

INTERNSHIP REPORT

ON

ORGANIZATIONAL STRUCTURE AND FINANCIAL OPERATIONS

Submitted to:

AKC Engineering (Pvt) Limited}
National Highway Bypass, Ghotki, Sindh, Pakistan

Prepared by:

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Program Details:

Internship in Organizational Structure and Financial Operations
Department: Administration and Finance

Internship Period:

Start Date: 25 August 2025
End Date: 09 October 2025
Total Duration: Six Weeks

Supervisor Details:

Engr. Munir Ahmed
Designation: Chief Executive Officer

Internship Submission Date:

20 October 2025



AKC Engineering (Pvt.) Limited

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Company Background Information

AKC Engineering (Pvt) Limited is an esteemed engineering construction organization headquartered at National Highway Bypass, Ghotki, Sindh, Pakistan. The organization was established in 1992 with the name of Ajmal Khan & Co (Regd), the company was later rehailed as AKC Engineering (Pvt) Limited. Over the span of three decades, it has evolved into a reliable provider of Engineering, Procurement, and Construction (EPC) services, primarily associated with the oil and gas, power, fertilizer, and infrastructure sectors.

The company contains a professional, dedicated, experienced team of managers, engineers, and technicians holding specializations in civil, mechanical, electrical, and instrumentation technologies. It focuses on the areas include equipment and piping installation/erection, pre-commissioning/commissioning, maintenance, pipe fabrication, road construction, building projects, and other major civil and mechanical initiatives. AKC Engineering (Pvt) Limited serves a diverse clientele, including oil and gas development companies, power plants, fertilizer industries, sugar mills, and both government and non-government organizations.

Under the leadership and supervision of Engr. Munir Ahmed, Chief Executive Officer, the organization has sustained a competitive position in the regional market through its entrepreneurial spirit by prioritizing client satisfaction, and adherence to international codes, standards, and local regulations. It reaffirms flawless project execution by utilizing advanced management systems like Primavera (P6) for planning and scheduling, to assure timely delivery and cost control.

AKC Engineering (Pvt) Limited is devoted to health, safety, and environmental (HSE) standards, as enshrined in its HSE Policy, which fosters a safe workplace through employee indulgence, proper procedures, and incident reporting. Similarly, its Quality Policy focuses on amalgamating quality standards into all processes, elevating staff competence, and conducting periodic reviews for perpetual improvement.

The company's scope of services covers detail engineering and design, supply of process equipment, plant maintenance and shutdowns, industrial piping and structures, well head services, construction of bulk storage tanks, residential and commercial buildings, environmental clean-up projects, and civil works pertaining to gas pipelines and water irrigation. It also provides skilled

and unskilled manpower, including fabricators, welders, electricians, and instrument technicians, alongside heavy machinery for instance cranes, bulldozers, excavators, and water tankers.

With a vigilant focus on innovation and modernization, AKC Engineering (Pvt) Limited continues to expand, positioning itself as a leader in infrastructure and industrial development while balancing growth with stakeholder shore up and operational excellence.

Tasks and Activities Performed During the Internship

During the span of six-week internship at AKC Engineering (Pvt) Limited, from 25 August 2025 to 09 October 2025, I was indulged in the Administration and Finance Department under the overseeing of Engr. Munir Ahmed, Chief Executive Officer. The primary focus of the program was to provide practical exposure to the organizational structure and financial operations of the company, linked with its role as an Engineering, Procurement, and Construction (EPC) firm specializing in oil and gas, power, fertilizer, and infrastructure sectors. The activities were formulated to enhance an understanding of how administrative and financial functions support engineering projects, ensuring conformity with quality, health, safety, and environmental (HSE) policies.

The internship initiated with an orientation session, where I was familiarized with the company's overall framework, including its background, mission, and key policies as embedded in the company profile. This preliminary phase involved reviewing documents like the HSE Policy, which focuses on maintaining a safe workplace through employee involvement, proper use of protective equipment, incident reporting, and risk minimization; and the Quality Policy, which emphasizes on integrating quality standards into all processes, directing accountability, and conducting periodic monitoring for perpetual improvement. These briefings provided a basic understanding of the company's devotion to operational excellence and client satisfaction.

