

Internship Report

A Critical Analysis of Accounts Department of CMT LTD in BD

**A Critical Analysis of Accounts Department of
CMT LTD in BD**

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Date of Submission:



United International University
QUEST FOR EXCELLENCE

Letter of Transmittal

17th September, 2018

Dr. James Bakul Sarker

Associate Professor

School of Business

United International University

Subject: **Submission of the Internship Report**

Dear Sir:

I would like to submit my internship report titled “Critical Analysis of accounting department of Consumer Knitex”, which has been prepared as a requirement for the completion of the BBA in AIS Program of United International University.

Compagnie Mauricienne de Textile Ltée (CMT) formed in 1986 and Consumer Knitex Limited is a sister concern of Compagnie Mauricienne de Textile Ltée (CMT).

While working on the report, I have tried to follow each and every guideline that you have advised. It has been a very enlightening experience to work in this new venture and I have thoroughly enjoyed my internship period at Consumer Knitex Limited. The authority of Consumer Knitex Limited has also extended their cooperation whenever required.

Sincerely,

Ritu Sharker

ID No: 114 142 005

DECLARATION

I am Ritu Sharker, student of Bachelor of Business Administration (Major in Accounting Information System) of United International University, Bangladesh, do hereby declare that the internship Report on “Overall Financial Performance of Consumer Knitex Limited” is an original work and has not been previously submitted for any degree, diploma, title, or recognition.

Ritu Sharker

ID No: 114142005

Bachelor of Business Administration

United International University

ACKNOWLEDGEMENT

I would like to thank the internship Supervisor, James Bakul Sarker who has helped me in every step of my internship. I am very much grateful to Md. Zaber Tauhid Abir, Md. Sadiqur Rahman, Sazzad Hossain for giving me the opportunity to complete my internship at Consumer Knitex Limited. I am sure that their dynamic managerial activities will give inspiration to anybody to build one's career properly.

I also want to thank Mr. Francois Gilles Tam Fat Woo (Managing Director) and Mr. Amber Hurry (Executive Director) and all individual of the Consumer Knitex Limited, for their support that I have been provided for preparing my report. I practically work with them, try to share their perception, feelings and on the basis of my realization, I prepared report from my own point of view. Then at last I shall be grateful to those people who read this report and who shall get benefit from this report at present and in future.

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Executive Summary

Compagnie Mauricienne de Textile Ltée (CMT) established in 1986 in Mauritius. Consumer Knitex is a sister concern of CMT. The mission Statement of the company is “From where we come... to where we’re going”. We strive to be the number one world-class manufacturer of top quality garments and jersey wear, by investing in technology promoting training and development for our people. Consumer Knitex have three factories in Bangladesh. One is located in Trishal, another is in Bhaluka and last one is in Shreepur.

It is specialized in the design and production of fast-fashion jersey wear products for the finest clothing brands and fast-fashion retailers on the high streets. It begins with raw cotton of the finest quality. From the first stage of spinning; through the knitting, dyeing, finishing, cutting, sewing and through to the final step of careful embellishment; every phase in our vertically integrated process is carefully detailed and precision crafted, which serves to accentuate our highly impressive turnaround time.

As a one-stop shop in jersey wear, CMT offers a full range of cut and sewn garments for ladies, men and children. Products range from basic t/shirts and polo/ rugby shirts to more intricately sewed fancy garments with embellishment. It has also some threats but also has opportunities, opportunities is stronger than threats. Consumer Knitex sets its price its follow penetration pricing policy and maintains three strategies to fix the price in market to deliver the world class jersey wear follow

direct channel and indirect channel. To capture the market, they use different technique like as provide world class clothing and also use promotional tools that create awareness. Here in this report I am going to discuss how the department of accounts accomplish their works.

Which accounting software is using by CMT, how they summarize their information and how they keep record of their previous document.

Introduction

The organization: Introduction

Compagnie Mauricienne de Textile Ltée (CMT) is a leader of global jersey wear, CMTs headquartered in Mauritius with marketing offices in UK, France and soon opening in New York. CMT has the largest vertically-integrated manufacturing plants for its market investment in world class facilities.

