

## INTRODUCTION TO CORPORATE INTERNSHIP



A Corporate Internship is a type of work experience program that provides students or recent passed-out graduates with a practical work experience in a corporate entity or an organization. This type of internship is typically offered by the corporate companies and it involves working on real-world projects and tasks, alongside the experienced professionals in the industry and provides students with an opportunity to apply their academic skills and knowledge in a practical setting, gain new skills and insights, and develop professional networks.

Employers benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. Internships are usually arranged by third party organizations that recruit interns on behalf of industry groups. Rules vary from country to country about when Interns should be regarded as employees.

Internship for professional careers are similar in some ways, Similar to internships, apprenticeship transition students from vocational school into the workforce.



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The system can be open to exploitation by unscrupulous employers. The lack Of standardization and oversight leaves the term "Intemship" open to broad interpretation. Intern may be high school students, college and university student, or post-graduate adults. Tlrse positions may be paid or unpaid and are temporary.

Many large corporations, particularly investment bank have "Insights" programs that serve as pre-internship event numbering a day to a week, either in person or virtually.

Typically, an intermship consists of an exchange of service for experience between the intern and the organimtion. Internship are used to determine whether the intern still has an interest in that field after the real life experience . In addition, an internship can be used to build a professional network that can assist with letters of recommeruiation or lead to lead to future employment opportunities.

The benefit of bringing an intern into full-time employment is that they are already familiar with the company. therefore needing little to no training. Internship provide current college students with the ability to participate in a field of their choice to receive hand on learning about a particular future career, preparing them for fulltime work following graduation.

A marketing intern assists a company in its marketing and advertising efforts. The marketing intern may be involved in many tasks, including identifying marketing needs, designing marketing materials and working with team rnmbers to evaluate current marketing efforts. Marketing interns use their educational background in marketing to assist the company while also learning on-the-job experience.



## NEED FOR THE INTERNSHIP

Internship is important because it can present you with new skills and opportunities that you would not receive otherwise. Interns not only gain technical knowledge within the industry of their choice, but they also learn how to interact with professionals in a workplace setting, and develop essential soft skills like time management, organization, adaptability, problem solving and teamwork.

To test industry knowledge: -

1. Helps you figure out your interests.
  2. Creates new interests.
  3. Connects you to industry professionals,
  4. Allows you to learn in a safe environment.
  5. Allows you to get paid to learn.
  6. Provides possible credit for your college degree.
  7. Allows you to potentially gain more internship opportunities.
  8. Creates a unique travel experience.
  9. Inspires you to learn more about an industry.
  10. Teaches you about the importance of work-life balance.
  11. Introduces you to office politics.
  12. To enrich classroom learning through exposure to related on-the-job experiences.
  13. To assist in the determination of career goals.
  14. To provide experience in the field for those just entering the criminal justice field.
- To broaden that experience and the students' perspective on criminal justice issue for those who have prior experience in the criminal justice field. Be your means of obtaining employment with the agency later. A number of people play an active role in the internship.
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## OBJECTIVES OF THE INTERNSHIP

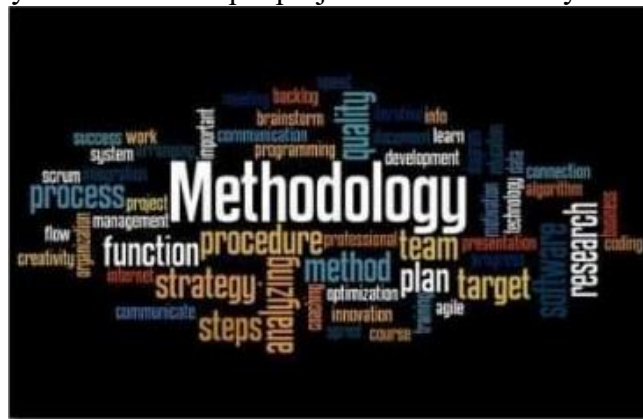
The purpose of Internship is to expose students to real work of environment experience and at the same time, to gain the knowledge through hands-on observation and job execution. From the internship, the students will also develop skills in work ethics, communication, management and others. Moreover, this practical training program allows us to relate theoretical knowledge with its application in the internship.

