**Activities of Finance In**

**SGS Bangladesh Limited**



**Md Mahin Islam**

**Id: 111171113**

This report is submitted to the school of Business and Economics, United International University as a partial requirement for the degree fulfillment of Bachelor of Business Administration

**Activities of Finance In**

**SGS Bangladesh Limited**

**Submitted to:**

Md. Qamruzzaman Ph.D. **ACMA**

Associate Professor

School of Business & Economics

**United**International **University**

**Submitted By:**

Name: Md Mahin Islam

Id: 111171113

Major: Finance

Trimester: 213 - Fall 2021

**School of Business and Economics**



**United International University**

**Date of submission- 27 August 2022**

# Letter of transmittal

Date: 27 August 2022

Md Qamruzzaman

Associate professor – Finance

School of Business & Economics

United International University

Subject: Submission of Internship Report “Activities of Finance in SGS Bangladesh Ltd” (Taxation, Finance Department)

Dear Sir,

With due respect, It is my pleasure to present you my internship report for your kind approval. I am presenting my report based on my experience i have earned during my 3 months long internship period in SGS Bangladesh Limited. I worked in Taxation team of Finance department.

In the period of my internship, I have tried to relate my study with corporate work and also tried to apply relevant concepts that I have learned during completing my BBA program. In writing this report, I followed the instructions given by you. I have tried my best to make this report better and informative one and I have tried to cover all the things I have learned in my three months long internship period. I am pleased to answer any sort of query in necessary.

I therefore, pray and hope that this report met the entire requirement and you would kindly accept my report and oblige thereby.

Sincerely yours

Md Mahin Islam

Id: 111171113

# Declaration

I am Md Mahin Islam, A Regular student of School of Business and Economics (Finance) of United International University. Hereby declare that the internship report on “Activities of finance at SGS Bangladesh Limited” Is prepared by me and it is uniquely prepared after completion of three months long internship period at SGS Bangladesh Limited.

I confirm that this report is uniquely prepared for academic requirements only.

Md Mahin Islam

Id: 111171113

BBA in Finance

United International University

# Acknowledgement

First of all, I would like to thank Almighty Allah for everything and also like to thank my family for supporting me doing this report.

I specially thank to my internship supervisor Md Qamruzzam for being so nice to me and help me in needs in every step. I am grateful to Mr. Shah Alam for nice corporation during the internship training.

I also like to thank Mr. Sakawat Hossain, Deputy Manager, Taxation, Finance Department for the support and knowledge I gained preparing this report and being such a nice mentor. I worked with taxation team and I have learned a lot from them and had a very good time with them. I want to thank them too.

Lastly, I am really grateful to the people who read this report.

# Executive summary

This report is made for academic requirement purpose. So, this report is focused on experience gathered during my three months long internship program.

SGS Bangladesh Limited started their journey on 1974 just after the liberation of Bangladesh. Today they operate in Dhaka, Chittagong and Khulna. In Bangladesh the services they offer like consumer testing, Systems and services certification and services for agricultural, government and institutions, oil, gas and chemicals, Industry and environmental projects. SGS Bangladesh Limited operates in their head office which is in Noor Tower, Dhaka. This head office has 28000 square feet several floors also it has 450 highly qualified employees. Their core business is testing textile, garments and food testing laboratory. They provide certification services including ISO 9001, ISO 14000, and ISO 22000. I enjoyed my working period on SGS Bangladesh Limited they have amazing working environment and well behaving employees.

In first chapter I discuss about the report and provide necessary information related to this report. In this chapter I cleared the purpose, objective, motivation, scope and limitation of the report. In chapter two I discuss about company analysis and industry analysis. In company analysis I provide related information of the company to make this report. I discuss about company’s trend and growth, customer mix, service mix, operations and swot analysis. And also provide all related industry analysis for doing this report.

