

INTERNSHIP REPORT ON
“My Internship Experience in Taxation and Accounting”
IN
Nirupam & Associates

Submitted To:
CIMAGE PROFESSIONAL COLLEGE
Under The Guidance Of
Prof. Nitish Rohatgi Sir
(HoD, Management Department)
Cimage Group of Institution

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Date of Submission:

This report is submitted in partial fulfillment of the requirements for the completion of the internship program.

Preface

This report is a detailed account of my internship experience at **Nirupam & Associates**, a reputed firm of Chartered Accountants in Patna. As a part of my BBA 6th semester curriculum at **Cimage Professional College**, I was given the opportunity to work as a **Taxation Intern** from 3rd July 2025 to 17th July 2025.

The main aim of this internship was to gain practical knowledge in the fields of **Taxation, Finance, and Accounting**, and to understand how professional work is done in a real-life business environment. During this internship, I was assigned various tasks and also got the chance to observe the working style of experienced professionals.

This report includes all the details of the work I performed, the skills I learned, the challenges I faced, and how this internship helped me grow personally and professionally. I have tried to present everything in a simple and organized way for better understanding.

I hope this report will be useful to readers who want to know more about internship experiences in the taxation field.

Declaration

I, **Biswajit Singh**, a student of **BBA 6th Semester** at **Cimage Professional College, Patna**, hereby declare that this internship report titled **“A Report on My Internship Experience in Taxation and Accounting at Nirupam & Associates”** is the result of my own work, based on the internship I completed from **3rd July 2025 to 17th July 2025**.

The contents of this report are true to the best of my knowledge and belief. This report has not been submitted by me to any other institution or university for any purpose.

I have followed all the guidelines provided by my college while preparing this report.

Biswajit Singh

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BBA 6th Semester

Cimage Professional College

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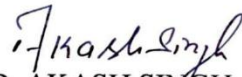
TO WHOM IT MAY CONCERN

This is to certify that **Mr. BISWAJIT SINGH**, student of **BACHELOR OF BUSINESS ADMINISTRATION** of **CIMAGE COLLEGE, PATNA** has successfully completed internship in the field of **Finance and Accounts** in our organization from 03/07/2025 to 17/07/2025 under guidance of **CA KUMAR AKASH SINGH**.

During the period of his internship program with us, he has been exposed to different tasks and has also completed project in field of Taxation. He was found diligent, hardworking and inquisitive.

We wish him every success in his life and career.

For **NIRUPAM & ASSOCIATES**
Chartered Accountants


KR. AKASH SINGH
Partner
M . No. 421411



Date : 18.07.2025
Place: Patna

Acknowledgement

First of all, I would like to thank **God Almighty** for giving me the strength and ability to complete my internship and this report successfully.

I express my sincere gratitude to **CA Kumar Akash Singh**, under whom I completed my internship at **Nirupam & Associates, Patna**. His constant guidance, support, and encouragement helped me gain practical knowledge in the field of **Taxation and Accounting**.

I am also thankful to all the staff members of Nirupam & Associates for their cooperation and for providing me a professional and friendly work environment during my internship period.

I would like to extend my heartfelt thanks to the faculty members of **Cimage Professional College, Patna**, especially those from the **BBA Department**, for their continuous support and for giving me the opportunity to undergo this internship as part of my academic curriculum.

Finally, I thank my family and friends for their motivation and moral support throughout this journey.

Biswajit Singh

ID: 17942

BBA 6th Semester

Cimage Professional College

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Chapter 1: Introduction

1.1 About the Internship

As a student of **Bachelor of Business Administration (BBA)**, gaining practical experience is just as important as classroom knowledge. Internships act as a bridge between the academic world and the corporate world. They help students understand how business and finance concepts are applied in real life.

During the **6th semester** of my course at **Cimage Professional College, Patna**, I was required to undergo a short-term internship to gain exposure to real business practices. I chose to do my internship at **Nirupam & Associates**, a well-known Chartered Accountancy firm in Patna that works with taxation, accounting, audits, and financial consulting.

1.2 Internship Relevance in BBA

This internship was not just a requirement for my course, but also an opportunity to see how businesses manage their financial activities. In subjects like Financial Accounting, Indian Financial System, and Direct Taxation, we learn theory — but this internship showed me how those things are actually done in offices.

I was able to see how professionals file taxes for clients, manage business accounts, and follow legal procedures. It made my classroom learning much clearer and more practical. It also made me more confident in the field of finance.

1.3 Area of Internship (Taxation & Accounting)

My internship focused mainly on **Taxation and Accounting**. These are two of the most important areas in any business. Under the guidance of **CA Kumar Akash Singh**, I got to observe and participate in real-time tasks like:

- Filing **Income Tax Returns (ITR)** for individuals and small businesses
- Assisting in preparing **GST reports** and checking bills

- Understanding **TDS (Tax Deducted at Source)** and its filings
- Helping in data entry and documentation work related to accounts

Working in this field improved my understanding of government tax rules, financial documentation, and how businesses keep records of their earnings and expenses.

1.4 Importance of This Internship

This internship was important for me because:

- It gave me first-hand experience of working in a professional office
- It helped me understand client handling and work ethics
- It allowed me to apply book knowledge to real tasks
- It gave me clarity on career choices in the finance and taxation field

By the end of the internship, I had a better understanding of what Chartered Accountants do and how finance departments run. It made me realise the importance of accuracy, deadlines, and communication in financial services.

I also learned how to manage time effectively by balancing multiple tasks during the day. It taught me the importance of maintaining proper records and documentation. I developed the habit of working with focus and attention to detail. The experience made me more confident in using professional language while communicating. I observed how teamwork and cooperation play a big role in office productivity. This internship helped me improve my observation skills and quick learning ability. Overall, it gave me a solid foundation to prepare for a future career in finance or accounting.

Chapter 2: Purpose of the Internship

2.1 Bridging Theory and Practice

One of the main purposes of this internship was to help me connect what I studied in class with real-world work. In subjects like Accounting, Taxation, and Finance, we learn many concepts and rules. But the internship showed me how those concepts are actually used while filing taxes, preparing reports, and handling financial documents.

This experience helped me understand that book knowledge alone is not enough — we must also know how to apply it correctly in different business situations. It taught me how professionals follow rules and deadlines while still being flexible and problem-solving in their approach.