- To get an idea about organization working structure.
- To gain knowledge about different departments in an organization and their functioning.
- To understand corporate culture and environment.
- To identify various decision-taking levels in an organizational structure.
- To implement classroom learning practically and observing the gap.
- To develop skills in the application of theory to practical work situations.
- To develop skills and techniques directly applicable to their careers.
- Internships will increase a student's sense of responsibility and good work habits.
- To build the strength, teamwork spirit and self-confidence in students' lives.
- To enhance the ability to improve students' creativity skills and sharing ideas.
- To build a good communication skill with a group of workers and learn proper behavior of corporate life in the industrial sector.
- To be instilled with good moral values such as responsibility, commitment and trustworthiness during their training.

## METHODOLOGY

### OFFLINE MODE:

The internship was held offline mode where, I worked as Business development associate at an foreign academic consultancy and training .It helps create a detailed marketing plan, determine a business' s marketing message, and identify the appropriate marketing mix to get the message out to the target market. I learnt consumer behavior and customer psychology and reputation management . Excellent written and verbal communication skills. Ability to handle multiple projects simultaneously and work under pressure.



PAID INTERNSHIP:



Paid internships are an excellent way to gain practical work experience while also earning compensation for your efforts. They offer valuable opportunities for students and recent graduates to apply their knowledge, develop skills, and make connections within their chosen field. Paid internships typically provide financial support to cover living expenses, transportation costs, or a stipend for the intern.

**Prompt personnel** is India's leading HR solutions company with over 25 years of experience. At Prompt Personnel, we offer a wide array of HR services that we lead with Temporary Staffing, Permanent Staffing and Labour Law Advisory and Compliance.

Over the years our clients have vouched for our expertise, creativity and integrity. With an industry-acclaimed management and a team of skilled experts we deliver effective solutions in no time. We constantly push ourselves and build authentic and transparent relationships with all our clients and associates.

With these values, we have grown year on year to become a trusted staffing solution provider across sectors, roles and complexities. Our proven expertise and robust processes enable us to provide seamless, prompt and reliable services to over 150 clients. We are proud and filled with gratitude for the 80% repeat business we get from our clients.

Connecting people with intelligent technology to supreme organizations and converting talent potential into performance is our passion. Our unique approach to providing all-around HR consultancy services in Bangalore including temporary staffing, permanent staffing and labour law and compliance sets us apart from others. Our sourcing methodology ensures a perfect match for the organization's temporary and permanent staffing requirements with skilled professionals. We are more than just an HR consultancy as we go beyond recruiting staff for companies. We find the perfect assets to your company that will take your company to the desired goals and beyond.

Being the best HR consultancy in Bangalore for more than 25 years, our team of skilled experts have pocketed various accolades including the "Fastest-growing Staffing Company" by ERA in 2007 and "Madhavrao Bhide Udyog Gaurav" in the large-scale industry 100 Cr+ category in 2019. By providing nothing less than the best quality services, we aim to make Prompt the leading HR consultants in India.





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Find the right talent for your company with Prompt. Get to know us better, our expert teams and achievements over the years.

## OUR SERVICES

We understand that every position in the company requires a certain set of qualities. We love to go the extra mile for our clients and find the perfect talent to amp up their project teams. From talent hunt to onboarding of the employees, we provide end-to-end hiring solutions to the companies. We love catering additional services like performing a background check on the candidate and giving professional inbound and outbound training in technical and soft skills for the holistic development of an organization.

### Temporary Staffing

With more and more companies realising the benefits of hiring temporary staff, there is a great demand for skilled contractual employees in various industries. Leave it to the best HR consultancy in Bangalore, to find the appropriate talent for your project teams. Prompt shall take care of the employee payroll, hiring process and compliance of the employee so you can better focus on the growth of your business.

## OUR VALUES

### **Empathy**

We believe in the ability to put oneself into another person's shoes, it helps us understand our clients and employees better

### **Ethical**

Our ethics is our compass that has always directed us in building trust with our employees and clients

### **Speed**

Our Promptness is directly proportional to our client's growth, by finding the right talent at the right time

