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Section: A

Submitted to: Sir Shahbaz Ahmad

Week 1

8 hrs July 17-Monday-2023

Time	Activities
09:00 AM – 10:00 AM	This was the first day of my internship at US& DYNAMO Ltd . I entered in industry after a strict security process the security officer gave me gate pass for 6 weeks, after contacting to HR department.
10:00 AM – 11:00 AM	I meet with MR Sajib Masood .he asked me some question about myself and purpose of internship in this organization I answered her questions then she called her assistant and he arranged my meeting with Cfo Mr. Imran
11:00 AM – 12:00 PM	I waited for my turn to meet with CFO as he was busy in meeting. After 15 minutes of wait I meet with sir and he also took my interview ask me about myself, study and courses that I read.

12:00 PM – 01:00 PM	After interview he called his assistant Mr. Shehroz and assigned him my instructor.
01:00 PM – 02:00 PM	At 1 pm, I took a one-hour lunch break.
02:00 PM – 03:00 PM	Upon returning from lunch, I reported to Mr. shehroz and introduced myself to him. He told me about the office rules and regulations and ask some detail about my courses I read in my BBA program.
03:00 PM – 04:00 PM	He then advised me to observe the office environment closely, considering the nature of the finance department. Throughout the department, I noticed that everyone carried out their tasks with professionalism, and the work environment was organized, tidy, and serene.
04:00 PM – 05:00 PM	Subsequently, Mr. shehroz provided me with insights into his role as a Business Analyst and offered a brief introduction to the organization, utilizing his laptop for illustration and explanation.

8 hrs July 18-Tuesday-2023

Time	Activities
09:00 AM – 10:00 AM	<p>On 18 July, my instructor assigned me the task of visiting every department within the industry and collecting pertinent information. The objectives of the visit were to:</p> <ol style="list-style-type: none"> 1. Gather information on the operations of each department, including its sub-departments. 2. Understand how these departments were interconnected and collaborated with each other.

	<p>3. Observe and identify any challenges or problems faced by the respective departments.</p> <p>4. Examine the utilization of technology across the industry.</p>
10:00 AM – 11:00 AM	Before commencing the visits, my instructor provided me with a sequence of departments to follow. Along with my fellow interns, we began the process by visiting the finance Department, which held the distinction of being the first department in the industry’s operational sequence.
11:00 AM – 12:00 PM	Finance Department,played a crucial role in confirming the manufacturing and approval of orders. During my visit, I received a comprehensive orientation from Mr. SAJID , the Deputy Manager of the HR Department.
12:00 PM – 01:00 PM	Throughout the day, I had the opportunity to engage in various tasks, including collaborating with members of the department to input data into MS Excel.
01:00 PM – 02:00 PM	At 1 pm, a one-hour lunch break.
02:00 PM – 03:00 PM	Collaborating with members of the department to input data into MS Excel.
03:00 PM – 04:00 PM	One significant observation I made during my time in the Finance Department was the team’s unwavering commitment to meeting customer demands
04:00 PM – 05:00 PM	The day spent in the Finace Department provided valuable insights into the initial stages of the industry’s workflow and the efforts made to establish strong connections with reputable clients

8 hrs July 19-Wednesday-2023

Time	Activities
09:00 AM – 10:00 AM	On Wednesday, I revisited the Finance Department to continue working on the tasks assigned by my instructor.
10:00 AM – 11:00 AM	Throughout the day, I gained valuable insights into several aspects of the department's operations.
11:00 AM – 12:00 PM	Update excel sheet for eou department.
12:00 PM – 01:00 PM	Update excel sheet for eou department.
01:00 PM – 02:00 PM	LUNCH BREAK
02:00 PM – 03:00 PM	The documents was being filed
03:00 PM – 04:00 PM	Confirmation Reports for Order Manufacturing:
04:00 PM – 05:00 PM	Office work has been conducted

8 hrs July 20-Thursday-2023

Time	Activities
09:00 AM – 10:00 AM	On Thursday, my instructor, Mr. Shehroz , inquired about my experiences and activities during my time in the Finance Department.
10:00 AM – 11:00 AM	Update export excel sheet
11:00 AM – 12:00 PM	Following our conversation, Mr. Shehroz instructed me to proceed to the Finance Department and continue with similar activities as per my assignment.
12:00 PM – 01:00 PM	The document was being filed
01:00 PM – 02:00 PM	BREAK
02:00 PM – 03:00 PM	After break I again reported to Mr. Zaheer
03:00 PM – 04:00 PM	we compared two banks MCB and HBL for investing purposes
04:00 PM – 05:00 PM	Research on banks

8 hrs July 21- Friday - 2023.