For the finest clothing brands and fast fashion retailers it specialised in product design and production. The company has the turnover around of US \$200 million and the employing people is around 10000. CMT is the number one textile and clothing industry in Mauricienne. In the country it also positioned among the top three fastest growing companies.

Introduction to CMT in Bangladesh:

In 2010 CMT Bangladesh started its journey as a multinational company with CMI limited. Basically CMI limited is an investing company for CMT Bangladesh. In January 2011, CMI started Dignity Textile Mills Limited (DTML) in Baluka. In October 2011 CMI acquired Consumer Knitex Limited (CKL) as a sign of growth. In July 2016 CMT started a new factory is CKL Unit 2 (TRISHAL)



CMT History:

In 1986 The Company started with simple and humble ideals but lived to the vision of becoming the world's leader in the jersey wear industry. On the company beginning stage The Company started with 30 employees and one sewing factory. it is a Mauritian company involved mainly in cut-make-trim operations. In 1990-96 the company developed into two fabric mills, three sewing factories. in 1997-2002 the company widen its services by opening of a high-tech dyeing plant, starting to product design and development services, opening a

New sewing plant, Expansion of embroidery and printing facilities into two fabric mills, five sewing factories and admin building. In 2003-06 the company started to upgrade its services by Opening of world-class spinning mills, Opening largest sewing plant in Mauritius, Consolidation of knitting and dyeing, by Investing into value-added processes, company upgrade into two fabric mills, six sewing factories and admin building its creativity and product design center.

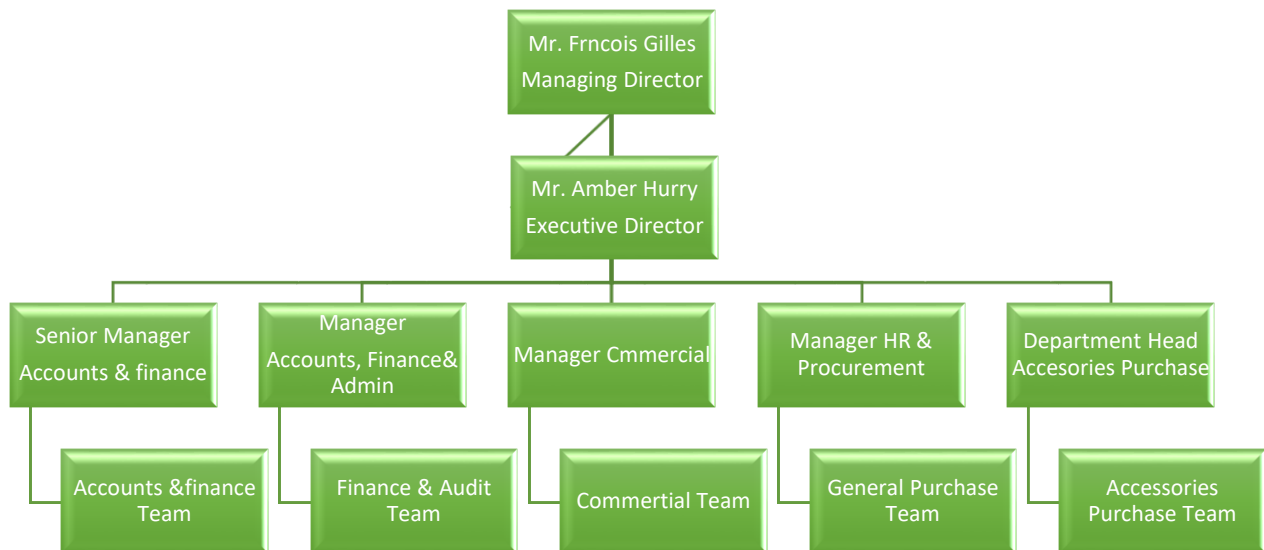
Organizational Overview

Overview of Organization

This section includes vision, mission and organization chart of Consumer Knitex Limited.