In chapter three I discuss about the experience I gathered during this three months long internship period. I worked in taxation team of finance department. My duties were to receive sales and entry in vat management software then calculates Mushak 6.1 & 9.1. I worked under pressure and late night to full fill the month’s target. I enjoy the way of work. My other duties were filing TDS and VDS documents then keep record both soft copies and hard copies. In my training session I gained computer skills, Communication skills and also learned financial modeling for advance accounting. I discuss about the contribution to taxation team and for finance department. Also discuss about the new skills I applied and new skill I developed during my internship period. Lastly I write the application of my academic knowledge I applied during work on SGS Bangladesh Limited.

In this report i tried to evaluate SGS in terms of working experience and after concluding the report I have given some key facts about SGS.

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# CHAPTER I: INTRODUCTION

## Background of the report

After completing my three months long internship period at SGS Bangladesh Limited in taxation sector, Finance department. For completing my three credit internship course, I got approval to prepare my internship report. During my internship period, I have experienced the real professional work and professional life. For me, it was a really well experience to enter into a practical work environment and using my educational knowledge practically. I have prepared this report on the basis of my daily activities in finance department at SGS Bangladesh Limited. I have prepared the internship report under the supervision of Md Qamruzzaman, Associate professor Finance, School of Business & Economics, United International University. And I worked under the supervision of Sakawat Hossain, Deputy Manager Taxation, Finance department, SGS Bangladesh Limited. Both of my supervisors were very much helpful to me. They taught me new things in practical works. They support me to do my works with more perfection. I prepared this report with the help of both of my supervisors. They direct me to create my report and gave me the opportunity to obtain knowledge about practical tasks.

## Objectives of the report

Broad objectives:

* Analysis of the activities of finance in taxation department
* Consisting work experience of internship
* Analyzing acknowledgement receipts in a report

Specific objectives:

* Requirement of three credit hours course of BBA program
* Obtain knowledge about corporate environment
* Get knowledge of various financial functions of MNC’s in Bangladesh
* Gather many practical idea in financial software
* Experience of work with multinational corporations environment
* Familiar with software controlled by Bangladeshi government

## Motivation of the report

Internship is a process to apply theoretical knowledge into corporate sector. Internship is requirements for completing graduation, so big motivation for me to relate the whole thing I have learn to actual work field before my graduation.

Through the internship undergraduate students relate the theoretical knowledge and explore the field where it can be fit. So I think it bring us to the next step and this thing encouraging students to join as part of experience and gather corporate knowledge. It is raising professional capabilities and brings the motivation to be successful alumni to fulfill the requirements of temporary jobs. So this internship report of mine is having the information of what I have achieved form SGS Bangladesh Limited as a part of my practical knowledge.

## Scope and Limitation of the report

SGS Bangladesh limited is truly a technologically updated company. They work with very efficient software, so I have experienced the actual corporate ready software to work in. As in finance department the whole work is done on software. Company gave me the access in software they work in like dhupadi Vat Management software, E-Tds, Sun and so on. And this is really important to write this report. I coved many aspects of making receipts.

**Limitations of the report**

Obviously I have faced some limitations preparing this report. The main limitation is privacy of data. SGS Bangladesh Limited has a privacy policy for that there has too many types of data that I cannot gather by internet surfing.

Some Limitations I have faced further such as

1. I have worked on a topic that is outstretched issue of the company to elaborate the whole activity of finance and I have faced difficulties gathering proper information.
2. Though the respondents were responding but they always maintain company privacy policy. So the actual data may in a big question.
3. Time management issue was also hurting as respondents were too busy to give me proper time to make me understand. Finance department is a type of department where employee always working.

|  |  |
| --- | --- |
| AR | Acknowledgment receipt |
| NI | Negotiable instruments act |
| A/C | Account |
| A/R | Accounts Receivable |
| NABL | National Accreditation Board of Testing |
| L/C | Letter of Credit |
| EFT | Electronic Funds Transfer |
| TT | Telegraphic transfer |
| SAS | Supply Chain Assessments & Solution |
| Dr./Cr. | Debit/ Credit |
| NBR | National Board of Revenue |
| HR | Human resource |
| TDS | Tax Deducted on Source |
| VDS | Vat Deducted on Source |
| VAT | Value added tax |

## Definition of key terms

# CHAPTER II: COMPANY PREVIEW

## Company Analysis

### Overview and history

SGS is a Swiss Multinational company founded on 1878 in Geneva, Switzerland. This Provides inspection, verification, testing and certification services. SGS group has more than 93000 employees and operates over 2600 offices and laboratories worldwide.