Time	Activities
09:00 AM – 10:00 AM	As usual I reported to Mr. shehroz and provided him with a report of my previous day's visit.
10:00 AM – 11:00 AM	Updates excel sheet.
11:00 AM – 12:00 PM	Research on Pakistan on becoming defaulter
12:00 PM – 01:00 PM	Contined the same task .
01:00 PM – 02:00 PM	Took a one-hour break and also offered Jumma.
02:00 PM – 03:00 PM	Update excel sheet
03:00 PM – 04:00 PM	Submit to supervisor .
04:00 PM – 05:00 PM	Waiting for supervisor.

Weekly Report of Internship

Week 2

8 hrs July 24-Monday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Started the week by introducing myself to the EOU Department.
10:00 AM – 11:00 AM	Learned about the operations of export and import systemization
11:00 AM – 12:00 PM	Continued to understand the processes involved currency and free import
12:00 PM – 01:00 PM	Continued observations and discussions.
01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Noted all processes and challenges essential for bulk orders.
03:00 PM – 04:00 PM	Acknowledged the challenging nature of making identical samples.
04:00 PM – 05:00 PM	Concluded the day, gaining a deeper understanding of EOU department

8 hrs July 25- Tuesday - 2023.

Time	Activities
09:00 AM – 10:00 AM	Visited the Accounts Department
10:00 AM – 11:00 AM	Research continued on both banks
11:00 AM – 12:00 PM	Annual report of both banks
12:00 PM – 01:00 PM	Continued the same task.
01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Continued observations in the stocks price of banks
03:00 PM – 04:00 PM	understand dividend and reliability of both banks
04:00 PM – 05:00 PM	Same take continues

8 hrs July 26- Wednesday - 2023.

Time	Activities
09:00 AM – 10:00 AM	Conclusion report for CFO US& Dynamo
10:00 AM – 11:00 AM	Meeting with cfo regarding this report
11:00 AM – 12:00 PM	CFO gives new project
12:00 PM – 01:00 PM	Continued the same task.
01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Learned various methods related to project for investment in meddle east
03:00 PM – 04:00 PM	Same task
04:00 PM – 05:00 PM	Off my day.

8 hrs July 27- Thursday – 2023.

Time	Activities
09:00 AM – 10:00 AM	Research on middle east countries
10:00 AM – 11:00 AM	Continued observations on perks on duabi for investment purpose
11:00 AM – 12:00 PM	worked with supervisor and asked him how they work to achieve daily production target.
12:00 PM – 01:00 PM	Asked him about how he tackle the problem related Export excel sheet.
01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Started worked with supervisor.
03:00 PM – 04:00 PM	interacted with EOU team.
04:00 PM – 05:00 PM	After achieving daily target, we put daily report on we boc portal.

8 hrs July 28- Friday - 2023.

Time	Activities
09:00 AM – 10:00 AM	OFF, Due to National Holiday 9 Muharram ul Haram
10:00 AM – 11:00 AM	OFF, Due to National Holiday 9 Muharram ul Haram
11:00 AM – 12:00 PM	OFF, Due to National Holiday 9 Muharram ul Haram
12:00 PM – 01:00 PM	OFF, Due to National Holiday 9 Muharram ul Haram
01:00 PM – 02:00 PM	OFF, Due to National Holiday 9 Muharram ul Haram
02:00 PM – 03:00 PM	OFF, Due to National Holiday 9 Muharram ul Haram
03:00 PM – 04:00 PM	OFF, Due to National Holiday 9 Muharram ul Haram
04:00 PM – 05:00 PM	OFF, Due to National Holiday 9 Muharram ul Haram

Weekly Report of Internship

Week 3

8 hrs July 31- Monday - 2023.