Vision: Becoming the world's leader in the jersey wear industry.

Mission: From where we come... to where we're going. Organization Organogram is given below:



The Head Office, Dhaka:

The head office Dhaka consists of 5 departments Finance, Accounts & Audit, Commercial, General Purchase, Accessories Purchase And HR-Admin.

Commercial Department:

The head in charge of commercial department Mr. Anwar Hossain.

One of the most important department is commercial department in CMT Company. In Dhaka office there are 5 people who handles all kind of export-import activity for CMT Bangladesh.

General Purchase:

The head in charge of general purchase Mr. Amir Hamza. All the equipment for all the factories are purchased by general purchase department. Also this department maintains the food items for all the factories.



Accessories Purchase:

The head of accessory department is Umme Sadia Islam. She is also responsible for HR Admin. All the accessories item needed in factories for RMG manufacturing is bought by them. This department is also responsible for providing administrative aid in information management systems, human resource, payroll, acquisition and communication.



Factories in Dhaka:

We currently have three factories and all are in production. We have about six thousands active workers and staffs.

The four factories entire main product is t-shirt, polo-shirt, jersey-wear, women and kids wear. All of our products are mainly exported to United Kingdom, France, Hong-kong, Singapore, USA, Spain and China. The basic information about the factories are:

- Dignity textile mills: Dignity textile mills limited is also known as DTML. DLML is located in Betjuri, Boiragir Chala Sherpur, Gaziput. DTML has started its operation in January 2011. Now the factory is providing employment for about 800 workers and staffs.
- Consumer Kintex Limited: Consumer kintes limited is also known as CKL. CKL is located in Dhamsur, Valuka, Mymensingh. CKL has stated its operation in October 2011. Now the factory is providing employment for about 1500 worker and staffs.
- Trishal Factory: Trisal is a new setup and the largest factory for CMT BD located in Bagan, Trisal, Mymensingh. This factory is under construction and current employment is around 4000. But the accommodation targeted for 6000 plus workers and staffs.

Objectives

Internship program is a precise and functional subject to comprehend the circumstance about. It is a profession improvement movement which encourages an understudy to assemble their vocation. It likewise encourages an understudy to see how a business runs and furthermore think about the exercises of a business. In an entry level position program an understudy specifically can see numerous exercises of a business. The entry level position program gives me the accompanying things:

Primary Objectives:

The general target to fulfill the essential for the culmination of graduated class (BBA) program. Clearly, the report would lead us towards what data we need from the market. Along these lines, it is critical for us to have targets of our own to do the report so as to have a legitimate rule all through the report.

- Visit manufacturing plant and attempt comprehend about the way toward sewing of fabric, weaving of material, passing on of fabric.
- To discover the connection between scholarly training and the genuine pragmatic field.
- To realize how to function in viable market field, neck to neck contending with the pioneers.
- To build up my insight about advertising field that encourages me to construct my profession as promoting division in future.
- To set up an impermanent position association report reliant on the passage level position contribution.

Secondary Objectives:

Other than the essential objective, the section level position adventure has some specific goals, which are given in the going with:

- To give a short framework of CMT Limited.
- To depict the components of Accounts and Financial Department of CMT Limited.
- To consider SAP business one quick and dirty
- To realize how to track past archives
- To realize how bookkeeping programming utilized in the field work of an organization.

Methodology

Information Design:

Both essential and optional data have been used for structuring and setting up this report. For gathering essential information two open-ended questions were created to find specifically from the web and some different sources. From, Views of other concerned have been incorporated into this report through looking over auxiliary sources, for example, books, papers, yearly reports, distinctive distributions of BGMEA and different bodies.

Data Collection strategy:

- Primary Data
- Secondary Data

Essential information have been gathered by:

- Informal meet with the officers of accounting department of organization..
- Some data of my report targets has been gathered through talk with record chief.
- Some data has been gathered from watching day by day exercises of the department.

