



## **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: BHAVIKA NIVRUTTI MADHAVI**

**Class: M.COM PART 1**

**Roll No: 316**

**Residential Address: MANOGAT HOUSE NEAR MARATHI SCHOOL,  
AIROLI GOAN, NAVI MUMBAI, MAHARASHTRA, 400608**

**Email ID: bhavikamadhavi1027@gmail.com**

**Contact Number: 9326124377**

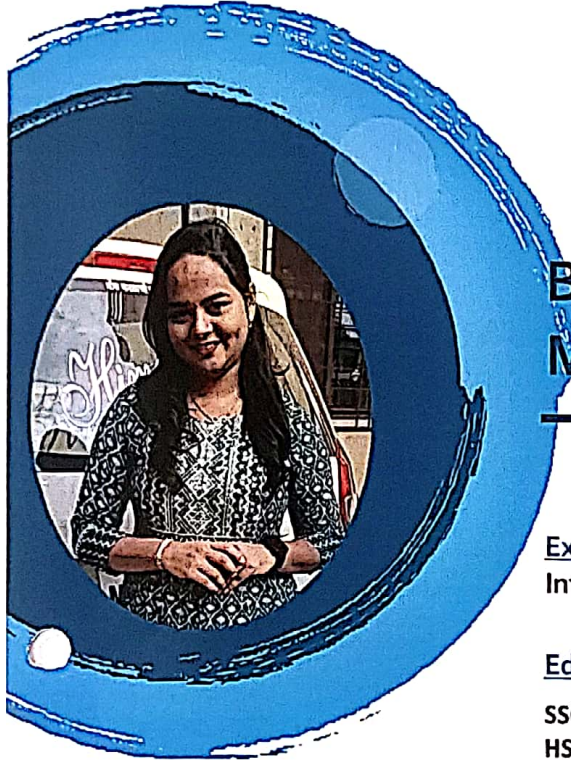
**Aadhar Number: 4995 6866 9249**

**PAN Number: GTAPM0527B**

**Name of organization/ Institute: CA JAGRUTI LOKE & CO**

**Address of Organization/ Institute: B/302, BAL GANESH TOWER,  
DADA PATIL WADI, NEAR RAILWAY STATION, THANE (W) 400602**





# Bhavika Madhavi

## Experience

Internship under CA JAGRUTI LOKE AND CO

## Education

SSC – S.R.V, Airoli, - 2017-18

HSC – S.D.V. Jr College of Commerce, Airoli, – 2019-20

B.Com – J.V.M. Degree College, Airoli – 2020-2023

Pursuing M.COM

MS-Cit – 2022

## Career Objective

A self-motivated and result oriented B. Com graduate with good knowledge in computers seeking an opportunity in the field of financial accounting and taxation.

## Key Skills

- Excellent knowledge of accounting-related concepts.
- Knowledge in preparing accounting-related documents like invoices, bills, purchases, accounts payable and accounts receivable, etc.
- Knowledge in Tally and MS Excel.
- Ability to prepare journals and vouchers.
- Good communication skills to coordinate with vendors.

## Personal Details

Date of Birth – 25.03.2003

Gender - Female

Marital Status - Unmarried

Father's Name – Nivrutti Madhavi

Languages Known – English, Marathi, Hindi

Hobbies – Dancing



Manogat House, Near  
Marathi School, Airoli  
Gaon, Airoli,  
Navi Mumbai – 400708



9326124377



Bhavikamadhavi1027@g  
mail.com





# 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/ 40

Date: 7/6/2024

☞

To,  
CA Jagruti Loka & Co  
B/302, Bal Ganesh Tower,  
Dada Patil wadi,  
Nr. Railway station  
Thane (W)

*Loka*

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Bhavika N Madhavi 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

*Jloke*  
*Received*  
*13.06.24*





**JAGRUTI C. LOKE & CO.**  
CHARTERED ACCOUNTANTS

**Student Diary on Weekly Basis.**

Week	Task Assigned	Activity Performed	Key Learning	Additional Remark
1 <sup>st</sup> week	Introduction to Tally and GST.	1) Introduction to GST  2) Practice session on Tally data entry with GST transaction.	Understanding the fundamentals of GST, including different types (CGST, SGST, IGST).	
2 <sup>nd</sup> week	Data Entry	1) data entry of sales invoice in tally.	Understanding the importance of accurate data entry in accounting processes.	
3 <sup>rd</sup> week	Data Entry	1) data entry of purchase invoice in tally.	Understanding the importance of accurate data entry in accounting processes.	
4 <sup>th</sup> week	Bank Entry	1) Introduction to bank statement  2) Training on importing bank statements into tally.	Skills in importing and managing bank statements into tally.	



