



University of Mumbai
Summary internship project on
Proveda India Pvt. Ltd.



A project submitted to
University of Mumbai for partial completion of the degree of
Bachelor in Commerce (accounting and finance)

Under the faculty of commerce

By

RENUKA BALSHIRAM GOPALE

Under the guidance of

DR. KISHOR CHAUHAN

JVM'S MEHTA JR. & DEGREE COLLEGE, AIROLI



Declaration by learner

I the undersigned Miss. Renuka Balshiram Gopale here by, declare that the work embodied in this project work titled, “internship project as an administrative executive.” Forms my own contribution to the research work carried out under the guidance of Dr. Kishor Chauhan is a result of my own research work and has not been previously submitted to any other University for any other Degree to this or any other University.

Wherever reference has been made to previous words of others, it has been clearly indicated as such and included in the bibliography.

I, here by further declare that all information of this document has seen obtained and presented in accordance with academic rules and ethical conduct.

Name and signature of the learner

Renuka Gopale

Certified by

Name and signature of the Guiding teacher.

Dr. Kishor Chauhan

Acknowledgment

To list who all have helped me is difficult because they are so numerous and the depth is so enormous.

I would like to acknowledge the following as being idealist channels and fresh dimension in the completion of this project.

I take this opportunity to thank the University of Mumbai for giving me chance to do this project.

I would like to thank my principal incharge, Dr. Deshpande sir for providing the necessary facilities required for completion of this project.

I take this opportunity to thank our Coordinator Mr. Dr. Kishor Chauhan, for the moral support and guidance.

I would also like to express my sincere gratitude towards my project guide whose guidance and care made the project successful.

I would like to thank my College Library, for having provided various reference books and magazines related to my project.

Lastly, I would like to thank each and every person who directly or indirectly helped me in the completion of the project especially my Parents and Peers who supported me throughout my project.

PROVEDA INDIA PVT. LTD.

1 st Floor, New Samrat Chs, Sec 3, Opp: Airoli Rly Station, Nr Lifeline Hospital,
Airoli, Navi Mumbai

DATE:- 04/03/2024

CERTIFICATE

THIS IS TO CERTIFY THAT MISS. RENUKA BALSIRAM GOPALE WORKS IN MY OFFICE AS A ADMINISTRATIVE EXECUTIVE FROM 1ST FEBRUARY 2024 TILL THE DATE.

I AM MANGER AND SHE IS WORKING ON BILLING AND COURIER DEPARTMENT UNDER MY GUIDANCE. DURING THIS TENURE WE FOUND HER HAND WORKING AND SINCERE. SHE FULFILLS ALL WORK ON TIME RESPONSIBLY.

WE WISH HER ALL THE BEST IN HER FUTURE ENDEAVORS.

THANKING YOU.

BEST REGARDS,

NAME: PRAMOD PADWAL

DATE:- 04/03/2024



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Chapter 1:-
Executive Summary

I AM RENUKA BALSHIRAM GOPALE PURSUING MY GRADUATION IN BACHELOR OF ACCOUNTING AND FINANCE AT JVM MEHTA COLLEGE OF ARTS COMMERCE AND SCIENCE, AIROLI. MY NATIVE PLACE IS PUNE. BEING A RESIDENT OF MULUND I HAVE COMPLETED 10TH FROM RAMKURSHNA VIDYAMANDIR AND 12TH FROM NAVODAYA ENGLISH HIGH SCHOOL AND COLLEGE.

B.COM ACCOUNTING AND FINANCE IS AN UNDERGRADUATE COURSE OF 3 YEARS. IT IS THE COURSE THAT TEACHES THE FUNDAMENTALS OF ACCOUNTING AND FINANCE PRACTICE. THROUGH THIS COURSE, AN INDIVIDUAL CAN LEARN THE TECHNICAL SKILLS ASSOCIATED WITH MANY OF THE PROCEDURES OF FINANCIAL ANALYSIS AND ACCOUNTING STANDARDS.

I DID MY INTERSHIP AT PRAMOD PADWAL FOR 20 DAYS. IN THIS PERIOD I HAVE LEARNED TO ACCESS <https://provedaindia.com> WEBSITE MAKE THE BILLS OF SALE OR PURCHASE

THIS PROJECT IS ABOUT MY INTERSHIP & DETAILED INFORMATION ABOUT THE TASK WHICH HAD BEEN UNDERTAKEN BY ME THIS INTERSHIP PERIOD.

Chapter 2:-
Introduction

2.1 Overview

I joined as an intern in the It and Billing department of Proveda Indian Pvt. Ltd. on 1st February 2024 . The department is run by Pramod Padwal, under the department there are several wings, such as, It, Convergent billing system (CBS), Interact connection and International roaming. I was assigned with Convergent billing system (CBS) wing. This wing maintain their billing system analysis revenues and support database system

2.2 OBJECTIVES:-

- To know about the activity of It and Billing department of Proveda Indian Pvt. Ltd.
- The major objective of my internship was acquire on hand experience and on database based system and achieving academic and practical knowledge. I also learned how telecommunications systems work and maintain their business field.
- To find out some problems of It and Billing department division of Teletalk Bangladesh Limited and then solve this problem.

2.3 Opportunity for Study

The main focus of the study is Database Administration system of Proveda Indian Pvt. Ltd. The empirical part includes only the published information and current practices of Proveda Indian Pvt. Ltd. I was gathered knowledge about their real life query and analysis their revenues. I was prepared this report after discuss with relevant IT officer of Proveda Indian Pvt. Ltd. After getting their valuable opinion, information and my practical knowledge I have completed my report.

2.4 Summery of Report

In this report I described background of Proveda, Proveda's IT and Billing Department and acquired my knowledge.

Chapter 3:-
Company Information

3.1) Background of Proveda Indian Pvt. Ltd



Proveda India being one of the most ethical and transparent direct selling platform . Our parent company Proveda Herbals was started in 2008, which is an ISO 9001:2015, WHO - GMP and Halal certified Company with state-of-the-art manufacturing units positioned in Uttarakhand State (India) in Tax-free zone. In 2010, Mr Aseem Sood, a young revolutionary Entrepreneur gave shape to his dreams and started the company. He strongly believes in Collin Powel's words - **"A DREAM DOESN'T BECOME REALITY THROUGH MAGIC, IT TAKES SWEAT, DETERMINATION & HARD WORK"**.

After a successful decade of Proveda Herbals, Mr. Aseem Sood started a direct selling company as he believes it as one of the most noble work “ Proveda India believes in creating strong and platform for our leadership . Our core values are strong ethics and transparency.

