



## **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:** Neha Vinod Gupta

**Class:** M.COM Part 1

**Roll No:** 308

**Residential Address:** Sawarkar Nagar Kankan Chawl Room No.05 Thane (W)-400604

**Email ID:** [official.guptaneha@gmail.com](mailto:official.guptaneha@gmail.com)

**Contact Number:** 8422008770

**Aadhar Number:** 3000 5173 5132

**PAN Number:** DMRPG5603P

**Name of organization/ Institute:** ICMS Complete Solution

**Address of Organization/ Institute:** Rajiv Gandhi Market Gala No.19 near TJSB Bank Khopat  
Thane (W) - 400601



# NEHA GUPTA

Location: Thane  
Contact no: 8422008770

Email : [official.guptaneha@gmail.com](mailto:official.guptaneha@gmail.com)

## Professional Summary

Completed BBI from IMCOST, Mumbai University. Completed Diploma in Accounting and Finance From Jai Laxmi Education Society offered by Tech Mahindra. I am Committed and passionate with a focus on professionalism.

## Educational Background

- Institute of Management Computer Studies [Thane] Bachelor in Banking and Insurance
- Gyanodaya Vidya Mandir Collage [Thane]HSC 2019
- Gyanodaya Vidya Mandir School [Thane]SSC2017

## Core strengths

- Management and coordination skills.
- Active learning.
- Spread sheet proficiency.
- Time management.
- Self-motivated.

## Personal information

- Date of Birth: 20<sup>th</sup> July 2002
- Nationality: Indian
- Marital Status: Single
- Language: English & Hindi

## Certification

- Certificate of Finance and Diploma
- Certificate of Financial Market Skills
- Certificate of Data Analysis [MS - EXCEL]
- Certificate of Financial Accounting & GST

## Key Skill

- Good communication skills (both written and oral communication)
- Basic knowledge of accounts, taxation, and GST.
- Experience in using accounting software like Tally.
- Knowledge in MS Excel, Word, and Power point.



# 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)

☎ 8591431228

Email: [jvm\\_collegeairoli@yahoo.co.in](mailto:jvm_collegeairoli@yahoo.co.in)

Website: [www.jnanvikasmandal.com](http://www.jnanvikasmandal.com)

Ref. No.: JVM/ College/ 24-25/ Stu. Intern. / 51

Date: 10/6/24

To,  
The General Manager (HR)  
ICMS Company  
Thane

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Mr. Neha Vinod Gupta is applying for internship in your esteemed organisation as part of curriculum training for completing is 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



1 1.1 Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks
1	Training period	Heading in office and introducing to everybody my self	Typing speed boosted	Trying to get into Nature of work
2	Training period	Getting information about work	Typing speed improvement	Trying to get into Nature of work
3	Handling office files	Gathering knowledge about type of files	Record maintenance	Knowing about work load of company
4	Learning the acceptance and rejection of Mail	Gathering knowledge about mail related to work	Online record checking and maintaining	Online work presser
5	Maintenances of Account office	Doing accounts of small field work of company	Accounting of real company	Application of accounts knowledge
6	Maintenances of Account office	Doing accounts of field work of company	Accounting of real company	Application of accounts knowledge

*Suri*  
Signature of Industry Supervisor



*Suri*

# ICMS

## COMPLETE SOLUTIONS FOR

INSTALLATION, COMMISSIONING, MAINTENANCE & SERVICE OF AIRCONDITIONING & REFRIGERATION UNITS

<Organization Letter Head>

Name & Address of Organization

ICMS, Rajiv Gandhi Market

---

---

---

Name of the Student	Neha Vinod Gupta
Roll Number	308
Name of Course	M.com Part -1
Date of Commencement of Training	01-05-2024
Date of Completion of Training	31-05-2024

Month and Year: May 2024

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Off	P	P	P	P	P
2	P	P	P	P	P	P
3	P	P	P	P	P	P
4	P	P	P	P	P	P
5	P	P	P	P	P	P
6						
7						
8						
9						
10						
11						
12						

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature with date of Internship Supervisor

SanJeev Vernekar