In the Administration Department, my tasks included studying the organizational chart to perceive the hierarchical structure and interdepartmental coordination. I witnessed how the CEO oversees strategic operations, with department heads managing functions like project management, engineering (civil, mechanical, electrical, instrumentation, and commissioning), finance, HSE, and operations. I provided my assistance in administrative activities, such as documenting manpower allotment for projects, which included categorizing skilled and unskilled personnel like leadmen,

fabricators, fitters, welders, riggers, scaffolders, electricians, instrument technicians, drivers, helpers, and laborers. This firsthand involvement assisted me to appreciate the role of administration in supporting site supervision and resource deployment, including the supply of heavy machinery like cranes (10-50 tons), bulldozers (D-8, D-9, D-6), excavators, water tankers, and dump trucks.

A cardinal portion of the internship was devoted to financial operations, where I was elaborated on the company's financial management systems. I also demonstrated my presence in sessions organized for budgeting and cost control for EPC projects, learning how estimates are drafted and monitored to avert overruns. This included noticing the integration of financial tracking with project management tools such as Primavera (P6) for planning, scheduling, and course corrections. I assisted in reviewing procurement processes, like material expediting, inventory management, and reconciliation, which are crucial for maintaining timely issuance of resources while following international codes, standards, and local regulations. Additionally, I also indulged in analyzing financial reports, includes cost reconciliation and performance benchmarking against industry established norms, to comprehend how these activities contribute to flawless project execution in several phases such as engineering design, installation, and maintenance.

Throughout the program, I demonstrated utmost interest in several tasks by actively joining in team discussions and shadowing financial activities pertaining to ongoing and completed projects. For example, I read case studies of projects in the domain of services, such as plant maintenance and shutdowns, industrial piping and structures, construction of bulk storage tanks, environmental clean-up, and civil works inside the premises of gas plants. This exposure enhanced my potential to correlate financial operations with real-world applications, like optimizing production under optimal safety, cost, deadline, and quality conditions for clients in oil and gas sectors.

Safety training was a pivotal part of the activities, where I was able to learn about conformity with HSE procedures, containing wearing protective clothing, reporting incidents, and maintaining a tidy workplace to mitigate risks. I also provided my assistance to minor administrative tasks, included data entry for project documentation and helping in the preparation of reports on equipment supply and manpower utilization.

Overall, these tasks and activities not only boosted my theoretical knowledge but also furnished practical skills in teamwork, brought my attention to detail, and professional conduct, prepared me for subsequent roles in engineering and financial management.

Detailed Description of the Project Assigned

During my internship at AKC Engineering (Pvt) Limited, I was directed to contribute to the administrative and financial oversight of running infrastructure development project, specifically the construction and operational setup of the New Foundation Assisted School (FAS 700011-1) at Peeral Sanghar, Ghotki. This project associates with the company's expertise in civil construction, especially in building educational facilities like schools, as mentioned in their scope of services. The focus of my internship was mostly on organizational structure and financial operations, my involvement revolved around on analyzing and supporting the project's financial management and coordination aspects, rather than the direct fieldwork. Below is a detailed elucidation of the project, included its background, objectives, scope, and my specific contributions.

Project Overview

The New FAS 700011-1 project involves the foundation of a modern educational facility, the Decent Model School, at Peeral Sanghar, Ghotki, with the collaboration and assistance of the Sindh Education Foundation (SEF). This initiative is part of AKC Engineering's broader commitment to infrastructure development in the education sector, aiming to give quality learning environments in far flung areas. The project covers civil works, including site preparation, building construction, and installation of imperative amenities, while following the company's Health, Safety, and Environment (HSE) and Quality Policies.