We believe in building one of the best direct selling company **"of the people"** and **"for the people"** - coz they are not just people but an integral part of Proveda's family. With legally approved hybrid unique compensation plans and best industry offers we empower our family members to fulfill their dreams and live a luxurious lifestyle. You dream it, and we make it happen at Proveda India.

With in-house strong manufacturing and R&D, the company believes **“Quality only happens when you care enough to do your best”**. With the manufacturing capacity of over 500+ products Our strongest pillar is our mass to class products - **"BEST QUALITY, BEST PRICE FOR ALL"**.

Our backbone is our strong education system - Edu-Veda. We have an intensive plan for offline and online trainings every month which leads you towards your goals."

3.2 MAN BEHIND THE VISION

-MR. ASEEM SOOD



Education:-

B.Tech (Nagpur University)
MBA (Coventry, UK) Professional Experience

Professional Experience:-

5 Yrs. rich corporate professional experience
13 Yrs.+ experience in running a company in
Manufacturing, marketing & building brands.

Proveda Herbals:-

Manufacturing Marketing & Export across the world.

Proveda Marketing India is the One of the most ethical and strongest direct selling platform in India.

Managing Director

(Proveda Marketing India Pvt Ltd)

3.2 ACHIEVEMENTS:-

PROVEDA INDIA, a strong direct selling company with an ability to transform business, which is driven by innovation because we believe Build People and People Build Business. Mr Aseem Sood, a young revolutionary Entrepreneur gave shape to his dreams and started the Proveda Marketing India Private Limited in 2019. He strongly believes that

"EVERYTHING IS DRIVEN BY DREAMS, FROM DREAMS TO INNOVATION AND INNOVATION TO REALITY and A DREAM DOESN'T BECOME REALITY THROUGH MAGIC, IT TAKES SWEAT, DETERMINATION & HARD WORK".

1)



A strong Direct Selling platform which is constantly growing with a wide range over 200+ products **covering all categories like** Skin Care, Personal Care, Nutrition, Home Care, Salon Care, Baby Care, Agro Care, FMCG and Color Cosmetic.

2)



A strong education system, EDUVEDA and a family of 625K+ Provedians across India. We have 5 mother warehouse, 24+ depot, 2700+shoppe/mart networks and covering 25,000+ pin codes under online delivery system across India. We want to build a system that is convenient and fruitful for all our Provedians.

3)



Our own manufacturing units situated in 60,000 sq. feet positioned at HARIDWAR (India) in Tax-free zone and JAIPUR (India), dealing in world-class products in 9 different categories.

4)



Our backbone is our strong education system - Edu-Veda. We have an intensive plan of online and offline training in education of business opportunity in direct selling in your own way of understanding.

3.3 Vision and Mission:-

➤ **Vision:-**



People living a life of economic independence is our vision. Our vision is to ignite a global community to realize their best selves throughout opportunity, enrichment, celebration, and above all else, uplifting relationships.

➤ **Mission:-**



Quality is our mission. Our mission is to be a force for good throughout the world by empowering people to improve lives with rewarding business opportunity, innovative products and an enriching, uplifting culture.

We are proud to introduce PROVEDA MARKETING INDIA, a trusted company that innovates to develop and powering things to home, cities and countries, strive to progress and to live to the future.

3.4 Features of Proveda Indian Pvt. Ltd

- **MASS AND CLASS OF THE PRODUCT**
- **DISTRIBUTORS FRIENDLY**
- **SUCCESS PLAN**
- **TRANSPARENT & ETHICS**
- **STRONG & LIFLONG VISSION**
- **PRICING**
- **STRONG SYSTEM**
- **CONSUMER BASE**
- **BUSINESS INHERIENT**
- **FASTEST**
- **EDUVEDA STRONG EDUCATION SYSTEM**
- **TRAVEL THE WORLD WITH PROVEDA**
- **EQUAL OPPORTUNITY BUSINESS0**
- **PERSONAL DEVELOPMENT**

Chapter 4:-
Prodeva's branches and Product

4.1) Proveda branches

Proveda branch are as follow:-

SNO	STATE	CITY	PIN CODE
1	MAHARASHTRA	AKOLA	444104
2	MAHARASHTRA	SHAHAPUR	421601
4	MAHARASHTRA	MUMBAI	400709
5	MAHARASHTRA	NAGPUR	440022
7	MAHARASHTRA	PUNE	411046
8	MAHARASHTRA	AMRAVATI	444602
11	MAHARASHTRA	NASHIK	423401
12	MAHARASHTRA	PUNE	411046
14	MAHARASHTRA	DHANORA	442606
15	MAHARASHTRA	BHIWANDI	421308
16	MAHARASHTRA	SHIRPUR	425405
17	MAHARASHTRA	BHIWANDI	421302

SNO	STATE	CITY	PIN CODE
18	DELHI	CENTRAL DELHI	110002
19	DELHI	DELHI	110095
20	DELHI	NORTH EAST DELHI	110094
21	DELHI	SOUTH DELHI	110093

4.2 Product information

1) PROSPREAD 80++ 250ML



Benefits: This non-ionic agent is a activator, wetter, spreader with PGF (Plant Growth Factor) which penetrates and improves the performance of crops protection and enhancing inputs. The clear solution is easily soluble and compatible with all plant growth regulators, Herbicides, Pesticides, Fungicides and Acaricides.

How to use: Pour 3-5 ml in a 15 Ltr. tank as per requirement. On releasing the adequate amount will come on the top of the bottle, Pour this amount into spraying liquid tank.

Dosage: For foliar application 3-5 ml per 15 Ltr. tank. For herbicide 20ml per 15Ltr. tank. For irrigation 160ml with 80Ltr. of water.

Caution: Please keep it away from children. When not using, please keep it sealed. In case of any contact, wash eyes with water. In severe conditions please contact the medical services.

General Description

Product Code: AGR/008

Product Quantity: 250ML

Maximum Shelf Life: 36 Months

M.R.P. : 430.00/-

2) CC CREAM 50 GM



A luxurious and high performing CC Cream Luxe with SPF 35/PA+++, Colorcare London CC Cream will hustle with you. It is designed to meet the skin care needs of the millennials who love to look after their skin but just don't have the time for it. A light coverage cream which covers fine lines or blemishes and leaves the skin looking natural glowing.

How to use

Use on a perfectly cleansed skin. Just squeeze out a little Colorcare London CC Cream on your palm and then apply a thin and even layer. Use your finger tips to blend the cream all over your face with short quick strokes. It can be used alone as a lightweight foundation, or mixed with a moisturizer.

