

## **JNAN VIKAS MANDAL'S**

Mohanlal Raichand Mehta College of Commerce

Diwali Maa College of Science

Amritlal Raichand Mehta College of Arts

Dr. R.T. Doshi College of Computer Science

NAAC Re-Accredited Grade 'A+' (CGPA : 3.31) (3rd Cycle)

## **Internship Report**

**Name of Student: Ashlesha Sharad Kumrotkar**

**Class: M.com Part 1**

**Roll No: 341**

**Residential Address: 203, Dynamic Royale, Sector 5A, Plot 8,  
Karanjade, Panvel-410206**

**Email ID: ashleshaskumrotkar@gmail.com**

**Contact Number: 8446336402/9271106402**

**Aadhar Number: 390757901237**

**PAN Number: DHVPK1981H**

**Name of organization/ Institute: CA B.B.Shetty & CO.**

**Address of Organization/ Institute: F-16, Suryodaya Building, Next  
To Sion Lunch Home, Sion, Mumbai-400022**

Prepared in True Partnership Programme

Participated in Educational, Cultural & Social Programs in School/Institution

Attended workshop on New Education Policy in Mumbai University

# RESUME

Name :- Ashlesha Sharad Kumrotkar  
Contact No :- 8446336402/ 9271106402  
Email :- [ashleshaskumrotkar@gmail.com](mailto:ashleshaskumrotkar@gmail.com)

## CAREER OBJECTIVE

To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation.

## CERTIFICATIONS

- Tally Prime
- Taxation (Included in tally prime)

## TECHNICAL PROFICIENCY

- MS-CIT

## EDUCATIONAL QUALIFICATION

<u>QUALIFICATION</u>	<u>COLLEGE</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE/ GRADES</u>
M.Com	JVM's Mehta College Of Arts, Science And Commerce , Airoli , Navi Mumbai	2023	Pursuing
B.Com	JVM's Mehta College Of Arts, Science And Commerce ,Airoli , Navi Mumbai	2023	A+ Grade
HSC (Science)	K.E.S. V.M. Pliankar Jr.College , Revdanda ,Raigad	2020	59.38%
SSC	S.C.S.N. Vidyalaya, Nandgaon , Murud , Raigad	2018	83.60%

## EXTRA-CURRICULAR ACHIEVEMENTS

- Participated in Tree Plantation Programme.
- Participated in Educational, Cultural & Social Programs in School And College
- Attended workshop on New Education Policy in Mumbai University

## PERSONAL INFORMATION

Date of Birth : 7<sup>th</sup> August, 2002  
Languages Known : English, Hindi, and Marathi  
Hobbies : Listening to music, Surfing on internet.  
Nationality : Indian  
Address : 203, Dynamic Royal, sector 5A, plot 8, karanjade, panvel

## DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

(Ashlesha Sharad Kumrotkar)



# JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce

Diwali Maa College of Science

Amritlal Raichand Mehta College of Arts

Dr. R. T. Doshi College of Computer Science

(Kannada Linguistic Minority)

Plot No.9, Sector 19, Airoli, Navi Mumbai - 400 708.

Affiliated to University of Mumbai

NAAC Reaccredited Grade A+ (CGPA:3.31) (3<sup>rd</sup> Cycle)

91431228

E: jvm\_collegeairoli@yahoo.co.in

Website: www.jnanvikasmandal.com

No.: JVM/ College/ 24-25/5+4. Intern. 37

Date: 7/6/2024

To,  
The Manager  
B.B. Shetty & Company  
F 16, Suryodaya Building  
Sion

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Ashlesha Sharad Kumrotkar is applying for internship in your esteemed organisation as part of curriculum training for completing his/her Masters as per the guidelines of University of Mumbai.

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance in our format. We are providing attendance sheet & Supervisor Evaluation of Intern.

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

Thanking you,

Dr. B. R. Deshpande  
Vc Principal

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by BABU  
BHUJANG  
SHETTY  
Date: 2024.06.11  
19:27:33 +05'30'



**Student Diary:-**

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
First	Bank Statement Entries in Tally	Receipt & Payment Entries in Tally	Bank Statement Related Matters	Bank Statement Reconciliation
Second	Sales Invoices Entries in Tally and Computax Software	Sales Entry And Sales Reconciliation	Sales and Related Tax matters and its impact	Gstr1 Reconciliation
Third	Purchase Invoices Entries in Tally	Purchase Entry And Purchase Reconciliation	Purchase and Related Tax matters and its impact	Gstr2a And Gstr2b Reconciliation
Fourth	TDS Entries in Computax Software	TDS Entries And Returns Proportion	TDS Tax matters as per I.T.Act	TDS Reconciliation
Fifth	Challan Creation on TDS and GST Portal	Challan Creation of TDS and Gstr1 on Monthly basis.	Challan Related Matters	