I also understood how decisions are made based on actual financial data and client needs, something that books cannot fully explain. Watching professionals work gave me a clearer understanding of how theory becomes action in the business world.

2.2 Industry Exposure

Another purpose of this internship was to provide me with exposure to the finance and taxation industry. I learned about the day-to-day activities of a Chartered Accountancy firm. I got to see how professionals deal with clients, manage deadlines, use accounting software, and follow government rules while doing tax-related work.

This exposure gave me a clear picture of how businesses handle financial tasks and how much responsibility finance professionals have. I saw how each financial document, no matter how small, plays a role in overall compliance and transparency.

Being in a real office also gave me insight into how teams work together to meet client expectations and ensure accuracy in every report or return filed. It helped me understand the level of discipline and effort required in financial services.

2.3 Career Readiness

This internship also helped me become career-ready. I learned important professional skills like:

- How to communicate in a formal workplace
- How to complete tasks on time
- How to pay attention to small details
- How to work under the guidance of seniors

In addition to these, I learned how to stay organized, prioritize work based on deadlines, and handle multiple responsibilities during a single day. These skills are not only useful in finance but in any job, I take in the future.

It also helped me understand what kind of work environment suits me best and made me more aware of the career opportunities available in taxation and accounting. This internship gave me more direction and helped me focus on improving myself for professional life.

All these experiences will help me in my future job, no matter which area of business I choose. It made me feel more confident and responsible as a future professional.

Chapter 3: Objectives of the Internship

3.1 General Objectives

The internship was designed to help students gain practical experience and understand how the business world works. It aimed to make us more aware of the professional environment and the challenges involved in business operations. Classroom learning gives us basic ideas, but internships give us the real picture.

Some of the general objectives included:

- Understanding the role of a Chartered Accountancy firm: How CAs manage financial documents, give advice to clients, and ensure tax compliance.
- Getting hands-on experience in tax and accounting tasks: Filing ITR, preparing bills, checking entries, and understanding GST or TDS.
- Learning how to interact with clients and seniors in a workplace: Maintaining professional behaviour, polite communication, and clear documentation.
- Observing how financial records are maintained and managed: How each document is stored, verified, and used for reporting or audits.

Additionally, the internship aimed to:

- Make students familiar with business tools and software, especially those used in accounting and taxation work.
- Help us understand the importance of timelines, accuracy, and confidentiality in finance-related tasks.
- Train us to work independently and also as part of a team, handling responsibilities with maturity.
- Prepare us for job interviews and future roles, by giving real examples to talk about from our experience.
- Build confidence in applying classroom concepts like debit-credit, invoice matching, tax return types, and client reporting.

This part of the internship gave a strong foundation to understand how theory becomes useful in real-world financial systems.

3.2 Specific Learning Goals

In addition to general objectives, I also had some specific learning goals during my internship. These were the things I especially wanted to learn and improve through real office work.

Some of the key learning goals were:

- Learning how to file Income Tax Returns (ITR) for individuals and small businesses. I wanted to see the complete process, from document collection to final submission.
- Understanding how GST returns are filed and how GST is calculated based on different invoices and bills.
- Gaining knowledge about TDS (Tax Deducted at Source), including how to calculate, deduct, and file TDS returns.
- Getting better at basic accounting entries using manual records and computer software. I wanted to know how to record transactions properly.
- Observing how to prepare and verify financial documents like balance sheets, invoices, and tax challans.
- Improving my understanding of tax laws and filing procedures by watching professionals work closely.
- Practicing how to review and organize client documents, making sure everything is in order before final submission.

Apart from technical tasks, I also had personal development goals:

- To become more confident in asking questions and clarifying doubts.
- To improve my ability to handle responsibilities and work independently.

- To learn how to take feedback positively and use it to improve my work.
- To observe how professionals manage client expectations and solve problems.

By achieving these goals, I was able to make my internship experience meaningful and useful for my future career.

3.3 Skills Expected to Develop

During the internship, I aimed to develop several skills that are important for both academic and professional growth. These skills were not just limited to technical knowledge, but also included soft skills that would help me in any work environment.

Some of the key skills I expected to develop were:

- **Technical Skills:**
I wanted to learn how to handle basic accounting and tax-related tasks. This included filing GST and ITR, calculating TDS, preparing bills, and using accounting software like Tally or Excel. These skills are essential for working in any finance-related job.
- **Communication Skills:**
Working in a professional office helped me improve my formal communication. I learned how to speak politely, write emails, and explain financial matters clearly to clients or seniors.
- **Time Management:**
In a CA firm, deadlines are very important. I learned how to manage my time, prioritize tasks, and complete work on time without making errors.
- **Attention to Detail:**
Financial work requires accuracy. I trained myself to carefully check data, match figures, and avoid small mistakes which can lead to big problems later.

- **Teamwork and Cooperation:**

I understood how important it is to work with others in a team. I learned to help colleagues, take instructions from seniors, and share responsibilities.

- **Problem-Solving:**

Sometimes, I faced tasks that were new or challenging. I learned to stay calm, ask the right questions, and find solutions step by step.

- **Confidence and Responsibility:**

This internship helped me become more confident in my abilities. I felt more responsible and mature while handling real tasks that had value.

- **Adaptability:**

I learned how to quickly adjust to different types of work, changes in deadlines, and client expectations. This flexibility will help me handle challenges in the future.

- **Professional Ethics:**

I observed how important honesty, punctuality, and respect for client confidentiality are in financial services. It taught me to maintain ethical standards in every task.

- **Analytical Thinking:**

I developed the ability to analyze numbers, compare data, and understand patterns in financial statements. This helped improve my decision-making skills.

- **Document Handling and Filing:**

I learned how to properly organize, file, and store important financial and legal documents in both physical and digital formats.

By developing these skills, I feel more prepared to enter the professional world and take on job roles in the finance and accounting field with confidence and competence.

Chapter 4: Learning Experience During the Internship

4.1 First Day Experience

The first day of my internship was filled with excitement and nervousness. As I entered the Chartered Accountant's office, I was introduced to the team and given a quick tour of the workplace. My mentor gave me a basic overview of the work they do — like tax filing, client accounting, and document checking.

At first, I found it a little difficult to adjust to the office environment. But the staff members were friendly and supportive. I was told to observe and understand the daily workflow before handling any actual tasks. That day, I mostly listened, watched, and took notes. It was the beginning of my transformation from a student to a professional learner.