SGS Bangladesh Limited started their journey on 1974 just after the liberation of Bangladesh. Today they operate in Dhaka, Chittagong and Khulna. In Bangladesh the services they offer like consumer testing, Systems and services certification and services for agricultural, government and institutions, oil, gas and chemicals, Industry and environmental projects.

SGS Bangladesh Limited operates in their head office which is in Noor Tower, Dhaka. This head office has 28000 square feet several floors also it has 450 highly qualified employees. Their core business is testing textile, garments and food testing laboratory. Laboratory equipment and instruments are calibrated in house and all of them are maintained as national standards. NABL gives authorization of these laboratories and give acceptance to ISOIEC 17025.

SGS Bangladesh Limited also provide soft lines, hard lines and food services with full range of testing, inspection, assessment and technical assistance services for them who produce, trade and retail. They provide consumer testing for every section and they measure almost everything. Their services for agriculture industry with independent quality and quantity are remarkable. They offer container scanning services to government through NBR and customs. They provide certification services including ISO 9001, ISO 14000, and ISO 22000.

They offer product conformity assessment service which is under the contract with governments of many countries also engaged in mandatory pre-shipment inspections with many country governments.

### Trend and Growth

SGS Bangladesh limited is a well-established company in Bangladesh. Growth of SGS Bangladesh limited is also well remarkable. They are growing in size and also adding value to society by establishing a better, safer and more interconnected world. SGS is covering almost every industry to provide services and betterment for them. That’s why growing other industry also increase the market size for SGS Bangladesh limited. This is supported by alighting SGS to the key TIC megatrends and customer demand.

Remarkable growth of SGS

1. Invest to consolidate leadership position
2. Becoming most digital company
3. Acceleration of mergers and acquisitions in key markets
4. Increase proportion of revenue

### Customer mix

SGS Bangladesh Limited is world’s leading inspection, testing and certification company. So there are many types of industry those are related to sgs as they provide services to them. They are coving really big sector of work so they have many types of customers in market. They provide service both inside and outside of country. They have customer from Asia to Europe. Inside Bangladesh they mostly provide testing, verification and certification service to RMG sector, Food service sector, Footwear components and certification for consumer goods. They also provide services to Electronics manufacturing customers.

SGS Bangladesh Limited mostly provides services to RMG sector while testing and certifying their products. Around 60% of their total services are providing to RMG sector regularly. They provide services to food service industry around 5% of their total service provided. They also have customers from outside Bangladesh. Outside Bangladesh they have 10% of customers and they are taking services regularly. Bangladesh government takes services from sgs too. They are around 10 % of their total customer. They provide 10% services from their total service provided to Certification for consumer goods sector. And reaming 5% of service is provided to different types of companies.

### Product and service Mix

SGS Bangladesh Limited is well established company in TIC sector of Bangladesh. They provide services to many industry and their services are categorized as

* **Inspection and verification:** They have many types of product to inspect and verify. They need to check the weight and measure the size of traded goods. Basically all shipment permitted goods are needed to inspect to control the quality and quantity because there is some requirement before export. So they provide services to them who need to export.
* **Testing:** SGS has really well experienced employees in their labs to ensure the quality of their services. They provide Testing services to give the correct result of the test of the quality, safety and performance of tested product. They are expert in that.
* **Certification:** They provide different types of certification services to the company for their goods and services.
* **Chemical:** They offer a range of laboratory services to test the safety of goods and help controlling chemical use according to the tolerance levels.
* **Construction:** When a project is conceived SGS make plans a reality. They provide services by ensuring the processes run efficiently, Construction sites are safe and there are reliable materials are used in making these structures.
* **Consumer goods and retail:** Their complete range of services ensures the quality, safety and compliance of customer products to textile to furniture, Food to electronics sectors.
* **Energy:** Their services to ensure that regulations are met properly and safety is also considered at every stage. Also environmental impact is too limited in that project.
* **Industry manufacturing:** Their team of doing a work always ensures the integrity, safety, reliability of equipment and operations with creative technical solution.
* **Environment, Health and Safety:** Their international team of environment, health and safety experts and hygienic, environmental laboratories help to protect worker and environment.

