



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: Ashwini Anilkumar Pal

Class: M.Com Part I (Sem 2)

Roll No: 321

**Residential Address: R/N 299, RenukaDevi Chawl, Vishnu Nagar,
Digha, Navi Mumbai - 400708**

Email ID: ashwinipal26012002@gmail.com

Contact Number: 9323448303

Aadhar Number: 3771 2653 8471

PAN Number: GDMPP5469K

Name of organization/ Institute: Shree Sai Enterprises

Address of Organization/ Institute: R.H. No. E-3, Sec-4, Airoli, Navi Mumbai

ASHWINI PAL

R/N- 299, Renuka Devi Chawl,
Vishnu Nagar, Digha
Navi Mumbai 400708

Mobile: +91 9323448303

Email: ashwinipal26012002@gmail.com

CAREER OBJECTIVE

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

Skills

- Thorough knowledge of Accounting.
- MS-CIT, Tally ERP 9 & Prime, Advance Excel.
- Tax experience,
- Strong analytical, problem solving, organizational ability
- Willingness to learn. • Master Data Management & Invoice Processing In SAP Software.

EXPERIENCE

Company Name – SHREE SAI ENTERPRISES

Account Executive | Duration: 1st MAY 2024 to 31st MAY 2024.

Job Responsibilities

- Create & Extend Material Item Master
- Change in Material Item Master & Display Material Item Master
- Vendor Creation & Extension
- Changes in Vendor Data & Display Vendor Master
- Service code creation
- Condition Maintain in TAX Rate
- Create & Add New HSN & SAC Code
- MIS Report prepare & Maintain Data in excel (VLOOKUP, Pivot table)
- Vendor invoice processing in SAP (PO as well as Non-PO)
- Handling invoice exception for PO and Non-PO
- Experience in handling vendor emails and reverting to queries
- Communication with vendor through email to handle disputes (if any)

- Verifying and processing the invoice in sap with using different T-codes.
- Getting vendor invoice booked with accuracy in correct GL, GST and TDS code.
- Communicating regularly with the vendor for resolving their queries and also with internal team to keep them updated about the process related changes.

ACADEMICS

Qualification	School / College	Board / University	Year of Passing	Percentage / CGPA
B. Com	Sheth N.K.T. College of Commerce & Science	Mumbai University	2022	83.33%
HSC	Sheth N.K.T. College of Commerce & Science	Maharashtra State Board	2019	67.36%
S.S.C.	M.G.H.H. School,Airoli	Maharashtra State Board	2017	80%

STRENGTHS

- Punctual and Sincere
- Confident and Eager to learn
- Hard work.

PERSONAL INFORMATION

Date of Birth : 26 Jan, 2002
Gender : Female
Nationality : Indian
Marital Status : Unmarried
Language Known : English, Hindi, Marathi

DECLARATION

I hereby declare that all above information furnished by me is true and correct to the best of my knowledge and belief.

Yours faithfully

Ashwini Pal



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(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) (3rd Cycle)

☎ 8591431228

Email: jvm_collegeairoli@yahoo.co.in

Website: www.jnanvikasmandal.com

Ref. No.: JVM/ College/ 24-25/ 574. / Intern. / 35

Date: 7/6/2024

To,
The Manager
Shree Sai Entreprises

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Ashwini Anilkumar Pal 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
I/c Principal





Shree Sai Enterprises

Facility Services

R.H.No. E-3, Sec-4, Airoli.

Date: 10th June 2024

To,
The Principal
J.V.M. Mehata College of Commerce
Airoli, Sec 19

This is to certify that Ashwini Anilkumar Pal has successfully completed her internship as an Account Executive at Shree Sai Enterprises from 1st May 2024 to 31st May 2024.

During her internship, she demonstrated diligence and a keen willingness to learn. She was responsible for and proficient in the following tasks:

1. Invoice Processing in SAP
2. GST
3. TDS
4. Email & query resolution with clients

We wish her all the best in her future endeavors.