General Description

Product Code: PC/063

Product Quantity: 50 GM

Maximum Shelf Life: 36 Months

M.R.P. : 299.00/-

3) NEW ALOEVERA LOTION 300ML



Gift your skin the goodness of Organic Mirakle Aloe vera Face & Body Lotion for all-day long smooth skin. Enriched with aloe vera extracts, it soothes dry and irritated skin and leaves you with comfortable, soft skin. This face & body lotion is infused with the deep moisturizing serum and aloe vera. It absorbs immediately and leaves your skin refreshed and pleasantly fragranced after just 1 application and makes it noticeably smoother for 48hr.

How to use: Dispense the body lotion into the palm of your hand. Gently massage the lotion into your skin. Apply evenly all over the body. Use daily to give your skin the perfect results.

M.R.P. : **375.00/-**

This type of product is available in our firm and many more are available such as,

- Health care product [diabetic care plus juice, Pro Berry Juice, etc.]
- Home care product [poha, toilet cleaner, soap, etc.]
- Dental care product [herbal tooth paste]

4) PRO BERRY++ JUICE 1000ML



pro Berry Plus++ is a nutraceutical consisting of 174 berries extracts which make it a strong antioxidant formula due to anthocyanins to prevent the disruption of cellular integrity and keeps the DNA molecules intact. Pro Berry Plus++ consist of a set of phenolic phytochemicals particularly anthocyanin. These dietary intakes stimulates the growth of beneficial gut bacteria like Akkermansia which inhibits fat storage, enhances Insulin sensitivity and provides our immune system anti-inflammatory responses. It's high in fiber, loaded with antioxidants, provides many nutrients and also good for skin.

Key Ingredients: Acai Berry, Crane berry, Rasp berry, Mangosteen

Dosage: 30 ml twice daily directly or can be mixed with water.

Safety Warnings: Children below the age of 12 years, Pregnant or Lactating women are advised to consult a doctor before using.

General Description

Product Code: HC/052

Product Quantity: 1000ML

Maximum Shelf Life: 24 Months

M.R.P. : 2500.00/-

5) CHARCOAL & COCONUT TOOTHPASTE 100GM



Your mouth is the gatekeeper of your health and the entryway of your body. It's filled to the brim with good bacteria that support your teeth, gums and even your immune system. The artificial chemicals, detergents, and foaming agents found in many toothpaste can actually wipe out these beneficial microbes- and you need the support of these good guys to live your fullest self. Pro Dentist Probiotic Activated Charcoal Whitening Toothpaste harnesses the science backed power of activated charcoal and coconut, so you can

enjoy white teeth, fresh breath and a happy smile with no regrets.

Key Ingredients: Activated Charcoal & Coconut Oil

Directions For Use: Wet brush, apply a pea sized amount of toothpaste and enjoy. Safe for the whole family.

General Description

Product Code: SPF/078

Product Quantity: 100 GM

Maximum Shelf Life: 36 Months

M.R.P. : 225.00/-

6) BLOOD PURIFIER 200ML



Pro Blood Purifier Syrup is a natural blood purifier with a unique ayurvedic formulation that helps heal acne, pimples, boils and other skin infections. It helps to improve blood circulation and boosts overall health. This syrup is a blend of essential herbal extracts acts as a natural blood purifier to keep your skin pimple free and glowing. It offers an effective solution, purifies the blood from within, and supports by eliminating toxins that further cause acne and blemishes. It keeps the skin toxin-free and it helps to improve the blood circulation and makes your skin glow. It helps to remove toxins from the blood resulting in a blemish free skin and helps to achieve a radiant and glowing skin.

Key Ingredients: Triphala, Giloy, Munfi, Manjistha, Neem Back, Mustha and Seena.

Dosage:

Adults: 15ml syrup three times daily.

Children: 5-10ml syrup 3 times a day or as directed by the physician.

Safety Warnings: Children below the age of 12 years, Pregnant or Lactating women are advised to consult a doctor before using.

M.R.P. : 199.00/-

7) PROSHAKTI++ 500ML



PROSHAKTI++ is an organic insect controller and all in one crop protection medicine. It is a spreader/sticker manufactured by using Neem and Neem Compounds. This unique product is specially processed to enhance compatibility with a broad spectrum of agriculture chemicals over wide varieties of water qualities.

Chemical Composition: Neem Bitters and limonoids: 28%, Isopropyl Alcohol: 8%, Other Ingredients: 64%

Properties:

1. Being Oil-based Pro Shakti++ is more stable on plants surface, less volatile, and does not break down as mixed with water.
2. With Less surface tension, it enables free flow of spray liquid on plants surface by allowing droplet to stretch out on the target surface, thereby giving better coverage.
3. It holds the spray fluid for a longer period of time on leaves and plant surfaces and maintains the moisture for a longer time on leaves.
4. Being biological it does not leave any harmful residue on the plants surface.

Benefits:

1. It is essentially non-phytotoxic even at a higher concentration.
2. With a low vapor pressure reduces the evaporation losses of pesticides.

3. It reduces pesticides losses during the photodecomposition process.
4. It gives added natural benefits of neem compounds to plants.
5. It enhances the activity of fungicides and insecticides.
6. It is compatible with all commonly-used insecticides, acaricides, and fungicides.
7. While other wetting agents are derived from fossil reserves and chemicals, Pro Shakti++ is extracted from natural resources which are renewable sources.
8. Its translaminar action on plants leaf surface helps in improving the efficiency of pesticides with faster absorption and translocation in plants.

Dose: Mix PROSHAKTI++ 30 - 50 ML./15Ltr./Tank and Use in foliar spray.

General Description

Product Code: AGR/011

Product Quantity: 500 ML

Maximum Shelf Life: 36 Months

M.R.P. : 1425.00/-

8) ALOEVERA BODY BUTTER 100 GM



Organic Mirakle Aloe Vera and Olive Body Butter made from the purest organic bioactive aloe vera, this ensures that the plant's beneficial polysaccharides are maximised in order to help moisturise, soothe and restore damaged dry skin and enhances natural beauty. It contains bioactive and organic ingredients such as aloe vera, olives, shea butter, apple fruit, jojoba seed and sunflower seed. This product is effective for skin care and is completely vegan.

Key Ingredients: Aloe vera & Olive

How to Use

Massage body butter into the skin using gentle circular motions. Apply generously to areas of the body which are prone to being dry such as elbows and knees.

M.R.P. : **299.00/-**

9) POWER WASH DETERGENT POWDER 1KG



Say Goodbye to Stains and dullness with Power Wash detergent powder that has active enzymes, which can remove the toughest of stains to give you stainless whites. With easy dissolution in water, it is specially designed with advanced foaming properties which remove stains easily. The anti-re-depositing formulation and brightening agent in Power Wash detergent powder gives you outstanding whiteness. The product has vibrant colored speckles with a floral fragrance for comfort cleaning and usage. Power Wash detergent powder works on both white and colored clothes.