They provide some other types of services for mining, oil & gas, Public sector, Trade, sustainability, training services, Life science etc. SGS Bangladesh Limited is covering really a huge sector by providing wide range of services.

### Operations

SGS is a Swiss Multinational company founded on 1878 in Geneva, Switzerland. This Provides inspection, verification, testing and certification services. SGS group has more than 93000 employees and operates over 2600 offices and laboratories worldwide.

SGS Bangladesh Limited started their journey on 1974 just after the liberation of Bangladesh. Today they operate in Dhaka, Chittagong and Khulna. SGS Bangladesh Limited operates in their head office which is in Noor Tower, Dhaka. This head office has 28000 square feet several floors also it has 450 highly qualified employees. Their core business is testing textile, garments and food testing laboratory.

Business Manager, GIS, INDIV & EHS

Business Manager, OGC

Business Manager, GIS- Scanner

Business Manager, CBE & Food

Business Manager, AFC

Business manager, CRS

SGS Bangladesh Limited is a flat organization

### SWOT Analysis

S= Strength, W= Weakness, O= Opportunities, T= Threats

|  |  |
| --- | --- |
| Strength | Weakness |
| 1. They record data in two basic software SUN & BOSS. These are up to date software to record data. 2. Strong IT backup 3. Easy to find up to date data 4. TDS & VDS are separately recorded | 1. Regularly updated software create slow work flow 2. Data missing problem 3. Information gap |
| Opportunities | Threats |
| 1. Communications with customers are very good. Employees directly communicate them and collect information. 2. Entry in separate TDS & VDS makes very easy to find proper information. And that is because of updated software | 1. They support three currencies to make transactions and they record data in same software so there can be wrong amount as not count in right currency. |

## Industry analysis

## Specification of the Industry

SGS Bangladesh Limited is a service providing company which provides services to almost every industry. They have a huge contribution over MNC’s. SGS Bangladesh Limited is a leading company in TIC sector. Though SGS covered almost every industry, they are contributing for every industry. In TIC sector SGS Bangladesh limited is count as best TIC company. Till now SGS is number one in terms of revenue, service offering and development. They provide services like testing, inspecting and certification. They also cater to a diverse range of industry all over the world. SGS Bangladesh provides services globally. They have customers from not only Asia but also Europe.

### Size, trend and growth

SGS Bangladesh limited is one of the best services providing company in TIC sector in Bangladesh. They have over 97,000 customers in over 130 countries and issued over 165,000 certificated and also have 200 international accounts. SGS is leading company in TIC sector in Bangladesh. Their services are count as best among Bangladeshi companies as they have well maintained and digitally strong equipment and employees.

SGS Bangladesh Limited initiated a local innovation campaign with their local team of 800 people to innovative ideas and they are growing by ideas generate by young generations. They also stated a drive to transform their all laboratories to digital laboratories.

Their recent revolutionary innovative service is virtually inspection of products and provides virtually certificate. In this era of a big pandemic where peoples are restricted to go outside, SGS’s this innovation really appreciable. SGS Bangladesh limited for the very first time in Bangladesh introduce these virtually inspection service and is clearly a revolution in TIC sector in Bangladesh. They are the only company now in Bangladesh to provide such top notch service currently in the market.

### External Economic factor

People are SGS Bangladesh Limited’s center of concern, and customers are their key to success according to SGS authority. Their all efforts are focus on addressing the needs of their diverse workforce and unlock their potential while SGS support the communities where they work and live. They provide services with less services charge. They consider society and environment of the world In terms of providing services.

