.com/spreadsheets/d/1AvIWic21fzHzpE4wGedSfZzMsTQ3jW6FeGiMU-iML8/edit?usp=sharing>

In the 2nd week, Adnan SB gave me the responsibility of entering a few advance payment transactions into the business's software. Additionally, I've begun working on entering these entries into the software. I also

booked some invoices for the products in company software after verification. The Google Docs link is here;

- ✓ https://docs.google.com/spreadsheets/d/12pdc3i_HFKVzRZg9OuuRV1_zznVypGhvxN7q3lj2IqI/edit?usp=sharing
- ✓ <https://docs.google.com/spreadsheets/d/1VvU160vN4huVuN5mOukk7wOKkmy0WuwFUsRUbNoP0fo/edit?usp=sharing>

In the 3rd week of my internship, I performed many tasks. I was provided with one to verify the bank statement with the corporate ledger. And I've begun working on this assignment.

- ✓ https://docs.google.com/spreadsheets/d/1V-Aky_xILDhlU0RfqAYKzgiXVE0VJ6zXqbyhemVcetE/edit?usp=sharing
- ✓ https://docs.google.com/spreadsheets/d/16LvpKnxW_Ar_d_vFE8Z0JGMFzDyOVr085zUDCxzmf7g/edit?usp=sharing
- ✓ https://docs.google.com/spreadsheets/d/17oEnl_mRrQYWjVVFmEUJotf-YHkC5iNDp1qN5uW7q_E/edit?usp=sharing

In the next week, I composed some letters for the company. Also verified entries against company ledger.

The screenshot shows the Oracle Financials 'Payable Advance Payment' window. The status is 'Approved', the company is 'ASIA CROPSCIENCES (PVT) Ltd.', and the branch is 'HEAD OFFICE'. Below this, there is a table for 'Advance Adjustment Entry' with the following data:

Invoice #	Vendor	Advance No	Advance Date	Balance	Amount	Remarks
1031	Altaf Hussain	69	02-AUG-2023	31820	31820	advance adjusted against expenses
					31,820.00	

At the bottom of the window, there is a 'Total : ' field and a 'Save & Exit' button. A large 'MIDDLEWAR' watermark is visible across the bottom of the screenshot.

FRM-40508: ORACLE error: unable to INSERT record.
Record: 1/1 | List of Values

FLASH REPORT

Dated: August-15-2023

Target Achievement-Lahore Region

We are glad to announce that Mr. Irfan Sajid (Area Leader) Lahore Region has achieved his annual sales target-2021.

Well Done- Lahore Team

We congratulate to Mr. Irfan Sajid and his team on his target achievement with significant margins. It is a result of dedication, planning, smart & proactive approach that is done by Mr. Irfan Sajid,

We also congratulate _____ (BM) Lahore for their Involvement & guidance for MS achievement.

Best of luck

Asia Crop Sciences (Pvt) Ltd

CEO- Arshad Maqbool

In 5th week, I examined the vendor's invoices and discovered they were correct and organized. Gather the relevant purchase order and the invoice, then cross-reference the two documents. Verify that all pertinent information, including dates, vendor data, and order numbers, matches. Check to make sure the items on the invoice correspond to the associated payment entries.

In the last week of the internship, I matched the payment details with the corresponding invoices and highlight the missing details of entries and recorded them. I made the essential corrections. I also made a spreadsheet of expense details. I met with the director of the finance team also.



MCB Bank Limited

Account Statement

ASIA CROPSCIENCES (PRIVATE) LIMITED

135-C/1 MODEL TOWN LAHORE 923009454921

Account No: 1470789951009693

IBAN: PK22MUCB1470789951009693

Account Type / CCY: ONE / PKR

Date of Account Open: 11-JAN-23

Statement Period: From Date: 01-AUG-23 To Date 23-AUG-23

Statement Date & Time: Aug 23, 2023 09:31:52 AM

1048-LAHORE WAHDAT ROAD

Opening Balance Ledger: 9,011,707.09 Actual: 9,011,707.09

Table with columns: Tran. Date, Effect Date, Tran. Br., Transaction Details, Remitter Name, Remitter IBAN, Remitter Bank, Chq / Ref No, Debit, Credit, Balance. It lists various transactions including funds transfers, cash deposits, and interbank funds receiving.