Impeccable cleaning for all your clothes by removing tough stains like juice, chocolate, tomato, butter/ghee, etc, and maintaining the brightness of the clothes and providing you long-lasting freshness.

General Description

Product Code: SPF/091

Product Quantity: 1 Kilogram

Maximum Shelf Life: 24 Months

M.R.P. : 175.00/-

10) SUNSCREEN SPF 45 100 ML



Organic Mirakle SPF45+ Sunscreen Everyday Lotion is daily sunscreen lotion for face and body that provides excellent broad spectrum protection from both UVA and UVB rays with uncoated zinc oxide, Organic Coconut Oil & Lavender contains antioxidant & soothing effect that helps to protect your skin from sun damage and signs of early aging. This unique formula has some essential oils & extracts which provides deep cleansing to remove dead skin cells & uncover natural smooth & radiant skin.

How to Use

Apply generously to the skin 20 minutes prior to sun exposure. Do not apply to broken, damaged or diseased skin.

Ingredients

Organic Coconut Oil & Lavender Oil

Product Code: SC/109

Product Quantity: 100 ML

Maximum Shelf Life: 36 Months

M.R.P. : 350.00/-

Chapter 5

Conceptual discussion

5.1 Objectives of study

Choose to work with **Proveda India Pvt. Ltd.** during this internship I have learnt many new skills. Before internship I have only theoretical knowledge about work in organization but now I have practical some practical experience of working in organization. Now I have knowledge about the organization's working environment and how organization work and achieve their goals and objectives.

This internship has to go give me the understanding of business and also about the elements of stargic thinking, planning and implementing and how these are applies in a real world organization environment.

Following are the objectives that I have in my mind before working as an internee:-

- To improve the communication skills.
- To analyze the business situation.
- To establish high standard in professionalism.
- To learn more than the theoretical knowledge.
- To apply theoretical knowledge in actual organization.
- To make a quick decision in real situations.
- To properly integrate my theoretical knowledge and practical work.
- To know how to present your recommendation in front of your boss.

5.2)Job description

I have tried my best to enhance my abilities and apply the knowledge that I gained during the studies. On my first day at firm, company in-charge miss. Sandhya sakat gave me training session about how to make a bill in Proveda website and she showed me how to keep a record for our side. She also guide me that how to communicate the customer or client for their concern.

Different task that I performed during my internship:-

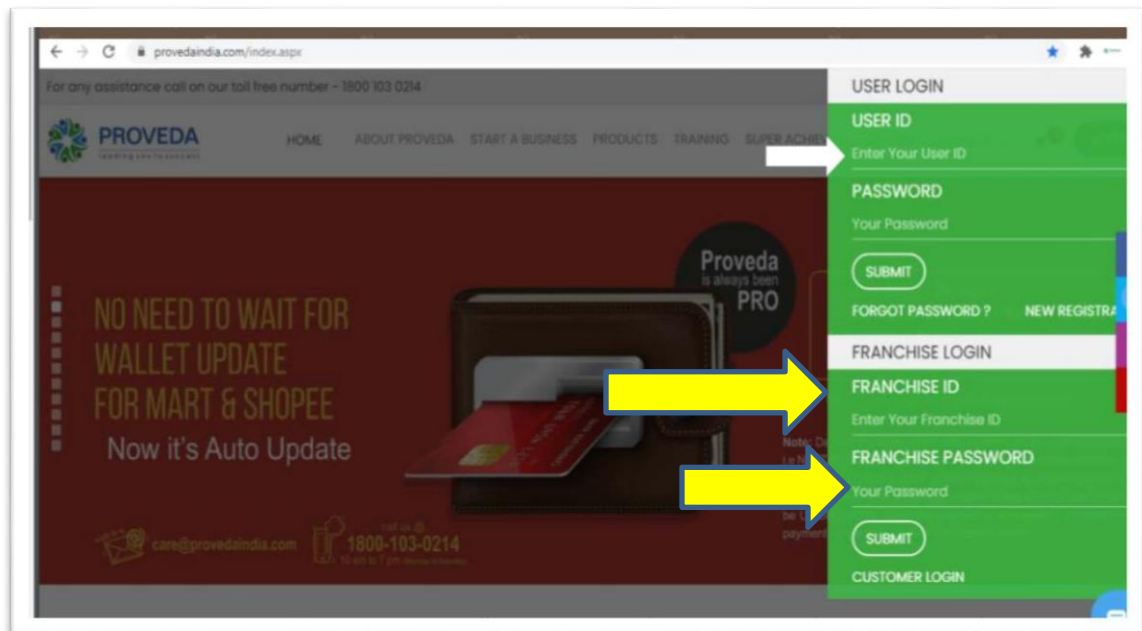
- Billing
- Communicate the customer for make his bill.
- Prepare billing records in Google sheet.
- Pack the courier.
- Prepare courier data in Google sheet
- Update the sales record.
- Prepare day to day meeting posters.
- Organize workshop about the Porveda's plan.
- Oder the product which is not available in office.
- Check the day to day product list.

Software use during internship:-

- Google sheet
- Proveda Website.

5.3) how to make the bill

- When the customer came in the office and if he purchases some product then I have to make a bill.
- The bill is prepare on the website :-
<https://provedaindia.com/RegFranchise.aspx>
- then enter company's id and password



- After that the OTP page will be open and that OTP is comes In registration mobile no.

PROVEDA
leading you to success

OTP Validation

Enter OTP:

CONFIRM OTP

SEND OTP

- After the correct OTP write then there will be show the bill format. Then go to the sale option.

PROVEDA
leading you to success

Dashboard

5737 PRAMOD PADWAL

Total Sale Amount 526123.00	Total Sale BV 267893.39	Total Product Qty. Sale 2647	Total Purchase 1528808.00
Total Working Wallet 94779.00	Total Gift Wallet 13227.77	Total Wallet Balance 108006.77	Total Working Credited 1622948.00
Today Sale Amount 48.00	Today Sale BV 13.00	Pending Purchase Accept 0	Pending Distributor Order 1

Pending Franchise Order

Monthly sale

600000
550000
500000
450000
400000

- If the customer want to make the bill then select distributor sale option.