I observed how each person had a specific role and how organized the office was. The way files were arranged, the use of accounting software, and the professionalism in conversations made a strong impression on me. I also noticed that even small tasks were done with great care and attention to detail.

I was given a seat near a junior accountant who guided me patiently. I was shown how to go through basic documents and maintain proper records. I also received instructions on office behavior, like dress code, punctuality, and how to communicate respectfully with clients and seniors.

By the end of the first day, I realized how different real office work is from college life. It gave me a glimpse into what the future workplace would be like and made me more eager to learn. That day marked the beginning of a valuable learning journey that shaped both my skills and attitude.

4.2 Introduction to Work Environment

The work environment at Nirupam & Associates was highly professional, yet warm and welcoming. From the very beginning, I noticed a strong sense of discipline in the way everything was managed. The office followed a fixed routine where each

employee knew their responsibilities and deadlines. Everyone respected time, maintained decorum, and stayed focused on their assigned duties.

There was proper division of work — some staff members handled GST, some took care of ITRs, while others dealt with audits and financial statements. The workspace was clean, organized, and fully equipped with computers, printers, and filing cabinets. The atmosphere was quiet, with everyone engaged in their tasks, but also open to helping each other when needed.

A major part of the work was done on systems using software like **Tally**, **Excel**, and government portals like **GSTN** and **Income Tax e-filing** site. I was given access to certain files and guided on how to use these platforms. I realized how important it is to keep data safe, updated, and correct in financial work.

The office also had a culture of mutual respect and learning. Juniors were encouraged to ask questions, and seniors always guided them with patience. Weekly meetings were held to review pending tasks and plan upcoming work. This helped me understand how work was monitored and how a team functions smoothly.

Through this work environment, I learned how to behave in a professional setting — from dress code and body language to time discipline and respectful communication. It taught me that success in a workplace comes not just from knowledge but also from one's attitude, behavior, and teamwork.

4.3 Practical Knowledge Gained

One of the most valuable parts of my internship was the practical knowledge I gained by working on real tasks. Unlike classroom learning, where we mostly deal with theory and examples, this internship allowed me to apply what I had learned in a real-world setting.

I worked on tasks such as:

- **GST Filing:** I learned how to collect client data, enter it into the GST portal, and file monthly and quarterly returns. I understood the importance of deadlines and accuracy while submitting tax details.
- **Income Tax Returns (ITR):** I observed and assisted in preparing ITRs for individuals and small businesses. I got to know the different forms used for various categories and how to match data with supporting documents.
- **TDS Calculation and Return Filing:** I was shown how Tax Deducted at Source (TDS) is calculated on salaries, contractor payments, and rent. I also learned how to prepare and file TDS returns using the software.
- **Bookkeeping:** I worked on recording daily transactions using Excel and Tally. I helped in maintaining ledgers, preparing vouchers, and matching bank statements with company records.
- **Document Handling:** I was trained on how to organize client documents like PAN, Aadhaar, invoices, agreements, and tax notices. I also learned how to maintain confidentiality while handling sensitive financial papers.
- **Use of Software:** Apart from Tally and Excel, I got familiar with MCA portal, GST portal, and Income Tax e-filing portal. I learned how to log in, search, file, and download reports from these websites.

This hands-on experience helped me understand how the concepts of **Taxation, Accounting, and Law** are applied in day-to-day work. It also improved my confidence and helped me understand how real businesses maintain compliance with government regulations.

By doing real tasks under supervision, I became more responsible and accurate. I learned that even small errors in tax or accounts can cause big issues, and every task in a CA firm needs to be double-checked.

4.4 Work Assigned

During my internship at **Nirupam & Associates**, I was assigned a variety of tasks that helped me understand the daily functions of a Chartered Accountant's office. These tasks were simple at first, but gradually became more detailed and important as I gained confidence and experience.

Some of the key work assigned to me included:

- **Client File Management:** I was responsible for arranging, labeling, and updating client files—both physical and digital. This helped me understand how to handle confidential documents with care and maintain proper filing systems.
- **Data Entry and Record-Keeping:** I worked on entering financial data into Excel and Tally software. This included details like invoices, purchase bills, sales records, and payment information. It helped me improve my speed, accuracy, and knowledge of bookkeeping.
- **GST Return Preparation:** Under supervision, I assisted in preparing GST returns by collecting purchase and sales data from clients, matching it with records, and checking for errors. I learned how to generate GSTR-1 and GSTR-3B, and the importance of matching input tax credits.
- **ITR Filing Assistance:** I helped in the initial steps of preparing income tax returns for individuals and businesses. My job included gathering income details, calculating taxable amounts, and checking form applicability. I also saw how to file returns on the government portal.
- **TDS Work:** I learned to calculate TDS amounts based on payments made to vendors or employees. I helped in preparing TDS challans and checking whether proper deductions were made according to the law.
- **Bank Reconciliation:** I assisted in matching company bank statements with the ledger to ensure that all transactions were correctly recorded. This task

helped me develop attention to detail and an understanding of real-time account management.

- **Drafting and Printing Invoices:** I was asked to prepare bills and invoices for some clients using Excel. This helped me understand the correct format and components of a professional invoice.
- **Follow-up with Clients:** I also helped in following up with clients via email or phone for missing documents or clarifications. This taught me how to communicate professionally and politely.

Each task assigned to me gave me a better understanding of the working structure of a CA firm. I was closely monitored and guided by seniors, which made me more confident in completing responsibilities correctly and on time.

As the internship progressed, I was able to handle tasks more independently, which gave me a sense of responsibility and trust. I started to understand the workflow of the firm — from receiving client documents to finalising reports and meeting compliance deadlines. I learned how different departments like accounting, audit, and taxation worked together to serve the clients effectively.

Moreover, I became more familiar with office systems, communication styles, and the importance of teamwork. I also understood the value of keeping updated records, timely reporting, and maintaining client relationships with professionalism and trust.

These assignments not only developed my technical skills but also gave me real insights into how Chartered Accountants manage multiple clients, follow legal rules, and ensure accuracy in every financial activity.

Chapter 5: Challenges Faced During the Internship

Internships are meant to prepare students for the real world, and naturally, they come with some difficulties. During my internship at **Nirupam & Associates**, I faced a few challenges that helped me grow personally and professionally. These experiences were not only learning moments but also stepping stones to becoming a better and more responsible individual.