NOTE: Impact of Outward Clearing Transactions (CHEQUE CLEARING CREDIT) will be reflected in the account balance once the instrument has been realized Page: 1 of 4



MCB Bank Limited

Account Statement

ASIA CROPSCIENCES (PRIVATE) LIMITED

135-C/1 MODEL TOWN LAHORE 923009454921

Account No: 1470789951009693

IBAN: PK22MUCB1470789951009693

Account Type / CCY: ONE / PKR

Date of Account Open: 11-JAN-23

Statement Period: From Date: 01-AUG-23 To Date 23-AUG-23

Statement Date & Time: Aug 23, 2023 09:31:52 AM

1048-LAHORE WAHDAT ROAD

Tran. Date	Effect Date	Tran. Br.	Transaction Details	Remitter Name	Remitter IBAN	Remitter Bank	Chq / Ref No	Debit	Credit	Balance
08-AUG-23	08-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 0350 - Miscellaneous Payments	SYED ALI IMRAN	923455811272				20,000.00	10,184,626.50
08-AUG-23	08-AUG-23	1753	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----JAMIL KHAN	1427863291002259				37,000.00	10,221,626.50
09-AUG-23	09-AUG-23	1048	TF CHARGE RECEIPT/LOCAL BANK GUARANTEE				1048LBG230107	511,600.00		9,710,026.50
09-AUG-23	09-AUG-23	1048	TF CHARGE RECEIPT/LOCAL BANK GUARANTEE				1048LBG230106	511,600.00		9,198,426.50
09-AUG-23	09-AUG-23	1631	CASH DEPOSIT/						100,000.00	9,298,426.50
09-AUG-23	09-AUG-23	1753	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----JAMIL KHAN	1427863291002259				50,000.00	9,348,426.50
09-AUG-23	09-AUG-23	0487	CASH DEPOSIT/						758,000.00	10,106,426.50
09-AUG-23	09-AUG-23	1753	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----JAMIL KHAN	1427863291002259				27,300.00	10,133,726.50
09-AUG-23	09-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 9999 - OthersThan	HAFIZ HAROON UR RASHID	PK60UNIL0109000287618192				4,500.00	10,138,226.50
09-AUG-23	09-AUG-23	0157	CASH DEPOSIT/						180,000.00	10,318,226.50
09-AUG-23	09-AUG-23	0364	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----USMAN FAROOQ-ACA	1110442281009424				164,000.00	10,482,226.50
10-AUG-23	10-AUG-23	0493	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----MUHAMMAD NAVEED USMAN	0643297461002377				50,000.00	10,532,226.50
10-AUG-23	10-AUG-23	0157	CASH DEPOSIT/						18,000.00	10,550,226.50
10-AUG-23	10-AUG-23	0157	CASH DEPOSIT/						40,000.00	10,590,226.50
10-AUG-23	10-AUG-23	0967	CHEQUE DEPOSIT INTERNAL/				1773130974		200,000.00	10,790,226.50
10-AUG-23	10-AUG-23	0830	CASH DEPOSIT/						100,000.00	10,890,226.50
10-AUG-23	10-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1949944602	2,000,000.00		8,890,226.50
11-AUG-23	11-AUG-23	1611	CASH DEPOSIT/						20,500.00	8,910,726.50
12-AUG-23	12-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 9999 - Others	MUHAMMAD ANWAR	PK85MEZN0012710105048813				24,000.00	8,934,726.50
15-AUG-23	15-AUG-23	1048	CHEQUE CLEARING DEBIT/				1949944603	2,000,000.00		6,934,726.50
15-AUG-23	15-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1949944607	1,012,500.00		5,922,226.50
15-AUG-23	15-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1949944608	1,000,000.00		4,922,226.50
15-AUG-23	15-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1949944606	1,618,500.00		3,303,726.50
15-AUG-23	15-AUG-23	4067	CASH DEPOSIT/5564800-						25,000.00	3,328,726.50
15-AUG-23	15-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 0350 - Miscellaneous Payments	SYED ALI IMRAN	923455811272				12,110.00	3,340,836.50
16-AUG-23	16-AUG-23	1048	CHEQUE CLEARING DEBIT/				1949944604	19,428.00		3,321,408.50

NOTE: Impact of Outward Clearing Transactions (CHEQUE CLEARING CREDIT) will be reflected in the account balance once the instrument has been realized Page: 2 of 4