Factors they focus

1. Talent Management
2. Health and safety
3. Diversity and inclusion
4. Training and development
5. Community initiatives

### Technological factors

SGS is leading company in Bangladesh and cover mainly TIC industry. They are world’s leading service providing company. They do testing products in their laboratories. SGS’s laboratories are advance in tools and technologies. They have much advance tools and technologically advance machineries to support the advance sectors of service providing like automotive and connectivity. They ensure the quality, safety and sustainability of a product by testing them. So for testing they must have advance tools in their laboratories.

In the era of e-commerce and emergence of new technologies like 5G and AI bring challenge of more accessible and connectivity. They provide most comprehensive range of inspection, testing, certification and advisory services powered by most updated leading technology and digital tools.

### Barriers to entry

For a new entrance it is so difficult to tackle competitors and grab new market, as there high barriers to enter. Firstly to enter in this industry entrance should marge with renowned existing brand just to do business. Already TIC sector in Bangladesh is so strong and make this thing difficult to start doing this business in this industry. Entrance must concern the need to

* Reputation for integrity and independence
* Authorizations and accreditations
* Dense geographic networks
* A broad spectrum of services and inspections
* Highly qualified technical experts
* International recognized brand

### Supplier power

Her in SGS Bangladesh limited the supplier power is low. In the era of modern world, all the information is under a click. SGS is such advance in their business they reduced the supplier power to bargain. In SGS Bangladesh Limited they buy products and services firstly ensuring by the quality and the price compared in world trading price. So they buy after verifying the price and quality. For them supplier power is low because they have access with every industry.

### Buyer power

SGS Bangladesh Limited is a well renowned and advanced company. They operate physically and virtually. Each and every one is accessible with them. For them every customer is remembered by their specific id number created by SGS. SGS Bangladesh Limited basically fixed their service providing price without tax and every one must pay the actual amount so, buyer power to bargain is not possible here. Actually in this TIC industry the price is fixed for every customer.

### Threats of Substitute

SGS Bangladesh Limited is a globally recognized company with higher value and higher reputation. SGS Bangladesh Limited provides services globally so they have both global and local competitors. For them threats of substitute is very high. Any company with well reputation if reduce the price by using different strategy can lead the market. So, the companies mostly upgrade when needed just to exist in the industry and the price is regularly reducing by the use of technology. SGS Bangladesh Limited is operating in Dhaka, Khulna and Chittagong. They offer best price in market for that they have largest position of customers compare with other companies in this industry.

### Industry Rivalry

SGS is an internationally recognized company. So they have both local and global competitors.

International competitors are

1. Bureu veritas
2. Intertek
3. Applus service

Bangladeshi competitors are

1. Royal Inspection International Limited
2. Federal Inspection Service Limited
3. H & H Inspection Limited
4. HIS Inspection Bangladesh Limited
5. Prince Inspection service limited
6. Provati Inspection company
7. Union Inspection & Testing service
8. HRS International Inspection service

SGS Bangladesh Limited offers best price in market for that they have largest position of customers compare with other companies in this industry. SGS Bangladesh Limited has already most number of customers in terms of service providing market. SGS has been rated as PRIME by ISS ESG Corporate rating for the fourth consecutive year for excellence in management of environmental, societal and governance (ESG) aspects. Get the up-to-date news from SGS and expert insights on the latest industry developments.

# CHAPTER III: INTERNSHIP EXPERIECNE

## Position, duties and responsibilities

I have completed my three months long internship period and during my training period I worked as a team member of taxation team of finance department. My super visor of SGS Bangladesh Limited was Mr. Sakawat Hossain and he was the team leader. I have enjoyed and learned official duties, corporate work and discipline during my training program. I also learned to work on different types of software and sites for the very first time there. I work on Drupandi vat management software, E-tds, SUN and BOSS software for calculating different types of tax and vat. As a team member of taxation team I have seen every types of tax and vat related work and done these works too.

My duties were to receive sales and entry in vat management software then calculates Mushak 6.1 & 9.1. I worked under pressure and late night to full fill the month’s target. I enjoy the way of work. My other duties were filing TDS and VDS documents then keep record both soft copies and hard copies.