5.1 Adapting to a Professional Environment

In the beginning, it was hard for me to adjust to the formal office setting. The way people talked, dressed, and behaved was very different from the college environment. I had to quickly learn how to maintain a respectful tone, follow discipline, and behave with professionalism.

At first, I hesitated to ask questions, fearing that I might disturb someone or look inexperienced. But later, I understood that asking questions is a part of learning, and the staff was always willing to guide me when I approached them politely.

One major change I noticed was the importance of punctuality. In college, a few minutes here or there never made much difference, but in the office, being on time was taken seriously. I had to manage my time better, plan my daily travel, and avoid delays.

I also observed how my seniors managed their tasks with focus and seriousness. This inspired me to maintain a similar attitude and avoid casual behaviour. I gradually became more confident in how I spoke, behaved, and presented myself in front of others.

I learned the importance of proper dressing too. Wearing formal clothes made me feel more professional and mentally prepared for the day's work. Slowly, I felt like a part of the team and began to enjoy the structured environment of the office.

This adjustment period taught me how to carry myself in a workplace and how to be more mature in handling responsibilities.

5.2 Understanding Technical Tasks

The tasks related to GST, TDS, and Income Tax Returns were new to me. Though I had studied these topics in class, doing them practically was much more complex. At times, I got confused about the forms, procedures, or calculations. For example, using the GST portal or preparing a TDS challan required multiple steps and accuracy.

Initially, I made a few small mistakes in data entry and had to redo the work. But these mistakes became learning opportunities. With the help of my mentor and colleagues, I slowly understood the process and started doing the tasks more accurately.

5.3 Time Pressure and Deadlines

One of the biggest challenges was managing time during busy days. CA firms have strict deadlines for filing returns and reports. I saw how the workload increases near due dates like the 10th or 20th of the month for GST returns or the 31st of July for income tax returns.

Sometimes, I had to complete tasks quickly without making errors, which was stressful. But this taught me how to stay calm under pressure, prioritize my work, and finish tasks on time. It also showed me the importance of planning and managing daily tasks smartly.

5.4 Multi-tasking and New Responsibilities

As I became more familiar with the work, I was given multiple tasks to handle in a day. Balancing between file handling, data entry, document checking, and report preparation was difficult at first. I had to learn how to organize my day and not mix up the details of different clients.

Eventually, I started using a small notebook to write my daily tasks and maintain a checklist. This helped me stay organized and complete each task without confusion.

5.5 Technical Issues and Software Handling

There were moments when I struggled with using accounting software like Tally or Excel formulas. Sometimes the GST portal would load slowly or show errors during filing, which delayed the work.

With time and practice, I got better at using these tools. The seniors guided me on shortcut keys, templates, and common solutions. This challenge made me more tech-savvy and prepared me for future roles where software use is important.

5.6 Self-Confidence and Fear of Mistakes

In the beginning, I lacked confidence and was afraid of making mistakes, especially while dealing with client documents. But with support from my mentor and repeated practice, I gained trust in my own abilities.

I learned that making small mistakes is a part of the learning process, and what matters is how we correct them and avoid repeating them in the future.

Chapter 6: Contribution to the Organization

During my internship at **Nirupam & Associates**, I was not just a learner—I also made valuable contributions to the organization by assisting with important daily tasks and supporting the team wherever possible. Although I was an intern, I took my work seriously and tried to give my best in every responsibility given to me.

6.1 Supporting Daily Operations

One of my main contributions was helping the office staff with routine work. This included organizing files, sorting documents, updating records, and entering data into accounting software. My work helped in saving time for seniors and allowed them to focus on more technical tasks. I ensured that the files were properly labeled and placed in the correct order, which improved office organization.

6.2 Accuracy in Data Entry and Calculations

I paid close attention while entering financial data and performing basic calculations for tax and accounting records. I double-checked numbers and formats to avoid errors. My careful approach helped reduce the chances of mistakes, especially during GST filing and TDS calculations. The team appreciated my accuracy and attention to detail, which contributed to smoother work handling.

6.3 Assisting in GST and ITR Filing

I actively participated in gathering, sorting, and organizing client data needed for **GST returns** and **Income Tax Returns (ITR)**. I created Excel sheets, helped in matching purchase and sales records, and verified documents. This support helped the firm in completing returns on time. Though I didn't file returns independently, my backend support added value to the process.

6.4 Efficient Handling of Client Documents

One important task I handled was collecting and maintaining client documents. I arranged Aadhaar cards, PAN cards, income details, bank statements, and invoices for each client file. By doing this correctly and timely, I helped reduce delays and confusion during tax filing.

6.5 Improvement in File and Record Management

I contributed to improving the filing system in the office by creating a proper folder structure for both physical and digital files. I suggested maintaining a record tracker using Excel to monitor pending client documents. This small idea was appreciated by my mentor and made document follow-up easier.

6.6 Team Collaboration

Though I was a student intern, I worked like a team member. I offered help to seniors when they were busy and took initiative in small jobs like photocopying, printing, and scanning. This teamwork attitude-built trust and made me a reliable part of the office during the internship period.

6.7 Creating Checklists and Notes

To make work faster and error-free, I prepared checklists for tasks like “documents required for GST filing” or “steps to prepare TDS challan.” These checklists helped me as well as other interns and staff members, and made the process more structured.

6.8 Maintaining Professionalism and Punctuality

My consistent punctuality, formal dress code, and respectful behavior contributed to maintaining a professional environment in the office. I made sure to reach the workplace on time every day, follow the office rules, and behave with politeness toward all team members and clients. I treated every task, whether small or large, with equal seriousness and completed my responsibilities with full dedication. These habits not only helped me gain the trust of my seniors but also made me more disciplined as a professional.

6.9 Added Value to the Organization

Though I was an intern, I understood that every small contribution matters in a workplace. I may not have handled big responsibilities, but I constantly supported the team in meaningful ways. I took the initiative whenever possible, followed instructions properly, and tried to lighten the workload of others by doing small but important tasks efficiently.

6.10 Positive Work Attitude

One of the best contributions I brought to the office was my positive and learning-focused attitude. I never hesitated to ask questions, accept feedback, and try again if something went wrong. My willingness to learn and take ownership of my work helped maintain a smooth and productive environment around me. My attitude was appreciated by the staff, and I felt like a valuable part of the team during my internship period.

