

INTERNSHIP REPORT ON LUCKY CORE INDUSTRIES



Submitted By

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UNDER SUPERVISION OF

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Internship Organization

Is

LUCKY CORE INDUSTRIES



Address:

63 MOZANG ROAD, LAHORE

ANIMAL HEALTH BUSINESS

INTERSHIP PERIOD: 6 JULY TO 16 AUGUST

6 WEEKS INTERNSHIP

DEDICATION

To my great parents and instructors, your constant support and advice helped pave the road for my internship. Mom and Dad, your sacrifices drive my dreams. Teachers, your lessons serve as my basis. As I embark on this path, I will be forever grateful for your impact. Thank you for being my rock-solid success pillars.

ACKNOWLEDGEMENT

I express my heartfelt gratitude in the name of Allah, the Most Merciful and Compassionate. By Allah's Favor, I've been given this excellent internship opportunity. I am grateful to my supervisor, Mam Kanwal Bilal, for her consistent support and mentoring, which I believe will be beneficial to my professional development. Thank you to Lucky Core Industries for providing this chance for me to engage myself in the practical parts of my career. This internship is a critical milestone in my career, and I am excited to contribute effectively to the organization's aims while soaking in the abundance of knowledge it provides. With enormous thankfulness, I begin on this adventure, grateful for Allah, my supervisor's, and Lucky Core Industries assistance in developing my professional path.

EXECUTIVE SUMMARY

During my internship at Lucky Core Industries (LCI), I had the privilege of engaging in a range of tasks within the Supply Chain Department of the Animal Health Business. These tasks encompassed data analysis, procurement process management, supplier selection, project collaboration, and various additional responsibilities. This executive summary highlights the key accomplishments and contributions made during my internship tenure. Some tasks done by are as follows.

I undertook a comprehensive exploration of NSI-related data through Excel data mining. This process enabled me to identify critical insights, including minimum NSI-related issues and discrepancies in product pricing. Conducting apple-to-apple sales data comparisons between budgeted and actual rates across two distinct time periods contributed to a deeper understanding of sales performance.

Under the mentorship of the Procurement Manager, I actively participated in managing the procurement process for essential materials. From identifying approved suppliers to scheduling meetings, I successfully navigated supplier interactions. Through meetings with suppliers and careful negotiation, I played a pivotal role in the selection of the best-priced supplier, Pak Plastic. Coordinating the sample approval process and placing an order for approved bags demonstrated my ability to oversee end-to-end procurement activities.

My involvement in supplier selection was marked by meticulousness. Researching and selecting AG GIGI for label and primary carton supplies showcased my keen decision-making skills. I managed the dispatch of product samples, conducted thorough rate analysis, and facilitated the approval of samples. Another project of procurement of Raw Material, the Excipient project plays a crucial role in highlighting my ability to contribute to critical procurement decisions.

Throughout my internship, I undertook a variety of smaller yet crucial tasks. Tasks such as file and form creation, management of raw material and packaging material sample as well as problem solving in different scenarios. By overseeing tasks such as ICOCO file creation, HS Code structuring, and supplier evaluation, I demonstrated an attention to detail and a commitment to enhancing departmental efficiency.

By concluding the summary, my internship at Lucky Core Industries in Animal Health Business provided me the opportunity to engage with a variety of tasks and responsibilities. That includes analysis of data, process of procurement management, selection of suppliers, collaboration in project, and multiple additional tasks. This internship provides me experience as well as increase my understanding about supply chain but also highlights the importance of attention to detail, collaborative teamwork, and effective communication within a corporate environment.

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1 BACKGROUND OF Lucky Core Industries (Formerly ICI Pakistan)

1.1 LCI Brand

Cultivating Growth is the central theme of Lucky Core Industries Limited's brand promise.

Our entire approach is centred around cultivating growth. It reflects our steadfast dedication to further expansion and investment in the wake of YBG acquisition of Lucky Core Industries Limited.

These goals are visually represented by the Blue Pearl. A pearl, after all, is the pinnacle of meticulously grown perfection. Therefore, it stands to reason that the inspiration behind our new logo came from a pearl.

The Blue Pearl and its corresponding visual identity, which is meant to be limitless and dynamic, symbolize our confidence and excitement as we set out on an exciting journey of growth, innovation, and expansion; our deeply held beliefs; our top strategic priorities; and the rich legacy we continue to draw from even as we aim for an even brighter and more exciting future.

1.2 LCI Mission

Improving lives across the socio-economic fabric through best-in-class solutions.

Over four decades of pioneering technologies have positioned us as complete farm-management solution providers to livestock and poultry stakeholders across Pakistan.

1.3 LCI Vision

Lucky Core Industries Limited aspires to build a strong local and international footprint through sustainable growth and by creating value for all stakeholders.

1.4 Background of Company

The origins of ICI Pakistan Limited predate the formation of Pakistan itself. From a small trading concern with a single manufacturing unit, our Company has transformed over the decades into one of the largest industrial conglomerates of the country.

Hereafter, ICI Pakistan Limited attained iconic status – known and trusted by generations across Pakistan. Now, with a revitalised purpose and a new promise, we look forward to being part of Pakistan's future for many years to come.

From 1944 to 1998, ICI initiated its inaugural Soda Ash manufacturing site in Khewra, establishing the Khewra Soda Ash Company as a public limited entity. During this period, key milestones included ICI Pakistan's acquisition of Fuller Paints Limited, leading to the transformation of the Khewra Soda Ash Company into ICI Pakistan Manufacturers Limited. This era also witnessed the commissioning of the Speciality Chemicals Plant in Karachi and the establishment of a Pharmaceutical Factory in Narayanganj, East Pakistan. Post-1971, the factory became part of ICI Bangladesh Manufacturers Limited. Fuller Paints transitioned to Paintex Limited.

Further developments encompassed the creation of a Polyester Plant in Sheikhpura with a 12,000-ton capacity. Imperial Chemical Industries Pakistan (Private) Limited merged with Paintex Limited, forming ICI Pakistan Manufacturers Limited, later rebranded as ICI Pakistan Limited. Inclusions like ICI Pakistan PowerGen Limited as a public limited entity and expanding the Soda Ash Plant by 50,000 tons highlighted this period.

Efforts were also concentrated on increasing Polyester Fiber capacity to 60,000 tons, Polymerization capacity to 91,000 tons, and launching a PTA Plant at Port Qasim, Karachi. The new millennium ushered in the demerger of PTA Business to establish Pakistan PTA Limited in 2000. Subsequent years saw automation advancements in Soda Ash, expansion of Polyester Plant by 44,000 tons, and the formation of the Life Sciences Business, combining segments like Pharmaceuticals and Animal Health.