Sincerely,

Shree Sai Enterprises



Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
First	Vendor Creation	Check Vendor Details & Bank Details and create in vendor Master	By Using T- Code :- XK01	
Second	Material Creation & Extension	Check Material Brand Name, Qty, MUM & all and Create in Material Master	By Using T- Code :- MM01	
Second	Tax Rate Maintain	CGST, SGST, IGST & UTGST Maintain with tax rate in Material Master	By Using T- Code :- FV11	
Third	HSN Creation & Update	HSN & SAC Code create in SAP.	By Using T- Code :- J11D	
Third	Invoice Verification & Ledger Check & PO Check	Check all Vendor Details in invoice & all things.	By Using T- Code :- FBL1N & ME23N	
Fourth	PO invoice Processing	Invoice Processed by using Purchase Order of vendor	By Using T- Code :- MIRO	
Fourth	Non – PO Invoice Processing	Invoice Processed without using Purchase Order of vendor	By Using T- Code :- FB60	
Fourth	RCM & FCM Invoice Processing	Reverse Charge Mechanisum & Forward Charge Mechanisum	By Using T- Code :- MIRO	

Signature of Industry Supervisor



Supervisor Evaluation of Intern

Prop.: Sujeet Singh

9320114444 / 9820600963



Shree Sai Enterprises

Facility Services

R.II.No. E-3, Sec-4, Airoli.

Student Name: Ashwini Anilkumar Pal

Date: 10/06/2024

Work-Supervisor: Sujit Singh

Title: -Internship

Internship Address: _E-3, Sec-4, Airoli, Navi Mumbai -400 708

Organization Name- Shree Sai Enterprises

Dates of Internship: From 1st May, 2024 To 31st May, 2024.

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

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				Excellent
Performs in a dependable manner			Good	
Cooperates with co-workers and supervisors			Good	Excellent
Shows interest in work				Excellent
Learns quickly			Good	
Shows initiative			Good	
Produces high quality work			Good	
Accepts responsibility				Excellent
Accepts criticism			Good	
Demonstrates organizational skills				Excellent

Uses technical knowledge and expertise				Excellent
Shows good judgment			Good	
Demonstrates creativity/originality			Good	
Analyzes problems effectively				Excellent
Is self-reliant			Good	
Communicates well				Excellent
Writes effectively			Good	
Has a professional attitude			Good	
Gives a professional appearance				Excellent
Is punctual			Good	
Uses time effectively				Excellent

Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:- During the period with us she was found punctual, hardworking and inquisitive.

Signature of Industry supervisor _____

HR Manager _____



Student Feedback of Internship

Student Name -Ashwini Anilkumar Pal

Date: 10/06/2024

Industrial Supervisor: Sujit Singh

Title: Internship-

Supervisor Email: ssesaienterprises33@gmail.com

Internship is: 10000/-Paid

Organization: Shree Sai Enterprises

Internship Address: E-3, Sector 4, Airoli, Navi Mumbai-400708.

Faculty Coordinator -Sujit Singh

Department: Account & Finance

Dates of Internship: From- 1st May, 2024 To 31st May, 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		Agree			
Allowed me to apply classroom theory to practice		Agree			
Helped me develop my decision-making and problem-solving skills	Strongly Agree				
Expanded my knowledge about the work world prior to permanent employment		Agree			
Helped me develop my written and oral communication skills	Strongly Agree				
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)		Agree			

Expanded my sensitivity to the ethical implications of the work involved				
Made it possible for me to be more confident in situations	Agree			
Given me a chance to improve my interpersonal skills				
Helped me learn to handle responsibility and use time wisely				
Helped me discover aspects of myself that I didn't know existed before		No Opinion		
Helped me develop interests and abilities	Agree			
Helped me clarify my career goals				
Provided me with coffee which may lead to future employment				
Allowed me to acquire information and/ or use equipment not available at my Institute				

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

-Satisfactory/ Good/ Excellent

Answer :- However, the short duration, some repetitive tasks, and limited exposure to strategic planning aspects prevented me from rating it as "Excellent." Despite these minor drawbacks, the internship was a highly beneficial and positive experience overall.

- 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)

Answer :- Implementing these suggestions could significantly enhance the internship experience, providing a more balanced, challenging, and enriching learning environment for interns. This would help them gain a more comprehensive understanding of the account executive role and better prepare them for their future careers.



<Signature of Student>

Name :-Ashwini Anilkumar Pal

Roll No. 321

Date :- 12/06/2024.