# DMart

- **Dmart**

- DMart is a one-stop supermarket chain that aims to offer customers a wide range of basic home and personal products under one roof. Each DMart store stocks home utility products - including food, toiletries, beauty products, garments, kitchenware, bed and bath linen, home appliances and more - available at competitive prices that our customers appreciate. Our core objective is to offer customers good products at great value.
- DMart was started by Mr. Radhakishan Damani and his family to address the growing needs of the Indian family. From the launch of its first store in Powai in 2002, DMart today has a well-established presence in 324 locations across Maharashtra, Gujarat, Andhra Pradesh, Madhya Pradesh, Karnataka, Telangana, Chhattisgarh, NCR, Tamil Nadu, Punjab and Rajasthan. With our mission to be the lowest priced retailer in the regions we operate, our business continues to grow with new locations planned in more cities.
- The supermarket chain of DMart stores is owned and operated by Avenue Supermarts Ltd. (ASL). The company has its headquarters in Mumbai.
- \* The brands D Mart, D Mart Minimax, D Mart Premia, D Homes, Dutch Harbour, etc are brands owned by ASL.
- DMart is owned and operated by Avenue Supermarts Ltd. (ASL) – a company founded by Mr. Radhakishan Damani is respected in the business world as an astute investor in the Indian equity market, he has built a company that constantly strives towards developing a deep understanding of customer needs and satisfying them with the right products. A firm believer in core business fundamentals and strong ethical values, Mr. Damani has built DMart into an efficient, large and profitable retail chain that is highly respected by customers, partners and employees alike.
- At DMart, we research, identify and make available new products and categories that suit the everyday needs of the Indian family. Our mission is to provide the best value possible for our



customers, so that every rupee they spend on shopping with us gives them more value for money than they would get anywhere else.

### DMart Success story:

DMart launched its first store in Powai in 2002. It was a humble beginning. It's rapid expansion began in 2007.

DMart today has a well-established presence in 294 locations, in approx. 30 cities across 11 states i.e. Maharashtra, Gujarat, Chhattisgarh, Madhya Pradesh, Karnataka, Andhra Pradesh, Telangana, Tamil Nadu, Rajasthan, NCR and Punjab, and we still continue to grow....

### Opportunities at DMart: What can you look forward to?

- A supportive working environment
- Enriching learning experience
- An opportunity to grow while you learn
- A fulfilling career

### D-Mart Mission Statement

Our mission is to provide the best value possible for our customers, so that every rupee they spend on shopping with us gives them more value for money than they would get anywhere else.

### D-Mart Vision Statement

To offer customers a wide range of basic home and personal products under one roof.

### D-Mart Values

- Excellence
- Dedication
- Determination
- Enthusiastic: to love what i do.
- Respect
- Integrity

Official Site : [www.dmartindia.com](http://www.dmartindia.com)

### 3. WORK EXPERIENCE

It was a great experience recommended during our time as an undergraduate is doing an internship. Gaining work experience is key for boosting our employability, especially as a commerce student. Then have chosen to take my three weeks of internship work with prompt personnel Services Pvt. Ltd. which was started from . During this period of internship, Learnt many new skills. Before internship had only theoretical knowledge about work in organization but now, have practical experience in an organization. Now having knowledge about the organization's working environment and how organizations work and achieve their goals and objectives. This internship has given me the understanding of audit process and how important is the process of auditing in an organization.

During my internship following related tasks and duties were assigned for me:

- Posting entries in Excel
- Posting entries in Tally
  - o Journal
  - o Ledger
    - Posting salaries of workers and their details into excel
    - Filing the details of new employees in their Portal

## Day 01-02

Gave a introduction about the staff and their organisation process and how they hire the staff and all.

And also explained about my 23 days worked in the office and how to enter the entries of the workers in the excel and also the new joiners into their portal .

