

Internship Report
on
Finance and Accounting Activities at The Powertrac Group



submitted to

Islamic University of Technology

in partial fulfillment of the requirements for the degree of

BBA in Business and Technology Management (BTM)

Submitted by:

I understand that my final report will become part of the permanent collection of the Islamic University of Technology BBA in Business and Technology Management Program. My signature below authorizes release of my final report to any reader upon request.

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Figure 1: Logo of Powertrac

This internship report is submitted to the Department of Business and Technology Management (BTM) at the Islamic University of Technology (IUT) for the course BTM 4800.

Letter of Transmittal

May 18, 2023

S.M. Rakibul Anwar
Assistant Professor
Department of Business and Technology Management
Islamic University of Technology

Subject: Submission of Internship Report.

Honored Sir,

I have the privilege of submitting my internship report for your consideration. "Internship Report on Finance and Accounting Activities at The Powertrac Group" is the name of my report. Working directly under your direction was a major accomplishment for me.

This report largely focuses on my daily work and activities as an intern at the Powertrac Group's Finance and Accounting Department. The report also thoroughly examines my duties, giving a general picture of how the department in question operates. This three-month program was packed with experiences and learning opportunities that will serve as stepping stones in the working world. Working there and writing this report under your direction was a wonderful experience. I will be ready for any clarification if necessary.

I would appreciate it if you would accept my report and provide me with any professional advice or criticism you may have. If you find this report beneficial or interesting in any manner, it will be a big success for me. Please let me know if you have any comments on this report in the future.

Kind regards,

Intesar Hasan Nahin

Intesar Hasan Nahin

ID: 180061128

Department of Business and Technology Management
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Declaration

I, Intesar Hasan Nahin, a student in the Business and Technology Management (BTM) department at the Islamic University of Technology, hereby certify that the report titled "Internship Report on Finance and Accounting Activities at The Powertrac Group" is a unique work of literature that I, under the guidance of S.M. Rakibul Anwar, Assistant Professor of the Department of Business and Technology Management, Islamic University of Technology, have written. I have intentionally violated no copyright. To the best of my knowledge, the art is genuine.

I additionally affirm that this report complies entirely with all the Islamic University of Technology norms and regulations regarding plagiarism and collusion and that it was not submitted to any other institution (school, college, or university) for any academic qualification.

Kind regards,

Intesar Hasan Nahin

Intesar Hasan Nahin

ID: 180061128

Department of Business and Technology Management
Islamic University of Technology

Supervisor Certificate of Acceptance

Intesar Hasan Nahin, ID: 180061128 has accomplished an internship from **10 January 2023** to **10 April 2023** according to the regulations for internship for the degree program BBA in Technology Management under the Department of Business and Technology Management of Islamic University of Technology.

Supervisor's Full Name & Signature:



S.M. Rakibul Anwar

Assistant Professor

Department of Business and Technology Management

Islamic University of Technology

TO WHOM IT MAY CONCERN

This is to certify that Mr. Intesar Hasan Nahin of Islamic University of Technology has completed his internship with POWERtrac Group from 10 Jan-2023 to 13 April 2023.

During his internship at POWERtrac Group, he worked under Accounts & Finance Department, 43/R/5-A, CNS Tower, West Panthapath, Dhaka-1215.

In his internship period, he was assigned under, Bank Management, Import, Export and other related work.

We wish every success in his future endeavors.

Thanks & Regards,



(Md. Mahbubul Alam)
Asst. General Manager (HR)
POWERtrac Group

Acknowledgement

I would like to begin by thanking Almighty Allah for giving me the stamina and capacity to finish this report on schedule. The BBA in Technology Management degree at the Islamic University of Technology must have an internship component. Writing this report was, therefore, a huge undertaking that needed the help and support of many people, without whom it would not have been feasible to complete.

I would like to express my profound gratitude to the Islamic University of Technology's Department of Business and Technology Management for giving me the information and abilities I needed to obtain my BBA in technology management. In addition, I want to thank Powertrac Group for allowing me to work as an intern in the finance and accounting division, especially my general manager and boss, Biman Barua. The knowledge and abilities I acquired while working at Powertrac Group are priceless.

I would like to extend my sincere gratitude to S.M. Rakibul Anwar, an assistant professor in the Department of Business and technology management at Islamic University, who served as my academic supervisor during my internship. It would not have been able to finish this report without his direction and counsel.

I would like to thank Milton Kar, Mahbub Alam, and Mr. Ibrahim Khalil for their help and support throughout my internship. I was able to overcome a number of obstacles with their advice and encouragement, which improved my internship experience.

Last but not least, I want to thank my family for their unwavering support and inspiration over the course of my internship. I stayed focused and motivated throughout the process because of their encouragement and inspiration.

Overall, I want to highlight how Powertrac Group's open and encouraging culture helped me gain important experience and insight into finance and accounting.

Executive Summary

This paper serves as an overview of my three-month internship with Powertrac Group's Finance and Accounting Division. I began my internship on January 10 and finished it on April 10 of the following year. I was able to improve my professional abilities while also receiving useful experience in the real-world business setting thanks to this opportunity.

My duties and actions throughout the internship are summarized in the report. It emphasizes the routine practices the company's finance and accounting division uses to provide quick and effective business operations. Powertrac Group began its adventure in 1991 and has since made a name for itself as a significant participant in the market.

My main focus throughout my internship was documenting financial and accounting operations, which included constant communication with other staff members. My interpersonal and communication abilities were much enhanced as a result. I gained knowledge of the processes used by a company's finance and accounting division, which is essential to guaranteeing efficient corporate operations.

I appreciate collaborating with a group of knowledgeable experts at Powertrac Group. Thanks to this internship, I was able to show off my abilities, develop them, and obtain experience that would help me achieve my professional goals.

Overall, I feel that the experience has been priceless and that it will help me advance professionally and accomplish my goals.

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CHAPTER 1: INTRODUCTION

1. Introduction

Completing an internship is a critical milestone for students seeking a Business and Technology Management degree, especially those in their final semester. The internship program at Powertrac Group is highly valued in Accounting and Finance, providing a chance to obtain practical experience. For the past three months, I've enjoyed immersing myself in the world of accounting and finance within the dynamic electrical and electronics sector. This excellent hands-on experience has given me a thorough grasp of the complexities and problems of working in this industry. In this report, I will fully describe my internship experience, highlighting the information and abilities I gained while working at Powertrac Group.

For students to graduate and find future work, internships are crucial. They offer a chance to learn more about what it takes to thrive in the professional world and to get useful information about the desired industry. I have had the chance to watch and learn from skilled experts during my internship at Powertrac Group, giving me insight into the special knowledge and routines needed for success in the accounting and financial industries.

The goal of this research, the breadth of work accomplished during my internship, the analysis and evaluation of Powertrac Group's business and financial procedures, and my personal obligations as an intern will all be included in this report. Through this experience, I've had the priceless chance to learn firsthand about the corporate world and acquire useful skills that will lay the groundwork for my future professional development.

This internship will help my classmates by giving them a great opportunity to study practically and be ready for their future jobs. I feel that this internship will be a stepping stone for me to succeed in the corporate world. I'm excited to share my knowledge with others and intend to present a thorough analysis of my experiences throughout the internship time in the report.

1.1 Background of the report

In the Electrical & Electronics industry, Powertrac Group is a reputable business focusing on producing and distributing various goods. Since it has been in business for a while, the company has built a solid reputation for giving its customers high-quality goods and services. As a Business and Technology Management Department student in my last semester, I had to complete a 3-month internship as a requirement for my 9-credit internship course. I got the chance to work with Powertrac Group's Accounting and Finance division during this time.

Thanks to my internship, I learned a lot about how the business's financial operations operate. I had the opportunity to watch and take part in various tasks, including creating financial statements, data analysis, and accounting record maintenance. The opportunity to apply the theory I had learned in class to actual situations made the experience priceless.

Throughout my internship, I worked alongside seasoned experts who gave me priceless mentoring and direction. Although at times difficult, the experience helped me advance my knowledge in my field. It gave me a peek into the real-world uses of accounting and finance, and I think it will help me achieve my long-term professional goals.

This paper seeks to give a summary of my internship experience with Powertrac Group's Accounting and Finance division. It will contain a rundown of my responsibilities, a critique of the company's financial management and processes, and an assessment of the lessons I took from the experience. Overall, I do not doubt that this experience will improve my prospects for a future job and lay a strong basis for my professional growth.

1.2 Origin of the report

The internship program is required for undergrads seeking a degree in Business and Technology Management at the Islamic University of Technology. The main goal of the curriculum is to get the first group of BTM department graduates ready for the corporate world and the labor market. The BTM department wants to expose its students to the real world of work and industry. The internship program is created to allow students to put their understanding of theoretical business principles to use in real-world situations while also gaining significant professional experience. The key problem is learning to use theoretical information in practical contexts and acquiring essential working abilities.

1.3 The primary goal of the internship

These are the primary objectives of the internship program, which I shall describe in this section:

- a) To provide practical experience in a real-world corporate environment
- b) To introduce students to the job market
- c) To connect theoretical knowledge with practical experience
- d) To gather comprehensive information about job descriptions

- e) To fulfill the requirements of the BBA program

This report is the outcome of my three-month internship at Powertrac Group, which was completed as a mandatory part of the curriculum for the Business and Technology Department. It includes details about the company, its products, and the industry in which it operates.

1.4 Objective of the Internship Report

1.4.1 General Objectives:

My three-month internship's goal was to understand how Powertrac Group's accounting and financial department operates and how it pursues its goals. This curriculum essentially functioned as undergraduate students' introduction to the business world. The report helps demonstrate my comprehension of the work accomplished and the experience obtained during the program. It outlines my internship activities. My organizational learning outcomes are determined by comparing my actions and learning.

1.4.2 Specific Objectives:

- i. Outline my responsibilities and tasks during the internship:
- ii. Gather information on the company's performance and position in the local market.
- iii. Learn about the operational procedures of the electrical and electronics industry.

1.5 Methodology Used and Data Source

While writing this internship report, I used both primary and secondary sources for facts and perspectives.

1.5.1 Primary Sources:

The report's description of the information obtained through primary research takes up a significant amount of space. Face-to-face talks with the company's employees and workers provided the majority of the key insights and components highlighted.

Information Sources:

- i. Official representatives of the business.
- ii. The journal and notes I kept throughout my internship.