My responsibilities in SGS were keeping record of all data and keep soft copies up-to-date. Also operate the scanning machine for whole finance department. I had communicated with everyone and ask them if they wanting any help. For any kind of sharing information with in department, I use to mail that information to everyone. My biggest responsibility was receiving sales data and calculates Mushak 6.1 & 9.1 in Dhupadi vat management software.

## Training

In SGS, I have seen some fantastic peoples and extreme to easy work forces that really helped me to own some skills and these skills are really helpful in my daily lives.

Computer skills – We can predict without knowing computer there will be no job in future. But owning computer skill is more than it. In my work I found every work must relate with computer. So work on Vat Management software, E-tds, Ms excel must own different skills on such software. I worked on this software every day and I own a skill on computer during this training period. Also I had to work on Ms Word, power point. My daily training was to receive daily sales data and calculate them to create Mushak 6.1 & 9.1. So I develop my computer skill and experienced some extra ordinary skill to tackle all finance department related work using computer.

Communication skills – Communication skills are very much important to speak appropriately with every one and maintain good communication gesture. I have developed some communication skills during this internship period. I have experienced official written communication, oral communication, nonverbal and visual communication. I have write letters to custom officers and auditors, complete L/C document and these trainings really develop my communication skills. Formal face to face communication to seniors with proper intelligence is a quite next level skill to develop and I am developing now a days. Starting first corporate work in SGS was really fine in case of owning communication skills.

Financial modeling and reporting – Calculation is a part of a daily life for a finance department employee. Financial modeling really helps to do work easily and in a very short time. I have developed financial modeling and reporting skill by regular training on SGS.

Diversity - Diversity is confident in career development in any working situation. Working with diversity is very much important skill to develop. Work must feel by the employee and should have positive mind about job and responsibilities. This makes an employee efficient. I am very much confident to develop diversity in my work.

## Contribution to departmental function

In my three months long internship period, I worked in Taxation department. I have seen different types of methods to run this department. My contribution to taxation department of SGS Bangladesh Limited are-

1. Entry TDS & VDS in excel file
2. Collection of L/C
3. Sales receive entry in Drupandi Vat management software
4. E-tds entry online confirmation
5. Monthly calculation of FC account
6. Purchase entry and calculate different rates of tax and vat
7. Creating and checking payment check
8. Assisting finance department in terms of information sharing and operate scan machine

Some works I did as my departmental contribution

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| **Add. Cheque Deposited & on Collection** | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***DATE*** | | ***Description*** | | | | | | | | | ***Amount*** | | | | | **Remarks** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 27/Oct/21 | | 3955100 | | | | | | | | | 35,100.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27/Oct/21 | | 8501009 | | | | | | | | | 61,950.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/Oct/21 | | A.K ENTERPRISE | | | | | | | | | 2,371.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/Oct/21 | | GHOSH AGENCY | | | | | | | | | 2,372.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/Oct/21 | | M/S MAINUL HASAN ENTERPRISE | | | | | | | | | 4,744.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/Oct/21 | | M/S. SAHABUDDIN ENTERPRISE | | | | | | | | | 3,726.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/Oct/21 | | M/S. SHEFALI AND CO. | | | | | | | | | 17,998.00 | | | | |  | | | | | | Matched Oct'21 STM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *SL No* | *AR/Invoice Number* | | *Name of Clients* | | | | | | | *Challan No* | | | | *Chalan Date [dd-mm-yy]* | | | | Account Code | | | | | *Month* | | | | *Remarks* | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7829 | 42772341 | | BLUE PLANET KNITWEAR LIMITED | | | | | | |  | | | |  | | | | (130,236.00) | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7830 | 42772342 | | BLUE PLANET KNITWEAR LIMITED | | | | | | | 216 | | | | 17/Nov/20 | | | | 13,236.00 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7831 | 42861431 | | Apex Foods Limited | | | | | | | 119 | | | | 29/Nov/20 | | | | 1,083.00 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7832 | 42861441 | | PRAN DAIRY LTD. | | | | | | | T-19 | | | | 08/Nov/20 | | | | 17,391.00 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7833 | 42861466 | | INDESORE PRINTING AND ACCESSORIES LTD. | | | | | | | 43 | | | | 30/Nov/20 | | | | 18,000.00 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7834 | 42873362 | | SANJANA FABRICS LTD. | | | | | | | 167 | | | | 18/Aug/20 | | | | 2,714.00 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7835 | 42873367 | | SANJANA FABRICS LTD. | | | | | | | 535 | | | | 01/Dec/20 | | | | 1,433.51 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7836 | 42873370 | | SANJANA FABRICS LTD. | | | | | | | 535 | | | | 01/Dec/20 | | | | 12,307.70 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7837 | 42873377 | | MATRIX STYLES LIMITED | | | | | | | 4 | | | | 02/Dec/20 | | | | 4,167.85 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7838 | 42873379 | | MATRIX STYLES LIMITED | | | | | | | 4 | | | | 02/Dec/20 | | | | 2,532.15 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7839 | 42937436 | | NORTHERN CORPORATION LTD. | | | | | | | 1606899936 | | | | 02/Dec/20 | | | | 21,171.20 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |
| 7840 | 42937437 | | NORTHERN CORPORATION LTD. | | | | | | | 1606899936 | | | | 02/Dec/20 | | | | 12,352.80 | | | | | 1860000 | | | | Dec'20 | | | |  |  |  |  |  | |  | |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |

## Evaluation

For me working on SGS Bangladesh Limited was really appreciating and great. SGS is a reputed company all over the world and they have really fantastic work technique and better work environment. In terms of their corporate behavior, hospitality and valuation of employee they are really satisfying. My supervisor was very friendly to work with. I am very much satisfied with company and supervisor of my internship. I develop my corporate behavior, communication skill and computer skill very well as I work with discipline employees.

Evaluation of SGS Bangladesh Limited-

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| --- | --- |
| **Topic** | Evaluation |
| All of the SGS Members were friendly | 4 out of 5 |
| SGS has a good work environment | 5 out of 5 |
| Responding and helping customers | 5 out of 5 |
| Software management | 4 out of 5 |
| Covid-19 maintenance | 5 out of 5 |
| Employee in terms of efficiency | 4 out of 5 |
| Top management to their subordinates | 4 out of 5 |
| Business ethics | 5 out of 5 |
| Social awareness | 5 out of 5 |

## 

## Skill applied

Different types of skills are needed to work in taxation department. Application of communication skill, computer skill and software management skill are needed to work properly. SGS Bangladesh Limited is well reputed company. The best thing is capabilities of apply educational knowledge in real time work. That skill is a booster of other skills. As finance student I know the basics of finance and apply that practically was really challenging and I enjoy the gathering knowledge and collecting skills.

Computer skill- I have completed course on Computer Application in my university and SR institute of design. So I have basic knowledge of computer and all computer related works. In SGS i worked on Vat Management software, E-tds, Ms excel. I worked on this software every day and I own a skill on computer during this training period. Also I had to work on Ms Word, power point. My daily training was to receive daily sales data and calculate them. All off the work need special skill of computer and I was lucky to apply my skills.

Communication skill- I applied written, oral, non-verbal and visual communication skill to full fill my responsibilities of work. I have write letters to custom officers and auditors, complete L/C document and these trainings really develop my communication skills. Formal face to face communication to seniors with proper intelligence is a quite next level skill to develop and I am developing now a days. Starting first corporate work in SGS was really fine in case of owning communication skills.

Practical transformation- I have completed many courses related business world. I gain practical knowledge about corporation and how they work. Working on finance department is mainly focused on calculation on Ms excel or software. Working on excel is based on the financial modeling. From financial modeling I took advantage of easy work experience as I was familiar to financial modeling. In such many ways I applied my academic knowledge as a part of practical transformation. Appling academic knowledge is satisfying because it enables the window to learn more and more.

Language skill- Now a days English is only formal language to communicate in office. Mostly finance departmental work is followed by English language. Now a days work on software and calculation, reporting is impossible without English. And understating is also impossible without it. So I can say language skill is also important while knowing new things.