Secondary Data:

Auxiliary information is gathered from the organization sites. Be that as it may, the greater part of the helpful information is gathered by casual meeting of the workplace staff and bookkeeping officers.

Analysis of Accounting Department of CMT

Every company is consist of some department such as purchase department, Human Resource department, commercial department, Audit department, accounting department. Without these department a company cannot run its business properly. CMT is also a company and it has also above departments. Here I am going to disclose the performance of accounting department of CMT Company.

Accounting department of CMT is consist of five people including accounting head manager in Dhaka office.

They are

- **Md.sazzad hasan Chowdhury**
- **Subham prassan thagor**
- **Toufique reza khan**
- **Ochira karmakar**
- **Nasib oashim Chowdhury**

Now I am going to discuss about their assigned work in the department.

Md Sazzad Hasan Chowdhury:

He is the first person who is working from the birth of the company which means he is the oldest and most trustful manager of the company. His main task is to ensure that there is always available cash in the company. So that when cash is needed he can provide it.

On the other hand when company needs to buy any land to build their factory he ensure everything is okay. Such as he goes to see the land, if the land is okay, if it will be appropriate for their company to build factory or not .He also ensures that all the departments of Dhaka office are doing their task carefully. The owner of the company is not always present in the company. In his absence Md Sazzad is in charge of Dhaka office.

Subham Prasanna Tagore

Subham Prasanna Tagore started his work in this company in 2012. His main task is making monthly report, weekly report and yearly report of the company. His another task is to determine the salary of resigned employees. He also prepare the deed papers for buying land. He determines the report of export of goods. He makes the import reports of the goods. How much raw materials are stocked ,how much inventory is needed to the factory in each month, are the factory's needed raw materials quality is enough good or not up to the mark this reports is made by him. He also keeps maintain all over bank transactions done by Nasib oashim Chowdhury and Ochira karmakar. He also goes to the factories to give salaries to the workers.

Nasib oashim Chowdhury:

Nasib oashim is one of the officer of CMT's Account department in Dhaka office.

His main task is to handle petty cash of CKL Dhaka.

Petty cash is the daily life expense such as gas bill, convenience bill,snacks bill etc.

To maintain petty cash he keeps all information on excel sheet which is named CKL

Petty Cash(Dhaka) and it's symbol is 'J'. His another task is receiving bills, checking bills and finding out if there is any mistake or not and check the audit seal and sign.

If everything is absolutely correct then he numbered the bills and keeps them into files. He also maintain the lunch bill purpose. After 15 days he prepare the attendance of all the employee and send the papers to Mr.Gills woo And Mr. Amber harry for their sign and approval. If they approved then he gives lunch bill to all the employees.

One of the most important task of his is issuing cheques. He maintains two banks cheque HSBC and UCB. He issues at least 30 to 35 cheque on per day. Sometimes he issues more than 75 cheques. This cheque is for the supplier. After issuing cheque, they informed suppliers to collect their cheque from the office.

Ochira karmakar:

Ochira karmakar is an account officer of Dhaka office who is currently doing her CA in a reputed CA firm. She maintains all advance payment bills of the company. She checks them carefully and inform Mr. Nasib to issue cheque. Her most important task is to maintain HSBC & UCB banks all over transactions. HSBC bank's symbol is 'F' and it is named as CKL ROLL OVER . she has to ensure all time that there is always sufficient amount of money in CKL ROLL OVER ACCOUNT.

On the other hand UCB bank's symbol is 'I' and it is named as CKL UCB account. As like HSBC, she has to ensure that there is also enough amount of money in UCB account.

She also plays a crucial role on maintaining vat and tax return of the company. she keeps all the challan of vat and taxes, puts challan number and tax number on the upper side of the page and differentiate the amount of vat and tax of CKL and DTML factory. When Mr. Nasib is absent, Miss Ochira perform his task along with her task.

Toufique Reza khan:

Toufique Reza khan has started working from 2016. He is the main person who works on the SAP software in this company. The main software is installed in the mother company at Mauritius's. Mr. Khan works remotely on that computer from Bangladesh. After log in the software he posts all the bills and updates the necessary things. The software gives him an Accounts payable (AP) number and he puts the number on the bills. This is how he creates a creditor for the company.