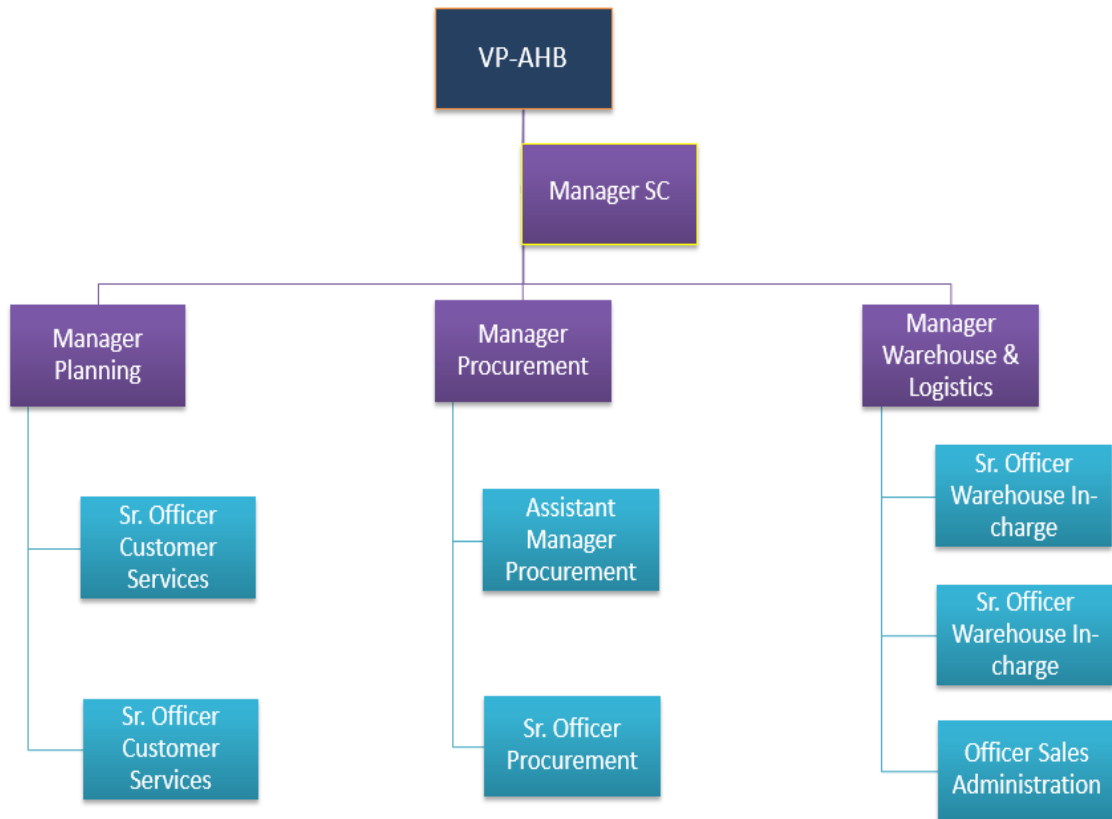
Asset modernization initiatives led to the commissioning of a sixth processing line in the Polyester Business. The expansion of Soda Ash plants by 50,000 tons and the acquisition of Pakistan PTA Limited by Lotte Worldwide Group marked notable progress. The ICI Pakistan Foundation launched flood relief efforts in 2010, constructing villages and offering aid.

In 2011, AkzoNobel demerged the Paints Business into Akzo Nobel Pakistan Limited. A pivotal change occurred in 2012 with Lucky Holdings Limited acquiring majority shareholding, becoming the ultimate holding company of ICI Pakistan Limited. Significant projects, including a Coal Fired Boiler and Steam Turbine project, unfolded in subsequent years. The ICI name transitioned to LCI (Lucky Core Industries) in 2023, retaining the logo.

The journey showcases expansion, diversification, mergers, acquisitions, and a commitment to corporate social responsibility, cementing ICI Pakistan Limited's legacy as it evolved into LCI, shaping industries and communities for 75 years.

2 BUSINESS OPERATION

2.1 ORGANIZATIONAL CHART – ANIMAL HEALTH BUSINESS SUPPLY CHAIN



According to LCI Animal Health Supply Chain ORG Chart

2.1.1 Top-level management: Includes Vice President and Supply Chain Manager

- Likewise referred to as executive or senior management.
- In charge of establishing the plans, policies, and goals of the organization.
- Makes choices that have an impact on the entire company.
- Includes roles like Chief Financial Officer (CFO), Chief Operating Officer (COO), and Chief Executive Officer (CEO).

2.1.2 Middle-level management: Includes Procurement, Planning and Warehouse & Logistics Manager

- Frequently called middle management.
- Serves as a conduit for management at all levels.
- Puts into practice the plans and directives created by upper management.
- Communicates and organizes with both the organization's senior and lower levels.
- Managers of departments, branches, and divisions are a few examples.
- Comprises jobs like front-line managers, supervisors, and team leaders.

2.1.3 Lower-Level Management: Includes other officers and managers.

- Also referred to as supervisory or first-line management.
- In charge of overseeing the daily operations and tasks of a certain team or unit.
- Oversees the work of staff members who are not managers.
- On attaining immediate objectives and making sure that resources are used effectively.
- Comprises jobs like front-line managers, supervisors, and team leaders.

2.2 SWOT Analysis of Lucky Core Industries (Animal Health Business)

Strengths:

1. **Diverse Product Offering:** LCI has a strength of having a diverse portfolio that includes wide range of products in animal health business, including livestock and poultry medicine, as well as animal feed. This diverse product portfolio enables them to serve many segments of the animal health market.
2. **International Sourcing:** By purchasing certain products from other countries and selling them in Pakistan, the company has access to high-quality commodities that would otherwise be unavailable in Pakistan. This improves the quality and breadth of their products.
3. **Local Manufacturing:** The company's capacity to make items in-house utilizing raw materials purchased locally and internationally offers them greater control over quality, cost, and supply chain. It also decreases reliance on outside supplies.
4. **Nationwide Distribution Network:** With a wide distribution network across Pakistan, the company can effectively reach both urban and rural areas, ensuring widespread availability of their products to a diverse customer base.
5. **Experienced Management Team:** A skilled and experienced management team leads the company and provide effective decision-making, strategic planning, and implementation of growth initiatives.

Weaknesses:

1. **Dependency on Imports:** The reliance on imported products exposes the company to risks. Recent risk faced are fluctuations in exchange rates, import restrictions, and international supply chain disruptions.
2. **Manufacturing Challenges:** Managing local and international sourcing for raw materials and manufacturing can be complex and might lead to supply chain bottlenecks, late deliveries, regulatory hurdles, or quality control issues.
3. **Market Fragmentation:** The animal health industry in Pakistan is fragmented, that leads towards intense competition from local and regional players. And cause potential impact pricing and market share.
4. **Regulatory Compliance:** The animal health sector is subject to regulatory oversight to ensure product safety and efficacy. Adhering to complex regulatory requirements can be challenging and time-consuming.

Opportunities:

- 1. Growing Demand for Quality Animal Products:** As consumers become more health-conscious, there is an increasing demand for high-quality animal products as well. The company can leverage this trend by offering products that enhance the health and productivity of livestock and poultry.
- 2. Export Potential:** Because the company has an established production plant, it might investigate exporting its products to neighbouring countries with similar agricultural and animal husbandry demands.
- 3. R&D and Innovation:** Investing in R&D can result in the development of unique and specialized solutions that answer specific demands in the animal health industry, providing the company with a competitive advantage.
- 4. Collaborations and collaborations:** Forming collaborations with local farmers, veterinary experts, and research institutes can result in knowledge sharing, product enhancement, and increased market penetration.

Threats:

- 1. Economic factors:** Economic factors can have an impact on customer purchasing power and influence purchasing decisions for non-essential products such as animal health products and supplements.
- 2. Counterfeit Products:** The existence of counterfeit and low-quality products in the market can destroy consumer confidence, company's reputation, and customer trust.
- 3. Regulatory Changes:** Regulatory changes in the animal health industry may necessitate the requiring the company to modify its products and procedures, potentially incurring significant expenditures.
- 4. Global Supply Chain Disruptions:** International supply chain disruptions caused by geopolitical events Pandemics and natural calamities can cause supply shortages and pricing increases.

In conclusion, LCI Animal Health Business has significant strengths in terms of product diversity, sourcing strategies, and distribution network. However, it must address weaknesses related to import dependency and manufacturing challenges. The company can capitalize on opportunities by tapping into growing consumer demand, exploring export markets, and fostering innovation. To mitigate threats, it should stay adaptable to economic changes, prioritize quality to combat counterfeits, stay abreast of evolving regulations, and maintain supply chain resilience.

2.3 Marketing Strategy

Marketing Strategy Four P's and strategies used by LCI are as follows.