From the company's profile, this school project highlights AKC Engineering's capacities in executing speedy construction tasks, using heavy machinery like cranes, excavators, and bulldozers, and ensuring conformity with local regulations and international standards. The facility includes classrooms, administrative areas, and supporting infrastructure, as witnessed by class views and school layouts in project documentation. This project depicts collaboration between AKC Engineering and SEF, emphasizing on community development through education, and formulated to accommodate students with advanced teaching aids and protected learning spaces.

Project Objectives

The primary objectives of the New FAS 700011-1 project are enlisted below:

1. To build a state-of-the-art school facility that resembles educational standards set by the Sindh Education Foundation, making feasible access to quality education in rural areas.
2. To amalgamate sustainable engineering practices, including efficient and effective resource utilization and environmental considerations, in compliance with AKC Engineering's commitment to site restoration and clean-up projects.
3. To optimize project execution under constraints of safety, cost, deadlines, and quality, utilizing modern project management tools such as Primavera (P6) for planning and scheduling.
4. To put efforts to uplift local socio-economic development by generating employment opportunities through the supply of skilled and unskilled manpower, like fabricators, welders, electricians, and laborers.

These objectives endorse AKC Engineering's vision of taking leading position as EPC contractor in infrastructure sectors, balancing client satisfaction with operational excellence.

Scope of Work

The project's scope charts from AKC Engineering's comprehensive services in civil and mechanical engineering. Major components are briefly elaborated below:

1. **Civil Construction:** Development of quality and long-lasting roads in all weathers, foundations, buildings, and supporting structures for the school, including classrooms, administrative offices, and recreational areas.
2. **Mechanical and Electrical Installations:** Erection of piping, equipment, and electrical systems to make sure functional utilities includes water supply, irrigation, and power distribution.
3. **Project Management and Supervision:** Deployment of project managers, planning engineers, site engineers (civil, mechanical, electrical), supervisors, safety officers, and area planners to inspect seamless execution.

4. **Manpower and Equipment Supply:** Provision of heavy and modern machinery (e.g., 10–50-ton cranes, bulldozers D-8/D-9/D-6, track and rubber excavators, water tankers) and manpower such as leadmen, fitters, riggers, scaffolders, drivers, helpers, and laborers for efficient on-site operations.
5. **Pre-Commissioning and Commissioning:** Testing and calibration of installed systems to ensure smooth operational readiness, and handover to SEF for school operations.

The project focuses "flawless execution" through integrated systems for engineering design, procurement, inventory management, and cost control, making possible timely course corrections in multi-discipline activities.

Skills Learned and Their Connection to Real-Life Scenarios

During the internship, I gained key skills in financial analysis, included budgeting, cost control, and inventory reconciliation, which were adopted in the New FAS 700011-1 school project. These skills merged theoretical knowledge with practical applications by depicting how financial oversight ensures efficient resource allotment in EPC projects, averting overruns and conformity with industry standards. Additionally, I developed a comprehensive understanding of organizational structures and HSE compliance, enhancing teamwork and safety awareness. These competencies linked academic concepts to real-world scenarios, like coordinating multi-disciplinary teams for infrastructure development, increasing my ability to contribute effectively in professional engineering environments.

Recommendations for Improving the Internship Experience

To elevate the internship program at AKC Engineering (Pvt) Limited, several targeted measures could be adopted to enhance improvement and performance. First and foremost, inculcating more hands-on site visits to ongoing projects like the New FAS 700011-1 school construction at Peeral Sanghar, Ghotki, would provide interns more practical exposure beyond administrative and financial tasks, allowing them to witness real-time EPC processes in action. Second, assigning a committed mentor for daily feedback sessions would give personalized guidance, assisting interns' better application of theoretical knowledge to real-world organizational and financial scenarios while addressing any hindrances promptly. Third, increasing the program duration slightly, by one to two weeks, could develop deeper involvement in multi-discipline

activities like project planning and cost control. Finally, developing structured training modules on advanced tools include Primavera (P6) for scheduling and management would enhance the experience more closely with industry standards, ultimately nurturing increased skill development, professional growth, and overall program efficiency.