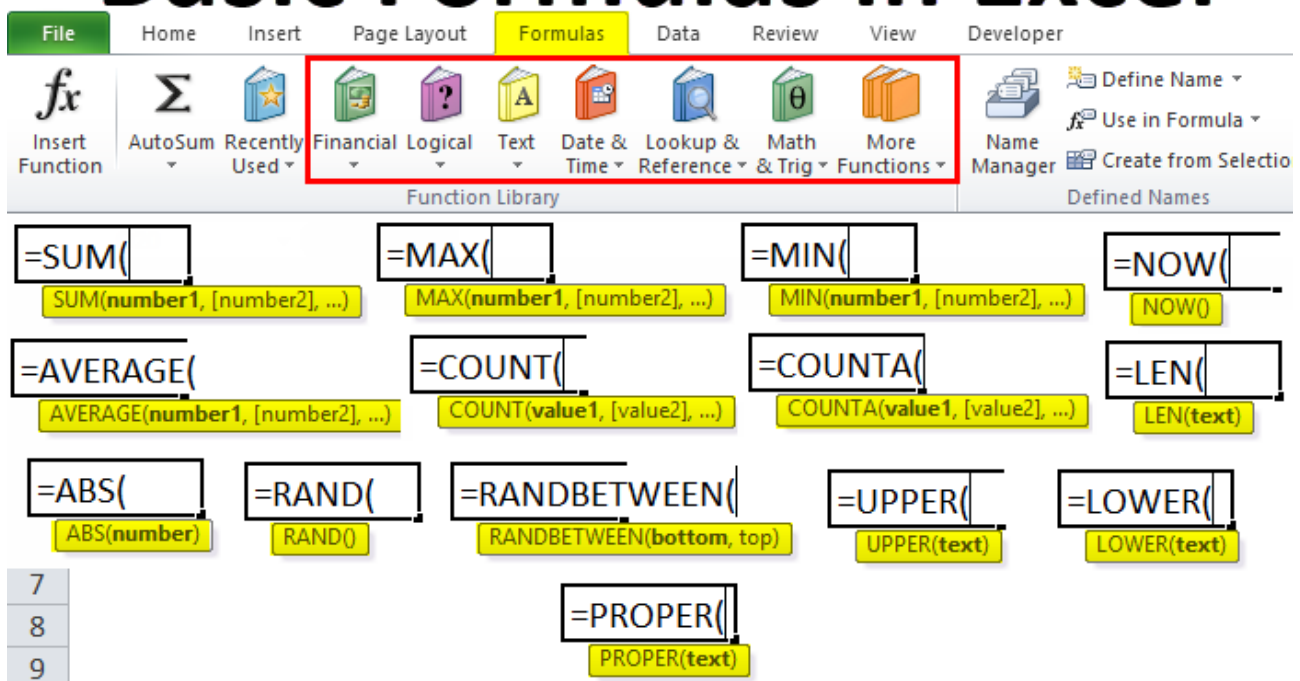
And thought the basics about the code of conduct.

## Day 03-05

For the next 2-3 days I was not given the work but gave mw some time to read all the formulas in the excel sheet .

For example ,

# Basic Formulas in Excel



The screenshot shows the Excel ribbon with the 'Formulas' tab selected. The 'Function Library' group is highlighted with a red box, containing icons for Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, and More Functions. To the right, the 'Defined Names' group is visible with options like 'Define Name', 'Use in Formula', and 'Create from Selection'. Below the ribbon, a grid of basic formulas is displayed, each with its syntax in a yellow box:

- =SUM(**  
SUM(number1, [number2], ...)
- =MAX(**  
MAX(number1, [number2], ...)
- =MIN(**  
MIN(number1, [number2], ...)
- =NOW(**  
NOW()
- =AVERAGE(**  
AVERAGE(number1, [number2], ...)
- =COUNT(**  
COUNT(value1, [value2], ...)
- =COUNTA(**  
COUNTA(value1, [value2], ...)
- =LEN(**  
LEN(text)
- =ABS(**  
ABS(number)
- =RAND(**  
RAND()
- =RANDBETWEEN(**  
RANDBETWEEN(bottom, top)
- =UPPER(**  
UPPER(text)
- =LOWER(**  
LOWER(text)
- =PROPER(**  
PROPER(text)

## Day 06-09



For the next 3 days I was been updating the workers daily duties means the hours of work to be paid and their basic allowances given to them mentioned in their portal

Since they have a separate portal I was not given the permission to take any pictures while working on the portal .

Day 10-13

Learnt about GST Reconciliation

### **GST RECONCILIATION**

GST reconciliation involves matching of sales and purchase data between different return as well as sales and purchase registers.

The entries that posted on excel will be used for GST Reconciliation. When we file GST Annual Return this reconciliation is most important because

- o It finds a mismatch transaction or data which does not match to GSTR 2A.
- o Finds out the bills which has not been received.
- o Helps to find out the data which is wrongly reported in GSTR 2A.

Steps to GST Reconciliation in Excel

- 1.Download a supplier invoice GSTR 2A from the government portal.
2. Upload purchase invoice through Excel.
3. Run GST Zen intelligent matcher.
4. Download and review the report.

GST reconciliation involves matching data of purchase and sales between different returns and purchase and sales registers. Under GST, reconciliation helps taxpayers know if taxes are excess/short paid or not paid at all

- Differences between the amount of input tax credit shown in [GSTR- 3B](#) and the [GSTR 2A/ GSTR-2B](#)
- Discrepancies in sales details between GSTR-3B and [GSTR-1](#)
- Until 31st Dec 2021, differences in the [provisional credit](#) as claimed under CGST Rule 36(4) and the actual credit that is claimable as per GSTR-2B across return periods
- differences between ITC values available in GSTR-2B versus ITC available in books of accounts for rigorous vendor follow-ups especially from 1st Jan 2022 after removing provisional ITC by virtue of [Section 16\(2\)\(aa\)](#).
- Differences in sales details between the books of accounts and GSTR-1 as auto-populated from the [e-invoicing system](#).