Time	Activities
09:00 AM – 10:00 AM	This is my third week of internship I reported to my instructor and he arranged my next visit.
10:00 AM – 11:00 AM	Send document to Cfo of Qatar for investment purpose
11:00 AM – 12:00 PM	Meeting with cfo
12:00 PM – 01:00 PM	Meeting with cfo
01:00 PM – 02:00 PM	Break.
02:00 PM – 03:00 PM	Update excel sheet for EOU department
03:00 PM – 04:00 PM	Continued my task
04:00 PM – 05:00 PM	Send document to supervisor of that department

8 hrs August 1- Tuesday - 2023.

Time	Activities
09:00 AM – 10:00 AM	Supervisor gave me weboc software logins
10:00 AM – 11:00 AM	Supervisor gave advise how to use it
11:00 AM – 12:00 PM	Create excel sheet of June export
12:00 PM – 01:00 PM	Upload it to we boc
01:00 PM – 02:00 PM	Break.
02:00 PM – 03:00 PM	Create excel sheet of march and Feb export
03:00 PM – 04:00 PM	Waiting for supervisor
04:00 PM – 05:00 PM	Submit all excel sheet to supervisor

8 hrs August 2- Wednesday - 2023.

Time	Activities
09:00 AM – 10:00 AM	Arrived at office and reported to instructor
10:00 AM – 11:00 AM	At this hour my instructor had to go for meeting so I with another internee waited for next task.
11:00 AM – 12:00 PM	I received call from my instructor I went to him and he told me that Mr. Ali is waiting for us after break
12:00 PM – 01:00 PM	As my instructor had to submit the analysis in next week so we have to start work on it
01:00 PM – 02:00 PM	Break
02:00 PM – 03:00 PM	I called the new internee and we went reported to Mr. Ali.
03:00 PM – 04:00 PM	He guides us about how sapphire is doing their best to make environment clean and the water treatment plant is one of the parts of their efforts to clean the environment.
04:00 PM – 05:00 PM	The waters which are coming out from the washing area of sapphire is treated and the most of its harmful material separated from it and then the remaining water related to the sewerage.

8 hrs August 3- Thursday - 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to my instructor and he asked me about my visit of water treatment plant I told him about it.
10:00 AM – 11:00 AM	Create excel sheet last year import of sapphire
11:00 AM – 12:00 PM	Waiting for supervisor because he is in the meeting
12:00 PM – 01:00 PM	working on the data analysis assignment, researching and documenting information about the top companies in Pakistan as instructed by Mr. shehroz
01:00 PM – 02:00 PM	Break
02:00 PM – 03:00 PM	Resumed the task of gathering data on the identified companies' primary products or services, their physical locations, and revenue figures from 2020 to 2023.
03:00 PM – 04:00 PM	Continued the research and data collection process, ensuring accuracy and completeness in the information gathered.
04:00 PM – 05:00 PM	Finalized the data analysis and compiled the collected information into a structured report format.

8 hrs August 4- Friday - 2023.

Time	Activities
09:00 AM – 10:00 AM	Send document of dubai perks for investment purpose
10:00 AM – 11:00 AM	Meeting with cfo
11:00 AM – 12:00 PM	Research on Qatar for investment purpose
12:00 PM – 01:00 PM	Continued the same task
01:00 PM – 02:00 PM	Took a lunch break.

Weekly Report of Internship

Week 4

8 hrs August 7- Monday - 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to my instructor, Mr. Adnan, and began my internship in the EOU department
10:00 AM – 11:00 AM	Create excel sheet of import
11:00 AM – 12:00 PM	Continued my task
12:00 PM – 01:00 PM	Create excel sheet of export
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Continued my task
03:00 PM – 04:00 PM	Finalized my sheet
04:00 PM – 05:00 PM	Submit to the supervisor

8 hrs August 8- Tuesday - 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to Mr. shehroz last day progress
10:00 AM – 11:00 AM	Gives documents to hr teams
11:00 AM – 12:00 PM	Cfo gave us project the reasons for default of pakistan
12:00 PM – 01:00 PM	Collect data for that project
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Continued data collection of default pakistan
03:00 PM – 04:00 PM	Create a document with valid reasoning
04:00 PM – 05:00 PM	Send document to cfo

8 hrs August 9- Wednesday - 2023.