Chapter 7: Learning Outcomes of the Internship

My internship at **Nirupam & Associates** was a very rewarding and educational experience. It helped me grow both professionally and personally. I got the opportunity to apply what I had studied in class, gain hands-on knowledge, and understand the working style of a Chartered Accountant's office. Below are some key areas where I experienced strong learning outcomes:

7.1 Practical Application of Knowledge

One of the most important outcomes of my internship was the application of classroom learning in real situations. I had studied subjects like **Taxation**, **Accounting**, and **Business Laws**, but this internship showed me how these theories are implemented in actual work.

I learned how GST is filed, how TDS is calculated, how invoices are made, and how entries are recorded. I also saw how tax laws are followed in real life, not just in textbooks. This helped me connect theory with practical knowledge.

7.2 Improved Technical Skills

I learned to use tools like **Tally**, **Excel**, and the **GST/Income Tax portals**. I became better at:

- Entering financial data
- Preparing basic reports
- Matching figures
- Checking for errors in bills and forms

These skills are necessary for any finance or accounting-related job, and I now feel confident about using them.

7.3 Development of Soft Skills

Apart from technical knowledge, I also developed soft skills which are equally important:

- **Communication Skills:** I learned how to write emails, talk politely with seniors, and handle client queries clearly and professionally.
 - **Teamwork:** I understood how to work in coordination with others, help teammates, and accept feedback without hesitation.
 - **Time Management:** I learned how to manage tasks in a limited time, especially when deadlines were close.
 - **Responsibility:** I became more responsible and careful while handling documents and data.
-

7.4 Professional Ethics and Discipline

The internship helped me understand the value of professional ethics. I saw how important it is to be honest, disciplined, and maintain client confidentiality. I also understood the importance of being punctual, following office rules, and respecting the work culture.

7.5 Confidence Building

This experience boosted my self-confidence. At first, I was nervous about making mistakes. But over time, I became more confident in handling tasks. With guidance from my mentor, I improved and felt more like a professional than a student.

7.6 Exposure to Real Work Environment

Being part of a real workplace taught me how a professional office functions. I saw how meetings are conducted, how decisions are made, and how seniors guide the team. This exposure helped me prepare mentally for my future job roles.

7.7 Clarity on Career Path

The internship gave me clarity about my career direction. I now have a better understanding of what Chartered Accountants do, and I am more interested in working in finance or taxation in the future.

Overall, the internship gave me solid learning and prepared me for the challenges of the professional world. I believe this experience will help me greatly in future job roles and in my academic projects as well.

It not only improved my technical and soft skills but also gave me the confidence to take on real responsibilities. I learned how to balance speed with accuracy, how to follow procedures, and how to work under pressure while still maintaining quality.

I now understand the importance of being proactive, maintaining professionalism, and always being open to learning. The internship experience has added a strong foundation to my career journey and has motivated me to stay focused and determined in achieving my goals. This hands-on exposure has made me realize that learning never stops, especially in a field like finance where rules and systems keep changing.

I am thankful for this opportunity as it has played a big role in shaping me into a more capable, confident, and responsible future professional.

Chapter 8: Comparison of Theoretical Knowledge with Practical Work

During my BBA course, I studied many subjects such as **Financial Accounting**, **Taxation**, **Business Law**, and **Corporate Finance**. These subjects gave me strong theoretical knowledge and helped me understand the rules, principles, and structure of the financial world. In college, we often worked with ideal case studies, assumed data, and step-by-step methods to solve problems. This made learning easier and more structured.

However, the internship at **Nirupam & Associates** helped me understand how different the real working environment is compared to classroom learning. In real life, situations are not always perfect, and the data is not always given in a clean format. I had to adjust, think critically, and use my understanding to solve problems practically.

The internship showed me that while theoretical knowledge is the foundation, it is the practical application that gives true meaning to our learning. There is a big gap between knowing a rule and knowing how to apply it correctly under pressure, with real consequences. This chapter highlights the differences and similarities between academic learning and practical experience and how both are necessary for overall professional growth.

8.1 Theoretical Knowledge from Academics

In college, we learn rules, formulas, and definitions through textbooks and classroom lectures. These help us build a basic understanding of how businesses and financial systems work. For example:

- In **Accounting**, we learned how to prepare journal entries, ledgers, trial balances, profit & loss accounts, and balance sheets. We also studied accounting principles and standards, such as the double-entry system and matching concept.

- In **Taxation**, we studied income tax slabs, GST rules, types of returns (like GSTR-1, GSTR-3B), TDS deductions, and how to calculate taxable income. We solved numerical problems based on theoretical assumptions and ideal figures.
- In **Business Law**, we learned about company laws, contract acts, consumer protection laws, and the importance of legal compliance in business operations.
- In **Corporate Finance**, we studied concepts like capital budgeting, cost of capital, working capital management, and financial ratios.

We practiced questions and case studies in a **fixed, structured way**, where data was usually complete, clear, and without errors. We worked under **no time pressure** and had time to revise, discuss, or correct our answers.

This type of knowledge is very important to build a **strong base**, but it acts more like a **guide** than a complete solution for real-life work. It gives us the "what" and "why" but often lacks the "how" part. It teaches us the theory behind the process but doesn't fully prepare us for dealing with the unexpected challenges that come in practical work.

8.2 Practical Exposure in Internship

While theoretical knowledge gave me a good understanding of the basics, the internship at **Nirupam & Associates** gave me hands-on exposure to how that knowledge is used in actual business situations. I got the opportunity to observe and perform real accounting and taxation tasks that professionals handle every day.

Some of the main areas of practical exposure included:

- **GST Filing:** I assisted in preparing monthly and quarterly GST returns. I learned how to match purchase and sales data, correct mismatches, and use the GST portal for filing returns.

- **Income Tax Return (ITR) Filing:** I helped in collecting and organizing client data for ITR filing. I saw how to calculate total income, apply deductions under sections like 80C and 80D, and upload returns using the income tax portal.
- **TDS Calculation and Payment:** I learned how TDS is calculated on salaries, rent, and contractor payments, and how it is paid using challans on the government website.
- **Accounting Software:** I got to use **Tally** and **MS Excel** to record transactions, create ledgers, prepare bills, and generate reports. This improved my technical skills and speed in handling financial data.
- **Document Handling:** I assisted in checking financial documents, bank statements, bills, and invoices to ensure accuracy and completeness before filing.
- **Client Dealing:** I observed how seniors communicated with clients, solved their queries, and collected necessary documents from them. I also got the chance to talk to a few clients, which helped me improve my professional communication.