Products

In the animal health business LCI deals in animal feed and medicine. They have more than 200 plus products related to the Animal Health business in the Market. Every product is available in different size such as feed bag size from 1 kg to 25 or 50 kilograms and there are different potencies of medicine available as well such as 5 ml/ mg up to 1000 mg. Some major products of LCI animal Health business are as follows.

Feed includes Vanda 40kg, Silage 40kg, Vita C, Farmer Choice 25 kg.

Medicine includes tablets, solutions, and Injections Systemex 100ml, Nilzan plus 100ml, Nilzan drench 100 ml, Nilverm 100 ml, Zanil 100 ml, VAD3 100ml, Genton 100ml.

Price

In LCI Animal Health Business the product prices differ because of the quantity of products. Products are only sold to distributors who are LCI customers then them distribution sold product to retailers and customer gets the retailed price of product written on the Packing. Some product prices are as follows.

Vanda 40 kg feed price 20000 Rs

VAD 100 ml injection price 1050 Rs

Nilverm Drench 100 ml medicine 300 Rs

Nilzan Plus 100ml medicine 500 Rs

Place

In LCI Animal Health Business, the place they use are corporate offices in big cities across Pakistan such as Lahore, Islamabad, and Karachi. They distribute their products through their registered distributor across all Pakistan. Some of their main distributor in Pakistan are as followed.

Sultan Feed Mills

Arslan Poultry (Pvt) Limited

A&S Medicine Company

Al Mansoor Veterinary Store

Arslan Poultry (Pvt) Limited

Al Khidmat Veterinary & Pets Clinic

Al Noor Pharma Distributors

Promotion

In LCI Animal Health Business, they promote their product through advertisement on social media, TV and through other business events. They also offer periodic promotions and discounts to incentivize purchases and create a sense of urgency among customers. Such as their recent advertisements on social media accounts



Some other marketing strategy includes:

Segmentation and Targeting: The company segment its customer base based on factors like livestock type (cattle, poultry), farm size, and geographical location. This enables targeted marketing efforts and tailoring products to meet specific needs.

Product Differentiation: LCI highlights the unique features and benefits of the company's products compared to competitors. And emphasize the factors such as quality, effectiveness, and safety to set them apart in the market.

Digital Presence: LCI has created a good and strong online presence through their social media platforms such as LinkedIn and Facebook, through digital company reput and website. The company also uses its networking to create a digital presence and arrange seminars among distributors. This allows customers to access product information, place orders, and receive updates easily.

Educational Content: They provide valuable content related to animal health and husbandry through blogs, videos, and webinars. This positions the company as an industry expert and builds trust with customers.

2.4 Competitive Strategy

Some competitive approaches used by LCI are as follows.

Cost Leadership: They take leverage because of the advantage of local manufacturing to maintain competitive pricing while ensuring high-quality products. And it also attracts cost-conscious customers without compromising on quality.

Product Innovation: Continuous investment in research and development creates innovative products that address specific animal health challenges. It helps the company stay ahead of competitors and adds value to customers.

Focus on Quality: By emphasizing product quality and efficacy through transparent labeling, certifications, and testing LCI builds a reputation for reliable and effective products and can lead to customer loyalty.

Sustainable Practices: LCI also implements sustainable and environmentally friendly practices in manufacturing and sourcing. It resonates with socially conscious consumers and sets the company apart in terms of corporate responsibility.

Distributor Relationship Management: Foster strong relationships with distributors through personalized communication, timely support, and addressing their feedback. Satisfied distributors are more likely to remain loyal and recommend and gain more market through retailers and customers for the company.

Continuous Improvement: By regularizing assessing and refine manufacturing processes, supply chain efficiency, and product offerings adapt to changing market dynamics and stay competitive.

Monitoring Competitors: By keeping a close eye on competitors' activities, pricing strategies, and product developments. This information can inform the company's own strategy adjustments.

2.5 Business process analysis

LCI business process consist of following steps:

1. Product Development and Sourcing:

- Identify market needs and trends to inform the development of new animal health products.
- Conduct research and development (R&D) to formulate and test new products.
- Source raw materials from local and international suppliers for manufacturing.
- Ensure compliance with regulatory standards for product safety and efficacy.

2. Procurement, Manufacturing and Quality Control:

- Produce products in-house using the sourced raw materials.
- Implement quality control measures at various stages of production to ensure consistent product quality.
- Conduct testing and validation to meet regulatory requirements and internal standards.
- Maintain a balance between local and international sourcing for manufacturing efficiency and cost-effectiveness.

3. Planning and Inventory Management:

- Monitor inventory levels for each product across multiple locations and regions.
- Utilize inventory management software to track product movements, stock levels, and reorder points.
- Optimize inventory to avoid stockouts and minimize excess inventory holding costs.

4. Sales and Marketing:

- Develop marketing strategies tailored to different regions and customer segments.
- Promote products through various channels, including digital platforms, print media, and events.
- Generate leads and convert them into customers through effective sales efforts.
- Manage relationships with distributors, wholesalers, and retailers.

5. Order Processing and Distribution:

- Receive orders from various customers, including farmers, veterinary clinics, and retailers.
- Process orders, verify payment, and generate invoices.

- Coordinate with the distribution team to pick, pack, and ship products to different regions.
- Track and manage the delivery process, providing customers with shipment status updates.

6. Customer Support and Training:

- Provide pre-sales and post-sales customer support, addressing inquiries and concerns.
- Offer technical support and guidance to customers on product usage and best practices.
- Conduct training workshops and seminars to educate farmers and veterinarians on the benefits of products.

7. Regulatory Compliance:

- Stay updated on evolving regulations and standards related to animal health products.
- Ensure that products and manufacturing processes adhere to relevant regulatory guidelines.
- Maintain accurate documentation and records to demonstrate compliance during audits.

8. Data Analysis and Improvement:

- Collect and analyse data on sales, customer feedback, and market trends.
- Identify areas for improvement in processes, product offerings, and customer satisfaction.
- Implement continuous improvement initiatives based on data-driven insights.

9. Financial Management:

- Manage budgeting and financial planning for various aspects of the business.
- Monitor costs related to sourcing, manufacturing, distribution, and marketing.
- Ensure profitability while maintaining competitive pricing.

10. Supplier and Partner Relationships:

- Cultivate relationships with local and international suppliers.
- Collaborate with distribution partners to ensure timely and efficient product delivery.
- Build partnerships with veterinary experts, research institutions, and local associations for knowledge sharing and market expansion.

Conducting a thorough analysis of these business processes allows the company to identify areas of strength, efficiency, and improvement. This, in turn, enables strategic decision-making, process optimization, and the enhancement of overall operational effectiveness.

3 LEARNING AS A SUPPLY CHAIN INTERN

3.1 Duties

1. Assisting Supply Chain, Procurement, and Planning Managers:

Collaborating with Supply Chain, Procurement, and Planning Managers involves supporting their activities, streamlining processes, and contributing to the overall efficiency of the supply chain function.

2. Selection and Negotiation with Suppliers via SAP SHANA4:

Utilizing SAP SHANA4, you are involved in choosing suppliers and negotiating terms for raw material and packaging material procurement. SAP SHANA4 is a platform that facilitates data-driven decision-making and supports supplier relationship management.

3. Filling Shortages for Active Products, Excipients and Packaging Material:

Addressing shortages for active products, excipients, and packaging material involves managing supply gaps to ensure uninterrupted production and delivery. This may include expediting procurement, reallocating inventory, or exploring alternative sourcing options.

4. Formation of Comparative Statements and Apple-to-Apple Comparisons:

Creating Comparative Statements entails evaluating different options based on specific criteria, while Apple-to-Apple Comparisons involve comparing similar attributes across various choices. These tools aid in informed decision-making for procurement, supplier selection, or other processes.