Accounting Software

Now a days every company tries to keep record their information computer based system .For that reason many company adopted some accounting software by which they can easily keep the information record, summarize the information and report the transaction of the company.

Like as CMT also adopted a welled known software named SAP Software. This software is adopted by the mother company of CMT which is in Mauricious. This software is broadly used by the department of purchase and the department of accounts and audits.

Purchase department record all the purchases and input purchase entry on the software. Through this software they make PURCHASE ORDER (PO).

SAP represents Systems Applications and Products in Data Processing. SAP by definition is likewise named of the ERP (Enterprise Resource Planning) programming also the name of the organization. SAP Software was founded in 1972 by Wellenreuther, Hopp, Hector, Plattner and Tschira. SAP framework comprises of various completely incorporated modules, which covers for all intents and purposes each part of the business the executives. SAP is #1 in the ERP showcase. Starting at 2010, SAP has in excess of 140,000 establishments around the world, more than 25 industry-explicit business arrangements and in excess of 75,000 clients in 120 nations. Other Competitive results of SAP Software in the market are Oracle, Microsoft Dynamics and so forth.

Established in Germany in 1972, SAP is the world's third-biggest open programming organization behind Windows maker Microsoft and database monster Oracle.

Bookkeeping programming has been one of its center business classes nearly from the earliest starting point, and SAP offers programs appropriate for organizations of any size from new companies with a bunch of representatives to the world's biggest enterprises.

A Focus on Management

Current business bookkeeping pursues commonly acknowledged models, so there's an unavoidable level of similitude between bookkeeping programs. Their methodologies may fluctuate, yet receivables, payables, a general record and comparable center capacities are found in many projects. Those things are an end in themselves, since you should give an account of your organization's business, profit and finance so as to meet your legitimate commitments. That equivalent data can be utilized to show enter information you require so as to deal with your organization's assets successfully for progress and development. That administration perspective of the information is generally portrayed as big business asset arranging, or ERP, and it's the focal point of SAP's bookkeeping items.

The Products

SAP offers bookkeeping items for organizations everything being equal. Its items are adaptable, so you on the off chance that you effectively develop from a little startup to an immense worldwide you'll have the capacity to keep utilizing and

updating SAP at each progression of the voyage. For little organizations with vast aspirations, this is a huge favorable position over mainstream bookkeeping bundles, for example, Sage or QuickBooks. SAP's product items can be conveyed in your very own premises, on SAP's cloud or in crossover establishments that utilization both for greatest adaptability.

SAP Business One

Business one is SAP's bookkeeping programming for little and medium-sized endeavors. It's accessible in adaptations altered for a wide scope of ventures, and for country explicit tax assessment and business models. It likewise brings a large number of the highlights of the organization's top of the line items to the passage level market, including modern investigation and announcing, distribution center administration, acquirement and client relationship the executives. You and your workers can get to the product through an application on your cell phones, so those highlights are accessible to you wherever you should be.

SAP Business by Design

For organizations that have developed past being a private venture however aren't yet significant partnerships, SAP offers a mid-go item called SAP Business By

Design. It develops the highlights offered in Business One to give more noteworthy administration and announcing capacities, and – like the lead SAP programs for substantial organizations – handling is performed in framework memory for quicker outcomes. This item is additionally appropriate to independent divisions or auxiliaries of bigger organizations, which can utilize Business By designing inside however trade data with full-scale SAP establishments at the parent organization.

SAP S/4HANA

SAP's leader item is called S/4HANA. It can – and does – give start to finish the board and representing a portion of the world's biggest organizations. S/4HANA can be actualized straightforwardly in a customer's on-start server farms, in the customer's private cloud, on SAP's facilitated cloud or in any mix of those three.