## New skill developed by me

1. Communication- Communication is most essential part of life. Communication skills are related with different types of skills related to communication. Nonverbal and visual communication is a type of skill where communication is quick and easy. So develop skills on communication is important and as it is day by day upgrading skill. I am focus to experience something more about communication skill.
2. Building network- Experience helps building network in work area. Communication helps to meet people and create relations for future help. In corporate life building network is important to reach the maximum height of this field. I develop my network building skill by working on SGS. And facing their employee and maintaining good relations.
3. Dhupadi vat management software- It is software provided by Bangladeshi government (NBR) to calculate proper tax and vat also calculate some financial documents automatically under their supervision. Working on such vat management software daily makes me work on this software wisely. So I think I have develop a skill of maintain a wise software.
4. Corporate behavior- Corporate behavior is something that can be learned to maintain corporate life. In corporation employees, managers, top management want to maintain corporate behavior and they want everyone around them should learn behavior to run in corporate life. This skill is really needed to learn to survive on corporation.
5. E-tds – E-tds is a software run as website of government that can pay tax directly by online without going to NBR directly. Having experience to work on E-tds surely a skill to work on future.

## Application of academic knowledge

As a finance student I studied many courses that help me to get understand the practical work easily. I am motivated with my work because I already know about the real work, as some courses allow me to know about real work. I completed some major courses of finance in United International University which I found more linked to practical work. Courses like Financial Modeling really help me to work in corporate office. Basic works of finance department I have learned during my university study with some fantastic courses at UIU. As a UIU student I can say, they start transforming academic knowledge to practical work during some major courses. For these reason applying academic knowledge to practical work was very easy as my university already show me the way how to apply them. Other than that I am really grateful to SGS Bangladesh Limited to give me the field to apply my academic knowledge. I Apply-

1. Financial modeling to model new calculating tools
2. Calculation of different maturity rate and different tax rates
3. Work in excel and power point to presenting my work
4. Social morality and discipline of corporate office
5. Ethics

# CHAPTER IV: CONCLUSIONS AND KEY FACTS

## Recommendations for improving departmental operations

* SGS BD LTD has a wide range of customers in all over the world so the operations has to face a huge work load for these they should more care about employee satisfaction to handle the work load happily.
* They don’t have any place to relax and fresh the mind. No entertainment media even wi-fi is not available in office. I think the work load is much higher than other companies. They should make more work friendly environment to increase employee satisfaction.
* Other than that, their record keeping technique should update to find any receipt more easily as they need the receipts more.
* They should add more and more training sessions to make more efficient employee in their office.
* SGS is a large company in MNC’s in Bangladesh so their work load is high in terms of work size the employee is less, so the work pressure is high. They should increase employee to run their operations.

## Key understanding

SGS Bd Ltd. Is a large company and has strong management team to handle all operations. They have organized managers to run company very well. In the three months of my internship period I found everybody co-operative and the work environment is good. I found finance department very busy compare to other departments. The work load is very high in finance department so the employees have to come in off days to cover the work load. The good thing is they give food to working on extra day but they could count it as over time.

Over all SGS is well reputed and formal kind of company where employees feel free to work. I found finance department of sgs is very much reputed in Bangladesh as they cover varies industry. I feel great to take such opportunity to work with them.

## 

## Conclusion

I worked in SGS as intern for three months and I achieve a real time work experience. I worked in Taxation team of finance department. After my first month of practice my team leader made me familiar with real work. After that, I worked in official vat management software and create Mushak 6.1 & 9.1 by myself. I found SGS Company’s finance department well reputed. I worked on excel most of the time and this internship program made me expert on excel. I applied my academic knowledge in this field and I found very interesting. Because of their wide range of work area in finance department and my time limitations, it was not possible to access the whole departmental work. I worked very hard to cover the target of work. I also worked in weekend so, it makes me feel the real work pressure and I feel great to found such company to make me experience with real work environment.

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# Appendix

https://www.sgs.com/en-bd