Signature of Industry Supervisor



**JAGRUTI C. LOKE & CO.**  
CHARTERED ACCOUNTANTS

Name & Address of the organization

CA Jagruti C. Loke & Co.  
B/302, Bal Ganesh Tower, Dada Patil Wadi,  
Near Railway Station, Thane (W) 400602

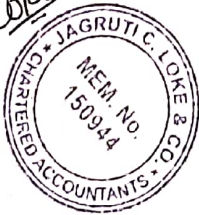
Name of the Student	BHAVIKA NIVRUTTI MADHAVI
Roll Number	316
Name of course	M.COM PART 1
Date of commencement of training	01 <sup>ST</sup> MAY 2024
Date Of Completion of Training	31 <sup>ST</sup> MAY 2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	P	P	P	P	P	P
2	P	P	P	P	P	P
3	P	P	P	A	P	P
4	P	A	P	P	P	P
5						

- 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:

*J. Loke*  
  
14.6.2024



# JAGRUTI C. LOKE & CO.

CHARTERED ACCOUNTANTS

Student Name: BHAVIKA NIVRUTTI MADHAVI

Date: 08/06/2024

Work Supervisor: Jagruti Loke

Title:

Organization: CA JAGRUTI C. LOKE & CO.

Internship Address: B/302, Bal Ganesh Tower, Dada Patil Wadi, Near Railway Station, Thane (W) 400602.

Dates of Internship Form: 1<sup>ST</sup> MAY 2024

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

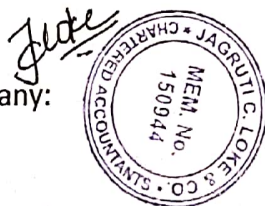
Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors			✓	
Performs in a dependable manner		✓		
Cooperates with co-workers and supervisors			✓	
Shows interests in Work		✓		
Learns quickly		✓		
Shows initiative		✓		
Produces high Quality work	✓			
Accepts Responsibility		✓		
Accepts criticism			✓	
Demonstrates organizational skills		✓		

Uses technical Knowledge and Expertise		✓		
Shows good Judgment		✓		
Demonstrates creativity/originality		✓		
Analyzes problems Effectively		✓		
Is self-reliant		✓		
Communication Well		✓		
Writes effectively	✓			
Has a professional Attitude	✓			
Gives a professional Appearance	✓			
Is punctual		✓		
Uses time Effectively		✓		

Overall performance of student intern (circle one)

(Need improvement / Satisfactory / Good / Excellent)

Additional comments, if any:



Signature of industry supervisor

HR Manager

## Student Feedback of Internship

Student Name: BHAVIKA NIVRUTTI MADHAVI

Date: 7<sup>TH</sup> JUNE 2024

Organization Email: cajagrutiloke@gmail.com

Internship is: Paid

Organization: CA JAGRUTI LOKE & CO

Internship Address: B/302, BAL GANESH TOWER, DADA PATIL WADI, NEAR RAILWAY STATION, THANE (W) 400602

Faculty Coordinator: MRUNMAYI PAWAR

Department: CHARTERED ACCOUNTANT

Dates of Internship: From 1<sup>ST</sup> MAY 2024 To 31<sup>ST</sup> 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		✓			
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, stimulate 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?

ANS :- It's essential for faculty coordinators in internship programs to serve as mentors for students. If you're questioning whether your coordinator fulfilled this role, consider aspects like guidance, support, and feedback provided during your internship.

- 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?

Ans :- To improve my performance and learn new skills. Some goals might not be accomplished adequately due to limitations in data availability, complexity of tasks, or the evolving nature of language and technology.

- In what areas did you most develop and improve?

Ans :- Helped me learn to handle responsibility and use my time wisely

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

Ans :- Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action).

- What did you dislike about the internship?

Ans:- I like everything about internship there is no dislike.

- Considering your overall experience, how would you rate this internship?

✓

-Satisfactory/ Good/ Excellent



<Signature of Student>

BHAVIKA NIVRUTTI MADHAVI

Roll No :- 316