MCB Bank Limited

Account Statement

ASIA CROPSCIENCES (PRIVATE) LIMITED

135-C/1 MODEL TOWN LAHORE 923009454921

Account No: 1470789951009693

IBAN: PK22MUCB1470789951009693

Account Type / CCY: ONE / PKR

Date of Account Open: 11-JAN-23

Statement Period: From Date: 01-AUG-23 To Date 23-AUG-23

Statement Date & Time: Aug 23, 2023 09:31:52 AM

1048-LAHORE WAHDAT ROAD

Tran. Date	Effect Date	Tran. Br.	Transaction Details	Remitter Name	Remitter IBAN	Remitter Bank	Chq / Ref No	Debit	Credit	Balance
16-AUG-23	16-AUG-23	0695	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----- MUHAMMAD SAJJAD	016362423100 1848				200,000.00	3,521,408.50
16-AUG-23	16-AUG-23	1007	CASH DEPOSIT/						931,000.00	4,452,408.50
16-AUG-23	16-AUG-23	8049	CASH DEPOSIT/						140,000.00	4,592,408.50
16-AUG-23	16-AUG-23	1007	CASH DEPOSIT/						619,000.00	5,211,408.50
16-AUG-23	16-AUG-23	0493	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----- MUHAMMAD NAVEED USMAN	064329746100 2377				55,000.00	5,266,408.50
17-AUG-23	17-AUG-23	1753	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	-----JAMIL KHAN	142786329100 2259				53,000.00	5,319,408.50
17-AUG-23	17-AUG-23	0870	CASH DEPOSIT/						60,000.00	5,379,408.50
17-AUG-23	17-AUG-23	0833	CASH DEPOSIT/						70,000.00	5,449,408.50
17-AUG-23	17-AUG-23	0833	CHEQUE DEPOSIT INTERNAL/				1947649789		300,000.00	5,749,408.50
17-AUG-23	17-AUG-23	0353	CASH DEPOSIT/						50,000.00	5,799,408.50
17-AUG-23	17-AUG-23	0353	CASH DEPOSIT/						70,000.00	5,869,408.50
18-AUG-23	18-AUG-23	1296	CHEQUE DEPOSIT INTERNAL/SEEDS PAY-				1935325646		1,500,000.00	7,369,408.50
18-AUG-23	18-AUG-23	1547	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	-----HAFIZ ZIA UL HAQ	039074981100 3035				200,000.00	7,569,408.50
18-AUG-23	18-AUG-23	0493	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----- MUHAMMAD NAVEED USMAN	064329746100 2377				50,000.00	7,619,408.50
18-AUG-23	18-AUG-23	0495	CASH DEPOSIT/						100,000.00	7,719,408.50
18-AUG-23	18-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1954536441	2,500,000.00		5,219,408.50
18-AUG-23	18-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1954536442	400,000.00		4,819,408.50
18-AUG-23	18-AUG-23	1048	CHEQUE CLEARING CREDIT/				9684695		1,000,000.00	5,819,408.50
18-AUG-23	18-AUG-23	1048	SETTLEMENT RECEIPT/ME-DEMAND FINANCE -BANK GUARAN					943,869.04		4,875,539.46
18-AUG-23	18-AUG-23	1048	SETTLEMENT RECEIPT/ME-DEMAND FINANCE -BANK GUARAN					58,165.21		4,817,374.25
19-AUG-23	19-AUG-23	0487	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----- NASEER AHMAD	116974256101 0487				16,500.00	4,833,874.25
19-AUG-23	19-AUG-23	0697	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	----- MUHAMMAD UBAID ULLAH-ASA	AN ACCOUNT138 35059110088				50,000.00	4,883,874.25
21-AUG-23	20-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 9999 - Others	UMAR HAYAT	PK38MEZN002 102010702091 4				192,500.00	5,076,374.25
21-AUG-23	21-AUG-23	0870	CASH DEPOSIT/						50,000.00	5,126,374.25
21-AUG-23	21-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 9999 - Others	UMAR HAYAT	PK38MEZN002 102010702091 4				55,000.00	5,181,374.25

NOTE: Impact of Outward Clearing Transactions (CHEQUE CLEARING CREDIT) will be reflected in the account balance once the instrument has been realized Page: 3 of 4