Time	Activities
09:00 AM – 10:00 AM	Waiting for cfo because he is in meeting
10:00 AM – 11:00 AM	Meeting with cfo regarding previous project.
11:00 AM – 12:00 PM	Create excel sheet of import and export
12:00 PM – 01:00 PM	Continued my work
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Send excel sheet to supervisor
03:00 PM – 04:00 PM	I collaborate with the supervisor, actively participated in the export
04:00 PM – 05:00 PM	I learned how records are maintained for transactions and inventory management.

8 hrs August 10- Thursday - 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to Mr. shehroz last day progress
10:00 AM – 11:00 AM	Gives documents to hr teams
11:00 AM – 12:00 PM	Create excel sheet of import and export.
12:00 PM – 01:00 PM	Send excel sheet to supervisor.
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Off that day
03:00 PM – 04:00 PM	Off that day.
04:00 PM – 05:00 PM	Off that day

8 hrs August 11- Friday - 2023.

Time	Activities
09:00 AM – 10:00 AM	As usual I reported to Mr. shehroz and provided him with a report of my previous day's visit.
10:00 AM – 11:00 AM	Update excel sheet .
11:00 AM – 12:00 PM	Research on Pakistan on becoming defaulter
12:00 PM – 01:00 PM	Contined the same task .
01:00 PM – 02:00 PM	Took a one-hour break and also offered Jumma.
02:00 PM – 03:00 PM	Update excel sheet
03:00 PM – 04:00 PM	Submit to supervisor .
04:00 PM – 05:00 PM	Waiting for supervisor.

Weekly Report of Internship

Week 5

8 hrs August 14- Monday - 2023.

Time	Activities
09:00 AM – 10:00 AM	HAPPY INDEPENDENCE DAY
10:00 AM – 11:00 AM	Preparation to Celebrate Independence day
11:00 AM – 12:00 PM	All teams in marketing department were patch up and celebrates Independence day.
12:00 PM – 01:00 PM	Manager and other seniors of teams talk about independence day
01:00 PM – 02:00 PM	Lunch
02:00 PM – 03:00 PM	After lunch, all were off.
03:00 PM – 04:00 PM	-----
04:00 PM – 05:00 PM	-----

8 hrs August 15- Tuesday- 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to Mr. shehroz last day progress
10:00 AM – 11:00 AM	Gives documents to hr teams
11:00 AM – 12:00 PM	Cfo gave us project the reasons for default of pakistan
12:00 PM – 01:00 PM	Collect data for that project
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Continued data collection of default pakistan
03:00 PM – 04:00 PM	Create a document with valid reasoning
04:00 PM – 05:00 PM	Send document to cfo

8 hrs August 16- Wednesday- 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to Mr. shehroz last day progress
10:00 AM – 11:00 AM	Gives documents to hr teams
11:00 AM – 12:00 PM	Create excel sheet of import and export.
12:00 PM – 01:00 PM	Send excel sheet to supervisor.
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Off that day
03:00 PM – 04:00 PM	Off that day.
04:00 PM – 05:00 PM	Off that day

8 hrs August 17- Thursday- 2023.

Time	Activities
09:00 AM – 10:00 AM	I reported to Mr. Shehroz last day progress
10:00 AM – 11:00 AM	Gives documents to hr teams
11:00 AM – 12:00 PM	Cfo gave us project the reasons for default of Pakistan
12:00 PM – 01:00 PM	Collect data for that project
01:00 PM – 02:00 PM	Took a one-hour break.
02:00 PM – 03:00 PM	Continued data collection of default Pakistan
03:00 PM – 04:00 PM	Create a document with valid reasoning
04:00 PM – 05:00 PM	Send document to CFO

8 hrs August 18- Friday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Visited the Accounts Department
10:00 AM – 11:00 AM	Research continued on both banks
11:00 AM – 12:00 PM	Annual report of both banks
12:00 PM – 01:00 PM	Continued the same task.
01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Continued observations in the stock's price of banks
03:00 PM – 04:00 PM	understand dividend and reliability of both banks
04:00 PM – 05:00 PM	Same take continues

Weekly Report of Internship

Week 6

8 hrs August 21- Monday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Visited the Accounts Department

8 hrs August 22- Tuesday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Visited the Accounts Department
10:00 AM – 11:00 AM	Research continued on both banks
11:00 AM – 12:00 PM	Annual report of both banks
12:00 PM – 01:00 PM	Continued the same task.