5. Sample Dispatching to Suppliers:

Sending samples to suppliers is crucial for quality assurance and aligning product specifications. This process helps ensure that the received raw materials meet the required standards and specifications.

6. Inventory Management:

Inventory management duties include inventory maintaining and calculating levels of, Packaging material, Raw materials and finished goods to balance supply and demand efficiently. Proper inventory management prevents overstocking and stockouts, contributing to cost control and customer satisfaction.

7. Net Sales Income Sheet Related Issues:

Addressing issues related to the Net Sales Income Sheet involves troubleshooting discrepancies in the calculations, recording, or reporting of net sales income. Accurate net sales data is crucial for financial analysis and decision-making.

These responsibilities highlight your involvement in critical aspects of the supply chain, from supplier collaboration and negotiation to inventory management and quality assurance. Your contributions play a pivotal role in ensuring the smooth operation of the supply chain function and the overall success of the organization.

3.2 Accomplishments

1. Finding NSI-Related Issues (June 2022 - July 2023):

This involves identifying any Net-Sales Issues (NSI) that occurred within the specified timeframe. NSI could include factors affecting production, inventory, logistics, or any other operational aspects that impacted business performance during this period.

2. Inventory Management (Min. and Max. Stock Levels):

Inventory management entails determining the minimum and maximum stock levels for both raw materials and packaging materials. This ensures optimal inventory levels to meet production needs while avoiding overstocking or shortages that can disrupt operations.

3. Procurement of PP and PE Bags:

The procurement of Poly Propylene (PP) and Polyethylene (PE) bags refers to the process of acquiring these packaging materials. Efficient procurement guarantees a steady supply of essential materials for packaging finished products.

4. Procurement of Excipients:

Procurement of excipients involves acquiring non-active ingredients used in pharmaceutical or chemical formulations. This procurement ensures a consistent supply of these components required for product manufacturing.

5. Procurement of Product Labels and Primary Cartons:

The procurement of product labels and primary cartons involves obtaining essential packaging components. This ensures that products are properly labeled and packaged, meeting regulatory and branding requirements.

6. ISO Audit Form Formation:

This involves creating forms necessary for conducting ISO audits. ISO audits ensure compliance with international quality standards, assess processes, and identify areas for improvement within the organization.

7. Duty Structures from Goods Declaration Form (GD Form):

Extracting duty structures from the GD Form refers to identifying the tariffs, taxes, and duties applicable to imported or exported goods. This information is vital for accurate cost estimation and regulatory compliance during international trade.

Each of these points represents critical tasks and responsibilities within the supply chain and procurement functions. Successfully executing these tasks contributes to efficient operations, compliance with regulations, and overall business success.

3.3 New Knowledge Acquired

1. Knowledge About Procurement Process:

Understanding the procurement process involves grasping how an organization acquires goods and services it needs. It encompasses identifying requirements, selecting suppliers, negotiating contracts, placing orders, receiving goods, and making payments. A streamlined procurement process ensures efficient resource allocation and cost management.

2. How to Make Comparative Statement:

A comparative statement is a document that compares different options, such as suppliers, products, or services, based on specific criteria. To create one, list the options, outline the criteria for comparison (e.g., price, quality, delivery time), and assign scores or values to each criterion. Then calculate and summarize results to identify the most valuable and effective option based on the evaluation.

3. How to Do Apple to Apple Comparison:

During the internship I have learned about comparing similar features of several products is known as an "apple-to-apple" comparison. Choose particular characteristics (such prices, sales information, or performance indicators) that apply to every item in order to achieve this. After standardizing the data to guarantee fairness (by comparing sales over the same period of time, for example), examine the variations and parallels among the products.

4. Knowledge About Goods Declaration Form:

In my internship I acquired knowledge about GD form used in supply chain process such as import, export. This document called the Goods Declaration Form (GD Form) is used in international trade to provide information about goods that are imported or exported. It contains information about the goods

themselves, their significance, source, volume, and categorization code etc. Filling out the GD Form correctly is essential to clearing customs and adhering to trade laws.

5. Knowledge About SAP:

I have gained knowledge about SAP during my internship by observing my seniors using it. SAP is customized for every corporate office according to their requirements. I came to know that SAP is the most used software in corporate offices and the skill of using it is very important for employment. A popular enterprise resource planning (ERP) software suite that organizes numerous corporate operations and tasks is called SAP (Systems, Applications, and Products) and also used as MIS. It includes supply chain, human resources, finance, and other components. SAP improves data visibility, expedites processes, and supports well-informed decision-making.

6. How to Present Working on Tasks:

I have learned when presenting your work on tasks, focus on clear communication and organization: Begin with a brief introduction to the task and its significance. Explain the steps you took to complete the task, highlighting any challenges or unique approaches. Present the results or outcomes, including any data analysis, decisions made, or improvements achieved.

Share lessons learned, insights gained, and how your work aligns with departmental or company goals. Conclude by summarizing the impact of your work and its contribution to the team's objectives. These points encompass essential knowledge and skills in the realms of procurement, comparison, documentation, and effective communication in a professional setting.

3.4 Problems Encountered

1. Shortages of Raw Materials for Active Product:

The first problem I encounter during internship is Shortages of Raw Materials for Active Product. This refers to a situation where there is an insufficient supply of the raw materials required to manufacture a specific product within the company. Shortages can occur due to various reasons, such as supply chain disruptions, unexpected demand spikes, logistic challenges, or production delays. Shortages of raw materials can impact production schedules, lead to delays in delivering finished products, and potentially affect overall business operations.

2. Failed Negotiation of Products due to Increased Inflation:

The second problem I encountered during internship is Failed Negotiation of Products due to Increased Inflation. Inflation can be explained as an increase in prices of goods over time. In this case, the failure of negotiations to reach an agreement on product prices with suppliers is attributed to the current inflationary environment. In order to cover rising costs, suppliers may raise their prices during periods

of high inflation. Negative bargaining can have an effect on procurement budgets, which could result in cost overruns and lower firm profitability.

3. Raw Materials Letter of Credit Delay:

The problem I noticed during internship is Letter of Credit Delay for Raw Materials. LC is a type of financial instrument used for international commercial transactions. Once suppliers meet the requirements outlined in the LC, payment to them is guaranteed. The procurement process may be disrupted if raw material suppliers take longer to provide an LC. Administrative procedures, communication problems, or regulatory restrictions cause delays in obtaining an LC. Such hold-ups may compromise production plans and perhaps result in extra expenses by impairing the timely arrival of raw materials.

4. GD Form Access from FedEx:

There is another problem I encounter during the daily task of internship that is GD Form Access from FedEx. When importing or exporting goods, a vital document called the GD Form (Goods Declaration Form) is needed for customs clearance. It includes vital details about the items being carried, such as their worth, place of origin, and categorization. A problem occurred in obtaining the necessary customs documentation from FedEx to guarantee that items are correctly declared and passed through customs. Customs officials impose fines and cause delays in clearance if the GD Form is not obtained on time or with difficulty.

In summary, these points highlight some of the challenges and issues that can arise in the supply chain and procurement processes within a company. Addressing these challenges effectively requires proactive communication, strategic planning, and a deep understanding of the various factors impacting the supply chain, including market dynamics, inflation, documentation processes, and supplier relationships.

3.5 How Experience Impacts Your Career.

Impact of Internship Experience on My Career:

My internship experience at Lucky Core Industries (LCI) within the Supply Chain Department of the Animal Health Business has significantly shaped my career trajectory and equipped me with invaluable skills and insights. The exposure to real-world business operations, hands-on tasks, and interactions with professionals has had a profound impact on my career development in several ways:

1. Practical Application of Knowledge:

The internship provided me with an opportunity to apply the theoretical concepts I learned during my academic studies in a practical setting. This experience bridged the gap between classroom learning and real-world implementation, enabling me to understand how concepts translate into tangible results.