1.5.2 Secondary Sources:

Although primary research makes up the majority of this report, secondary sources also contributed significantly to the information that was presented. For my report, a number of sources were considered as secondary sources of data.

Main Sources:

- i. Site of the business.
- ii. Search engine Google.
- iii. Articles of research on the financial sector.

1.6 Significance

This paper gives a succinct but comprehensive overview of the Powertrac Group and the manufacture and distribution of electrical and electronic products in which it engages. The report mainly emphasizes the accounting and finance division, where I interned for three months. The practical and analytical operations of the accounting and finance department in the sector will be explained to readers in this report. I was able to put the theoretical information I had learned in my studies to use as an intern in this department, where I got important industrial experience. For BTM students interested in learning more about the advantages of industrial experience in the accounting and finance division of the electrical and electronics industry, this study will be a valuable resource.

1.7 Limitations

Despite a few restrictions, I have tried to maximize this opportunity. Constraints include:

- i. A three-month time limit for a thorough immersion in the business and its activities
- ii. The limited breadth of duties as an intern.
- iii. Limited ability to make a meaningful contribution to the firm.
- iv. Limited access to sensitive or private information that would enable a fuller comprehension of the business and its operations.

CHAPTER 2: COMPANY OVERVIEW

2.1 Introduction to Powertrac:

One of Bangladesh's top producers of electrical power equipment, Powertrac, has been in business successfully for the past 30 years. The firm offers a variety of goods, such as power transformers up to 33 kV 28 MVA, distribution transformers, indoor and outdoor switchgear, busbar trunking systems, power generator sets, and solar equipment such panels, pumps, lights, and fans. For the convenience of the general public, they also promote various items they have imported from China, Japan, Europe, India, and other places.

Powertrac often competes in domestic and foreign bids using their own equipment and equipment acquired from MNCs abroad. Their cutting-edge manufacturing facility is close to Dhaka's bustling city but is in a peaceful neighborhood. The factory is furnished with the most up-to-date amenities, including a 20 MT multi-directional crane, a German-made slitting machine with V-notch and cut-to-length options, and an adjoining test lab with all of its cutting-edge machinery.

With all of these at hand, Powertrac has successfully constructed multiple turn-key indoor and outdoor substations up to commissioning. Powertrac's parent firm, Protec Electronics Ltd, has made a name for itself in the nation and other regions by reaching new engineering heights and succeeding.

In the upcoming years, Powertrac hopes to surpass all other vendors regarding customer preference, never forgetting their duty to serve the country. They have been distributing Automatic Power Factor Improvement (PFI) machinery throughout the nation, staying true to its tagline of "Protect Your Energy" by reducing power factor and reducing energy usage.

2.2 Mission and Vision of Powertrac Group:

Mission: "Our mission is to produce high-quality electrical goods and provide exceptional after-sales service. We are committed to exporting our products to the global market while achieving international recognition as a leading producer and exporter of top-quality electrical goods."

Vision: "We envision a business that goes beyond profitability and prioritizes customer satisfaction, exceptional quality production, and meeting market demands. As a result, we aim

to make a significant contribution to the national economy while maintaining positive shareholder investments."

2.3 Values of Powertrac Group:

When it comes to its customers, workers, partners, and the community at large, Powertrac is a company that always acts with the highest integrity. Because the company has always believed in providing its customers with high-quality goods and services, they have made a name for themselves in the market.

Powertrac is dedicated to giving its clients services and goods that satisfy their needs and make them happy. The company is aware that customers are at the center of all they do and that their satisfaction and encouragement are the true tests of their success.

Another crucial characteristic that Powertrac cherishes is collaboration. According to the brand, everyone should collaborate and contribute to the firm's success. The workers' open and honest communication with one another has made the brand successful.

Powertrac is open to change and thinks that it's something that every company must deal with eventually. The company's staff members are aware of this reality and have chosen to adopt a change-accepting mentality and do their tasks accordingly. Powertrac has had rapid growth throughout the years, and this development is evidence of the company's capacity to evolve over time and adjust to new circumstances.

Furthermore, Powertrac is dedicated to improving society and giving back to the local area. When choosing its business, the company uses ethical, social, environmental, cultural, and economic factors. It also follows sustainable business methods.

In conclusion, Powertrac's key principles of honesty, dedication to its clients, collaboration, acceptance of change, and social responsibility have helped the company build a reputation as a reliable and reputable brand in the market. These principles have been crucial to the brand's development and will continue to direct its future actions.

2.4 Management

2.4.1 Organizational Structure of Powertrac Group:

The Powertrac Group has a hierarchical organizational structure with the following key positions:

1. Chairman & Managing Director: Mr. Utpal Kumar Das
2. General Manager: Biman Barua
3. Chief Financial Officer (CFO): Uttam Kumar Das
4. Head of Human Resources (HR): Mahbub Alam

The company has three divisions: LV, Substation, and Generator & BBT. The group also includes four sister companies under the Powertrac Group's umbrella: Protect Electronics Ltd., PROTEC Power Systems, KNOPROTECT.com, and Ohmistry.com. The functional and operational teams for each division and sister company report to the general manager in charge of the Powertrac Group's overall business operations. While the CFO oversees the business's financial operations, the Chairman & Managing Director makes major decisions for the group and establishes its strategic direction. The administration of the company's human resources, including hiring, team member engagement, and performance management, falls under the purview of the head of HR.

2.4.2 Organizational Divisions of Powertrac Group:

With five commercial and industrial entities functioning under its aegis, mostly in the engineering and power-based job sectors, Powertrac Group is a major conglomerate in Bangladesh. The organization is split up into several departments, each of which is in charge of particular tasks to enable effective and efficient administration of the many business operations. The Powertrac Group's organizational divisions might consist of the following:

1. **Engineering Department:** Engineering project planning, development, execution, and maintenance fall within the purview of this department.
2. **Power Division:** This division produces, distributes, and supplies electricity to different businesses and industrial facilities.

3. **Sales and Marketing Department:** This department is in charge of reaching out to potential clients to promote and sell the company's goods and services and creating marketing plans to increase the clientele.
4. **Research and Development Department:** The department is in charge of investigating cutting-edge developments that may be incorporated into the company's operations to boost productivity and efficiency.
5. **Quality Control Department:** The department ensures that the group's goods and services adhere to the requirements for quality and specifications.
6. **Human Resources Department:** The management of the organization's human resources, including hiring, staff development, training, and retention, falls within the purview of this department.
7. **Finance and Accounting Department:** The management of the group's financial operations, including accounting, budgeting, and financial reporting, is within the purview of this department.
8. **Operations and Production Department:** The day-to-day management of the group's industrial and commercial businesses' production activities falls within the purview of this department.
9. **Information Technology Department:** This department is in charge of overseeing the hardware, software, and network technologies that make up the organization's IT infrastructure.
10. **Procurement and Supply Chain Department:** The management of the group's sourcing, buying, and logistical processes falls within the purview of this department.
11. **Tax Department:** The group's tax compliance and reporting responsibilities are managed by this department.

These departments may include sub-departments and specialized teams to carry out certain duties and roles. To accomplish the general aims and purposes of the group, the Powertrac Group's organizational divisions closely coordinate their efforts.

2.4.3 Organizational Structure

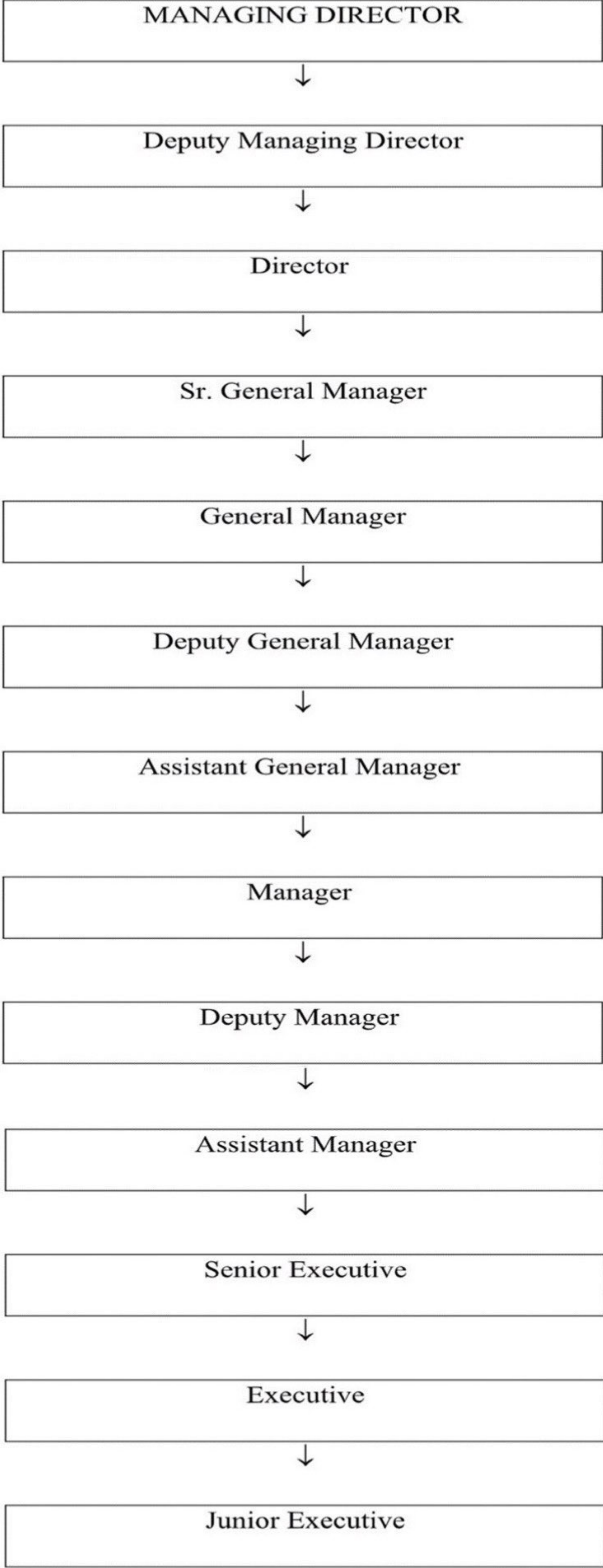


Figure 2: Organizational Structure

2.4.4 Organizational Leadership Style:

Given the size and number of divisions at Powertrac Group, bureaucracy is another word for the company's leadership style. There is a clear line of command inside the company, with several levels of management in charge of setting and implementing policies. Thanks to this hierarchical structure, the organization can concentrate tasks and responsibilities within each department, which guarantees that each team member is aware of and responsible for their function.