MCB Bank Limited

ASIA CROPSCIENCES (PRIVATE) LIMITED

135-C/1 MODEL TOWN LAHORE 923009454921

Account Statement

Account No: 1470789951009693

IBAN: PK22MUCB1470789951009693

Account Type / CCY: ONE / PKR

Date of Account Open: 11-JAN-23

Statement Period: From Date: 01-AUG-23 To Date 23-AUG-23

Statement Date & Time: Aug 23, 2023 09:31:52 AM

1048-LAHORE WAHDAT ROAD

Tran. Date	Effect Date	Tran. Br.	Transaction Details	Remitter Name	Remitter IBAN	Remitter Bank	Chq / Ref No	Debit	Credit	Balance	
21-AUG-23	21-AUG-23	0364	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	USMAN FAROOQ-ACA	111044228100 9424				35,000.00	5,216,374.25	
21-AUG-23	21-AUG-23	0690	CASH DEPOSIT/						50,000.00	5,266,374.25	
21-AUG-23	21-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1954536443	1,590,000.00		3,676,374.25	
21-AUG-23	21-AUG-23	1048	CHEQUE WITHDRAWAL INTERNAL/				1954536444	2,500,000.00		1,176,374.25	
22-AUG-23	22-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: -	IBFT- CLEARING	NA				1,000,000.00	2,176,374.25	
22-AUG-23	22-AUG-23	1892	CASH DEPOSIT/						100,000.00	2,276,374.25	
22-AUG-23	22-AUG-23	0495	CASH DEPOSIT/						200,000.00	2,476,374.25	
22-AUG-23	22-AUG-23	5398	INTERBANK FUNDS RECEIVING/ Purpose: 9999 - Others	SYED ALI IMRAN (ASAAN AC)	PK24MEZN009 861010570405 2				14,790.00	2,491,164.25	
22-AUG-23	22-AUG-23	0695	FUNDS TRANSFER CREDIT MCB LIVE/ Purpose: -	MUHAMMAD SAJJAD	016362423100 1848				230,000.00	2,721,164.25	
22-AUG-23	22-AUG-23	8049	CASH DEPOSIT/						21,600.00	2,742,764.25	
22-AUG-23	22-AUG-23	8049	CASH DEPOSIT/						70,000.00	2,812,764.25	
22-AUG-23	22-AUG-23	0830	CASH DEPOSIT/PESTICIDES PAYMENT-						120,000.00	2,932,764.25	
22-AUG-23	22-AUG-23	1048	INSTRUMENT SELL - CHEQUE/				1954536446	50,000.00		2,882,764.25	
22-AUG-23	22-AUG-23	1633	CHEQUE WITHDRAWAL INTERNAL/				1954536448	1,750,000.00		1,132,764.25	
Total DR Transactions				19							
Total CR Transactions				71						Available Balance:	1,132,764.25
Sum of DR Transactions			20,245,942.84						Closing Ledger Balance		1,132,764.25
Sum of CR Transactions			12,367,000.00								

NOTE: Impact of Outward Clearing Transactions (CHEQUE CLEARING CREDIT) will be reflected in the account balance once the instrument has been realized Page: 4 of 4

4.2 Accomplishment

I completed all tasks that were assigned to me during the internship. Skills I gained during my internship were technical skills because while doing the internship one thing that was inspiring for me was that I was working with advance soft wares to keep the record. I can't get this by exchanging phone calls or any other source of learning either I have minor experience in managing files and handling the soft wares that are used in the finance department to keep the record of employs, sales and products because the business language which we learned in studies is totally opposite to professional life. As I was supposed to do this, therefore, I am able to perform these technical skills.

I learned a lot of professional skills while working in this internship with highly qualified professionals of the finance department of ACS. Among the things I learned how to accomplish was master the use of ERP software for accounts operations, including supplier reconciliation and stock card maintenance.

I understood the use of accounting department operations in an organization. The organization may be any kind of industry, I am able to handle their finance and accounts now. I understand the codes that are used among the professionals about handling accounts due to this fruitful internship. I know the marketing evaluations and how to handle the errors and missing entries in accounts. There were some errors in the accounts in ACS, that were handled by me. I used many soft wares to keep the data and learned many innovative skills in technology also.

Microsoft Office products, including Excel, Word and other various Microsoft ERP software' functions was learn by me. I also learned how to use other office supplies such as Photocopier and many more things.