2. Skill Enhancement:

Engaging in tasks such as data analysis, procurement process management, and supplier selection enhanced my skill set. I developed proficiency in Excel data mining, supplier communication, negotiation, project collaboration, and more. These skills are not only relevant to the supply chain field but also transferrable across various industries.

3. Industry Insights:

Immersing myself in the daily operations of a prominent company like LCI offered a unique insight into the inner workings of the animal health industry. Understanding the challenges, dynamics, and trends within the industry has provided me with a competitive advantage in terms of industry knowledge.

4. Professional Networking:

Interacting with managers, colleagues, and professionals within the supply chain department allowed me to expand my professional network. Building these connections is crucial for future opportunities, as networking often plays a pivotal role in career advancement.

5. Confidence and Independence:

As I independently handled tasks, collaborated with teams, and communicated with suppliers, my self-confidence and ability to work autonomously grew. This newfound confidence will undoubtedly serve me well as I take on more responsibilities in my career.

6. Problem-Solving and Adaptability:

Addressing challenges such as identifying NSI-related issues and streamlining procurement processes honed my problem-solving skills. Additionally, adapting to various tasks, projects, and interactions developed my adaptability—a skill highly valued in any professional setting.

7. Resume Enhancement:

The experience gained during the internship has added substance to my resume. Employers often look for candidates with practical experience, and having LCI on my resume showcases my dedication to professional growth.

8. Clarification of Career Path:

Through the exposure to different aspects of the supply chain department, I gained clarity about my interests and strengths within the field. This insight will guide me as I make informed decisions about my future career path.

Conclusion

In conclusion, my internship at LCI has left an indelible mark on my career. The practical skills acquired, industry insights gained, and personal growth experienced have positioned me as a more capable and confident professional. This internship has not only propelled me forward in my journey but has also laid a strong foundation for my future career aspirations.

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Annex: 2

SUPPLIER EVALUATION FORM

 <small>LUCKY CORE INDUSTRIES</small>	Supplier Evaluation	Doc #	
		Issue Date #	
		Review Date #	
Department	Animal Health Business	Super cedes #	
Title	Supplier Evaluation Form		
	Prepared By	Reviewed By	Approved By
Name	Agha Muhammad Aslam	Razi Hassan	Saboor Ahmed
Designation	Procurement Manager	Supply Chain Manager	General Manager
Signature			
Date			

Supplier Name			
Address		Phone	Fax
Contact Person			
Products/Services Procured			
Status of Evaluation	<input type="checkbox"/> Initial Evaluation <input type="checkbox"/> RE-Evolution		
Sector of Supplier	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Service		

Section-a (To filled by Suppliers' or X the box as appropriate)

Status of the organization			
Number of the years in business			
Major customers			
Approx. Number of employees	(Involved in the production handling, manufacturing/Service realization /Testing)		
Average production /Services Capacity			
Technology of Equipment's	<input type="checkbox"/> Status of the art i.e., computerized <input type="checkbox"/> Automatic <input type="checkbox"/> Semi-Automatic <input type="checkbox"/> Manual		
Do you have system to train your staff	<input type="checkbox"/> Yes		
How do you rate the skill of your staff	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Supplier Representative Name		Signature	
Designation			
Company Stamp			
Approved By Supply Chain Manager		Date:	Designation:

Supplier Name																	
Address		Phone	Fax														
Contact Person																	
Product Manufactured /Supplier																	
PRELIMINARY DATA																	
Approx. Area of Facility																	
No of employees																	
General House Keeping of area																	
Store (V for yes)	<input type="checkbox"/>																
1. Material adequately identification	<input type="checkbox"/>																
2. Material properly handled to prevent damage.	<input type="checkbox"/>																
3. Rejected products/materials identified/store separately	<input type="checkbox"/>																
4. Record of material issue & receipt available																	
PRODUCTION AREA {11for yes}																	
1. Housekeeping area satisfactory	<input type="checkbox"/>																
2. Identification of materials on floor	<input type="checkbox"/>																
3. Machine Maintenance system exists & recorded	<input type="checkbox"/>																
4. Workers /operators trained for job	<input type="checkbox"/>																
5. Reference samples/specimen available.	<input type="checkbox"/>																
6. Record of product maintained	<input type="checkbox"/>																
7. Appropriate capacity available to handle urgent orders	<input type="checkbox"/>																
CONTROL																	
1. Material Checked At In-Coming	<input type="checkbox"/>																
2. Material Checked At In Process	<input type="checkbox"/>																
3. Material checked at final	<input type="checkbox"/>																
4. Record of material checking maintained	<input type="checkbox"/>																
5. Inspection equipment's properly maintained	<input type="checkbox"/>																
6. Records of re-work maintained	<input type="checkbox"/>																
7. Records of contractual services (e.g. outside pasting, folding etc.) Maintained	<input type="checkbox"/>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">8. System exists to prevent product mix-up</td> <td style="width: 20%; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>9. System exists to implement/take action on customer complaints</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>10. System exist for production planning & recorded.</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>11. Suitable inventory of materials maintained</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>12. System exists for safeguarding properly information</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>System exists for identification of personals, equipment's used in a particular job e.g., job card</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Any certification:</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>				8. System exists to prevent product mix-up	<input type="checkbox"/>	9. System exists to implement/take action on customer complaints	<input type="checkbox"/>	10. System exist for production planning & recorded.	<input type="checkbox"/>	11. Suitable inventory of materials maintained	<input type="checkbox"/>	12. System exists for safeguarding properly information	<input type="checkbox"/>	System exists for identification of personals, equipment's used in a particular job e.g., job card	<input type="checkbox"/>	Any certification:	<input type="checkbox"/>
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System exists for identification of personals, equipment's used in a particular job e.g., job card	<input type="checkbox"/>																
Any certification:	<input type="checkbox"/>																

ASSESSMENT

(1) Supplier suitable/capable to meet LCI	
(a) Quality requirements	<input type="checkbox"/>
(b) Quantity requirements	<input type="checkbox"/>
(c) Deliver requirements	<input type="checkbox"/>
(2) Do LCI requires any addition controls at in coming e.g., expanded sampling/testing <input type="checkbox"/>	
(3) Any trial sample/order require to establish the capability <input type="checkbox"/>	
Overall status	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendations	

Note LCI Pakistan LTD will treat all the information provided by the supplier as CONFIDENTIAL Your Company Stamp Is Necessary.

Reference

Lucky Core Industries

www.luckycore.com

Weekly Report of Internship

Week 1

My internship Started on Thursday 6 July 2023. In LCI Saturday and Sunday are off.

Thursday, 6 July 2023

Time	Activities
09:00 AM – 10:00 AM	My first day at LCI. Reported my SCM manager on time and introduced myself to him than manager introduced himself and told me about his career journey, and I told him about my academic journey. Then he introduced me to his Supply chain team.
10:00 AM – 11:00 AM	After my introduction with SC team. The team consists of 2 people Procurement manager and planning manager. They give me a little tour of LCI building and show me senior managers and directors offices.
11:00 AM – 12:00 PM	After complete tour, I got a separate table where I spent my time reading Standard operating procedure (SOPs) related Supply Chain given to me by SCM Manager
12:00 PM – 01:00 PM	Further, I spent my hour reading other Standard operating procedures related warehousing and logistics.
01:00 PM – 02:00 PM	From 1 to 2 Pm there is a lunch break in café. Café consists of 10 tables with 5 plus different dishes according to daily menu, a kind of buffet.
02:00 PM – 03:00 PM	After lunch, I spent another hour reading SOPs related Planning and customer services.
03:00 PM – 04:00 PM	After reading SOPs, Planning manager wanted me to observe the Management Information System SAP software they use to manage information
04:00 PM – 05:00 PM	Then in this hour I spent some time working on that software. It is a SAP software, customized named as SHANA4 that manage by Login and Software Code helps to maintain Material Record etc.