The screenshot shows the PROVEDA dashboard with the following metrics:

- Total Sale Amount: 526123.00
- Total Sale BV: 267893.39
- Total Product Qty. Sale: 2647
- Total Purchase: 1528808.00
- Total Working Wallet: 94779.00
- Total Gift Wallet: 13227.77
- Total Wallet Balance: 108006.77
- Total Working Credited: 1622948.00
- Today Sale Amount: 48.00
- Today Sale BV: 13.00
- Pending Purchase Accept: 0
- Pending Distributor Order: 1
- Pending Franchise Order: 1

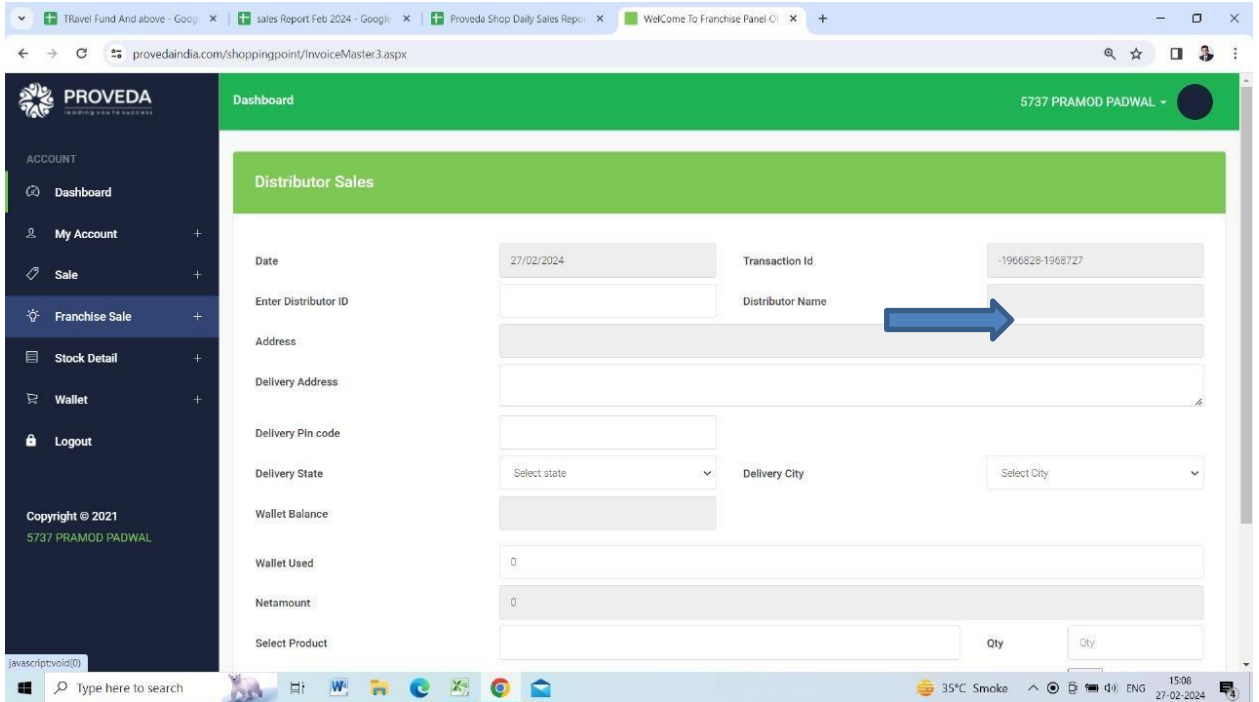
A blue arrow points to the 'Sale' menu item in the left sidebar.

➤ Then select the distributor id

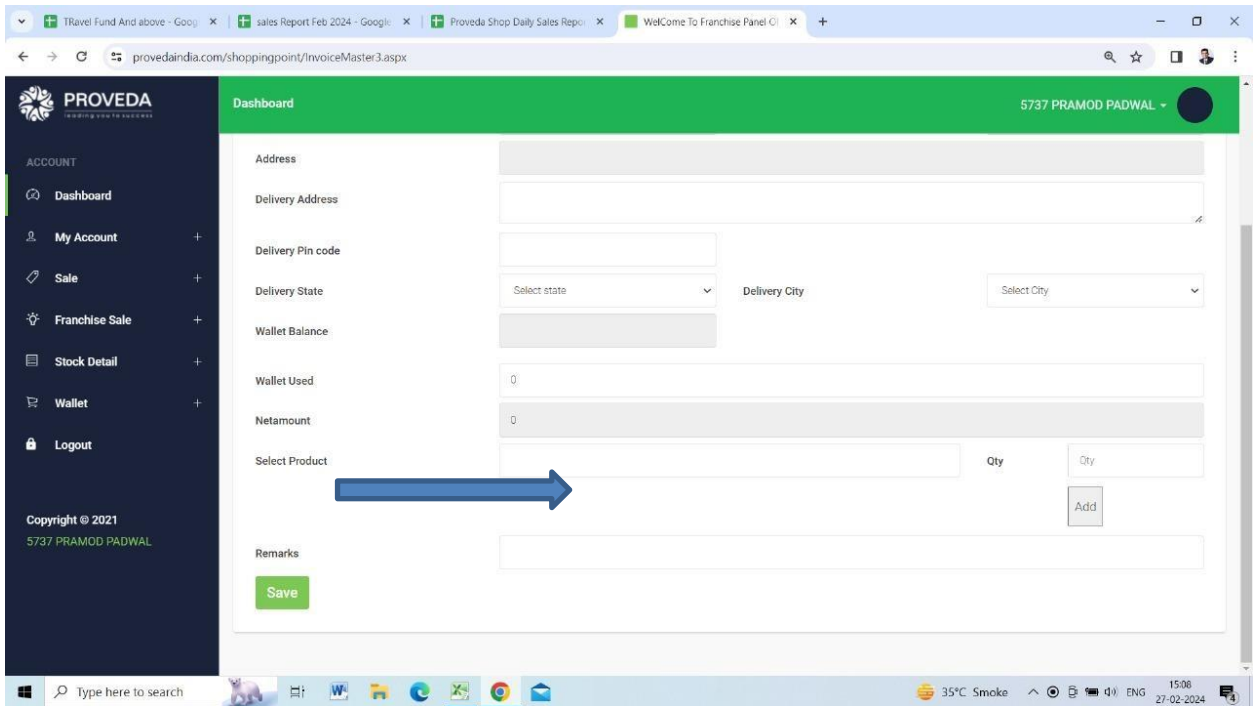
The screenshot shows the 'Distributor Sales' form with the following fields:

- Date: 27/02/2024
- Transaction Id: -1966828-1968727
- Enter Distributor ID: (highlighted with a blue arrow)
- Distributor Name:
- Address:
- Delivery Address:
- Delivery Pin code:
- Delivery State:
- Delivery City:
- Wallet Balance:
- Wallet Used:
- Netamount:
- Select Product:
- Qty:

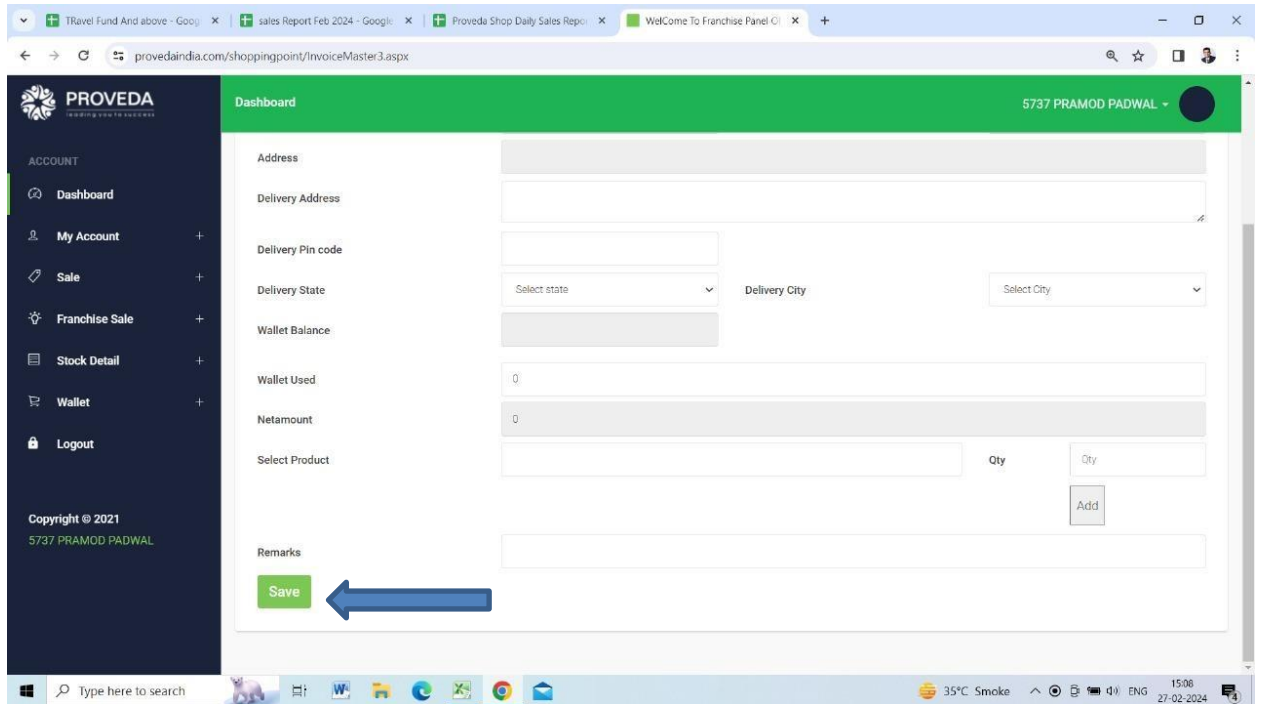
➤ Then confirm the name of the distributor



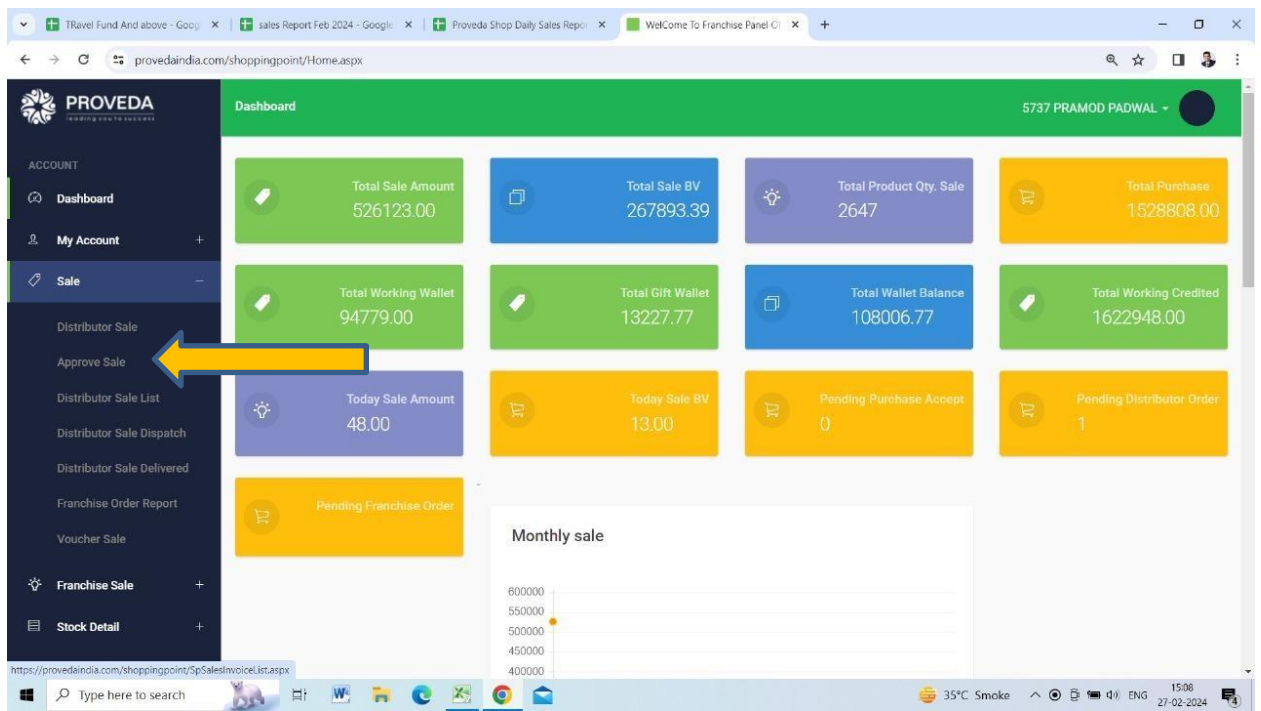
- Then ask the customer which product they want to purchase. And put the name on this place.



➤ After the select all the product what they want then click on save button.



➤ After that go to the approval sales.



➤ Approve the bill after the payment.

Dashboard 5737 PRAMOD PADWAL

Approve Distributors Order

Enter Distributor ID: From: To:

Show

Gross Amount	Wallet Used	Shipping charge	Net Amount	Mode	BV/PV Sale	Sale	OnlinePaymentID	Onlineorder_id	Shipping pincode	Shipping State	Shipping City	Remark	Bill No
1050.00	0.00	0.00	1050.00	: Cash	613.00	Repurchase Sale			410206	MAHARA		<input type="checkbox"/>	Print Orde

Total Distributors : 1

Send for Validation Export To Excel Reject Sale

➤ After the payment go to the sale distributor list.