I had to report on the final product of every assignment I completed, which gave me the abilities to write my experiences in an arranged form of report. It informed my educators about my experiences and skills I learn there in form of a summary.

I personally believe that the knowledge that I learned at Asia crops sciencesl will surely help me a lot in figuring out my future career. Being a business student, I learned skills and I got a chance to closely observe the managerial skills of my supervisor that will help me a lot in taking flexible decisions in my life.

4.3 New knowledge acquired

During my field attachment, I learned that acquiring practical skills requires more than just reading textbooks and attending lectures; one also needs to have experience, knowledge, and skills in the real world of work, such as bank statement reconciliation, filling out forms, recording information, printing, and photocopying, as well as computer skills like using various computer software programs like ERP10, Payroll Master, and Ms. Excel. I lean the use of office machines and also learn to work in professional way.

Making connections with industry experts through networking might yield insightful information and growth prospects. It will be helpful to consistently push myself towards success to do better. I acquired these skills and training during this internship.

4.4 Problems encountered

The most challenging task or situation for me as I explain above is the language which they use for their orders and in the office. The amount of details and new information that I got during internship was undefined. The information seemed to be the theme of this challenge and it included such challenges as having to know all of the information immediately.

Another challenge for me was to prove myself as a hardworking intern. But I manage to overcome both these challenges by working with full motivation and not giving excuses on any kind of work given to me.

Most departments lack adequate workspace, which makes it difficult for workers to do specific tasks effectively. Competition from other enterprises that produce fertilizers was also a problem. The accounts staff's work is restricted due to the stringent passwords they are provided. Fraud carried out by dishonest staff members, such as purposefully entering incorrect data.

I was given just six weeks to complete the practicum at Asia cropsiences, which was not enough time for me to fully comprehend all of the policies and procedures pertaining to the accounts function. Additionally, I frequently faced difficult situations, mostly while entering data because there was no set format for doing so. There are moments when a network outage occurs, leaving my assignments unfinished. Because I was not given access to office doors as an intern.

These were some problems I had face during the internship. But I overcome these problems. Some issues were resolved with the passage of time when I complaint about them to the respected professional there. They tried to solve my problems with high effort.

4.5 How Experience Impacts your Career

I felt more prepared for work in Asia cropsiences first of all. The reason was that the course units were studied by me during University. All the management principles, technology, information, communication skills and business process was relevant to my field of study.

These course units made it easier for me to do tasks like passing purchase bills, balancing salary payable accounts, and completing party reconciliation statements. Due to the various skills and information I've gained from my internship, I will be better able to compete on the national labor market and further my professional development.

This internship will improve my career in positive way. I can grow my professional life by using these tactics and skills. I learn how to keep the record of clients of my organization, communicate with them and collaborate with team of professionals. I gain the technical knowledge and the working with the advance soft wares to keep the record of clients of an organization. In future, I will aware of all the skills already when join an organization for professional life.

5. Conclusion

Asia cropsiences is one of the top agricultural companies in Pakistan. Its main motive is to provide best solutions for farmers to enhance their production and prevent their crops from diseases. This report reflects all the information about different activities, tasks performance during my internship in the finance department of Asia cropsiences and all the details about it. I gained all the knowledge about Asia cropsiences during the internship. I observed all the details there and written down here. My objective was to know their working procedures, products they provide to the farmers and payment processes they follow to keep the record.

Any organization's success can be determined by closely examining every aspect of the workplace. There are different branches of Asia cropsiences in many cities of Pakistan. All the sectors of Asia cropsiences are working with their 100% concentration to provide high quality of products. Asia cropsiences is trying to win customers faith by providing them efficient and high quality products according to the needs of their crops. In future Asia cropsiences will be one of the best fertilizer product companies in Pakistan and all over the world.

While working in the finance department, I learn many skills about payment method. I recorded all the invoices that assigned to me with all my concentration. I made some letters and invoices records and tried to know the details about the financial methods of Asia cropsiences.

Overall, the internship practicum I completed at Asia cropsiences Company provided me with the resources, people, and procedures that enabled me to practically comprehend the connections between the concepts I learned in school and the field of accounting and finance, particularly in the areas of accounting, procedural manuals, stock control policies related to inspection, verification, bank reconciliation, drawing accountability, payroll processing, stock taking, and record keep

My internship allowed me to gain knowledge and skills about handling of accounts and finance of an organization through the professional experiences. I believe I still need to improve on my experiences but I gained a lot of knowledge there also. Overall though, it was a good experience, and the knowledge I gained will be helpful for my next career in handling finance if I work in any kind of organization.