Friday, 7 July 2023

Time	Activities
09:00 AM – 10:00 AM	I reported at office on time. SC Manager assigned me a course to do it in a day.
10:00 AM – 11:00 AM	I started a course on coursera related to supply chain management by Rutgers University
11:00 AM – 12:00 PM	In the introduction, I got to know about types of freight, process of logistics
12:00 PM – 01:00 PM	Intro to Material requirement planning, and Enterprise resource planning
01:00 PM – 02:00 PM	Break
02:00 PM – 03:00 PM	I spent time doing Quizzes related Course
03:00 PM – 04:00 PM	I spent time doing Assignment related Course
04:00 PM – 05:00 PM	Reporting to SC manager about learning outcome of complete course

Weekly Report of Internship

Week 2

Monday, 10 July 2023

Time	Activities
09:00 AM – 10:00 AM	Monday started with the revising the topics related material management
10:00 AM – 11:00 AM	In the hour, I spent my time with procurement manager discussing the process of procurement includes negotiation, supplier selection etc.
11:00 AM – 12:00 PM	Further hour, I spent reading standard operating process related procurement.
12:00 PM – 01:00 PM	Procurement manager assigned me my first task related to procurement of package material printing. In this hour, I spent my time selecting printing suppliers from approved LCI suppliers lists.
01:00 PM – 02:00 PM	Break for lunch
02:00 PM – 03:00 PM	I spent my time for selection of Pakistan most reputable print company (CCL Pakistan and AG GIGI). After selection an email was sent by me related to our requirement of packaging material.
03:00 PM – 04:00 PM	The best supplier was selected (AG GIGI) because of quoted less prices than CCL.
04:00 PM – 05:00 PM	Then I pick sample of packaging Label of our products and sent to AG GIGI for price quotation and further process.

Tuesday, 11 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my first hour revising the old topics and work related to supply chain management
10:00 AM – 11:00 AM	I spent this hour reading chapter 1 of material management by Tony Arnold, the book given by my supply chain manager
11:00 AM – 12:00 PM	I spent my hour with planning manager on Material Management Production Plan
12:00 PM – 01:00 PM	I spent my hour learning about Material Management Master Schedule Plan
01:00 PM – 02:00 PM	An hour for Lunch Break
02:00 PM – 03:00 PM	Then I spent my hour with SCM learning about Bill of Material in Material Management
03:00 PM – 04:00 PM	In this hour, I was called for Induction.
04:00 PM – 05:00 PM	I spent this hour learning about rules and regulation of Corporate Building, Parking, Cafeteria, Emergency Exit subways, areas and Assembly Point in Induction.

Wednesday 12 July 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hours revising all previous concept related to my work. (As a student Internee, I write all concept of my supervisors)
10:00 AM – 11:00 AM	I spent my hour with Planning Manager on Task assign by him related Data mining of Net Sales Income for external audit
11:00 AM – 12:00 PM	I spent hour in marketing department by meeting sales manager for data gathering related task 1
12:00 PM – 01:00 PM	I spent my hour gathering last year 2022 net sales from Sales Manager
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I spent my hour approaching finance teams for annual budgeted prices.
03:00 PM – 04:00 PM	I spent my hour on working on task1
04:00 PM – 05:00 PM	I spent by hour finding net annual sales in excel using formulas

Thursday 13 July 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hours revising all previous concept related to my work
10:00 AM – 11:00 AM	I spent my time working on listing and digging more than 200 active products budget rate of year 2022 from financial budget list
11:00 AM – 12:00 PM	I spent my time working on formation of separate buyer list file year 2022
12:00 PM – 01:00 PM	I spent my time making a smart excel for data mining
01:00 PM – 02:00 PM	Break for Lunch
02:00 PM – 03:00 PM	I spent my time working on task by aligning product budget rate in front of product sold rate
03:00 PM – 04:00 PM	I spent time doing data mining of NSI
04:00 PM – 05:00 PM	Another hour spent on data mining of NSI data

Friday 14 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my hour in Orientation which include Introduction, Background, Businesses, CSR and other long-term missions.
10:00 AM – 11:00 AM	I spent my hour reviewing task 1 related NSI
11:00 AM – 12:00 PM	I spent my hour working on filtering 12000 bulk buyer according to products list
12:00 PM – 01:00 PM	I spent my hour working on aligning and data mining desired data
01:00 PM – 02:00 PM	Lunch Break and Jumma Break
02:00 PM – 03:00 PM	I spent my hour working on finding profits and losses by subtracting sold rate and budget rates.
03:00 PM – 04:00 PM	I spent my hour finalizing Task 1 NSI data by finding total loss and profit of year 2022 of animal business products
04:00 PM – 05:00 PM	I spent my hour submitting the task to PM

Weekly Report of Internship

Week 3

Monday, 17 July 2023

Time	Activities
09:00 AM – 10:00 AM	On Monday, my first hour started with the review of my previous task.
10:00 AM – 11:00 AM	In this hour, planning manager assigned me another similar task related net sales income of year 2023 with new material codes.
11:00 AM – 12:00 PM	Further hour, I spent gathering data related to task such as budget rates from finance and customer sold rate from sales
12:00 PM – 01:00 PM	After gathering data, I spent my hour compiling the data into information.
01:00 PM – 02:00 PM	Break for lunch
02:00 PM – 03:00 PM	I spent my time in doing apple to apple comparison of budgeted and sold product rates
03:00 PM – 04:00 PM	I spent my hour working on Jan to June Sales data of 2023 and finding net sales income with profit and losses highlighted in sales sheet.
04:00 PM – 05:00 PM	I spent my last working hour of day by cross checking my task to Planning manager and submitting it through E mail.

Tuesday, 18 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my first hour with Procurement manager learning and observing the process of raw material procurement such as excipients and other salts used in animal health medicine and food
10:00 AM – 11:00 AM	I spent this hour reading standard operating procedure related production planning and procurement
11:00 AM – 12:00 PM	I spent my hour with the procurement manager learning the working of SAP Shana 4 used in LCI.
12:00 PM – 01:00 PM	I spent my hour learning about how to check inventory, how to find specific products raw material and packaging material in SAP, PO approval etc.
01:00 PM – 02:00 PM	An hour for Lunch Break
02:00 PM – 03:00 PM	In this hour, Planning manager told me about how ICI changed Into LCI in Jan 2023 and now all SOPs musted Changed according to LCI designed header and footer.
03:00 PM – 04:00 PM	In this hour, Planning Manager assigned me task of changing LCI logo and Name, header, and footer in SOP's according to requirement by company
04:00 PM – 05:00 PM	I spent this hour working on changing procurement, planning and supply chain SOP's and submitting my task

Wednesday 19 July 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hour in a catch-up session by Chief People Officer LCI Salabat regarding internship and other corporate environment related group discussion.
10:00 AM – 11:00 AM	I spent my hour with Procurement Manager learning whole process of procurement from finding supplier to comparative analysis and deals closing. Because he is going to assign me a major task related procurement.
11:00 AM – 12:00 PM	I spent hour in observing managers related SAP working.
12:00 PM – 01:00 PM	I spent this hour on getting a task of procurement of PP and PE bags for Silage product of LCI animal health business.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I spent my hour approaching factory manager to provide previous bag used in factory for packing. Then approach resource person for a bag used by LCI competitor.
03:00 PM – 04:00 PM	I spent my hour receiving PP and PE woven Bags from Plant and received Bags of competitors as well.
04:00 PM – 05:00 PM	I spent my hour writing details of PP and PE bags such as Size, Weight , dimension and last Prices