Additionally, the leadership style at Powertrac Group emphasizes compartmentalization and specialization, so each team member is expected to become an authority in their respective field. With little overlap or misunderstanding, jobs are accomplished successfully and efficiently because of this specialization. The organization's executives are in charge of keeping tabs on their teams' performance, ensuring that each department is accomplishing its goals, and reporting to higher-ups.

In conclusion, Powertrac Group's bureaucratic management style has contributed to its success and growth throughout the years. It prioritizes hierarchy, specialization, and unambiguous roles and duties, all of which are essential for successfully leading a large organization.

HR Management Practices: For every organization to be successful, its human resources are essential. The HR division of Powertrac Group is in charge of handling all aspects of the organization's HR requirements, such as hiring, rules and procedures, payroll, and team member benefits.

Rules and Policies: Powertrac Group's HR division has set policies and processes to make sure that staff members abide by the organization's rules. These rules describe the organization's code of conduct, performance standards, and work hours for employees. In order to encourage team member motivation and pleasure, the HR department also creates bonuses and incentives for employees. The HR division also has a zero-tolerance policy for harassment and discrimination. Anyone caught breaking this rule will face consequences.

Recruitment Process: Powertrac Group's human resources unit is in charge of hiring new personnel. The department head requests HR when the department needs to make new personnel. When creating a job posting and conducting a job analysis, the HR department collaborates with the department head. The job announcement is then published on a number

of employment websites and social media channels. To check whether there are any potential candidates, the HR staff also tries to spread the news about the job position internally. The HR department plans interviews and notifies candidates of the date and time of the interview after consulting with the relevant department head.

Performance Management: The HR department of Powertrac Group carries out team member performance reviews. Performance reviews may be done yearly or semi-annually, depending on the position and duties of the team member. The team member's work performance and strengths, flaws, and areas for improvement are examined throughout the assessment process. The HR department collaborates with the team member's supervisor to build a development plan to enhance performance based on the performance review.

Training and Development: Powertrac Group's HR division is in charge of giving staff members chances for training and development to advance their abilities. Through the performance evaluation process, the HR division determines training needs, and together with department heads, they create training programs. Workshops, seminars, and on-the-job training are all included in training programs.

At Powertrac Group, the HR division aims to provide an atmosphere conducive to team member growth and development.

2.5 Marketing Practices of Powertrac Group

2.5.1 Marketing Strategies of Powertrac Group:

To advertise its goods and services, Powertrac Group actively participates in several trade fairs and occasions. They put up booths with engaging displays, product demos, and informed staff to attract potential consumers. These occasions allow Powertrac Group to display its most recent goods and innovations while getting input from clients and rival companies.

Additionally, Powertrac Group organizes its own conferences and seminars and invites thought leaders from the industry to speak and share their perspectives with participants. Powertrac Group may use these occasions to develop contacts with future clients and position themselves as an industry thought leaders.

Powertrac Group also uses digital marketing techniques, including social media advertising, email marketing, and search engine optimization (SEO), to direct visitors to their website and produce leads in order to reach a broader audience. In order to inform their audience on market trends and demonstrate their expertise, they provide interesting material such as blog posts, videos, and infographics.

Powertrac Group also works with media and industry influencers to improve the credibility and visibility of their brand. In order to reach their target demographic and increase their consumer base, they partner with influencers and sponsor events.

To reach their target audience, position themselves as thought leaders in the field, and create leads for their goods and services, Powertrac Group combines traditional and digital marketing tactics.

2.5.2 Targeting Strategies of Powertrac Group:

To expand its influence and competitiveness in the market, Powertrac Group has created targeting tactics. The group mainly concentrates on the B2B sector, aiming to work with various businesses and government initiatives. They concentrate on real estate endeavors as well to broaden their scope.

B2B Market: Powertrac Group has created a targeted marketing plan to connect with potential customers because it realizes the B2B market's potential. The company has developed close connections with various businesses and sectors and provides specialized solutions to satisfy its unique demands. The group's sales and marketing staff frequently interacts with important decision-makers in various sectors to comprehend their needs and present suitable solutions.

Government Projects: The Powertrac Group also targets various government projects, which is a major source of income for the company. The organization participates in government bids and project tenders, including infrastructure, energy, and agriculture. Their specialized staff focuses on finding and submitting pertinent bids and ensuring a bid is successful.

Real Estate Projects: Another important area of concentration for the Powertrac Group is the real estate industry. Offering a variety of construction tools and gear for various real estate projects, the organization primarily targets real estate developers and construction firms.

Developers and contractors receive specialized solutions and equipment from the group's sales staff to fulfill their unique project needs.

In conclusion, the Powertrac Group has created focused marketing plans to connect with potential customers in the B2B sector, government initiatives, and real estate projects. By offering tailored solutions to satisfy the individual demands of its clients, the firm has been able to broaden its reach and raise its income thanks to these initiatives.

2.5.3 Marketing Mix of Powertrac Group:

The Powertrac Group is a well-known transformer, switchgear, and lighting producer in Bangladesh. The Substation Division, the Generator and BBT Division, and the LV Division are the three primary divisions of the corporation. The company has created a thorough marketing mix that addresses every facet of the business to suit its target market's demands. The Powertrac Group's marketing mix consists of the following 7Ps:

1. **Product:** Across its three divisions, Powertrac Group offers a wide range of top-notch goods. This category includes equipment like diesel generators, solar panels, pumps, lights, switchgear, transformers, BBT systems, and LV goods. Project engineering services, EPC and OEM service agreements, and A-Category Green consultancy are further services provided by the company.
2. **Price:** The pricing strategy aims to strike a delicate balance between the high caliber of its goods and their accessibility. The firm aims to provide consumers with the best return on their investment by concentrating on the value proposition of its goods. The company also offers lower pricing for large projects and government contracts while upholding its dedication to high-performance standards.
3. **Place:** With an extensive distribution network covering the whole country of Bangladesh, it has made a strong impression in various places, from huge metropolises to little communities. The company's network of sales offices, dealers, and distributors enables it to access its goods and services for clients nationwide easily. Powertrac Group regularly participates in trade exhibitions and other occasions to advertise its goods and services.
4. **Promotion:** The business employs a range of marketing strategies to reach its target audience. This includes placing ads in trade publications, attending trade exhibitions

and events, using social media for marketing, and using email. Additionally, Powertrac Group has a potent sales team that interacts with clients and informs them about the company's products.

5. **People:** The team at Powertrac Group is made up of highly skilled and experienced individuals committed to giving their clients the finest goods and services possible. For the purpose of advancing their skills and knowledge, the company offers its employees opportunities for training and development.
6. **Process:** The business's procedures are set up to guarantee the greatest degree of effectiveness and quality. Regarding project management, service delivery, and manufacturing procedures, Powertrac Group adheres to worldwide standards and best practices.
7. **Physical Evidence:** The physical evidence of Powertrac Group consists of its project sites, service locations, and production facilities. Modern gear and equipment are installed across the company's facilities to guarantee the highest caliber products. Customers can also get a warranty and post-sale assistance from Powertrac Group.

2.6 Financial Performance and Accounting Practices of Powertrac Group

The Powertrac Group uses tally software to handle and record financial and accounting processes. The daily books, cash books, expenditure sheets, credit recovery sheets, accounts receivable sheets, stock sheets, salary sheets, and attendance sheets may all be efficiently recorded with this program. In order to manage its money, the corporation also creates daily, monthly, and annual budgets.

To ensure correct account information, including loan payments, interest, costs, and sales income, the accounting department maintains daily bank statements and keeps track of several bank accounts. The department uses Microsoft Excel to handle these accounts, store and analyze financial data, produce reports, and streamline procedures.

Important papers need the signatures of the CFO, GM, and MD to ensure the financial accounts' accuracy and integrity. The business uses debit, credit, and conveyance vouchers to guarantee accurate recording of all financial transactions.

Employees in the accounting division are also responsible for compiling financial reports and examining financial information. They collaborate closely with the Commercial, Operations, and Management divisions to monitor the business's financial situation and inform management of their findings.

The accounting department manages the payment of expenditures in two ways besides its regular duties. One team member utilizes a cash account, while the other manages costs with checks. Both techniques are documented and tracked separately before being given to the accounting team to be included in the business' regular financial and accounting processes.

Accounting software and tools like Microsoft Excel are used on a regular basis by the company's finance and accounting divisions. The accounting division keeps tight ties with important stakeholders while ensuring efficient and effective administration of the business's finances. They organize a team devoted to attaining the company's objectives and design strategies and standard operating procedures to support those efforts

2.7 Company Analysis of Powertrac Group:

Understanding the dynamics of an industry begins with analyzing the market structure. We can learn more about how market participants behave if alternatives are available, what entrance requirements are, and how powerful suppliers' and buyers' negotiating positions are. We may assess the Powertrac Group's industrial structure by looking at these elements.

2.7.1 Porter's Five Forces Analysis of Powertrac Group:



Figure 3: Porter's five forces

When analyzing the competitiveness of any business environment and projecting a company's profitability, Porter's Five Forces study is a great place to start. I have made an effort to concentrate on the issues affecting Powertrac Group in this research:

1. **Threat of New Entrants:** The threat of new competitors is minimal for Powertrac Group's sector. The business is well-established across a number of Bangladeshi sectors, and its economies of scale make it challenging for new rivals to enter the market. Furthermore, Powertrac Group's solid connections with suppliers and clients deter potential new rivals.
2. **Bargaining Power of Suppliers:** Powertrac Group's suppliers have a considerable amount of negotiating influence. Although the business has established relationships with a number of significant suppliers, because of the variety of its operations, it also depends on a wide range of suppliers from other sectors. To ensure ongoing access to crucial resources, Powertrac Group must maintain strong relationships with a multitude of suppliers, which can decrease any one supplier's negotiating power.