References

1. <https://asiacropsiences.com/>
2. <https://in.indeed.com/career-advice/career-development/internship-report#:~:text=a%20valuable%20experience.->

- .Conclusion,future%20career%20in%20this%20field.
3. <https://www.facebook.com/asiacropsciencs/>

Weekly Report of Internship

Week 1

Monday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. And introduced myself and my qualification.
10:00 AM – 11:00 AM	Meet the finance department head Saqib sb. They introduce me with the assistant finance manager Adnan munir sb
11:00 AM – 12:00 PM	Assistant Finance Manager explained me the daily work activities and brief introduction about the company.
12:00 PM – 01:00 PM	He also explained the company data base software 'Oracle' and give introduction to the dashboard.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	He assigned me some payment entries to be filled in the company software. I have filled and book these entries in company software.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	He verified the booked entries all entered were up to the mark and he approved these entries.

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff.
10:00 AM – 11:00 AM	Adnan sb gave me June monthly bank dispersion sheet to verify the entries with the company ledger entries.
11:00 AM – 12:00 PM	I have cross checked the data and highlights the remaining entries and told to the Adnan sb.
12:00 PM – 01:00 PM	Then I booked the marked remaining entries in the software as per the instruction of Adnan sb.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	He verified the booked entries all entered were up to the mark and he approved these entries.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	I have Print out the bank entries, system entries and the seller invoices from the software.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff.

10:00 AM – 11:00 AM	Mr. Haris, an employee of the company, and I have been tasked by the general manager with preparing the company registration file for Punjab.
11:00 AM – 12:00 PM	The following mandatory documents have been prepared and printed.
12:00 PM – 01:00 PM	Arranged the documents according to the provided instructions.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	After arranging the documents printed the documents according to instructions.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Same work has been carried out of arranging the documents and printing the documents.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff.
10:00 AM – 11:00 AM	The remaining of previous day have been prepared and arranged accordingly.
11:00 AM – 12:00 PM	After arranging the documents printed the documents according to instructions.

12:00 PM – 01:00 PM	Same work has been carried out of arranging the documents and printing the documents.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Same work has been carried out of arranging the documents and printing the documents.
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	After completing all the company registration files for the Punjab File has been completed.

Friday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff.
10:00 AM – 11:00 AM	I was given a bank statement from Adnan SB in order to validate the bank statement with the company ledger. And I have started working on this task.
11:00 AM – 12:00 PM	Same work of verifying bank statements has been carried out.
12:00 PM – 01:00 PM	Same work of verifying bank statements has been carried out.
01:00 PM – 02:00 PM	Lunch break + Friday prayer

02:00 PM – 03:00 PM	No work assigned during this time and I have revised my previous tasks performed throughout the week.
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	No work assigned during this time and I have revised my previous tasks performed throughout the week.

Weekly Report of Internship Week 2

Monday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I was tasked by Adnan sb with entering some advance payment transactions into the software used by the company. And I have started working on putting these entries in software.
11:00 AM – 12:00 PM	Same work of putting entries in software has been performed as per the instructions of Adnan sb.
12:00 PM – 01:00 PM	He verified the booked entries all entered were up to the mark and he approved these entries.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I have Print out the bank entries, system entries and the seller invoices.
03:00 PM – 04:00 PM	Tea break

04:00 PM – 05:00 PM	I have then Stippled the Printouts and organized these printouts in the files according to the instructions.
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Tuesday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	The employee costs file for ER-JUNE was handed to me by Adnan sb. And I have been guided to enter the data in MS Excel.
11:00 AM – 12:00 PM	I have understood all the instructions to put the data into MS Excel and I have started putting entries in the sheet.
12:00 PM – 01:00 PM	Same work of putting entries in MS Excel sheet.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	After that, I have to enter the staff information into the ledger for the company.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	I have performed same task of entering the staff information into the ledger for the company.

Wednesday

Time	Activities
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09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I have booked the invoices of the products into the company software.
11:00 AM – 12:00 PM	I have verified the booked invoices and all were ok.
12:00 PM – 01:00 PM	I made payment entries in accordance with the invoices that I had booked.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	All of the payment entries were checked and given the go-ahead for approval.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	After checking and verifying all the entries I have photocopied the invoices.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I have thoroughly checked the invoices received from the vendors.