Dashboard 5737 PRAMOD PADWAL

ACCOUNT

- Dashboard
- My Account
- Sale
 - Distributor Sale
 - Approve Sale
 - Distributor Sale List
 - Distributor Sale Dispatch
 - Distributor Sale Delivered
 - Franchise Order Report
 - Voucher Sale
- Franchise Sale
- Stock Detail

Total Sale Amount: 526123.00

Total Sale BV: 267893.39

Total Product Qty. Sale: 2647

Total Purchase: 1528808.00

Total Working Wallet: 94779.00

Total Gift Wallet: 13227.77

Total Wallet Balance: 108006.77

Total Working Credited: 1622948.00

Today Sale Amount: 48.00

Today Sale BV: 13.00

Pending Purchase Accept: 0

Pending Distributor Order: 1

Pending Franchise Order

Monthly sale

- Put the date from the bill which I want to till the current day.


The screenshot shows the 'Distributor Sales Invoice List' interface. The 'From' and 'To' date fields are highlighted with blue arrows, indicating the selection of a date range. The 'Form Franchise' dropdown is set to '5737 PRAMOD PADWAL [FRANCHISE]' and 'To Select Bill' is set to 'All'. A 'Show' button is visible below the form fields.

- And scroll on right side and click on bill no.

The screenshot shows the 'Distributor Sales Invoice List' table. The 'Bill No' column is highlighted with a blue arrow, indicating the selection of a specific bill number. The table displays the following data:

SNo.	Bill No	LOG No	Date	Total Amount	CGST Amount	SGST Amount	IGST Amount	Gross Amount	Wallet Used	shipping charge	Net Amount	BV/PV	Total SRP	Total Weight	Distributor ID	Dist Nan
1	5737-2023/24-397		27/02/2024	20.46	0.00	0.00	0.00	22.00	2576.00	0.00	0.00	0.00	0.00	0.00	PV19323635	SINC
2	5737-2023/24-398		27/02/2024	48.00	0.00	0.00	0.00	48.00	0.00	0.00	48.00	13.00	0.00	0.00	PV19323635	SINC
	5737-2023/24-399		27/02/2024	2.82	0.00	0.00	0.00	3.00	1339.00	0.00	0.00	0.00	0.00	0.00	PV16227933	JAYI MAF
			Total	71.28	0.00	0.00	0.00	73.00	3915.00	0.00	48.00	13.00	0.00	0.00		

After that the print of bill will be taken. The format is bill such as:-

		5737 PRAMOD PADWAL PROVEDA INDIA PVT LTD, NEW SAMRAT CHS, 1 ST FLOOR SEC 3, OPP AIROLI RLY STATION, NR LIFELINE HOSPITAL Phone No. :8169100244 GST No. :12345 12345 PAN No. : AOPPP1623P			Original/Duplicate/Triplicate				
Bill									
Buyer : ID. :PV12379052 KIRAN ANIL BORKAR At post Ghoti Nashik Delivery Address At post Ghoti Nashik Select City ,MAHARASHTRA PIN No. :422402 Phone No. :7887381877 PAN No. : Gst No. -				Invoice No. : 5737-2023/24-351 Dated : 26/02/2024 Order Id : Terms Of Delivery : Cash Gr. No. : Gr. Date : Transport :					
S No.	Product Code	Description Of Goods	HSN/SAC	Quantity	DP	Rate	Amount	Total BV/PV	Amount
1	HC/086	NUT ORGANIC D TOX TABLETS 60 TABS	09022090	2	600.00	600.00	1200.00	720.00	1200.00
2	PC/063	CC CREAM 50 GM	33049910	3	249.00	249.00	747.00	372.00	747.00
3	HC/001	PRO JOINTS PAIN RELIEVER OIL 100 ML	30049011	2	399.00	399.00	798.00	362.00	798.00
4	SC/038	RED ONION BLACK SEED HAIR OIL 200ML	33059019	1	280.00	280.00	280.00	123.00	280.00
5	HC/037	WOMEN CARE SYRUP 200ML	30049011	3	180.00	180.00	540.00	240.00	540.00
6	HC/016	PANCH TULSI DROP 20ML	30049011	2	175.00	175.00	350.00	200.00	350.00
7	HC/050	PROKIDS PROTEIN POWDER 200GM	21061000	1	480.00	480.00	480.00	240.00	480.00
8	SC/093	ORGANIC INSTANT FAIRNESS CREAM 60GM	33049910	1	180.00	180.00	180.00	79.00	180.00
9	HC/076	BLOOD PURIFIER 200ML	30049011	2	160.00	160.00	320.00	144.00	320.00
10	SPF/124	TOILET CLEANER 500 ML	34022090	1	95.00	95.00	95.00	27.00	95.00
11	PM/016	* PROVEDA PRODUCTS CATALOG 1 PC	48201010	2	100.00	100.00	200.00	0.02	200.00
Total				20			5190.00	2507.02	5190.00
							Wallet Used : 0.00 Shipping Charge : 0.00 Shipping Gst[SAC 9968](0.00) : 0.00 Total : 5190.00		
Tax summary : Total Weight : 0.00 Total SRP : 49.00 Amount Chargeable (In Words) Rupees Five Thousand One Hundreds Ninety Only							E & O.E.		
Buyer's GSTNo : Declaration We Declare that invoice show the actual price of the goods SUBJECT TO THANE JURISDICTION This is computer generated Invoice				For 5737 PRAMOD PADWAL _____ Authorised signatory					

- After taking a print of bill then the entry will record in google sheet also, for the safety or to maintain the record.
- The data is taking from sales distributed list.
- After the scroll on downside then there are option of export to excel

The screenshot shows the PROVEDA web application interface. The dashboard is titled 'Distributor Sales Invoice List' and is for user '5737 PRAMOD PADWAL'. It features a sidebar with navigation options and a main table of sales invoices. A blue arrow points to the 'Export To Excel' button at the bottom of the table.