Signature of Industry Supervisor

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A SHETTY

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by BABU  
BHUJANG  
SHETTY  
Date: 2024.06.11  
19:24:33 +05'30'



Name & Address of Organization

B.B.Shetty And CO.  
F-16,Suryodaya Building,Next To Sion  
Lunch Home ,Sion,Mumbai-400022

Name of the Student	Ashlesha Sharad Kumrotkar
Roll Number	341
Name of Course	MCom-part1 (Advanced Accountancy)
Date of Commencement of Training	01/05/2024
Date of Completion of Training	31/05/2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1			Present	Present	Present	Present
2	Present	Present	Present	Present	Present	Present
3	Present	Present	Present	Present	Present	Present
4	Present	Present	Present	Present	Present	Present
5	Present	Present	Present	Present	Present	Present
6						
7						
8						
9						
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11						
12						

Name and Signature with date of Internship Supervisor

BABU  
BHUJANGA  
SHETTY

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BHUJANGA SHETTY  
Date: 2024.06.11  
19:25:59 +05'30'



## Supervisor Evaluation of Intern

Student Name: Ashlesha Sharad Kumrotkar Date: 01/06/2024  
Work Supervisor: CA B.B.Shetty Title: Partner  
Organization: B.B.Shetty and CO.  
Internship Address: F-16, Suryodaya Building, Next To Sion Lunch Home, Sion, Mumbai-400022  
Dates of Internship: From 01/05/2024 To 31/05/2024

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable Manner			✓	
Cooperates with co-workers and supervisors		✓		
Shows interest in work				✓
Learns quickly			✓	
Shows initiative			✓	
Produces high quality work			✓	
Accepts responsibility			✓	
Accepts criticism			✓	
Demonstrates organizational skills			✓	
Uses technical knowledge and expertise			✓	
Shows good judgment		✓		
Demonstrates creativity/originality			✓	
Analyzes problems effectively		✓		



**B.B SHETTY & CO**  
**CHARTERED ACCOUNTANTS**

Is self-reliant		✓		
Communicates well		✓		
Writes effectively			✓	
Has a professional attitude		✓		
Gives a professional appearance			✓	
Is punctual				✓
Uses time effectively				✓

Overall performance of student intern (circle one):

(Needs improvement / Satisfactory Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_

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HR Manager \_\_\_\_\_

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SHETTY  
Date: 2024.06.11  
19:27:53 +05:30



## Student feedback of internship

Student Name: Ashlesha SharadKumrotkar Date: 10/06/2024

Industrial Supervisor: CA B. B. Shetty Title: Partner

Supervisor Email: ca.bbshetty@gmail.com Internship is: paid

Organization: CA B.B.Shetty & CO.

Internship Address: F-16, Suryodaya Building, Next To Sion Lunch Home, Sion, Mumbai-400022

Faculty Coordinator: CA B.B.Shetty Department: Accounting

Dates of Internship: From 01/05/2024 To 31/05/2024

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

Yes, to a large degree

Yes, to a slight degree

No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field	✓				
Allowed me to apply classroom theory to practice		✓			
Helped me develop my decision-making and problem-solving skills	✓				
Expanded my knowledge about the work world prior to permanent employment	✓				
Helped me develop my written and oral communication skills		✓			

Provided a chance to use leadership skills (influence others, develop ideas with others, stimulated decision-making and action)	✓				
Expanded my sensitivity to the ethical implications of the work involved		✓			
Made it possible for me to be more confident in new situations		✓			
Given me a chance to improve my interpersonal skills	✓				
Helped me learn to handle responsibility and use my time wisely		✓			
Helped me discover new aspects of myself that I didn't know existed before	✓				
Helped me develop new interests and abilities		✓			
Helped me clarify my career goals	✓				
Provided me with contacts which may lead to future employment	✓				
Allowed me to acquire information and/ or use equipment not available at my Institute		✓			

In the Institute internship program, faculty members are expected to be mentors for students.

Do you feel that your faculty coordinator served such a function? Why or why not?

> Yes. Because they teaches us how to work properly.

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately

> my senior guide me to do proper work ,in some cases I did mistakes but my subordinates encourages me and help me to overcome my mistakes .so,Icomplete my goals and tasks

In what areas did you most develop and improve?

> Accounting, Taxation, Technical Knowledge, Management Skills, etc

What has been the most significant accomplishment or satisfying moment of your internship?

> Supervisor and my colleagues were friendly and helpful. They guide me to overcome my problem and Encourage me to achieve my goals.

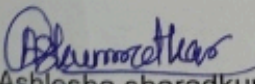
What did you dislike about the internship?

> None.

Considering your overall experience, how would you rate this internship? (Circle one).  
-Satisfactory / Good / Excellent

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

> I would like to continue my internship due to more chances of accounting and finance career

  
Name:-Ashlesha sharadkumrotkar

Roll number :- 341

Date:-13/06/2024