This exposure made me realize how fast-paced and detail-oriented professional work can be. Unlike classroom work, real-world tasks come with **deadlines**, **pressure**, and **responsibility**. It also showed me how important teamwork and communication are in a professional setup.

8.3 Differences Observed

While comparing my classroom knowledge with the work I did during my internship, I noticed many clear differences between theory and practice:

- **Structured vs. Unstructured Tasks:**
In college, tasks are presented in a clear and fixed format. But during the internship, I had to work with incomplete or messy data. I had to figure out what was missing and how to correct it before processing.

- **Ideal vs. Real Scenarios:**

Textbook questions are based on ideal conditions where rules are always followed. But in real life, clients may not follow every rule, and documents may not always be in perfect order. I learned how to adjust and solve problems within deadlines.

- **Less Pressure vs. Real Deadlines:**

In college, we get enough time to finish assignments. But in the CA office, every task had a deadline, and delays could affect the client or the firm. This taught me how to manage time and work faster without making mistakes.

- **Single Subject vs. Multiple Skills:**

Theoretical study focuses on one subject at a time. But in practice, I had to use knowledge from multiple subjects together — like law, taxation, and accounting — to complete a single task.

- **No Responsibility vs. Real Responsibility:**

In college, mistakes don't have big consequences. But in real work, every error matters. Even a small mistake in tax filing or data entry can create serious problems for a client.

- **Guided Learning vs. Independent Work:**

In college, teachers guide us step-by-step. But in the office, I had to understand tasks on my own and take initiative. Although seniors were helpful, they expected me to learn and solve problems independently.

These differences helped me grow both personally and professionally. They made me more responsible, alert, and confident in using my knowledge in practical ways.

8.4 Similarities Observed

Although there were many differences between theoretical learning and real-world experience, I also noticed some strong similarities that helped me connect the two:

- **Basic Concepts Were the Same:**

The principles I learned in subjects like Accounting and Taxation — such as debit and credit rules, GST structure, or income tax slabs — were the same ones used in practical tasks. This showed me that theory is still the foundation for all real work.

- **Rules and Laws Applied Everywhere:**

While filing returns or calculating taxes, I noticed how the rules from the Income Tax Act and GST law were directly applied. This made me realize that understanding legal and financial rules from college helped me understand practical procedures better.

- **Importance of Accuracy:**

Whether in exams or in office work, accuracy is always important. In both theory and practice, even small errors can lead to big problems, whether it's a wrong entry in a ledger or an incorrect tax calculation.

- **Use of Formats and Structures:**

Formats of balance sheets, journal entries, and reports that we practiced in college were also used in office work. This made me comfortable while handling financial documents and helped me understand them more quickly.

- **Problem-Solving Approach:**

The logical thinking and step-by-step approach we follow while solving numerical problems in class helped me when dealing with practical challenges during the internship. For example, correcting mismatched GST data required similar thinking.

- **Communication Is Key:**

Just like group discussions and class presentations, communication in the office was also very important. Explaining a report or asking for clarification in a professional way helped me apply my classroom soft skills at work.

These similarities helped me smoothly shift from classroom learning to office learning. They also made me realize that theoretical studies prepare us well — but only when we apply them practically.

8.5 Importance of Combining Theory and Practice

Through this internship, I clearly understood that **both theory and practice are equally important**. One cannot succeed in the professional world by relying on only one of them.

- **Theory builds the base** — it teaches us the rules, logic, and frameworks used in business and finance. Without this foundation, practical work would be confusing and unclear.
- **Practice gives real understanding** — it teaches us how things actually happen in the workplace, how to deal with real data, how to face challenges, and how to improve through experience.

When theory and practice are combined, they create a complete learning experience. For example, after learning about TDS in class, I understood its actual use only after working on real TDS calculations and challans during the internship. This made my knowledge stronger and more meaningful.

Also, practical experience helps us **remember theoretical concepts better** because we see them in action. It helps in understanding how small theoretical points can have big effects in real work.

This combination not only improves our skills but also increases our confidence. It helps us prepare for jobs, interviews, and future responsibilities. I now realise that internships are a bridge that connect college learning to career readiness.

Chapter 9: Key Challenges Faced During the Internship

During my internship at Nirupam & Associates, I came across several challenges that tested my patience, understanding, and learning capacity. While the overall experience was positive and full of learning, these challenges helped me grow personally and professionally.

As a student stepping into a real professional environment for the first time, everything felt new and slightly overwhelming. The pressure to perform well, follow office norms, and meet deadlines added a different level of responsibility. At times, I felt unsure or confused, but instead of giving up, I tried to observe, learn, and improve.

Each challenge, whether small or big, taught me something valuable — from technical learning to behavioral development. These situations helped me realise the importance of adaptability, attention to detail, and the need for continuous learning in a fast-paced professional world.

Overall, facing these challenges was a necessary part of the internship journey. They shaped my personality, improved my problem-solving skills, and gave me confidence that I can handle real work settings with a positive attitude and dedication.

9.1 Adapting to a Professional Environment

As a student, I was used to a casual and flexible environment. But the office had a formal setup where punctuality, proper dress code, and disciplined behavior were strictly followed. Adjusting to this professional atmosphere in the beginning was a bit tough, but with time, I adapted and learned how to behave and present myself in a workplace.

On the first few days, I was very conscious of my actions — how I sat, how I spoke, and even how I addressed seniors. I realised that even small things like greeting everyone in the morning, maintaining silence during work, and following

instructions properly made a big difference. Slowly, I started picking up these habits.

I also learned the importance of being presentable — wearing formal clothes, keeping my workspace neat, and using polite language. This helped me feel more confident and respected by my colleagues.

Over time, I became comfortable with this environment. I began to enjoy the routine and discipline of office life. It taught me how to act professionally, maintain good manners, and show seriousness in whatever task I was given. This change in attitude will definitely help me in my future career.

9.2 Handling Real Client Data

One of the biggest responsibilities I faced during the internship was working with real client data. This included invoices, bank statements, tax documents, and personal financial records. Unlike classroom examples, these documents were actual records with legal importance and confidentiality. This made the task more serious and slightly stressful at first.