Customization and Add-Ons

SAP's bookkeeping and ERP items can be altered to a practically endless degree so as to address a customer's issues. Every one of its bookkeeping items has various additional items accessible off the rack, which can likewise be changed to meet novel prerequisites. This makes for a great "uplifting news, terrible news" situation: fortunately you can influence SAP's projects to do pretty much anything you need; the awful news is that arriving can be a non-paltry exercise. The organization itself offers an expansive scope of help choices, and a flourishing network of outsider

counseling firm gives help establishment, customization and item determination. SAP's product impacts all aspects of your organization's tasks, so the expense of a bungled establishment goes past simply the dollars. For instance, investigators of Target's fizzled Canadian development point to its excessively eager intends to execute SAP as one purpose behind that lowering calamity. In any case, when it's executed skillfully, SAP's bookkeeping programming satisfies the guarantee in the organization's vision articulation to "...help the world run better and enhance individuals' lives."

SAP SWOT Analysis



Strengths of SAP:

As one of the principle relationship in its industry, SAP has different characteristics that engage it to thrive in the business focus. These characteristics not simply help it with ensuring the bit of the general business in existing markets yet moreover help in invading new markets. In perspective of Fern Fort University wide research – a bit of the characteristics of SAP are –

- Productive notoriety of joining complimentary firms through mergers and acquisition. It has adequately planned number of development associations in the past couple of years to streamline its exercises and to produce a strong store arrange.
- Grand Performance in New Markets – SAP has developed bent at entering new markets and making achievement of them. The improvement has helped the relationship to develop new pay stream and extend the money related cycle risk in the business segments it works in.
- Significantly skilled workforce through successful getting ready and learning programs. SAP is putting tremendous resources in getting ready and enhancement of its delegates realizing a workforce that isn't simply significantly talented yet likewise induced to achieve more.

- Strong Free Cash Flow – SAP has strong free cash streams that give resources in the hand of the association to wander into new exercises.
- Computerization of activities passed on consistency of significant worth to SAP things and has enabled the association to scale up and cut back reliant on the premium conditions in the market.
- Strong suppliers – It has a strong base of reliable supplier of rough material as such engaging the association to beat any store organize bottlenecks.
- Exceedingly productive at Go to Market strategies for its thing.
- Strong course sort out – Over the years SAP has developed a reliable movement mastermind that can accomplish predominant piece of its potential market.

Weakness of SAP:

Weakness are the place SAP can upgrade. Technique is tied in with settling on choices and inadequacy are the place an association can improve using SWOT examination and develop its high ground and key arranging.

- Need more prominent enthusiasm for new developments. Given the measure of improvement and differing geographies the association is expecting to wander into, SAP needs to put more trade out development to arrange the methodology in all cases. As of now the enthusiasm for progressions isn't at standard with the vision of the association.
- Not uncommonly productive at fusing firms with different work culture. As referenced before in spite of the way that SAP is successful at planning little associations it has a ton of powerlessness to mix firms that have assorted work culture.
- There are gaps in the thing go sold by the association. This nonattendance of choice can give another contender a foothold in the market.

- Confined achievement outside focus business – Even anyway SAP is one of the fundamental relationship in its industry it has stood up to challenges in moving to other thing areas with its present culture.
- The advantage extent and Net Contribution % of SAP are underneath the business ordinary.
- Cash related masterminding isn't done honestly and capably. The present asset extent and liquid asset extents prescribe that the association can use the cash more beneficially than what it is doing at present.
- High trimming down rate in work compel – stand out from various relationship in the business SAP has a higher unfaltering misfortune rate and need to go through substantially more appear differently in relation to its opponents on getting ready and progression of its agents.

Opportunities for SAP:

- Money related uptick and augmentation in customer spending, following a long time of subsidence and moderate improvement rate in the business, is an open entryway for SAP to get new customers and addition its bit of the general business.
- The market enhancement will incite debilitating of contender's use and engage SAP to construct its forcefulness appear differently in relation to substitute contenders.
- New customers from online channel – Over the past couple of years the association has put massive total of money into the online stage. This endeavor has opened new arrangements channel for SAP. In the accompanying couple of years the association can utilize this open entryway by understanding its customer better and serving their necessities using tremendous data examination.
- Lower swelling rate – The low development rate gain more noteworthy quality the market, engage credit at lower advance charge to the customers of SAP.