Differences in tax payable upon comparing the auto-populated GSTR-3B with the books of accounts.

Any differences noticed between these returns will lead to [scrutiny notices](#) being issued to the taxpayers or worse [suspension of GST registration](#).

AutoSaveReconciliation1.xlsx - ExcelInk Tools

FileHomeInsertPage LayoutFormulasDataReviewViewHelpPensTell me what you want to do

ClipboardFontAlignmentNumberStylesCellsEditing

GeneralConditional FormattingFormat as TableCell StylesInsertDeleteFormatFillSort & FilterFind & Select

G15

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
15	2														
16	3														
17															
18															
19	(B) Total value of purchases on which ITC availed (intra-State)														
20															
21	Goods				As per Return					As per Books of accounts					
22	S.N	Description	HSN Code	UQC	Quantity	Taxable value	Tax rate (CGST)	Tax rate (SGST)	Tax credit (CGST)	Tax credit (SGST)	Quantity	Tax rate (CGST)	Tax rate (SGST)	Tax credit (CGST)	Tax credit (SGST)
23	1														
24	2														
25	3														
26															
27	Services				As per Return					As per Books of accounts					
28	S.N	Description	SAC		Taxable value	Tax rate (CGST)	Tax rate (SGST)	Tax credit (CGST)	Tax credit (SGST)		Taxable value	Tax rate (CGST)	Tax rate (SGST)	Tax credit (CGST)	Tax credit (SGST)
29	1														
30	2														
31	3														
32															
33	(C) Total value of purchases on which ITC availed (Imports)														
34															
35															
36	Goods				As per Return					As per Books of accounts					
37	S.N	Description	HSN Code	UQC	Quantity	Tax rate	CIF Value	IGST	Customs duty paid		Quantity	Tax rate	CIF Value	IGST	Customs duty paid

Ready

Type here to search

ENG US 07/01/2018 6:49 PM

Day 14-15

## Easy to update in tally.

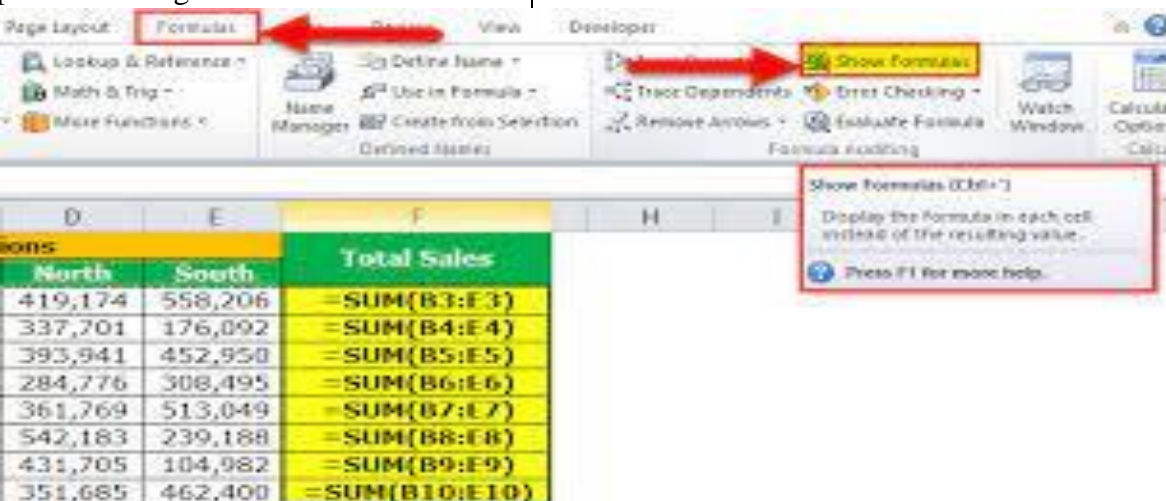
The worksheets prepared in excel can easily be transferred or update in tally by using various formulas. They are:

1. Month Formula
2. We lookup Formula
3. Sum if Formula
4. Sum ifs Formula
5. Count Formula
6. Count if Formula
7. Count ifs Formula

Need for excel Shortcuts

Excel supports a plethora of keyboard shortcuts that help us work efficiently and increases the productivity. Instead of accessing the toolbar with a mouse, two or three keystrokes are used to perform significant functions. Using excel shortcuts drastically increases the speed and thus reduce workload.