I was initially afraid of making mistakes, especially while entering data, calculating amounts, or verifying figures. Even a small error could lead to major issues for the client or the firm. Because of this, I developed the habit of double-checking everything I did.

Through this experience, I learned the importance of **data privacy, accuracy, and responsibility** in financial work. I was taught to maintain client confidentiality and not discuss sensitive information with anyone. I also learned how to carefully file documents, maintain backups, and follow standard formats used in the office.

Over time, I gained more confidence while dealing with client files. I realised that this kind of real work teaches you much more than any textbook ever can. It helped me become more focused, careful, and aware of the professional standards expected in the field of accounting and taxation.

9.3 Learning New Software and Tools

During my internship, I had to use various software tools that are commonly used in Chartered Accountancy firms. The most important ones were **Tally ERP**, **Microsoft Excel**, and in some cases, online government portals for filing GST and ITR. At first, it was a bit challenging because I had never worked on these platforms before in a real office setup.

Tally, for example, has a very specific format for recording transactions and preparing reports. It took me a few days to get used to its interface, shortcuts, and commands. I learned how to enter journal entries, generate GST reports, and check ledgers using Tally.

Excel was also used regularly for preparing billing sheets, calculating TDS, and organising client information. I had to quickly improve my Excel skills, including using formulas, formatting data, and creating tables. Even small tasks like using filters or validating data became important when working with large spreadsheets.

Apart from this, I got exposure to using **GST return filing portals**, **income tax e-filing systems**, and various document management tools. Understanding the procedures of uploading returns, verifying acknowledgments, and dealing with online errors helped me gain hands-on technical knowledge.

Though learning these tools was difficult in the beginning, with the help of my mentor and through regular practice, I became more confident and efficient. These software skills are now part of my professional toolkit and will be useful in any finance-related job in the future.

9.4 Time Pressure and Deadlines

One of the major challenges I faced during the internship was working under strict deadlines. In a Chartered Accountancy firm, time plays a very important role—especially during tax filing seasons or month-end closures. Every task, whether small or big, had to be completed within a given time frame.

At first, I found it hard to manage multiple tasks together. Sometimes, I had to prepare documents for one client while also assisting in the GST return filing of another. Balancing speed with accuracy was not easy, and I often felt pressure to finish things quickly without making mistakes.

I also noticed that tax deadlines—like for GST or ITR—create a rush in the office. Everyone works fast, and the atmosphere becomes intense. During these times, I had to stay extra alert and avoid distractions. Even a small delay could cause problems for clients or invite penalties from tax departments.

To manage this, I started planning my work better. I made simple checklists, organized my files, and tried to finish easier tasks early. I also learned to prioritize urgent work and seek help whenever needed. Over time, I got better at working under time pressure without feeling nervous.

This experience taught me the value of time management, staying calm under pressure, and keeping quality intact even when working fast. These skills are highly useful for any career, especially in the finance and accounting field where timelines are always tight.

9.5 Limited Technical Knowledge

I was not very skilled in using accounting software like Tally or Excel at the beginning of the internship. This sometimes slowed me down. But with practice and help from my colleagues, I improved my speed and confidence in using such tools.

9.6 Communication and Confidence

At first, I was nervous about talking to seniors or asking doubts. I feared making mistakes or looking unprofessional. But as the days passed, I became more comfortable in communicating and expressing myself clearly and respectfully.

9.7 Balancing Learning with Work

While I wanted to learn everything, I realised that time in an office is limited and focused on completing tasks. So, I had to learn quickly, observe more, and ask relevant questions without disturbing others. This balance helped me become a better learner.

9.8 Multitasking and Flexibility

Sometimes, I was given more than one task at the same time — like checking invoices, updating Excel sheets, and helping in client document verification. At first, it was confusing to switch between different types of work. But gradually, I learned how to stay organized, shift my focus quickly, and complete tasks one by one without losing quality.

9.9 Understanding Office Etiquette

Apart from work, there were unspoken rules in the office — how to greet seniors, when to speak, when to ask for help, and how to behave in team meetings. Understanding and adjusting to these professional manners took a little time. But once I followed them properly, I felt more respected and confident in the workplace.

9.10 Lack of Prior Experience

Since this was my first internship, I had no prior exposure to how offices work. I didn't know how to start or where to focus in the beginning. Everything was new — the environment, the systems, the people. But with a learning mindset and regular support from my mentor, I overcame this challenge and became more comfortable over time.

Chapter 10: Suggestions and Recommendations

After completing my internship at Nirupam & Associates, I have a few suggestions and recommendations that could help improve the overall experience for future interns and also guide students who are planning to do internships.

Internships are an important part of professional education. They give us a chance to experience real work environments and apply classroom learning in practical situations. However, like any learning process, internships can be more effective if certain improvements are made. My experience was positive overall, but there were areas where a little more structure or support could have made the experience even better.

The following suggestions are based on my personal observations and challenges faced during the internship. They are meant to help both the organization and future interns make the most out of this opportunity. These recommendations focus on improving learning outcomes, ensuring smooth communication, and creating a more supportive work environment for students like me.

10.1 For the Internship Provider (Nirupam & Associates)

Orientation Program:

A short and well-planned orientation on the first day can help interns feel more comfortable and informed. It should include a brief introduction to the team, an explanation of the work culture, office rules, reporting structure, and an overview of the services offered by the firm. This initial session can remove confusion and help interns settle quickly.

Defined Task List:

Interns often feel lost when they are unsure about what to do. Providing a task sheet or schedule for each week can give clarity. It helps them organize their time, set goals, and feel a sense of achievement when they complete tasks. This also makes it easier for mentors to track progress and guide interns better.

More Hands-On Opportunities:

Giving interns real responsibilities, such as preparing drafts, filling basic forms, or assisting in actual GST or ITR filings, helps them build confidence. Being involved in real tasks under the supervision of seniors ensures learning by doing, which is more effective than just observing or assisting.

Feedback Sessions:

Organizing weekly or fortnightly review meetings helps the intern understand what they're doing right and where they can improve. Even 10–15 minutes of constructive feedback can make a big difference. It shows that the firm values their contribution and wants to support their growth.

Resource Sharing:

The firm can also provide study materials, checklists, or brief manuals to help interns understand common processes like GST return filing, TDS calculation, or invoice checking. These learning aids will help them understand tasks faster and improve accuracy.