Thursday 20 July 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hours working on task and getting further instructions Procurement manager.
10:00 AM – 11:00 AM	I spent my time working on gathering an approved supplier list from the Procurement manager. Approved suppliers are those that have already worked with LCI in the past and provide good results. I selected Lahore Based Supplier to minimize transportation cost.
11:00 AM – 12:00 PM	I spent my time working on contacting suppliers and schedule meeting for discussion.
12:00 PM – 01:00 PM	I spent my time in meeting, me and Procurement manager meets with our first Supplier for PP and PE bags Syntronics group Deputy Director Adnan, where we show him our required product, quality, size and other delivery schedule.
01:00 PM – 02:00 PM	Break for Lunch
02:00 PM – 03:00 PM	I spent my time in a meeting, me and Procurement manager meets with our second supplier for PP and PE bags with Zubair from Cherat Group.
03:00 PM – 04:00 PM	I spent my time in meeting, me and Procurement manager meets with Plastic Bottle Supplier on some previous project.
04:00 PM – 05:00 PM	Then in last hour, I spent my time email the description and requirement of our bags to Suppliers for Quotation.

Friday 21 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my hour in sending reminder email to supplier who did not reply.
10:00 AM – 11:00 AM	I spent my hour on formation of comparative analysis statement related quotation and product description.
11:00 AM – 12:00 PM	I spent my hour working on another task assign by Procurement Manager on finding Packing material (Labels and cartons) annual quantity and budgeted prices from planning manager and finance
12:00 PM – 01:00 PM	I spent my hour working on AG GIGI project by formation a comparative statement of AG GIGI against budgeted prices.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	Jumma Break
03:00 PM – 04:00 PM	I spent my hour receiving sales tax invoice of raw material from Amster laboratories for payment processing.
04:00 PM – 05:00 PM	I spent my hour submitting sale invoice to IT department for parking number on Invoice for payment processing from Finance department.

Weekly Report of Internship

Week 4

Monday, 24 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my first hour started with the Follow UP Email to Suppliers related PP Bag and PE Bags
10:00 AM – 11:00 AM	In this hour, I spent my time finding More Suppliers for PP and PE bags from Agriculture department for better quotation
11:00 AM – 12:00 PM	Further hour, I spent on making comparative on Quotations received from Cherat Group
12:00 PM – 01:00 PM	I spent my time compiling comparative quotations.
01:00 PM – 02:00 PM	Break for lunch
02:00 PM – 03:00 PM	I spent my hour compiling the Comparative Analysis Formation Related Product Labels Project. It is second project I has being doing at that time related to raw material of Animal Health Business products.
03:00 PM – 04:00 PM	I spent my time getting a task from SCM related to inventory management of BG tanks its location, number of tank available and dispatched.
04:00 PM – 05:00 PM	I spent my last working hour BG tanks related task.

Tuesday, 25 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my first hour with Procurement manager learning and observing the process of supply of goods such as Letter of Credits, GD forms, Duty structure of different products category etc.
10:00 AM – 11:00 AM	I spent this hour in Duty Structure Formation for Two Products' Chain link T59HF, Conical tensioning element not Self-centering
11:00 AM – 12:00 PM	I spent my hour with the procurement manager in Supplier Meeting with AHY Plastic
12:00 PM – 01:00 PM	I spent my hour working for Comparative Analysis Sheet formation for PE and PP bags.
01:00 PM – 02:00 PM	An hour for Lunch Break
02:00 PM – 03:00 PM	In this hour, I spent my hour on Product Primary Carton sample picking sent from plant.
03:00 PM – 04:00 PM	In this hour, I spent my time in Sample crosschecking and TCS it to head office Karachi for further process.
04:00 PM – 05:00 PM	I spent this hour working on Formation of Quotation Sheet related to P. Cartons

Wednesday 26 July 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hour in Emailing AG GIGI about Carton Sample quotation
10:00 AM – 11:00 AM	I spent my hour with SCM and PM in meeting discussing on Packaging material vendor change
11:00 AM – 12:00 PM	I spent hour in observing and working with managers on Addition of New Products in AHB
12:00 PM – 01:00 PM	I spent this hour on ICOC File Arrangement for ISO audit.
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I spent my hour on Planning Task related to Auto Knocking Off payment's suggestion to IT department.
03:00 PM – 04:00 PM	I spent my hour on Report of Customers Data with Mail Error from Sales and also sent that data for further action to IT department.
04:00 PM – 05:00 PM	I spent my hour follow up AHY Plastic Quotation

Thursday 27 July 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my time in travel to visit plants of animal health business.
10:00 AM – 11:00 AM	I spent my time visiting Wanda plant manufacturing facility
11:00 AM – 12:00 PM	I spent my time visiting Silage plant manufacturing facility
12:00 PM – 01:00 PM	I spent my time visiting Medicine plant manufacturing facility
01:00 PM – 02:00 PM	Break
02:00 PM – 03:00 PM	I spent my time traveling back to corporate office
03:00 PM – 04:00 PM	I spent my time in IT department for parking number on sales tax invoice
04:00 PM – 05:00 PM	I spent my time with managers observing and discussing plant issue such as Late delivery and damage item delivery.

Friday 28 July 2023 Ashura Holiday

Weekly Report of Internship

Week 5

Monday, 31 July 2023

Time	Activities
09:00 AM – 10:00 AM	On Monday, my first hour started with the Follow up on AHY Plastic
10:00 AM – 11:00 AM	In this hour, I spent my time in making of Comparative statement which included AHY Quotations
11:00 AM – 12:00 PM	Further hour, I spent my time in checking Products Label Size according to given description from design department
12:00 PM – 01:00 PM	Then after checking products label sizes. I Send few pair of samples to AHY through TCS
01:00 PM – 02:00 PM	Break for lunch
02:00 PM – 03:00 PM	I spent my time in contacting with AG GIGI for Injection Cartons Quotation
03:00 PM – 04:00 PM	I spent my time in formation of Comparative analysis for Injection Cartons includes AG GIGI Quotation
04:00 PM – 05:00 PM	I spent my last working hour of day in Allocation of parking on Sales Tax invoice

Tuesday, 1 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my first hour with Procurement manager on receiving AG GIGI 100ml, 250ml & 1Ltr Cartons Quotation.
10:00 AM – 11:00 AM	I spent this hour in Formation of Comparative Statements for products 100ml, 250ml & 1Ltr
11:00 AM – 12:00 PM	I spent my hour with the procurement manager learning and Analyzation of Good Declaration Form
12:00 PM – 01:00 PM	I spent my hour in Formation of duty structure with HS Code through GD form.
01:00 PM – 02:00 PM	An hour for Lunch Break
02:00 PM – 03:00 PM	In this hour, I spent my time with procurement manager in observation of SAP related P. O's (Purchase order).
03:00 PM – 04:00 PM	In this hour, the Planning Manager assigned me the task of Declaration List related shortage of material.
04:00 PM – 05:00 PM	I spent this hour sending Email to Suppliers related Short Labels

Wednesday 2 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my hour with the Procurement Manager on a Major task assignment of Excipients project. (Excipients are non-API that are used as supporting salt in medicine)
10:00 AM – 11:00 AM	I Spent my hour Apple to Apple Comparison of Non-API's (Excipients) with LCI budgeted rates.
11:00 AM – 12:00 PM	I spent hour with procurement manager on Negotiation with AG GIGI on Labels 250 ml and P cartons quotation prices.
12:00 PM – 01:00 PM	I spent this hour on Formation of Supplier Evaluation Form
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I spent my hour with procurement manager, contacting supplier for fulfillment of shortages from the list of Short Materials provided from Planning manager.
03:00 PM – 04:00 PM	I spent my hour, Reminder Emails to Supplier on shortages.
04:00 PM – 05:00 PM	I spent my hour in IT department for allocation of parking number on Sales tax Invoice.