11:00 AM – 12:00 PM	Then I have match the order of invoices with the purchase orders. And found that some invoices were up to the mark and some had issues.
12:00 PM – 01:00 PM	After checking and verifying the order invoices and purchase orders which were up to the mark, I have started working on the entries of the invoices into the software.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	The invoices which had some issues then I discuss it with Saqib sb. And he guided me about these invoices.
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	He verified the booked entries all entered were up to the mark and he approved these entries.

Friday

Time	Activities
09:00 AM – 10:00 AM	Off
10:00 AM – 11:00 AM	Off
11:00 AM – 12:00 PM	Off
12:00 PM – 01:00 PM	Off

01:00 PM – 02:00 PM	Off
02:00 PM – 03:00 PM	Off
03:00 PM – 04:00 PM	Off
04:00 PM – 05:00 PM	Off

Weekly Report of Internship Week 3

Monday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I was given a bank statement from Adnan SB in order to validate the bank statement with the company ledger. And I have started working on this task.
11:00 AM – 12:00 PM	Compare entries with the bank statement and company ledger.
12:00 PM – 01:00 PM	Same work performed on the bank statements.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	After complete inspection I have found some entries were missing, I have make the record of missing entries and informed to Adnan sb.

03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	I have assisted Adnan sb in his work.

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I have worked on the Payable booked for employee.
11:00 AM – 12:00 PM	I have performed the same work on payable booked.
12:00 PM – 01:00 PM	I have performed the same work on payable booked.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	After make the payable booked record I have took the print out payroll data.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	I have performed same work of payable booked record and print out of payroll data.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I have performed the task of data entry of employees salary statements.
11:00 AM – 12:00 PM	I have performed the task of data entry of employees salary statements
12:00 PM – 01:00 PM	I have checked and booked the entries in ledger.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	I have learnt and Confirmed the tax withholding tax.
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	I have verified the entries.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.

10:00 AM – 11:00 AM	I have verified the entries done yesterday.
11:00 AM – 12:00 PM	Took the printout of the entries.
12:00 PM – 01:00 PM	I have added the payment entries.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	I have highlighted the remaining payment entries to perform on next working day.
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	I have Booked the remaining entries into the ledger.

Friday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff. Get to know my responsibilities and workflow of the day.
10:00 AM – 11:00 AM	I have again verified the entries of last day.
11:00 AM – 12:00 PM	verifying and checking the entries

12:00 PM – 01:00 PM	verifying and checking the entries
01:00 PM – 02:00 PM	Lunch break + Friday prayer
02:00 PM – 03:00 PM	Stapped the entry proof with the bank payments proof
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	I have assisted Adnan sb in his work.

Weekly Report of Internship Week 4

Monday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the staff of company
10:00 AM – 11:00 AM	Qasim sb assigned me the task of composing a letter for him
11:00 AM – 12:00 PM	To compose a letter effectively, began with a clear purpose and used company's format
12:00 PM – 01:00 PM	After composing the letter, proofread for errors before sending
01:00 PM – 02:00 PM	Lunch Break

02:00 PM – 03:00 PM	Give letter to Qasim sb to review and confirm this letter's accuracy
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Print out on company letter pad

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Give the bank statement for verification of entries against the company ledger
11:00 AM – 12:00 PM	Gathered the bank statement and the company ledger to compare each transaction in both records.
12:00 PM – 01:00 PM	Check missing entries and record the discrepancies. Made necessary adjustments or corrections.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	Tell adnan sb that there are missing entries in the records
03:00 PM – 04:00 PM	Tea break

04:00 PM – 05:00 PM	I have assisted Adnan sb in his work.
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Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Verify entries against the disbursement sheet to ensure accuracy and consistency in records.
11:00 AM – 12:00 PM	Gathered the disbursement sheet and relevant records to compare each entry on the disbursement sheet with the corresponding record
12:00 PM – 01:00 PM	Check missing entries and record the discrepancies. Made necessary adjustments or corrections.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Add some payments in company ledger
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Print out the proofs