3. **Bargaining Power of Buyers:** Customers for Powertrac Group have a moderate amount of negotiating leverage. Despite having numerous clients in numerous industries, the company's diversification of its activities keeps it from becoming overly dependent on any one client. With Powertrac Group, buyers still have some negotiating leverage, especially in sectors where a number of suppliers provide the same goods or services.
4. **Threat of Substitutes:** Powertrac Group's competitors pose a moderate danger to the company. Although the company works in many different industries, there are frequent substitutes for its goods and services. For instance, customers in the electrical goods industry could purchase comparable goods from other businesses. However, Powertrac Group has a competitive edge in the sector thanks to its well-established reputation and strong ties with suppliers and clients.
5. **Competitive Rivalry:** The industry in which Powertrac Group operates is very competitive. The business competes against well-established local and foreign rivals in a number of Bangladeshi sectors. However, the Powertrac Group is able to effectively compete with other market players thanks to its diverse portfolio and solid reputation. The company's emphasis on high-quality production and post-sale service also provides a distinct value proposition that differentiates it from competitors.

Powertrac Group works in a highly competitive market, according to the conclusions of a complete Porter's Five Forces analysis. The analysis demonstrates the presence of important problems, such as consumers' and suppliers' limited negotiating power and the approaching danger of replacements. Despite these challenges, Powertrac Group retains a competitive advantage owing to its strong market position, excellent reputation, and diversified product portfolio. Powertrac Group may create effective ways to maintain its place in the business by properly knowing these market dynamics.

2.7.2 SWOT Analysis of Powertrac Group:

S STRENGTHS	W WEAKNESSES	O OPPORTUNITIES	T THREATS
<ul style="list-style-type: none"> • Things your company does well • Qualities that separate you from your competitors • Internal resources such as skilled, knowledgeable staff • Tangible assets such as intellectual property, capital, proprietary technologies etc. 	<ul style="list-style-type: none"> • Things your company lacks • Things your competitors do better than you • Resource limitations • Unclear unique selling proposition 	<ul style="list-style-type: none"> • Underserved markets for specific products • Few competitors in your area • Emerging need for your products or services • Press/media coverage of your company 	<ul style="list-style-type: none"> • Emerging competitors • Changing regulatory environment • Negative press/media coverage • Changing customer attitudes toward your company

Figure 4: Swot Analysis

A detailed examination of a company's marketing strategy and product offerings, either holistically or by particular departments, aids in identifying its underlying strengths, weaknesses, opportunities, and threats (SWOT). This analytical framework is useful for boosting decision-making abilities and overall job completion. The Powertrac Group's SWOT analysis is shown here, exposing the internal and external forces that affect its operations. The corporation may make strategic decisions and manage the competitive business landscape by harnessing the information gathered from this investigation.

Strengths:

1. Diversified business: The engineering, power-based work, trade, and manufacturing companies in Powertrac Group's portfolio enable the company to take advantage of opportunities in several industries.

2. High-quality products: The company is renowned for providing its customers with high-quality goods, which has helped to build the group's stellar reputation and client faith.
3. The company's vast distribution network in Bangladesh allows it to reach consumers in outlying locations (powertrac, 2023).
4. Knowledgeable personnel: Powertrac Group is a group of professionals with extensive experience and understanding in their respective industries.

Weaknesses:

1. Limited global presence: Since the group's operations are mostly restricted to Bangladesh, it has fewer possibilities to access other markets and become aware of emerging trends and business prospects.
2. Overdependence on the domestic market: The firm is subject to risks associated with Bangladesh's political and economic climate since Powertrac Group's business is heavily focused on the domestic market.
3. The organization's brand awareness is lacking, which may limit its ability to attract new customers and broaden existing clientele.

Opportunities:

1. Rising energy demand: Bangladesh is a rapidly expanding nation with a growing need for electricity, which gives a chance for Powertrac Group to increase the scope of its power-based services and goods.
2. Emerging markets: According to Powertrac Group, there are several emerging markets in Asia and Africa where it may expand its global reach and tap into untapped markets (Islam, 2021).

Threats:

1. Fierce rivalry: Powertrac Group faces stiff competition from a number of long-standing industry titans in the electrical and power-based industries.
2. Economic instability: Bangladesh's overall political and economic unpredictability may affect the group's business operations.

3. Regulatory modifications: Regulatory or governmental policy changes may impact the group's operations and profitability.

Powertrac Group, in summary, has a broad range of commercial ventures, premium goods, a well-established distribution network, and skilled personnel. The company has to work on its limitations, which include its limited worldwide reach, excessive reliance on the home market, and poor brand awareness. Opportunities for expansion are presented by the increasing need for energy and the development of new markets in Asia and Africa, while competition, financial instability, and regulatory changes provide risks.

2.7.3 PESTLE Analysis of Powertrac Group:

P	E	S	T	L	E
Political	Environmental	Social	Technological	Legal	Environmental
POWERtrac Group operates in a political environment that is stable.	Economic factors such as inflation and interest rates can affect POWERtrac Group's profitability.	POWERtrac Group's products may have an impact on social issues such as environmental sustainability.	POWERtrac Group needs to keep up with the latest technological trends.	POWERtrac Group must comply with all applicable laws and regulations to operate successfully in the country.	POWERtrac Group needs to take measures to reduce its environmental impact and comply with all applicable environmental regulations.

Figure 5: PESTLE Analysis

Bangladesh, a nation with a developing economy and a stable political climate, is where Powertrac Group is based. Several external elements that come under the PESTLE (Political, Economic, Social, Technological, Legal, and Environmental) study impact the company's performance. An understanding of these aspects is essential for Powertrac Group to create successful plans and react to shifting market situations.

Political: Bangladesh's political climate is typically stable, and the administration is pro-foreign investment. However, Powertrac Group's activities may be impacted by governmental laws and rules. The business must keep current on the most recent regulatory developments and adhere to all relevant rules and regulations.

Economic: Powertrac Group can grow its clients thanks to Bangladesh's fast increasing economy and rising middle class. However, economic factors like inflation, interest rates, and currency fluctuations might have an influence on the company's profitability. In order to manage its financial risks, the company must keep an eye on larger economic events.

Social: The cosmopolitan nation of Bangladesh is home to a wide range of cultures and lifestyles. To meet local market demands, Organization must modify its products and marketing strategies. Aside from that, the company's products could have an effect on societal problems like environmental sustainability. The company has to adjust to societal changes as well as changing customer demands.

Technology: As Bangladesh's technology sector grows in size, it is possible that Powertrac Group's products, production processes, and distribution networks would be impacted by technological breakthroughs. Investments in R&D and keeping up with technological breakthroughs are necessary for the company to remain competitive.

Legal: Bangladesh's legal framework protects intellectual property and requires enterprises to adhere to labor and environmental laws. To operate lawfully, Powertrac Group must follow all applicable laws and regulations. A strong legal team is necessary for the organization to handle its compliance risks efficiently.

Environmental: Powertrac Group's activities may be impacted by environmental concerns such as pollution, natural catastrophes, and climate change. The business must take action to lessen its impact on the environment and adhere to all applicable environmental laws. The business may also use its environmental activities as a marketing tactic to attract customers concerned about the environment.

The PESTLE study of Powertrac Group concludes by highlighting the different external variables that might impact the operations and profitability of the business. The firm may

achieve long-term success and growth by being aware of these issues and taking proactive action in the face of shifting market conditions.

CHAPTER 3:

INDUSTRY ANALYSIS

3.1 Industry Size

Powertrac Group works in the manufacture and distribution of electrical and electronic products, a sector that has a substantial impact on Bangladesh's economy. According to a Statista analysis, the industry is anticipated to expand at a CAGR of 6.84% from 2022 to 2025, with a forecasted market volume of US\$1,684m.

The manufacture and distribution of electrical and electronic items, power solutions, and renewable energy solutions are just a few of the many subsectors of the electrical and electronics industry. An expanding middle class, an increase in discretionary money, and a rise in technology use are only a few causes behind the sector's expansion.

A move toward renewable energy and the growing use of smart grid technologies will fuel considerable development in the electrical and electronics industry's power solutions and renewable energy solutions divisions in the coming years. The worldwide power sector earned \$1.3 trillion in sales in 2020, according to research by Parker and Tan (2019), and it is predicted to grow at a CAGR of 5.5% between 2021 and 2028, with revenue anticipated to reach \$2.2 trillion by that time. The Asia-Pacific area is anticipated to be the main driver of this expansion, followed by North America and Europe.

The global manufacturing sector, which had revenues of over \$38 trillion in 2020, is anticipated to grow at a CAGR of 5.2% from 2021 to 2028 and reach \$55 trillion in revenues by then. Asia-Pacific is the largest market for the manufacturing sector, followed by Europe and North America. According to research by PWC (2018), the adoption of automation and digital technology, as well as a trend toward sustainable and eco-friendly manufacturing methods, are expected to boost the expansion of the manufacturing industry.

Thanks to its diverse portfolio of businesses, which includes electrical and electronic products, power solutions, and renewable energy solutions, Powertrac Group is well-positioned to profit from the growth of the electrical and electronics production and distribution sector. The company's renewable energy solutions, which assist Bangladesh in lowering its carbon footprint, are another example of its commitment to sustainability.

Because of its high-quality goods and dedication to sustainability, Powertrac Group is well-positioned to capitalize on the significant development potential in Bangladesh's manufacture and sales of electrical and electronic equipment.