- New biological methodologies – The new open entryways will make a measurement playing field for all of the players in the business. It address an inconceivable open entryway for SAP to drive home its ideal position in new development and gain bit of the pie in the new thing order.
- The new advancement allows to SAP to practices isolated evaluating strategy in the new market. It will engage the firm to keep up its steadfast customers with phenomenal organization and lure new customers through other regard orchestrated recommendations.
- Government green drive furthermore opens an open entryway for procurement of SAP things by the state similarly as focal government transitory laborers.
- Decreasing cost of transportation in light of lower shipping expenses can similarly chop down the cost of SAP's things thusly allowing to the association - either to encourage its efficiency or pass on the points of interest to the customers to get bit of the pie.

Threats SAP Facing:

- Impersonation of the fake and low quality item is likewise a risk to SAP's item particularly in the developing markets and low salary markets.
- Exceptional challenge – Stable productivity has expanded the quantity of players in the business over most recent two years which has put descending weight on benefit as well as on in general deals.
- No normal supply of inventive items – Over the years the organization has built up various items yet those are frequently reaction to the advancement by different players. Also the supply of new items isn't standard along these lines prompting high and low swings in the business number over timeframe.
- Rising pay level particularly developments, for example, \$15 a hour and expanding costs in the China can prompt genuine weight on benefit of SAP
- Developing qualities of neighborhood merchants likewise exhibits a danger in a few markets as the challenge is paying higher edges to the nearby wholesalers.

- The interest of the exceedingly gainful items is occasional in nature and any improbable occasion amid the pinnacle season may affect the gainfulness of the organization in short to medium term.
- As the organization is working in various nations it is presented to money changes particularly given the unpredictable political atmosphere in number of business sectors over the world.
- Changing purchaser purchasing conduct from online channel could be a danger to the current physical framework driven store network demonstrate.

Activity

Relationship with Banks:

CMT's head office in BD is located in Dhaka. it's has relationship of four popular Banks of BD.HSBC, UCB,City Bank Ltd,Dutch-Bangla Bank Ltd. One of the most important thing is that this company don't take any loan or fund from any bank that's why it don't have to pay any interest to the bank.

Dutch-Bangla Bank Limited is used only for the salary purpose. Office staffs of the company got their salary by DBBL. That's why every employee has to open an account on Dutch-Bangla Bank Limited to get their salary.

City Bank Limited is only used for dollar exchange purpose. If dollar rate is more than other banks than CMT exchange their dollar in City Bank into Bangladeshi currency. Because all the funds of the company comes from Mauritius as it is the mother company of Consumer Knitex Limited.

HSBC Bank AND UCB Bank Limited is used for other transactions such as paying suppliers, transferring money from Dhaka to factory etc. Consumer Kintex ltd maintain cheque book of HSBC and UCB bank.

CHRYSANTH CHEQUE WRITING SOFTWARE:

Chrysanth is one of the cheque writing software. This software is installed in the mother company of Consumer Knitex on the perspective of Bangladesh banks. By this software accounts department can write cheque into computer and print it through the selected printer. Chrysanth software is used to issuing bigger amount of money.

My Experience as an intern

CMT Ltd. is exceptionally dedicated to save a solid and contamination free condition. It has an extremely proficient waste accumulation and transfer framework. So as to decrease air contamination by fumes of gas from motor generators, it keeps up an expensive plant that utilizes the fumes gas to create steam for chilling unit. Above measures not just help keep the water and air free from contamination yet in addition enable spare to cost of water treatment and cooling. The organization utilizes just sans azo colors and is committed to guarantee a sound and eco-accommodating condition. Adjacent to this to keep the earth crisp CMT has planted bunches of trees inside "The Head Office of CMT" which likewise makes the place look alluring.