Description	Excel Shortcuts
1. To create a new workbook	Ctrl + N
2. To open an existing workbook	Ctrl + O
3. To copy	
4. To paste	
5. To save	
6. To print	
7. To select all	
8. To select cells	
9. To delete	
10. To insert	
11. To undo	
12. To redo	



## Day 18

### Ledger Creation

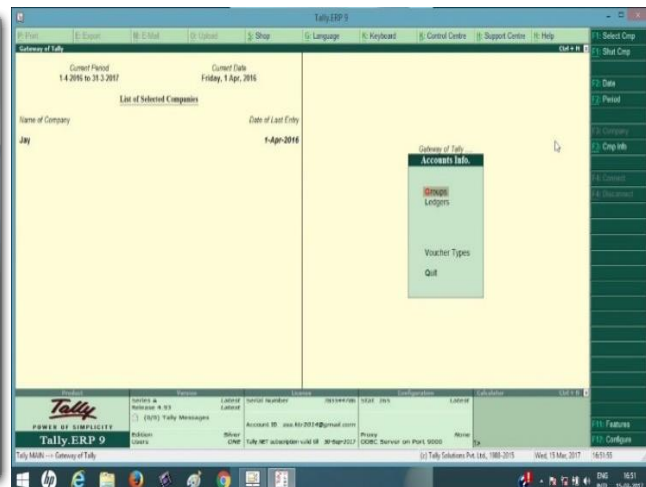
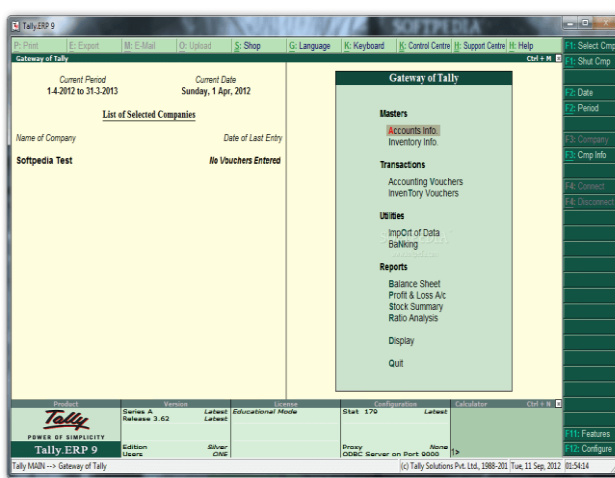
After creating a company and activating GST features, you need to create ledgers that will enable you to pass accounting entries in Tally. Here are the following steps:

- Go to Gateway of Tally > Accounts Info > Ledgers > Create
- Enter the Name for the ledger want to create such as purchase, sales, receive etc.
- Select the appropriate group to which such ledger belongs for example state tax under duties and taxes group
- Enter the other related information required and press Y or Enter to accept and save.



After having done the above 3 steps, you can start entering accounting entries in Tally. For this, Go to Gateway of Tally > Accounting Vouchers. There are many accountings' Vouchers in Tally such as

Payment, Receipt, Contra, Sales, Purchase, etc. Choose the relevant Voucher and start passing the accounting entries.



## Day 19

### BANK STATEMENT IN TALLY

A bank statement usually provides a complete picture of the account for the selected time period. The following is a summary of the account statement.

- The account's beginning and ending balances
- Income, cash deposits, and other deposits
- The account's interest gained
- Charged to the account are service fees and penalties.

A bank statement is the most accurate record of one's income and expenses and provides an accurate picture of one's financial health. It includes all sources of income, EMIs, expenditures, withdrawals, credit card payments, receipts, and interest earned for a defined period.

The process to enter a bank entry in Tally ERP 9 would be as follows:

Process: 01 Create a ledger under bank accounts and then save the same.