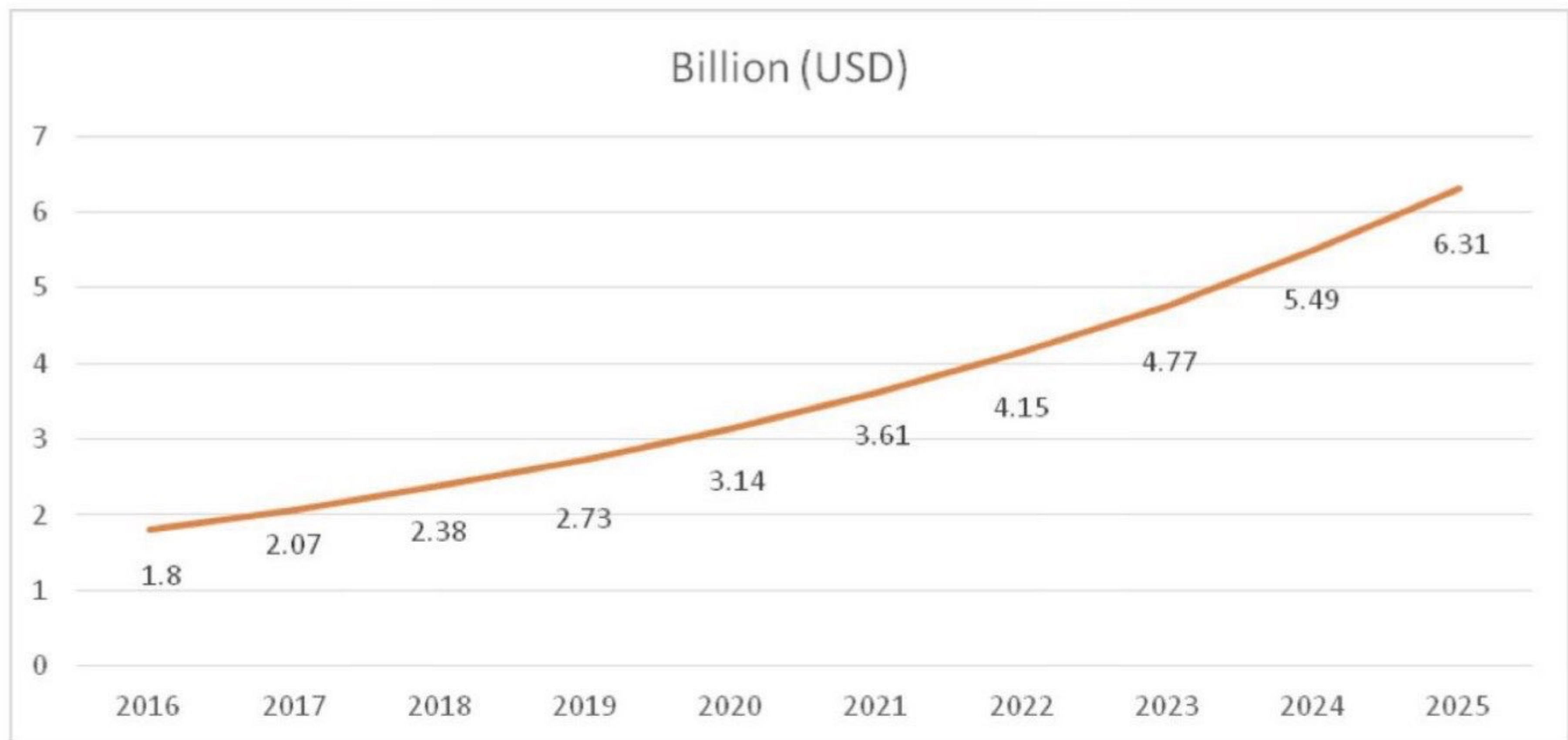


Figure 6: Estimated growth potential of the Bangladeshi Consumer Electronic Market

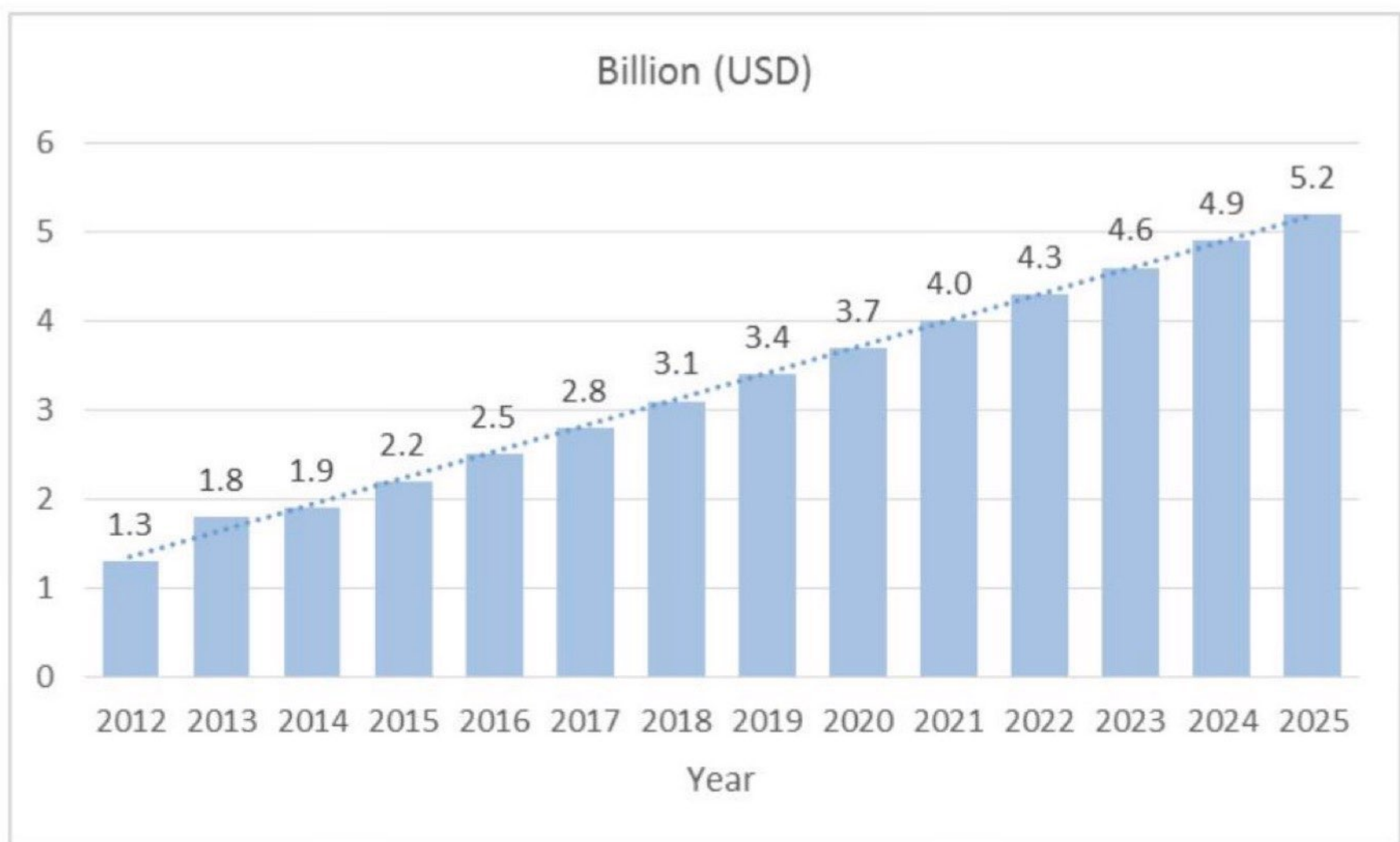


Figure 7: Import Estimation of the Consumer Electronic Products in Bangladesh

3.2 Maturity of the Industry

Although the manufacturing and power sectors have long been vital to the world economy, they are currently undergoing a lot of changes due to regulatory changes, technological advancements, and a rising need for clean, renewable energy. Both industries are making significant investments in R&D to ensure sustainable growth, despite obstacles like aging infrastructure, regulatory uncertainty, and geopolitical risks.

In order to remain competitive and satisfy the demand for sustainable energy, the power sector has moved toward renewable energy solutions due to growing competition from renewable energy sources. In order to foster innovation and growth, the manufacturing sector is also implementing automation, digital technology, and sustainable manufacturing techniques.

While facing difficulties like supply chain interruptions, geopolitical risks, and shifting consumer preferences, both industries are adjusting to stay competitive and satisfy changing market demands. Maintaining a positive reputation and avoiding legal and financial repercussions depends on compliance with safety and environmental rules.

Due to improvements in technology and production techniques, the manufacture and distribution of electrical and electronics have developed and experienced tremendous development in recent years. Because of rising customer demand for eco-friendly and sustainable products, eco-friendly and sustainable production techniques are likewise spreading more widely.

It's difficult for new entrants to succeed in this highly competitive market since existing businesses are fighting for market share. Despite this, the business continues to expand steadily thanks to technological developments, rising demand for environmentally friendly goods, and an expanding middle class.

The Powertrac Group is in a good position to take advantage of prospects for expansion and innovation in the manufacturing and power sectors and help Bangladesh's economy flourish. Companies in these sectors must continue to be inventive and adaptive if they want to be competitive.

3.3 Competitive Environment:

Various variables influence Powertrac Group's success in the dynamic and difficult competitive environment in which it works. The existence of well-established market participants with a solid footing and well-known brands, such as international businesses and local competitors, is one of the key competitive variables.

Power equipment producers and distributors are also in a fierce rivalry with one another, and each is attempting to set itself apart by providing distinctive value propositions like top-notch customer service, cutting-edge goods, and affordable prices. This industry-wide rivalry has sparked innovation, creating new technology and goods that better satisfy consumer wants.

The regulatory environment is another element influencing the competitive environment. Manufacturers and distributors of power equipment are required to adhere to a number of safety and environmental standards, and failing to do so may result in fines and other consequences, as well as reputational harm. Businesses with a competitive edge are those who can successfully negotiate these requirements and have a solid safety and environmental record.

Technology improvements also have an impact on the competitive landscape. New innovations that can raise power equipment's efficiency, dependability, and safety are quickly changing the power equipment business. Businesses that can keep on the cutting edge of technology developments and provide creative solutions will be more likely to prosper.

Finally, consumer preferences and demands also impact the competitive environment. Power equipment manufacturers and distributors who provide eco-friendly solutions will be better positioned to gain market share as consumers grow more environmentally conscious and demand sustainable products.

Overall, the fiercely competitive climate in which Powertrac Group does business is difficult, but it also offers various chances for development and innovation. The business must continue to provide distinctive value propositions, adhere to laws, stay on the cutting edge of technical breakthroughs, and satisfy changing client wants in order to remain competitive in this market.

3.4 Key Industry and Growth Trends

The manufacture and distribution of electrical and electronic items have expanded significantly in recent years due to technological breakthroughs and rising consumer demand for environmentally friendly and sustainable goods. As a major player in this market, Powertrac Group is well-positioned to benefit from these trends and expand its company.

Using renewable energy sources is one of the major growth trends in the sector. The demand for eco-friendly products is rising as more customers and nations adopt environmental consciousness. In order to lower their carbon footprint and satisfy the rising demand for sustainable products, manufacturers in the electrical and electronics sector are reacting by using renewable energy alternatives, such as solar and wind power.

The use of automation and digital technology is another development in the sector. Robotics and artificial intelligence advancements in automation technologies are assisting firms in increasing output and efficiency while lowering costs. The proliferation of digital technologies, such as the Internet of Things (IoT), enables firms to gather and analyze data to optimize consumer experiences and supply chain management.