SNo.	Bill No	LOG No	Date	Total Amount	CGST Amount	SGST Amount	IGST Amount	Gross Amount	Wallet Used	shipping charge	Net Amount	BV/PV	Total SRP	Total Weight	Distributor ID	Dist Nan
1	5737-2023/24-397		27/02/2024	20.46	0.00	0.00	0.00	22.00	2576.00	0.00	0.00	0.00	0.00	0.00	PV19323635	SINC
2	5737-2023/24-398		27/02/2024	48.00	0.00	0.00	0.00	48.00	0.00	0.00	48.00	13.00	0.00	0.00	PV19323635	SINC
3	5737-2023/24-399		27/02/2024	2.82	0.00	0.00	0.00	3.00	1339.00	0.00	0.00	0.00	0.00	0.00	PV16227933	JAYI MAH
Total				71.28	0.00	0.00	0.00	73.00	3915.00	0.00	48.00	13.00	0.00	0.00		

- Then this will copy on Google sheet to maintain the record.
- In that google sheet the data is recorded like, date of bill, invoice no./ bill no., name of the customer, amount of bill, leader name, mode of the payment, and who will collect the product, etc.
For eg.,

Browser tabs: (2) WhatsApp, provedaindia.com/shoppingpo, sales record of feb 2023 - Google Sheets

Address bar: docs.google.com/spreadsheets/d/1Lv6d08MYDmmn8HxoMvKMB2D9X-3DFYpg5CHiDXMaVw/edit#gid=0

File Name: sales record of feb 2023

Menu: File Edit View Insert Format Data Tools Extensions Help

Toolbar: 100%, \$ % .0_ .00 123, Default..., 10, B, I, A, [Icons]

	A	B	C	D	E	F	G	H	I	J	K
1											
2	BILL NO.	DATE OF THE BILL	NAME OF THE CUSTOMER	LEADER NAME	AMOUNT OF THE BILL	MODE OF THE PAYME	PRODUCT COLLECT				
3	1132/201/001	25/02/2024	JAYESH MAHALE	KOKILA MAAM	1250/-	UPI FUND	PRODUCT COLLECT BY SELF				
4	1132/201/001	25/02/2024	SUVRNA CHAVAN	SANAY JADHAV	500/-	CASH	COURIER				
5	1132/201/001	25/02/2024	SAYLI DESHMUKH	AMOL PAGARE	3015/-	G-PAY TO MAM	PENDING				
6	1132/201/001	25/02/2024	SANGITA MAHAL	ADITYA	9523/-	CASH					
7	1132/201/001	26/02/2024	ATUL DESPANDE								
8	1132/201/001	26/02/2024									
9	1132/201/001	26/02/2024									
10	1132/201/001	26/02/2024									
11	1132/201/001	26/02/2024									
12	1132/201/001	26/02/2024									
13											
14											
15											
16											
17											
18											

Taskbar: Type here to search, This PC, sales record of feb..., renuka gopale blan..., Information, 12:42 PM 2/27/2024

Chapter 6

Learning, conclusion and suggestions

Behavioral learning from the organization

➤ **Communication:-**

Good communication consist of many other different sub-skill, from suitable pattern of body language and eye contact with the ability to write clear and reports. Accurate listening and the ability to follow instruction are especially important but are often ignored or taken for granted. Many people simply do not pay close attention to what others say or write and do not ask follow-up questions to check their understanding. As a result, individual act on their own inaccurate assumptions and create inefficiency and frustrations at work. Communication training will help them overcome.

➤ **Goals setting and planning:-**

Anybody can wish for something to happen, but to accomplish anything one must plan which surprisingly few people know how to do. Panning requires setting concrete goals, identifying workable action steps, and making a commitment to see the plan through. Even the setting primary goal can be difficult when multiple issue are competing for attention. Effective planning requires arraning problem by importance and delegation. It is impossible to do everything at once, but if one focuses on the most important taska and ask for help, they can accomplish a lot.

➤ **Self- Improvement:-**

Life in the workplace should not enforce stagnation; there should be a constant need or desire for improvement. Satisfaction leads to a perception of repetition, which is the essential of a job perceived as unchanging. Employee should improve to avoid both the frustration of inexperience and contentment with their work. People always have to room to grow and advance behavior skills are always welcomed at the upper end, one can give your workers the tools and mindset to aim for improvement by observing their behavior, work habits, and production. Self-improvement training will

help provide feedback and criticism that they can use to benefit their next assignment. An essential part of promoting improvement is to communicate to the employees that failure.

5 best practices observed in the organization

- There is no racism on the basis of any caste, creed, color or gender. Everyone is treated same thus making it easy to co-ordinate with each other and to share views and ideas with each other. The mentors as well as the colleagues are always ready to sort out any problems that the interns could not resolve on their own.
- Everyone is disciplined and dedicated towards their job, thus provide motivation to do our jobs perfectly and to learn and grab as much as we can. The perfected competitive environment always motivates us to excel in our job responsibility and to perform better than we are performing.
- The working environment is lenient in the organization. Neither they nor the proprietor force them to work for extra time. All the work/ targets are completed by the employee in the provided time frame.
- The employees are always energetic and ready to do work; they don't waste their time. They always strive for excellence with effectiveness and efficiency in their work. Even if the proprietor is not at the office they don't skip work hours.
- The proprietor is really good at customer handling, he is always too humble towards the clients even though if the clients are in bad mood or tempered, he never loses his temper and handles them greet fully. He never abuses his employees even if they make silly mistakes, and corrects their mistakes by smiling and sarcastically commenting on it so the employees don't feel down and eventually improve themselves.

Suggestion and recommendation

Though the organization is really good everything and everything is well maintained and managed. But still there are some chances of improvement whether it is a human being or any organization till there are improvements and chances to develop and grow; the organization must improve itself at its best. In my opinion some of the suggestion/ recommendation are: they have good opportunity to introduce the ISO standard training program which no other firms is giving to customer

- ✓ Try to adapt new technologies that their competitors are not using.
- ✓ Make a network that allows its customers to negotiate with them easily.
- ✓ In comparison with their competitors, PROVEDA INDIAN PVT. LTD. Has an edge in making an accurate and error free report.
- ✓ The local economy continues to be strong and we believed our typically clients will continue to flourish.
- ✓ The company has mostly professional educated human resources, which are the biggest threat for their competitors.
- ✓ PROVEDA INDIAN PVT. LTD., strongly needs to improve its network firms so as to be counted among one of the extensively know firms in The partner needs to make the best use of their goodwill to bring more clientage and reputation to firm.

Limitation

- ✓ Less number of staff members.
- ✓ Developments in technology are changing this market PROVEDA INDIAN PVT LTD. Needs to adopt new technology and adapt to the changed market realities.
- ✓ Changes in government policies and procedures may act as threat for company.
- ✓ A small change in focus of large competitor might wipe out any market position achieved.
- ✓ PROVEDA INDIAN PVT. LTD. has many competitors. Under certain circumstances stiff competition can threaten the margins and hence the survival of the firm.

Conclusion

- ✓ PROVEDA INDIAN PVT. LTD. is overall one of the profit making and reputed firm. The organization since its very first day is devoted to providing quality services. The detailed and through review of work clients' trust shows the perfection with which it is working.

CHAPTER 7
BIBLIOGRAPHY

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