S.N.D.T Arts & Commerce College, Pune- 38.

INTERNSHIP REPORT

Submitted for the partial ful1llment of the
concern degree of **Bachelor of Commerce
in Accounting and Finance** (BAF).

Report Submitted By,

Karishma Parijat Dhar

BONAFIDE

COMPLETION CERTIFICATE

APEX
BUILDCOM INDIA PVT. LTD.
The Key To Your Dreams

Date:- 26/11/2021

TO WHOM IT MAY CONCERN

This is to certify that **Karishma Parijat Dhar**, From S.N.D.T Arts & Commerce Collage For Women, Pune Has Successfully Completed her 240 Hours Internship in Account & Billing. She served the company with her convencing power & team management skills During The Period From 5th October 2021 To 15th November 2021 From **Apex Buildcom India P.v.t L.t.d** Umbergaon.

During this tenure of her work, **Miss Karishma Parijat Dhar** remained involved in her work dedicated. We found her preety active in whatever task we have provided her. She is professionally sound, hardworking and a devoted staff.

Date:- 26th Nov 2021

Place :- Umbergaon

DECLARATION BY THE STUDENT

I hereby declare that this project report titled "**Accounting & Finance" of Apex Buildcom India Pvt. Ltd. (Umbergaon)**is prepared by me after the completion of 240 hours work.

I also con1rm that, the report is preparedby me only for my academic requirement and notfor any other purpose.

Karishma Dhar

BAF

Department of Accounting and Finance

S.N.D.T Women's University, Pune.

ACKNOWLEDGEMENT

First of all, I would like to express my gratitude to all the senior colleague to enabling me to complete this report on "Accounting & Finance".

For the successful completion of any type of project requires help from number of person. I am so grateful that because of this project, I got the chance to see how things work practically and gain the required knowledge.

Now, there is a little eIort to show my deep gratitude to that helpful person without whom this was not possible. I convey my sincere gratitude to my Academic Supervisor Mr. Ashok Kokate in providing me useful guidance for the completion of the report.

I would also like to thank my supervisor for guiding me throughout this project and all my senior for showing me how all this work in practical world.

Thank You !!

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EXECUTIVE SUMMARY

This report is about my internship programwhich I have done as a requirement of **BAF** program. This report is completed based on my 240hours internship in **APEX Buildcom India Pvt. Ltd.** (Umbergaon). For me, this report is a combination of the knowledge that I've gained in my undergraduate program and the experience that I received in the practical 1eld.

ORGANIZATIONAL PROFILE

Firm Name - Apex Buildcom India Pvt. Ltd.

PLACE - Umbergaon, Gujarat

Email id - mistrylokesh77@gmail.com

OUTLINE OF TASKUNDERTAKEN

I have done my internship from APEX Buildcom Pvt. Ltd. While

working there apart from gaining knowledge I got the chancefor keeping

my hands practically.

TASK PERFORMED:-

- Keeping the track for reports, forms dealing with payment, billing.

- To collect and verify data elated to accounting.

- EMAILS

MICROSOFT EXCEL

Microsoft Excel (MS EXCEL) is a spreadsheet developed by Microsoft. It was mainly used for data entry, data management, accounting and for anything that needs to beorganized.

The best way to use this software is to thoroughly learn it'sfunctions,formula and shortcuts that can be used in daily basis for itd=s functionality.

The basic shortcuts that I've learnt during my time are as follows:-

1.	Paste name into formula	F3
2.	Insert or edit cell comment	Shift+F2
3.	De1ne a name for cell	Ctrl+F3
4.	Insert row	Alt R
5.	Insert column	Alt C
6.	Repeat last action	F4
7.	Number format	Ctrl Shift !
8.	Date format	Ctrl shift #

And Many More…..

SPREADSHEET

Spreadsheet is an application for organization, analysisand storing data in a tabular form.

In spreadsheet data is stored in a cell and can be easilyformatted, edited can be within the cell ,this can be said as an advantage .

It is an 1le that contains data in the form of rows andcolumns.

It can be saved in diIerent 1le formats.

TALLYERP 9

Tally ERP 9 is an accounting software that has beenused to record several 1nancial transactions and events.

It helps in recording all your business ransactions andmanages the business, accounting, inventory,etc.

BILLING

A bill of sale is a legal document that serves as proof of sale and purchase transaction. It records the transfer of ownership from one person to another.

Details required in Bill of Sale:-

♠ Date of Purchase.

♠ Name and Address of the seller and buyer.

♠ Amount paid.

♠ Description of the assets.

♠ Terms and conditions or warranties.

♠ Signature of seller and the buyer.

Steps For Billing:-

1. Go to gateway of tally -> Accounting vouchers ->F8 sales. Against invoice number, write their serial number of the bill.
2. In the party A/C name column, select the party ledger or thecash ledger.
3. Select the relevant sales ledger.
4. Select the required inventory item created, and specify thequantities and rates.
5. In case of local sales, select the central and state tax

   legder.If it is interstate sales,select the integrated tax

   ledger.