Practices that promote the circular economy are also becoming more common in the sector. With this strategy, the emphasis is on recycling and resource repurposing to minimize waste and maximize resource usage. Electrical and electronics manufacturers use circular economy strategies to reduce environmental effects and boost financial performance.

Last but not least, the sector is observing a transition toward more regional and specialized production. Manufacturers are reacting to consumer demands for items personalized to their unique needs by creating flexible and agile production methods that can swiftly deliver customized products. Additionally, as e-commerce grows, producers set up regional production facilities to cut shipping costs and offer quicker delivery.

The manufacture and distribution of electrical and electronic products are generally expanding and changing significantly due to changes in customer preferences and technological breakthroughs. As a pioneer in this field, Powertrac Group is in an excellent position to take advantage of these developments, expand its clientele, and help Bangladesh's economy grow.

**CHAPTER 4:
DESCRIPTION OF
MAIN DUTIES**

4.1 Internship Information

The main topic is the material in this chapter that is pertinent to my internship at Powertrac Group. I attempted to draw attention to the time frame, business, departmental specifics, interactions with business personnel, job positions, and given tasks.

Period, Company, Department, and Address

I finished my internship with Powertrac Group in Bangladesh's Dhaka-1215 at CNS Tower, 43/R/5-A, West Panthapath. A leading engineering firm in Bangladesh, Powertrac Group offers cutting-edge solutions to various industries, including transportation, agriculture, and building.

My three-month internship ran from January 10 until April 10. I worked five days a week from 9 am to 5 pm.

Interaction with Company's Employees

I got the chance to connect with staff members from several Powertrac Group divisions throughout my internship. The following information relates to my interactions:

Mr. Biman Barua, General Manager of Powertrac Group, was my boss. He gave me direction, critiqued my work, and was always willing to address my concerns.

I was employed in the accounting and finance division, and Mr. Ibrahim Khalil, the accounts and VAT officer, served as my primary point of contact. He gave me different responsibilities, including financial reporting and analysis. Along with them, I collaborated with Mr. Milton Kar, the department's accounts officer, and Mr. Uttam Kumar Das, the CFO.

I got the chance to speak with staff members from various departments besides the Accounting and Finance departments, such as the Sales and Engineering departments and the HR department run by Mr. Mahbub Alam.

Due to the fact that we shared an office, physical contact was the primary means of communication between us. Additionally, we communicated with one another via email and messaging services like Skype and WhatsApp.

Overall, my contacts with the staff at Powertrac Group were fruitful and positive, and working with them gave me invaluable knowledge and experience.

Job Roles and Assigned Tasks

As a Powertrac Group accounting and finance intern, I was given a variety of responsibilities to assist me in better comprehending the business' financial processes. Some of these included:

1. **Cash deposits at banks:** I was responsible for depositing money in the company's name at banks. This required making deposit slips and keeping thorough records of the transactions.
2. **Cheque deposits at banks:** I also helped track all check transactions and deposited checks at banks.
3. **Bill ready:** I contributed to ensuring the bills were prepared for payment on time. This required checking invoices for accuracy and comparing them to delivery receipts and purchase orders.
4. **Invoice writing:** I helped create client invoices and keep thorough records of all billing interactions.
5. **VAT documentation:** I learned about Value Added Tax (VAT) and helped prepare the required paperwork for VAT returns.
6. **Bill Submit:** I helped deliver invoices to clients and kept thorough records of all billing interactions.
7. **Documents Submit:** I also assisted in filing several financial transaction-related documents to the appropriate authorities.
8. **Understanding stock sheet:** I improved my knowledge of the company's stock sheet and contributed to keeping correct stock records.
9. **Understanding and preparing salary sheet:** I helped with the comprehension and creation of the employee salary sheet.
10. **Meet with clients:** I participated in customer meetings and helped create financial reports for them.

11. **Understanding LC:** I learned about Letters of Credit (LC) and helped create the appropriate paperwork for LC transactions.
12. **Understanding and using Tally software:** I received Tally software training and helped with posts in the program.
13. **Handling vouchers:** I was in charge of managing the vouchers for different financial transactions and keeping thorough records of them.
14. **Understanding cash book, daily book:** I improved my knowledge of the business's cash and daily book and helped keep thorough records of all financial activities.
15. **Helped in creating expense sheet:** I helped create the company's expense sheet and kept thorough records of all expenditures.
16. **Delivering gifts to clients:** I was also allowed to help the business distribute gifts to customers.
17. **Other bank related works:** As directed by my boss, I helped with other bank-related tasks.
18. **Factory Visit:** With the help of my supervisor, I was able to go on a factory visit in Narshingdi. I was given a tour of the factory and was given detailed explanation how the accounts department functioned in that branch.

Overall, the Powertrac Group internship helped me better understand the business's financial processes and gave me practical exposure to various financial transactions.

4.2 Internship Outcomes

The major subject of this chapter is the effects of internships at Powertrac Group. Here, I tried to discuss how I benefited the company, what I took from the experience, and the difficulties I encountered.

My Contribution to the Company

During my time as an intern at Powertrac Group, I made a number of contributions to the business. I tried to perform my duties as quickly and effectively as possible, and I was always willing to learn new things. Here are a few things I've done for the business:

1. **Timely and Accurate Completion of Tasks Assigned:** I ensured that the company's accounting and financial operations ran without interruption by performing all of my assignments precisely and on time.
2. **Assistance in Meeting with Clients:** I helped the accounting and finance team when they met with clients to learn how to interact with clients and comprehend their demands.
3. **Assist with Stock Sheet Preparation:** I prepared the stock sheet in collaboration with the accounting and finance team since it was crucial for tracking the company's inventory and ensuring the stock was kept appropriately.
4. **Greater Productivity:** In an effort to improve the efficiency of the company's accounting and financial processes, I offered some guidance on how to get the most out of the Tally accounting and finance software.
5. **Support with VAT Documentation:** I helped with the VAT paperwork and ensured the company complied with all VAT regulations.
6. **Assisting with Cash and Check Deposits:** I assisted with bank cash and check deposits, which helped the business maintain a smooth and prompt financial flow.

In summary, I think that the job I did while working at Powertrac Group made a significant difference and that I learned a ton of information and skills along the way.

What Experiences I Have Gained

I had the chance for professional and personal growth during my internship with Powertrac Group, and I learned a great deal that I think will help me. I had the opportunity of engaging with several people when I was there, including:

1. **Professional Work Environment:** I obtained a helpful perspective on the internal operations of an established company by working in a professional setting, which helped me comprehend them more thoroughly.

2. **Functioning as a team:** Working with coworkers from other departments allowed me to develop my interpersonal skills, collaboration capacity, and communication skills.
3. **Time Management:** I learned how to efficiently manage my time while working in a professional setting so that I could do the tasks I was given on time.
4. **Accounting and Finance:** I gained knowledge in handling vouchers, managing cash transactions, and creating salary sheets while working as an accounting and finance intern. Additionally, I learned about LC, Tally software, and VAT paperwork.
5. **Communication Skills:** During my internship, I learned how to prepare bills, manage bank-related activities, and communicate with clients, which improved my communication abilities.
6. **Professional Growth:** Overall, the internship allowed me to advance professionally and assisted me in learning new things that would be useful to me in my future aspirations.

In conclusion, I learned new skills and gained significant experience during my internship with Powertrac Group, which will help me improve professionally and personally.

Difficulties Faced During Internship

During my internship, I faced several difficulties that were challenging, yet provided me with valuable learning experiences.

- i. The initial lack of training I received was one of the main difficulties. Despite having a foundational understanding of the jobs I was given, I had to use trial and error to figure out the nuances of how the business operated.
- ii. Limited exposure to several business-related topics presented another difficulty. I was given a specific department to work in as an intern, so I had little exposure to the rest of the business. This limited my comprehension of the organization's overall activities, which impacted my capacity to comprehend the organization's objectives completely.
- iii. Learning new software rapidly and adjusting to a new work environment were my challenges when using it. Even though I had some past software knowledge, the company's complicated program offered a substantial obstacle.

- iv. Adjusting to a new work environment presented additional difficulties. My communication style and work habits had to change to meet the new work culture because I was working in a new setting with new coworkers and different work procedures.
- v. The overwhelming workload posed another difficulty. As an intern, I was given a variety of duties and frequently had to juggle many projects at once.
- vi. Finally, having little access to information throughout my internship was difficult. My productivity suffered because I occasionally had to wait for my bosses to give me the information, I needed to finish my assignments.

I persisted and made the effort necessary to conquer these obstacles despite them. I learned a lot from these problems that I may use for future struggles of a similar nature.

CHAPTER 5: ANALYSIS

5.1 Company Level Analysis

I had the chance to examine and evaluate the company's operations and procedures throughout my internship. My observations have led me to identify some of the company's operational strengths and weaknesses.

Efficient Processes:

The business has certain excellent procedures in place that support its efficient operation. For instance, the business has a productive system for addressing client requests and promptly following them up. The staff members have received enough training and clearly grasp their duties. The business also features a well-functioning inventory management system that guarantees prompt customer deliveries of goods and services.

Inefficient Processes:

However, the organization also has certain ineffective procedures that need to be rectified. For instance, several of the administrative procedures used by the business require human labor and take time. Task completion is delayed as a result, which has a negative effect on productivity. The absence of uniformity in some of the procedures is another area of worry. This results in variations in the caliber of work produced and raises the possibility of errors and blunders. The business has a solid foundation overall but must still focus on simplifying some of its operations to improve productivity. The business may enhance operations and boost market competitiveness by recognizing areas of weakness and taking the necessary actions to fix them.

5.2 Market Level Analysis

I have been entrusted with performing some competition analysis from the start of my internship, focusing on consumers' behavioral viewpoints based on their statements regarding their purchases. I extensively discuss the market-level analysis from the viewpoint of the market:

Prioritizing cost-effectiveness of the customers: Cost-effectiveness is now Powertrac Group's top priority for its clients in the manufacture and distribution of electrical and electronic products. Long-term consumers are getting special offers, which promotes client loyalty and retention.

Projects of renowned businesses: Additionally, they have contracts with well-known companies in the sector, enhancing their reputation and attracting new clients.

After sales monitoring and management: Ensuring consumers are happy with the goods and services they receive requires intensive after-sales monitoring and management. This promotes a favorable brand image and attracts new clients via word-of-mouth advertising.