Depiction OF THE JOB:

In my multi week work encounter I experience distinctive obligations, preparing, coordinated discussion, group meeting and so forth. Every one of the general population here treat me as a changeless representative that causes me a long way to go things rapidly and encounter the genuine condition of the corporate world. People who are working here are cordial and the workplace is great.

As an assistant I was engaged with various kind of exercises. Among them my key obligations are recorded beneath:

- Receiving bills.
- Correcting bills.
- Giving Journal Entries.
- Check installments.
- Fabric gets report.
- Bank Reconciliation.

Receiving bills:

Each day numbers of bills of various textures, frill and different purposes originate from various providers. Alongside these bills some critical papers must be joined and checked by material checking focus and Bextex Security Service. The papers that require to be joined are the Invoice, P.O. (Buy Order) of the materials, the MRIR (Material Receiving and Inspection Report). On these bills there ought to be indication of specific individuals too. By checking every one of these connections and prerequisites one bill must be gotten. A while later the bills are adjusted and sent for installment.

Correcting Bills:

In the wake of getting the bills the subsequent stage is to address them. Coordinating the got amount with the arranged amount, recognizing the MRIR(Material Received and Inspection Report) got amount and receipt amount, disposing of the rejected materials from the genuine bill, recheck the figuring and so on are the system of adjusting a bill. After the rectification these bills are sent for the further procedure of installment.

Give Journal Entries:

I give the diary passages of various exchanges. So far I have figured out how to give the sections of bank installment exchanges, deals exchanges and money installment exchanges. I give these passages in the organization's product and afterward the product wraps up.

Checking Payments:

There are numerous providers of CMT and we need to pay our providers. So we need to track our provider's duty and installments. This installments are made with a money order. At the point when this installments are made to a gathering we keep this record on that parties exceed expectations poo and furthermore in the product by giving diary passages. This causes us to ascertain the duty of our providers.

Bank Reconciliation:

In Bank Reconciliation we keep the record of records of Cash Deposit, Card Deposit and Check Withdraw. From this announcement we can think about our bank balance and what will be balance if all the issued check pulled back from the bank.

Scanning:

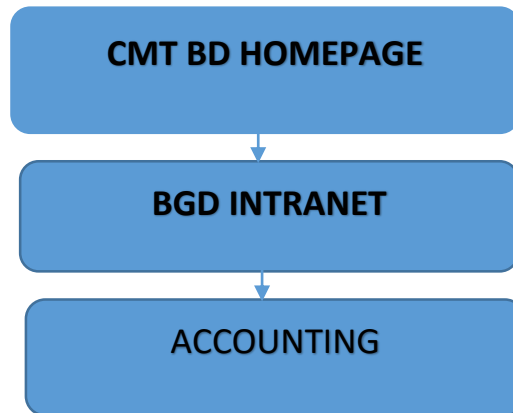
I also perform scan as it was a task of accounts and financial department. I scanned the documents which are going to be stored in the last year.

Benefits of scanning:

- Document scanning can save our time and money. Without scanning if any files/bills is needed you have to search through all the boxes which is definitely a waste of time.
- Through scanning we can easily find out the wanted information, such as if you needed any invoice number you can just see the scanned image and you will get your information.
- Document scanning is needed to reduce storage space. If such as if you converted files into scanned files into computer you won't need to store the files or boxes near to your hands.

Uploading on Accounting Portal:

Scanned documents of Accounts department are uploaded on CMT BD Homepage. After CMT BD HOMEPAGE we have to click on BGD INTRANET and then ACCOUNTING. In accounting portal every accounts is added by Mauritius. Every document is uploaded with a short description of all the documents.



Conclusion:

This Internship at CMT has been extremely helpful to me since I figured out how to plan income articulations and proportion investigation. This has enhanced my insight on budget reports which is extremely valuable in business and trade every day. The work I did in this venture has helped me to comprehend the systems, applications and convenience of budget summaries to comprehend the execution of a specific organization or undertaking absent much trouble and furthermore see how to set them up in future.

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