Process: 02 Go to the accounting vouchers menu and then we need to select what kind of voucher do we need to pass using the bank account. One can use 3 voucher type to pass a bank entry in Tally ERP 9

- **Payment:** To make payment entry. Debit the expenses ledger/ party ledger and Credit the bank. The short cut key to select payment voucher is F5.
- **Receipt:** To make receipt entry. Debit the bank ledger and credit the party ledger/income ledger. The shortcut key to select receipt voucher is F6.
- **Contra:** Use for the only cash transaction. Debit/credit bank/ cash. The short cut key to select contra voucher is F4

## Day 20-21

### 2 SALES & PURCHASE ENTRY IIN TALLY WITH GST

Sale and purchase are the most common entries in accounting. Recording transaction accurately is essential because most government regulations, taxation compliances, and accounting standards are based on business sales and purchase volume. Sales and purchase GST entries in tally is confusing because there are many factors that the accountants should consider. Inaccurate recording of GST could lead to problems like GSTR-2A mismatch, wrong ITC claims, and a wrong balance sheet.

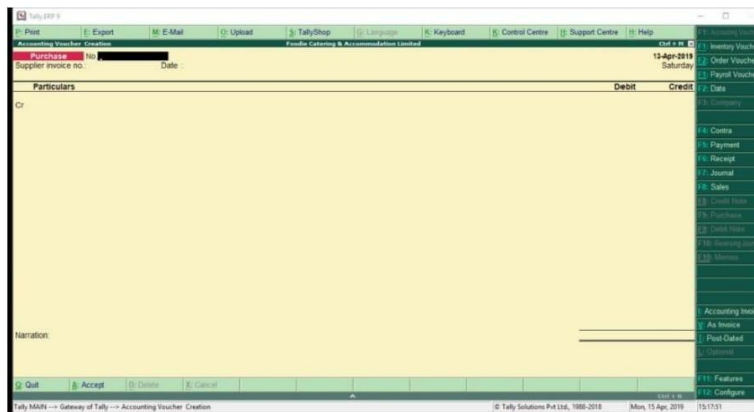
#### 3.4.2.1 PURCHASE ENTRTY IN TALLY PRIME WITH GST IN VOUCHER MODE

Step:1 Go to Gateway of Tally> Select Vouchers> Press the F9 key to open the purchase screen > Select as voucher from side screen or press Alt + V

Step: 2 Hit f2 button keyboard to change the date> Select the supplier to be credited> Enter the amount of purchase> Debit the purchase account> Enter CGST/SGST/IGST purchase in correct ledger

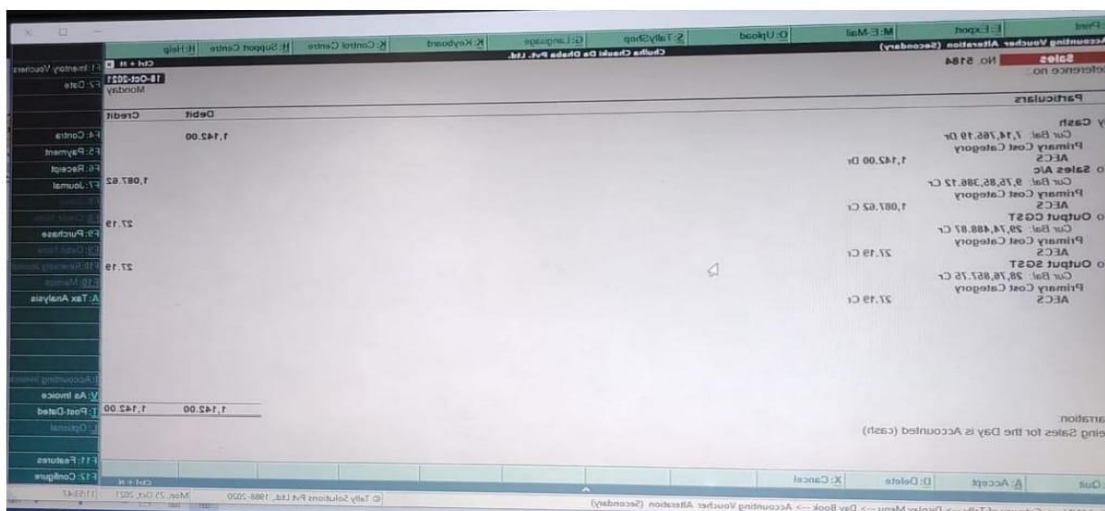
Step: 3 Enter Narration,

purchase order number> Mode of payments.



The screenshot shows the 'Accounting Voucher Creation' window in Tally. The 'Purchase' voucher type is selected. The 'Supplier Invoice no.' and 'Date' (12-Apr-2019) are visible. The 'Particulars' table is empty. The 'Narration' field is at the bottom. The right-hand pane shows a list of ledger accounts for selection, including 'Inventory Vouchers', 'Order Vouchers', 'Payment Vouchers', 'Sales', 'Debit Note', 'Credit Note', 'Purchase', 'Debit Note', 'Credit Note', 'Accounting Invoice', 'As Invoice', 'Post Dated', 'Features', and 'Configure'.