Quality and content management: Powertrac Group has adopted stringent quality control procedures at every stage of the production process to ensure product quality and content management. This guarantees that their goods fulfill industry standards and satisfy customers.

Powertrac Group is committed to establishing long-lasting partnerships with its clients in the manufacture and distribution of electrical and electronic products while offering them cost-effective solutions and high-quality goods.

5.3 Professional Level Analysis

My internship at Powertrac Group has significantly influenced my career goals from a professional standpoint. I gained important knowledge and understanding of a company's financial operations thanks to my internship in the finance and accounting department.

In order to analyze financial statements, predict financial trends, and produce financial reports for my internship, I could use the information I learned from my finance classes. The database classes I attended also assisted me in more effectively organizing and managing financial data. Working closely with the accounting team and other divisions in the business allowed me to develop my communication abilities further.

In addition, my internship has given me a better understanding of the value of accuracy and precision in financial processes. I saw firsthand how even the tiniest data entry error might greatly influence the company's financial health.

I now have a clearer idea of my professional path and a greater understanding of the financial and accounting industries thanks to the skills and information I have learned through my internship experience. I feel more secure today about pursuing a career in accounting and finance, and I can't wait to use what I've learned in subsequent positions.

Despite my internship's many benefits, I also had to overcome some difficulties. One of the difficulties was the company's financial software's complexity, which required some getting used to. I overcame this obstacle, though, by asking my boss and coworkers for advice. Overall, I had a great and worthwhile internship at Powertrac Group that aided my professional growth.

**CHAPTER 6:
CONCLUSION &
RECOMMENDATION**

6.1 Conclusion:

In conclusion, I must say that the opportunity provided by my internship experience at Powertrac Group to acquire practical knowledge and skills in finance and accounting has been wonderful. While employed by the company, I had the chance to learn and practice a variety of financial analysis methodologies as well as become acquainted with a range of accounting practices.

This experience has also helped me realize the importance of a strong foundation in computer science and database administration. Although my little database experience initially caused some challenges, I was able to apply my financial understanding. This experience has stoked my drive to learn more and develop my skills in these subjects.

I am appreciative of the opportunities and challenges I faced throughout my internship. My understanding of my professional objectives has improved, and I've picked up abilities I can use for potential future endeavors. This experience, in my opinion, has been a valuable addition to my academic training and will significantly advance my professional growth.

6.2 Recommendations:

There are always chances to learn new things and solve brand-new issues. I gained a vast amount of expertise and knowledge while working at Powertrac. I was able to make some informed judgments. I will then be able to provide some sage advice.

1. **Place More Emphasis on Training:** To ensure that the interns can handle their jobs and responsibilities, the company should put more effort into providing them with structured, in-depth training programs. Long-term benefits include the ability for interns to expand their knowledge and skills, which will benefit the company.
2. **Promote Diversity:** Powertrac Group should try to promote workplace diversity by selecting interns from various backgrounds. This will help create a welcoming workplace that encourages creativity, innovation, and a range of opinions.
3. **Enhanced Staff Engagement:** At Powertrac Group, integrating interns into corporate projects, tasks, and activities may be a successful way to increase employee engagement. This strategy could encourage more camaraderie among interns and make them feel more involved in the organization's success.

4. **Reliable Feedback:** It's critical to provide interns with honest comments on their work and helpful chances for development. This allows interns to hone their skills, understand their areas of expertise, and pinpoint those needing more work.
5. **Technology:** Powertrac Group can think about integrating contemporary technology to streamline its procedures and operations. They may manage their firm more successfully by leveraging cutting-edge technology while interns gain useful skills.
6. **Stress the need for continual learning:** Continual learning and development are crucial in today's fast-paced employment environment. Encourage your readers to look into ways to increase their knowledge and skill sets, whether it is by taking on extra coursework, attending conferences, or using online resources.
7. **Stress the importance of networking:** Landing a job may depend on forging strong business relationships. Encourage your readers to take advantage of networking opportunities for their company, whether provided through trade associations, professional associations, or social media platforms.
8. **Stress the need for adaptability:** Because modern workplaces are always changing, it's important to easily accept new tools and ways of doing things. Encourage your audience to approach their work with an open mind, flexibility, and readiness to embrace new jobs and responsibilities.
9. **Encourage a focus on soft skills:** In addition to technical proficiency, soft skills like leadership, teamwork, and communication are becoming increasingly crucial in today's business. Encourage your readers to concentrate on gaining these abilities since they can help them stand out in the employment market.
10. **Stress the importance of a positive attitude:** Finally, stress the importance of keeping a friendly and professional attitude at work. Encourage your readers to go into each day with enthusiasm, a desire to improve, and the determination to be the greatest version of themselves.

Overall, I learned a lot during my internship with Powertrac Group, which helped me advance my knowledge and abilities. I'm hoping that by offering these suggestions, the business may enhance its internship program and provide the next interns with an even better experience.

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5. <https://www.linkedin.com/company/powertrac-bangladesh/?originalSubdomain=bd>

APPENDIX

Ref: PEL/Admin- Selection / 2023 /101

Dated: 01.01.2023

To
Mr. Intesar Hasan Nahin
ID: 180061128
Islamic University Of Technology

Sub: **Letter of Selection for Internship.**

Dear Sir,

With reference to your university application and subsequent interview dated on 31.12.2022 we are pleased to inform you that Management has selected you as “**Internship Trainee**” for our corporate office. You are requested to join within 01 Jan-2023 for 03 months internship. During this time Management do not pay any remuneration for your services.

You will bring along with 02 copies of passport size photo, photocopy of National ID card , Blood Group Identification copy and all educational with address & phone number for necessary communication (if need) during your joining.

Thanking you.

Md. Mahbul Alam
01.01.2023



(Md. Mahbul Alam)
Asst. General Manager (HR)
For Managing Director
Protec Electronics Ltd.

CC:

1. Managing Director, Protec Electronics Ltd.
2. Director, Protec Electronics Ltd.
3. General Manager, Protec Electronics Ltd
4. Manager, Accounts & Finance, Corporate office.
5. Personal File
6. Office Copy

Protec Electronics Ltd.

Head Office:
CNS Tower, 1st & 3rd Floor,
43/R/5-A, West Panthapath, Dhaka-1215
Tel : 02 9121880, 9121910
Fax : +88 02 9126722
Email : info@powertrac-bd.com
Web : www.powertrac-bd.com

Sales Office:
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Dhaka-1000, Bangladesh
Tel: 9587664, 9587665

Bogra office:
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Satmatha, Bogra

Branch Office (Chittagong):
House# 06, Road# 03
Lane# 01, Block# K
Halishohore Housing Estate
Chittagong, Bangladesh
Phone# 01974655046
01974655028

Gazipur Office:
Ahsania Super Market, 1st Floor
Vogra, Dhaka Bypass
Bishwa Road Moar
Gagipur Sadar
Gazipur

Khulna Office:
39, K.D.A Avenue, 1st Floor
Khulna-9000
Factory:
Goshinga, Sreepur, Gazipur
Phone: 01975655567

WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 1st week

Date: 10 January, 2023 to 12 January, 2023

List of activities with brief description:

1. Attended Orientation Session.
2. I was introduced to the department heads and was briefed about each department and their work.
3. The general manager, my supervisor gave me a brief on what I can expect from the internship and what my responsibilities will be.
4. Cash withdrawal and deposit at different banks.
5. Learned how cheques are written and understood the timing of deposit.
6. Chalan deposit at Sonali Bank.
7. New Year Gift distribution to different banks.
8. Understand & learn how to write a chalan.
9. Hand on experience on journal and voucher. Learned and understood how journal is documented from vouchers.
10. Technical report writing. The report had the details of the products being sold, model and maker of the products, pricing and test result. Detailed report is submitted to the client.



Company Supervisor.
Biman Barua
General Manager
POWERtrac Group



Academic Supervisor
S.M. Rakibul Anwar
Assistant Professor
Department of Technology Management
Islamic University of Technology

WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 2nd week

Date: 15 January, 2023 to 19 January, 2023

List of activities with brief description:

1. Cheque deposit at different banks throughout the week upon requirements.
2. Cash withdrawal from different banks throughout the week upon requirements.
3. Went to the VAT Office and learned how things are processed, learned what papers are mandatory and how it needs to be documented before submission.
4. Salary disbursement application was submitted the general manager of SBL Bank.
5. A cheque was dishonored, which I collected and later I was explained why it was dishonored.
6. Bill payment at SBL Bank.
7. Credit Card bill payment at EBL Bank.
8. Bill Report submission at Brac Center.
9. Bill Report submission at ADEX Group.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 3rd week

Date: 22 January, 2023 to 26 January, 2023

List of activities with brief description:

1. Cheque Deposit at SBAC Bank.
2. Revised Bill submit at Brac Center. Last week a proposed bill was submitted to the accounts department at Brac Center. There was an issue with the interest rate in the bill. They proposed to revise the interest rate. Then the revised bill was submitted to them this week.
3. I accompanied executive of accounts to meet with clients regarding debt collection.
4. Cash withdrawal from Bank Asia.
5. Bill making was briefed to me following an actual bill generated on that day. Then after understanding I was given the task of creating a bill of that day.
6. Chalan writing.
7. Voucher writing.
8. Vat documentation of the previous chalan.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 4th week

Date: 29 January, 2023 to 02 February, 2023

List of activities with brief description:

1. Cheque Deposit at Prime Bank: I was responsible for depositing cheques at Prime Bank. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
2. Positive Pay Instruction Form (PPIF) submission at EBL: I was responsible for submitting Positive Pay Instruction Forms (PPIF) at EBL. I learned about the importance of PPIF in ensuring the security of cheque payments.
3. Submit money receipt and collect money from Energy Holdings LTD: I was responsible for submitting money receipts and collecting payments from Energy Holdings LTD. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
4. Bill paper ready for Mahbub Brothers Private Ltd: I was responsible for preparing bill papers for Mahbub Brothers Private Ltd. I learned about the process of preparing bills, the importance of accurate calculations, and maintaining proper documentation.
5. Bill paper ready for RR Imperial Electricals: I was responsible for preparing bill papers for RR Imperial Electricals.