Thursday 3 August 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hour working on an issue of GD request from FedEx for Chemical from China related excipients project.
10:00 AM – 11:00 AM	I spent my time working on Sample TCS of Parcel to Sakh Labs
11:00 AM – 12:00 PM	I spent my time Receiving of Samples of Calcium Carbonate from Chemical Companies.
12:00 PM – 01:00 PM	I spent my time in meeting with plant manager and delivering him Chemicals for testing in plant as a sample use
01:00 PM – 02:00 PM	Break for Lunch
02:00 PM – 03:00 PM	I spent my time in formation of Small Bags of Chemical of Calcium Carbonate
03:00 PM – 04:00 PM	I spent my time in Sample TCS to Karachi Head Office for further quality assurance and reliability.
04:00 PM – 05:00 PM	Then in last hour, I spent my time meeting with Mascot Lab representative and deliver him Sample of chemicals.

Friday 4 August 2023

Time	Activities
09:00 AM – 10:00 AM	Plant Visit
10:00 AM – 11:00 AM	Plant Visit
11:00 AM – 12:00 PM	Plant Visit
12:00 PM – 01:00 PM	Plant Visit
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	Jumma Break
03:00 PM – 04:00 PM	Plant Visit
04:00 PM – 05:00 PM	Plant Visit

Weekly Report of Internship

Week 6

Monday, 7 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my time making a Process plan for Project Excipients
10:00 AM – 11:00 AM	I spent my time contacting and Approaching Chemical Labs for excipients
11:00 AM – 12:00 PM	I spent my time emailing the description of samples to selected chemical lab after contacting and also dispatch samples of Excipient to them
12:00 PM – 01:00 PM	After sending the description to suppliers, I spent my time contacting them for quotation
01:00 PM – 02:00 PM	Break for lunch
02:00 PM – 03:00 PM	I spent my time in contacting and receiving Quotation from MAK, United and Chemical Wala Lab
03:00 PM – 04:00 PM	I spent my time in Formation of Comparative Statement
04:00 PM – 05:00 PM	I spent this hour in doing Apple to Apple Comparison of quotation with budgeted rates for excipient project.

Tuesday, 8 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my time in Follow up with Working of Excipients Project
10:00 AM – 11:00 AM	I spent this hour with Procurement Manager in Negotiations of Excipient with high rates then budget
11:00 AM – 12:00 PM	I spent my hour in Roshan Kal Webinar hosted by LCI.
12:00 PM – 01:00 PM	I spent my hour in Roshan Kal Webinar hosted by LCI. In which I learn about how to perform in interview, Organization Communication and Culture etc
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	In this hour, I spent my time scanning miscellaneous expenses documents and approval it on Claims Management System.
03:00 PM – 04:00 PM	In this hour, I spent my time giving behavioral and cognitive assessment by LCI which includes 50 Mcqs and short question related personality.
04:00 PM – 05:00 PM	I spent this hour with procurement manager learning ISO Certified Audit Process.

Wednesday 9 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my hour in quality control department for the New Launch Products Label Approval from designer
10:00 AM – 11:00 AM	I Spent my time on Working on Excipients Project. United Lab is selected because of its better rates then other labs but few excipients have to negotiated to comes under budgeted rate
11:00 AM – 12:00 PM	I spent hour with procurement manager on Negotiating for some non-API quotation from supplier selected (United)
12:00 PM – 01:00 PM	I spent this hour on upgradation of Comparative Statement because of new negotiated rates
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I spent my hour in meeting with Supply chain manager and Procurement manager on Excipient project related Saving per annum and Negotiations as low rate as possible
03:00 PM – 04:00 PM	I spent my hour with planning manager, he assigns me a task for Calculations for Min & Max Stock Levels related Raw material and Packaging material
04:00 PM – 05:00 PM	I spent my hour working on inventory management for Raw material and packing material monthly stock planning.

Thursday 10 August 2023

Time	Activities
09:00 AM – 10:00 AM	I Spent my hour working on Further Completion process of Excipients Project
10:00 AM – 11:00 AM	I spent my time working on Complete Formation of negotiation sheet
11:00 AM – 12:00 PM	I spent my time in Negotiation with Chemical Wala Lab for some non-active salts
12:00 PM – 01:00 PM	I spent my time in Negotiation with MAK Labs for some non-active salts
01:00 PM – 02:00 PM	Break for Lunch
02:00 PM – 03:00 PM	I spent my time in Negotiation on Packing Material Project
03:00 PM – 04:00 PM	I spent my time in Negotiation with AG GIGI on 1 Liter Labels
04:00 PM – 05:00 PM	I spent my time in last negotiation with AHY Plastic on PP and PE bags Project

Friday 11 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my time in Flag Ceremony and speech organized for Independence Day.
10:00 AM – 11:00 AM	Brunch break
11:00 AM – 12:00 PM	I spent my time doing a new task of Truck Tires Procurement for Plant assign by procurement manager
12:00 PM – 01:00 PM	I spent my time contacting Panther Approved supplier and email him description of our asking tires and request for quotation
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	Jumma Break
03:00 PM – 04:00 PM	I spent my time in receiving Panther Tires Quotation and sent it to GM
04:00 PM – 05:00 PM	After GM approval, I spent my time in Finance department for urgent approval of cheque for tires advance payment.

Weekly Report of Internship

Week 7

Monday, 14 August 2023 Independence Day Holiday

Tuesday, 15 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my time in Online Behavioral Assessment Seminar on MS teams.
10:00 AM – 11:00 AM	I spent my time in Online Behavioral Assessment Seminar on MS teams in which interns behavioral and leadership abilities are discussed and the assessment results are showed.
11:00 AM – 12:00 PM	I spent my hour in emailing the quotation of tires for plants to VP for cheque signature.
12:00 PM – 01:00 PM	I spent my hour in finalizing AG GIGI Comparative Statement for approval from VP
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	In this hour, I spent my time in final approval of rate from suppliers (United) sides related excipients project
03:00 PM – 04:00 PM	In this hour, I spent my time in finalizing Excipients Project for approval of VP
04:00 PM – 05:00 PM	I spent this hour in IT for Sales invoice parking number

Wednesday 16 August 2023

Time	Activities
09:00 AM – 10:00 AM	I spent my hour in emailing Vice president for the Approval of rates. There are few over budgeted excipients after complete negotiations
10:00 AM – 11:00 AM	I Spent my time on sending excipient project to finance after VP approval
11:00 AM – 12:00 PM	I spent hour with procurement manager ordering the excipient from selected lab according to lead time and delivery date provided from Planning manager
12:00 PM – 01:00 PM	I spent this hour on sending approval of AG GIGI project to SCM and VP with its per annum saving
01:00 PM – 02:00 PM	Lunch Break
02:00 PM – 03:00 PM	I spent hour with procurement manager ordering the Packaging material from AG GIGI according to lead time and delivery date provided from Planning manager
03:00 PM – 04:00 PM	I spent my hour with HR for Internship letter and fill up the Intern Evaluation Form provided from university.
04:00 PM – 05:00 PM	I spent my hour having farewell from Supply chain Manager, Planning manager and Procurement manager giving me advice to grow and wishing best luck to succeed in future.

August 24, 2023

TO WHOM IT MAY CONCERN

This is to certify that Muhammad Abdullah has satisfactorily completed the internship for the period of 6 weeks from July 06, 2023 to August 16, 2023 in Animal Health Business, Lahore.

Kind Regards,



Diana Francis
Manager People Services

*For verification purpose, kindly email on SSHR.Team@luckycore.com
15-Aug-2023