**Day 22-23**



The screenshot shows a completed 'Purchase' voucher in Tally. The 'Particulars' table contains the following entries:

Particulars	Debit	Credit
To Cash	7,143.00	
By Cash		7,143.00
To Sales A/c		7,143.00
By Sales A/c	7,143.00	
To Output CGST		33.79
By Output CGST	33.79	
To Output SGST		33.79
By Output SGST	33.79	

The 'Narration' field contains the text: 'Being Sales for the Day is accounted (cash)'. The 'Total' row shows a debit of 7,143.00 and a credit of 7,143.00.

## **SALES ENTRY IN TALLY PRIME WITH GST IN VOUCHER MODE**

Step: 1 Go to Gateway of Tally> Select Vouchers> Press the F8 key to open the sales screen> select voucher from side screen or press Ctrl + V.

Step: 2 Hit f2 button on keyboard to change the date > select the debtor to be credited > Enter the amount of sales > Credit the sales account > Enter CGST/ SGST/IGST charged on sales in the correct ledger.

Step: 3 Enter Ref No, Bill > Narration: Mode of payment, the status of delivery, delivery challan number.

### **Day 24**

#### **OVERVIEW OF TALLY PRIME**

Tally Prime enables you to manage multiple companies and incrementally add features such as multiple go-downs, multi-currency, order process, cost centres etc. This helps you get rid of complexities, and in turn, focus on business growth.

With Tally Prime, you can print or view the reports being in the middle of voucher entry, you can load another company being in a report without abandoning the activity you were on it, get to know the irregularities or odd details from every report that you view and much more. No more remembering short cut keys, you have the intuitive and consistent workflow that helps you do work faster

### **Day25-26**

#### **Learnt Theoretically about Gst Return**

##### **GST RETURN**

A return is a document which contain all the details of the income which a taxpayer is obliged to file with the tax regulatory authorities. This is used by tax professionals to calculate tax liability.

Under GST, a registered dealer has to file GST returns that include:

- Sales
- Purchases
- Output GST (on sales)

- Input tax credit (GST paid on purchase)

### GSTR-1

GSTR-1 return form has to be filed by a registered taxable supplier with details of the outward supplies of goods and services. This form is filled by the supplier. The buyer has to confirm the auto-populated purchase information on the form and make modifications if required.

GSTR-1 return form has to be filed by 11th of the forthcoming month

### GSTR-3B

GSTR-3 return form has to be filed by a registered taxpayer with the details that are automatically populated by from GSTR-1 and GSTR-2 returns forms. The taxpayer has to check and make modifications if any.

GSTR-3 return form has to be filed by 20th of the forthcoming month.

## Salient features of GST

The salient features of GST are as under:

- GST is applicable on 'supply' of goods or services as against the present concept on the manufacture of goods or on sale of goods or on provision of services.
- GST is based on the principle of destination-based consumption taxation as against the present principle of origin-based taxation.
- It is a dual GST with the Centre and the States simultaneously levying tax on a common base. GST to be levied by the Centre would be called Central GST(CGST) and that to be levied by the States would be called State GST (SGST).

- An Integrated GST (IGST) would be levied on inter-state supply (including stock transfers) of goods or services. This shall be levied and collected by the Government of India and such tax shall be apportioned between the Union and the States in the manner as may be provided by Parliament by Law on the recommendation of the GST Council.
- Import of goods or services would be treated as inter-state supplies and would be subject to IGST in addition to the applicable customs duties.

## 5. SUMMARY OF FINDINGS AND CONCLUSION

### 5.1 LEARNINGS

- Learnt how to apply the theoretical knowledge and skills into practice.
- Knowledge of accounting package software.
- Knowledge on general operating procedures of audit firm.

### 5.2 CONCLUSION

The internship at PROMPT PERSONNEL was a good start of my professional experience. The friendly attitude of personnel has convinced me to work with such a dynamic environment, where peace and creativity are the key elements in driving the organization towards its success. I learnt a lot about Tally and learnt about what tactics to be used by the company for their success. During the internship training, I encountered a lot of challenges and faced them with courage. For instance, noticing the way to deal with time has changed. It helped me to be more efficient in the work. I really appreciate the entire team members for supporting me throughout the entire internship.