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6. Cash book, Daily book understanding: I learned about cash books and daily books, and the importance of maintaining proper records of financial transactions.
7. Vat Documentation: I learned about the documentation process for VAT, including maintaining proper records and the importance of timely filing.
8. Bill paper ready for BSRM Steels LTD: I was responsible for preparing bill papers for BSRM Steels LTD. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
9. Submit Original Invoice Paper at Motijheel City Center: I was responsible for submitting original invoice papers at Motijheel City Center. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 5th week

Date: 05 February, 2023 to 09 February, 2023

List of activities with brief description:

1. Cheque Deposit at Premier Bank, City Bank, MTBL: I was responsible for depositing cheques at different banks. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
2. Cash Deposit at Brac Bank, Bank Asia, City Bank: I was also responsible for depositing cash at different banks. I learned how to prepare a deposit slip, fill out bank forms, and the process of depositing cash at different banks.
3. Salary Sheet and Pay Slip understanding: I learned about how salary sheets and pay slips are prepared and the process involved in calculating salaries and deductions.
4. Stock Sheet understanding: I was given an introduction to stock sheets and how to maintain them.
5. Sample Salary Sheet and Pay Slip ready with Excel: I was taught how to create sample salary sheets and pay slips using Microsoft Excel.



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6. Invoice submission at UCB Headquarter, Gulshan: I was responsible for submitting invoices at UCB Headquarter in Gulshan. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
7. Cheque inquiry at Total Group: I was responsible for inquiring about a cheque at Total Group.
8. Bringing documents from lawyer and submit the updated documents: I was responsible for collecting and submitting updated documents to relevant departments.
9. Picnic payment and webinar registration payment at BAAS Office: I was responsible for making payments for picnic and webinar registration at BAAS Office. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
10. RRP Agro Farm visit and cash collection at Narshingdi: I was responsible for visiting RRP Agro Farm in Narshingdi and collecting cash.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 6th week

Date: 12 February, 2023 to 16 February, 2023

List of activities with brief description:

1. Cheque Deposit at Prime Bank, DBBL, Standard Bank Limited: I was responsible for depositing cheques at different banks. I learned how to fill out the deposit slip and bank form, and the process of depositing cheques at different banks.
2. Cash Deposit at Brac Bank, Bank Asia, City Bank: I was also responsible for depositing cash at different banks. I learned how to prepare a deposit slip, how to fill out the bank form, and the process of depositing cash at different banks.
3. Money Receipt submit at Dhaka Ahasania Mission: I was given the task to submit money receipts at Dhaka Ahasania Mission. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
4. Preparing Bill for Axon Engineering LTD: I was responsible for preparing a bill for Axon Engineering LTD. I learned how to prepare a bill, how to calculate the amount, and the importance of including all relevant details.
5. Money Receipt submit and cheque collection from Cross-World Group: I was responsible for submitting money receipts and collecting cheques from Cross-World Group.



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6. Bill submit for project CRG-CCECC: I was responsible for submitting a bill for the CRG-CCECC project. I learned about the importance of accuracy in preparing bills and how to ensure that all details are included.
7. Bill and Government Approval paper submit to Concord Shenandoah: I was responsible for submitting a bill and government approval paper to Concord Shenandoah. I learned about the importance of following the proper procedures for submitting bills and paperwork.
8. Money Receipt submit and cheque collection from Total Group: I was responsible for submitting money receipts and collecting cheques from Total Group. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
9. Understanding details about L/C: I was taught about the process of preparing an L/C document, the necessary paperwork required to prepare an L/C, and the calculation of payment amount, shipping and handling costs, custom duty, exchange rates, tax, and invoices such as Proforma and commercial invoice, bill of exchange, bill of lading, and certificate of original.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 7th week

Date: 19 February, 2023 to 23 February, 2023

List of activities with brief description:

1. Cheque Deposit at Prime Bank, Standard Bank Ltd.: I deposited cheques at two different banks, Prime Bank and Standard Bank Ltd. During this task, I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
2. Cash Deposit at Dutch Bangla Bank: I deposited cash at Dutch Bangla Bank. This activity taught me about the process of depositing cash, the importance of accurate cash counts, and maintaining proper documentation.
3. Cheque Receive and money receipt submit at Quality Feeds Ltd.: At Quality Feeds Ltd., I received cheques and submitted a money receipt. This task taught me about the significance of keeping accurate records of financial transactions and the importance of maintaining proper documentation.
4. Cash received from Quality Feeds Ltd.: I received cash from Quality Feeds Ltd. during my internship. This task helped me understand how to handle cash transactions, the importance of proper documentation, and the significance of maintaining accurate records.



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5. Further understanding and learning about L/C and how tax is calculated in L/C.: During my internship, I gained a deeper understanding of L/C (Letter of Credit) and how tax is calculated in it. This activity helped me understand the complexity of L/C and how to properly handle it in financial transactions.
6. Understanding cashbook and daily book.: I gained knowledge on cashbook and daily book, two crucial financial records. This activity helped me understand the importance of maintaining accurate financial records, how to record financial transactions, and how to keep track of financial transactions.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 8th week

Date: 26 February, 2023 to 02 March, 2023

List of activities with brief description:

1. Cheque Deposit at Prime Bank, Premiere Bank, City Bank & Bank Asia: I was responsible for depositing cheques at different banks, including Prime Bank, Premiere Bank, City Bank & Bank Asia. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
2. RTGS application Submit at Prime Bank: I was responsible for submitting RTGS (Real Time Gross Settlement) applications at Prime Bank. I learned about the importance of RTGS in ensuring timely and secure fund transfers.
3. Cash Deposit at Fast Securities Bank LTD: I was responsible for depositing cash at Fast Securities Bank LTD. I learned about the process of depositing cash, filling out deposit slips, and maintaining proper records.
4. Bill submit at Shangu Valley: I was responsible for submitting bills at Shangu Valley. I learned about the process of preparing bills, the importance of accurate calculations, and maintaining proper documentation.
5. Documents submit at Quality Feeds LTD: In my role as a document submitter at Quality Feeds LTD. I gained knowledge on the value of accurate documentation and how to keep accurate financial transaction records.



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6. Cheque receive from Amin Mohammad Foundation LTD: I was responsible for receiving cheques from Amin Mohammad Foundation LTD. I learned about the process of receiving cheques, maintaining proper records, and ensuring proper clearance.
7. Invoice ready: I was responsible for preparing invoices. I learned about the importance of accurate calculations, maintaining proper records, and ensuring timely submission.
8. Bill ready: I was in charge of creating the bills. I gained knowledge about the procedure for creating invoices, keeping accurate records, and guaranteeing timely submission.
9. Cheque Receive from Cross World Group: I was responsible for receiving cheques from Cross World Group. I learned about the process of receiving cheques, maintaining proper records, and ensuring proper clearance.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 9th week

Date: 12 March, 2023 to 16 March, 2023

List of activities with brief description:

1. Cheque deposit at Prime Bank and SBAC Bank. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
2. Cash deposit at Dutch Bangla Bank LTD., Pubali Bank, and First Securities Bank LTD. I gained knowledge on how to deposit cash and the value of keeping accurate records of financial activities.
3. Credit card bill payment at EBL. I learned about the process of making credit card payments and the importance of timely payments.
4. Cash withdrawal from Premiere Bank LTD. I learned about the process of cash withdrawals and the importance of maintaining proper documentation.
5. Cheque receive from Shangu Valley. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
6. Bill and money receipt submit at CCECC Project. I was responsible for submitting bills and money receipts at the CCECC Project I learned how to deposit cash and the need of maintaining precise records of financial transactions.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 10th week

Date: 19 March, 2023 to 23 March, 2023

List of activities with brief description:

1. Cheque deposit at Prime Bank, SBAC bank: I was responsible for depositing cheques at Prime Bank and SBAC Bank. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
2. Understanding the tally software: I learned about the Tally software and its functions in maintaining financial records. I was taught how to operate the software, how to input financial transactions, and how to retrieve records. I gained a deeper understanding of how financial records are kept and organized using software tools.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 11th week

Date: 27 March, 2023 to 30 March, 2023

List of activities with brief description:

1. Cheque receive from Bay Group: I was responsible for receiving cheques from Bay Group. I learned about the importance of verifying cheque details, filling out deposit slips, and maintaining proper documentation.
2. Cheque deposit at Standard Bank Limited: I was responsible for depositing cheques at Standard Bank Limited. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
3. Cheque receive from Bashundhara group for East-West Development Project: I was responsible for receiving cheques from Bashundhara group for the East-West Development Project. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
4. Understanding the tally software. How it operates and helps with financial records. The functions of the software and how to see records: I was taught how to use the tally software to manage financial records. I learned about the various functions of the software, how to enter and access data, and how to generate reports.



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5. I was taught how to give postings in the tally software: I learned how to create ledger entries and give postings in the tally software. I learned about the importance of accurate data entry and maintaining proper documentation.

6. I learned how to check account balances and interpret the data presented in the tally program. I learned how to check account balances and how to interpret the data displayed in the tally software. I gained knowledge on the value of precise data input and how to keep correct financial transaction records.



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WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

Week: 12th week

Date: 02 March, 2023 to 06 March, 2023

List of activities with brief description:

1. Cash deposit at Brac Bank and Bank Asia: I was responsible for depositing cash at Brac Bank and Bank Asia. I learned about the process of depositing cash, filling out deposit slips, and bank forms.
2. Cheque deposit at Mutual Trust Bank, City Bank and One Bank: I was responsible for depositing cheques at Mutual Trust Bank, City Bank and One Bank. I learned about the process of depositing cheques, filling out deposit slips, and bank forms.
3. Submitting Bank Authorization form at HSBC Bank and receive gifts: I was responsible for submitting Bank Authorization forms at HSBC Bank and received gifts in return. I learned about the importance of proper documentation and how to maintain proper records of financial transactions.
4. Receiving bank account opening forms for correction from SBAC Bank: I received bank account opening forms for correction from SBAC Bank. I gained knowledge on the value of precise documentation and how to keep correct financial transaction records.



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5. Resubmit the forms at SBAC after correction: I was responsible for resubmitting the corrected bank account opening forms at SBAC Bank. I learned the need of thorough documentation and how to maintain accurate financial transaction records.
6. Cheque receive from Cross World group and inquire about the bounced cheque: I received a bounced cheque from Cross World group and inquired about the issue. I learned about the process of handling bounced cheques and maintaining proper records.
7. Cheque receive from JBS Co. Ltd. and submitting warranty certificate: I received a cheque from JBS Co. Ltd. and submitted a warranty certificate. I gained knowledge about the significance of complete documentation and how to keep precise financial transaction records.



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