01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Continued observations in the stock's price of banks
03:00 PM – 04:00 PM	understand dividend and reliability of both banks
04:00 PM – 05:00 PM	Same take continues

8 hrs August 23- Wednesday- 2023.

Time	Activities
09:00 AM – 10:00 AM	On Thursday, I revisited the Finance Department to continue working on the tasks assigned by my instructor.
10:00 AM – 11:00 AM	Throughout the day, I gained valuable insights into several aspects of the department's operations.
11:00 AM – 12:00 PM	Update excel sheet for eou department.
12:00 PM – 01:00 PM	Update excel sheet for eou department.

01:00 PM – 02:00 PM	LUNCH BREAK
02:00 PM – 03:00 PM	The documents was being filed
03:00 PM – 04:00 PM	Confirmation Reports for Order Manufacturing:
04:00 PM – 05:00 PM	Office work has been conducted

8 hrs August 24- Thursday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Conclusion report for CFO sapphire
10:00 AM – 11:00 AM	Meeting with cfo regarding this report
11:00 AM – 12:00 PM	CFO gives new project
12:00 PM – 01:00 PM	Continued the same task.

01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Learned various methods related to project for investment in meddle east
03:00 PM – 04:00 PM	Same task
04:00 PM – 05:00 PM	Off my day.

8 hrs August 25- Friday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Conclusion report for CFO sapphire
10:00 AM – 11:00 AM	Meeting with cfo regarding this report
11:00 AM – 12:00 PM	CFO gives new project
12:00 PM – 01:00 PM	Continued the same task.

01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Learned various methods related to project for investment in middle east
03:00 PM – 04:00 PM	Same task
04:00 PM – 05:00 PM	Off my day.

8 hrs August 28- Monday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Conclusion report for CFO sapphire
10:00 AM – 11:00 AM	Meeting with cfo regarding this report
11:00 AM – 12:00 PM	CFO gives new project
12:00 PM – 01:00 PM	Continued the same task.

01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Learned various methods related to project for investment in meddle east
03:00 PM – 04:00 PM	Same task
04:00 PM – 05:00 PM	Off my day.

8 hrs August 29- Tuesday- 2023.

Time	Activities
09:00 AM – 10:00 AM	Conclusion report for CFO US Dynamo.
10:00 AM – 11:00 AM	Meeting with cfo regarding this report
11:00 AM – 12:00 PM	CFO gives new project

12:00 PM – 01:00 PM	Continued the same task.
01:00 PM – 02:00 PM	Took a lunch break.
02:00 PM – 03:00 PM	Learned various methods related to project for investment in meddle east
03:00 PM – 04:00 PM	Same task
04:00 PM – 05:00 PM	Off my day.

8 hrs September 1st- Friday- 2023.

Time	Activities
09:00 AM – 10:00 AM	On my very last day of the internship, I met Mr. Adnan, my supervisor, and told him how much I appreciated his help and guidance during my time at US & Dynamo.
10:00 AM – 11:00 AM	Surprisingly, I got a call from the HR department at 11:00 AM. They wanted to chat with me.
11:00 AM – 12:00 PM	I went to see Ms. Bushra in HR. She wanted to know how my internship went, so I shared my experiences, good and bad, and the cool stuff I learned.

12:00 PM – 01:00 PM	I also gave Ms. Bushra my weekly reports to show her what I'd been up to all these weeks.
01:00 PM – 02:00 PM	My internship officially ended at 1:00 PM. I signed some papers, got a certificate saying I'd finished, and then said goodbye to everyone at US & Dynamo. It was a great way to wrap up my time there.