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Company undergoing software update
11:00 AM – 12:00 PM	Searching the appropriate software version for updating
12:00 PM – 01:00 PM	Ensured all updates are safe for company software and update the software
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Add entries
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	Payment proof stapped with company ledger printouts

Friday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff

10:00 AM – 11:00 AM	Revised the all tasks of whole week and made a summary report for submission
11:00 AM – 12:00 PM	Revised the tasks from Monday to Tuesday and made summary report
12:00 PM – 01:00 PM	Revised the tasks from Wednesday to Thursday and made summary report
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Reviewed the all reports for final submission and summary report submitted to deputy manager
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Print out the summary report of this week

Weekly Report of Internship Week 5

Monday

Time	Activities
09:00 AM – 10:00 AM	Off
10:00 AM – 11:00 AM	Off
11:00 AM – 12:00 PM	Off

12:00 PM – 01:00 PM	Off
01:00 PM – 02:00 PM	Off
02:00 PM – 03:00 PM	Off
03:00 PM – 04:00 PM	Off
04:00 PM – 05:00 PM	Off

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Reviewed the invoices received from the vendor and found them to be accurate and in order
11:00 AM – 12:00 PM	Collect the invoice and the corresponding purchase order and Cross-referenced the order invoice with the purchase order
12:00 PM – 01:00 PM	Check that essential details like dates, vendor information, and order numbers match
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	Did invoices entries

03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Review all task and keep records of the matching process

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff
10:00 AM – 11:00 AM	recorded and booked the invoices for the products, ensuring accurate accounting and compliance with records
11:00 AM – 12:00 PM	Collected all booked invoices and Verified the booked invoices
12:00 PM – 01:00 PM	Verify that the products on the invoice match the corresponding payment entries
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Verify and Approved all the payments entries
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Did photocopies

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Adnan sb give me bank statement to verify bank statement with the company ledger
11:00 AM – 12:00 PM	Gathered the bank statement and the company ledger to compare in both records.
12:00 PM – 01:00 PM	Check missing entries and record the discrepancies. Made necessary adjustments or corrections.
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Tell adnan sb that there are missing entries in the records
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	I have assisted Adnan sb in his work.

Friday

Time	Activities
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09:00 AM – 10:00 AM	Reached office and meet with the company staff
10:00 AM – 11:00 AM	Add payments entries
11:00 AM – 12:00 PM	Highlights the remaining entries
12:00 PM – 01:00 PM	Tell adnan sb about the remaining entries
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Booked the remaining entries
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	I have assisted Adnan sb in his work.

Weekly Report of Internship Week 6

Monday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Did payment entries

11:00 AM – 12:00 PM	Match the payment with the corresponding invoice and highlights the missing entries
12:00 PM – 01:00 PM	Verify the entries
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	Approved all the entries and print outs
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Punched in files

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Adnan sb give me bank statement to verify bank statement with the company ledger
11:00 AM – 12:00 PM	Gathered the bank statement and the company ledger to compare in both records.
12:00 PM – 01:00 PM	Check missing entries and record the discrepancies. Made necessary adjustments or corrections.
01:00 PM – 02:00 PM	Lunch Break

02:00 PM – 03:00 PM	Booked advance entries
03:00 PM – 04:00 PM	Tea break
04:00 PM – 05:00 PM	Print out

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office and had a meeting with the company staff
10:00 AM – 11:00 AM	Booked employee expenses in excel spreadsheet
11:00 AM – 12:00 PM	Open Excel and create a new spreadsheet
12:00 PM – 01:00 PM	Entered each expense transaction and Saved the spreadsheet securely
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Enter data in company ledger
03:00 PM – 04:00 PM	Tea break

04:00 PM – 05:00 PM	Enter data in company ledger
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Thursday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff
10:00 AM – 11:00 AM	Director meeting with finance team
11:00 AM – 12:00 PM	No work
12:00 PM – 01:00 PM	No work
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Did payment entries against booked invoices
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	Printouts

Friday

Time	Activities
09:00 AM – 10:00 AM	Reached office and meet with the company staff
10:00 AM – 11:00 AM	Booked product invoices
11:00 AM – 12:00 PM	Collected all booked invoices and Verified the booked invoices
12:00 PM – 01:00 PM	Discuss issues in data entry with Saqib sb
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Reviewed and Verify the data entries and approved the entries
03:00 PM – 04:00 PM	Tea time
04:00 PM – 05:00 PM	Printout