Encourage Questions and Doubts:

Sometimes interns hesitate to ask questions out of fear or nervousness. The team can encourage a friendly learning environment where asking doubts is welcomed. This boosts confidence and leads to better performance.

10.2 For Future Interns

- **Be Curious and Willing to Learn:**

An internship is not just about completing hours — it's about learning actively. Future interns should come with a learning mindset. Ask questions, observe closely, and take notes. Even small tasks can teach something valuable if done with interest and care.

- **Be Professional:**

Maintain a proper dress code, be punctual, and show respect to seniors and colleagues. These small habits leave a lasting impression and reflect your seriousness. Treat the internship like a real job, even if it's short-term.

- **Accept Mistakes and Learn from Them:**

Mistakes are part of any learning journey. Don't feel discouraged if you do something wrong. Instead, note your errors, correct them, and make sure not to repeat them. This attitude will help you improve fast and earn respect from mentors.

- **Learn the Basics Before You Start:**

Before joining the internship, brush up on basic accounting concepts and tools like Tally, Excel, GST return types, and ITR forms. This will make you more confident and help you understand tasks quickly without needing too much explanation.

- **Take Initiative:**

Don't wait to be told every single task. If you finish something early, offer to help with another task. Ask seniors if you can assist them or learn something new. Showing this kind of interest proves your dedication and builds trust.

- **Keep a Daily Log or Diary:**

Maintain a simple diary of daily activities. Write down what you learned, did, or observed. This will help during report writing and also help you track your own progress.

- **Improve Communication Skills:**

Pay attention to how professionals speak, write emails, or explain things. Try to copy their style in a respectful way. Good communication is a key skill in every job.

- **Be Honest and Ask for Help:**

If you don't understand something, admit it and ask politely. Seniors appreciate honesty more than pretending to know everything.

- **Respect Confidentiality:**

As an intern, you may handle sensitive financial documents. Never misuse or share such information. Always follow office ethics.

- **Stay Positive and Patient:**

Sometimes tasks may be repetitive or seem boring, but they are part of the learning process. Stay motivated and take every task seriously.

10.3 General Recommendations

- **Internships Should Be Mandatory in Every Course**

Internships give students a real feel of how things work outside the classroom. They teach discipline, teamwork, and the importance of deadlines. Every college course, especially professional ones like BBA, should include at least one compulsory internship program.

- **Colleges Should Guide Students Better**

Sometimes, students struggle to find good internships. Colleges should maintain a list of verified firms and companies that are open to hiring interns. They should also help students with resume writing, interview preparation, and selecting the right internship based on the student's interest.

- **Internship Reports Should Be Standardized**

A proper structure for internship reports should be given by the college with headings and required pages. This ensures all students follow a clear pattern, and also helps them present their work experience in a professional way.

- **Companies Should Encourage Student Interns**

Firms and offices should be open to hiring students for internships and treat them as learners, not burden. Giving a positive environment, small responsibilities, and occasional feedback can really help interns grow and become loyal future employees.

- **Feedback from Students Should Be Collected**

Colleges or companies should take short feedback from interns at the end of the internship. This will help improve the experience in future and show both the student's and the firm's interest in making the program better.

- **More Skill-Based Internships Needed**

Internships should focus on giving practical skills — like GST filing, TDS calculation, Excel work, or client management. These skills increase employability and help students become job-ready faster.

- **Awareness About Government Schemes and Tax Laws**

Internships in CA firms should also focus on making students aware of

government schemes, recent tax changes, and basic financial planning. This will increase both general knowledge and professional understanding.

- **Certificates and Appreciation Letters Matter**

Providing a certificate or even a small appreciation letter at the end of the internship motivates students. It gives value to their time and can also be used in resumes and job interviews.

- **Internship Duration Should Be Longer**

Many internships last for only 15–30 days, which is often too short to gain deep experience. Extending the duration to at least 2–3 months (where possible) would allow students to learn more, take on bigger responsibilities, and become better prepared for the job market.

- **Introduce a Buddy or Mentor System**

Companies can assign one senior staff member or employee as a “buddy” or “mentor” to each intern. This person can guide the intern, solve their doubts, and ensure they are learning consistently. This system builds better communication and makes the intern feel supported.

- **Use of Modern Tools and Software Should Be Encouraged**

Interns should be introduced to modern accounting tools and software like Tally, Excel (advanced), Zoho Books, or GST portals. Getting hands-on training in these tools during the internship will make students more skilled and competitive in the job market.

In conclusion, the suggestions and recommendations provided in this chapter aim to improve the overall internship experience for both students and organizations. By creating a structured, supportive, and skill-focused environment, internships can become powerful learning tools that prepare students for real-world challenges.

For firms like Nirupam & Associates, these suggestions can help make interns more productive and confident. For colleges, it is a way to ensure students gain maximum benefit from their practical exposure.

Internship Feedback and Reflection

Feedback on the Internship Experience

My internship at **Nirupam & Associates** was a very positive and enriching experience. I was given a good mix of observation-based learning and practical task handling. The work environment was professional yet supportive. My seniors always encouraged me to ask questions and guided me patiently.

The tasks were well-organized and meaningful. I was never made to feel like “just an intern,” but rather as a part of the team. I especially liked how my mentor explained the logic behind tax processes instead of just giving instructions. I also received feedback on my performance, which helped me improve quickly.

Overall, I am highly satisfied with the internship and would definitely recommend such an experience to other students who wish to learn seriously.

Personal Reflection

Looking back at the last few weeks, I can clearly say that this internship helped me grow in many ways. It gave me confidence that I can perform well in a real office setting. I also learned how to be patient, how to stay focused, and how to take responsibility for my work.

Before the internship, I only had book knowledge. But now, I understand how that knowledge is actually used in daily work. I made small mistakes too, but they became part of my learning. Each day brought something new — a task, a challenge, or a new lesson.

This internship has confirmed my interest in the finance and taxation field. I now feel more prepared for job interviews, future work, and even further studies in this area. It was not just an academic task, but a valuable life experience that will shape my career choices ahead.

Final Words of Thanks

I would like to sincerely thank:

- **Nirupam & Associates** for giving me this learning opportunity.
- My mentors and colleagues in the firm for guiding and supporting me throughout.
- My college – **Cimage Professional College** – for encouraging students to take part in internships.
- My faculty and classmates who motivated me during this internship journey.

This experience will stay with me forever and I will always be grateful for the valuable exposure I received.