PURCHASE VOUCHER

Purchase voucher is used when you have to purchase some goods from any party and you can get an invoice against cash or credit purchase from the party.

The shortcut key for this is **F9.**

The entry for purchase is

Purchase A/C ……….Debit

To creditors A/C…….Credit

Steps:-

Item Allocations for : **Cement**

Godown	Quantity	Rate	per	Amount
	Order No.: ▌ Not Applicable			
Bangalore	250 Bags	320.00	Bags	80,000.00
	Order No.: ▌ Not Applicable			
Hyderabad	350 Bags	320.00	Bags	1,12,000.00
600 Bags				1,92,000.00

1. Go to gateway of Tally -> Accounting vouchers.

2. In the voucher creation scheme screen select F9: Purchase

3. Select <u>as Invoice.</u>

4. Enter the current date and reference.

5. Select the party to be credited from the list of ledger A/C in the party's name.

6. Select the required purchase ledger from the list of ledger A/C.

7. Select an item from the Stock of Items. On selecting, an Item Allocations screenis shown.

8. Select the godown and add the quantity to the allocated 1eld.

9. Enter quantity and rate, and then amount will be displayed in the amount1eld.

CREDIT PURCHASE

Credit Purchase arises when an person /1rm makes the purchase of goods or services and then makes the payments later.

STEPS:-

1. Go to gateway of Tally -> Accounting voucher

2. Click on F9:Purchase on the Button Bar or Press F9.

3. The entry passed will be <u>Debit</u> Purchase A/C <u>credit</u> party A/C.

LEARNING OUTCOES

During my working period/tenurity with APEX Buildcom Pvt. Ltd. I've got the chance to put what I've learned all these year into action, in the real environment. During this period I've how to be responsible for my work, maintain relationships withthe team members.

The main thing which I learnt was how to be punctual, and how to work independtly and also theability to interact with diIerent sorts of people.

CONCLUSION

The main objective of the internship is to enhanceand develop my skills, ability and knowledge. The friendly welcome from all the employees is appreciating. I am grateful and thankful to my supervisor. It also helped me in in gaining con1dence to enter the world of work.

APPLICATION LETTER

DATE:26/11/2021

ACCEPTANCE LETTER

To,

Karishma Parijat Dhar

S.N.D.T. Arts & Commerce

College for women Pune – 411038

Subject : Acceptence Lettter for internship,

Reference : Your Application Date 26th Oct 2021.

This is with reference above mentioned subject & your application dated 26th Oct. 2021. We are agreed & accepted you for internship of 250 hours.

Karishma Parijat Dhar,

To,
SNDT College Women University,
Maharshi Karve Vidya Vihar,
Karve Road, Pune - 411033,

     Sub:- Parents Permission Letter.

I Parijat Dhar, hereby authorize my daughter Karishma Dhar to work for APEX Buildcom India prt-tmt. as an intern for one month.

I give her permission to do her intership and get experince in feild.

Thank you!

             Parent's Sgn.

NAME ; KARISHMA PARIJAT DHAR

DATE : 26/11/21

ATTENDANCE SHEET

DATE	IN TIME	OUTTIME
05 / 10/2021	10:00	6:00
06/10/2021	10:00	6:00
07/10/2021	10:00	6:00
08/10/2021	10:00	6:00
09/10/2021	10:00	**6:00**
11/ l0'/2021	10:00	6:00
ll / 10/2021	10:00	**6:00**
13/10/2021	10:00	6:00
14/1 0/ 2021	10:00	6:00
15/10/2021	10 :00	6:00
16/10/2021	10 :00	6:00
lS/10/2021	10 :00	6:00
19/10/2021	10:00	6:00
20/ 10/ 2021	10:00	6:00
21/10/2021	10:00	6:00
22/10/ 2021	10:00	6:00
23/10/ 2021	10:00	6:00
25/10/2021	10:00	6:00
26/10/2021	10:00	6:00
27/10/ 2021	10:00	6:00
28/10/ 2021	10:00	6:00
29/10/2021	10:00	6:00
30/10/2021	10:00	6:00
01/11/2021	IQ,:00	6:00
02/11/2021	10:00	6:00
08/11/2021	10:00	6;00
09/11/2021	10:00	6;00
10/11/ 2021	10:00	6;00
11/11/ 2021	10:00	6;00
12/11/ 2021	10:00	6:00
13/11/ 2021	10:00	6:00
15/11/2021	10:00	6:00

Date :- 26/1.1./2021

ASSESSMENT LETTER

NAME : KARISHMA PARIJAT DHAR

	Sincerity	Team work	Attendance	Work Performance	Communicatfon	Total
Out Off	10	10	10	10	10	SO
Marks Allocated	7	7	10	8	7	39