

The background features a dark blue-grey field on the left and a series of overlapping, semi-transparent green and yellow-green geometric shapes on the right, creating a modern, abstract design.

**WELCOME**

**SKYLARK FOUNDATION'S  
ART, COMMERCE AND SCIENCE  
COLLAGE KHED-SHIVAPUR  
DEPARTMENT OF COMMERCE  
INTERNSHIP PROGRAM (2023-24)  
UNDER CBCS 2019 CREDIT PATTERN  
(DURATION 60 HOUR)  
SUBJECT : BANKING AND FINANCE**

- **NAME OF THE STUDENT : - Mahangare Pranali Prakash**
- **CLASS : - T.Y.B.COM**
- **ROLL NO : - 25**
- **NAME OF THE GUIDE :- Kajal Ma'am and Omkar Sir**
- **NAME OF THE ORGANIZATION :- KAKADE LASER UNIT 2**

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# 01. NAME OF THE ORGANIZATION



- Name of the organization :- KAKADE LASER UNIT -2
- ADDRESS :- Veluphata , Velugaon , Near Bafana Automotive , Tal - Bhor , Pune - 412205 , Maharashtra State Code : 27
- Contact No : - 9822378502 , 8412873007
- E-mail : - kakadelaser2@gmail.com

## 02. LIST OF THE CONTENT LEARN

- ERP OPERATE
- ESTIMATION
- FILING
- DATA ENTRY
- CHALAN
- RATE CALCULATION
- INVOICE
- E-WAY BILL

# 03. ALLOCATION OF 60 HOURS

SR NO	DATE	IN TIME	OUT TIME	TOTAL TIME
1	01-04-2024	1:00	6:00	5
2	02-04-2024	1:00	6:00	5
3	04-04-2024	1:00	6:00	5
4	05-04-2024	1:00	6:00	5
5	06-04-2024	1:00	6:00	5
6	07-04-2024	1:00	6:00	5
7	09-04-2024	1:00	6:00	5
8	11-04-2024	1:00	6:00	5
9	12-04-2024	1:00	6:00	5
10	13-04-2024	1:00	6:00	5
11	14-04-2024	1:00	6:00	5
12	15-04-2024	1:00	6:00	5

## 04. List of the Officers and the Staff Members

SR NO	NAME OF THE OFFICER / STAFF	DESIGNATION
1.	MR. SANTOSH BHOSALE	PRODUCTION HEAD
2.	MRS. SUVARNA PANGARE	HR
3.	MR. PRANIL TALAP	PROGRAMMER AND TEAM LEADER
4.	MR. SWAPNIL TANPURE	PROGRAMMER
5.	MR. KISHIR CHURE	TEAM LEADER BILLING AND PURCHASE
6.	MR. HARSHAL VARADE	PROGRAMMER
7.	MR. KETAN JARANDÉ	QUOTATION
8.	MIS. RAJASHREE WADKAR	BILLING

## 05. NAME OF THE OFFICER UNDER INTERNSHIP COMPLETED

SR NO.	NAME OF THE OFFICE	DESIGNATION	CONTACT NUMBER
1.	KISHOR CHURE	TEAM LEADER BILLING AND PURCHASE	9370331990
2.	RAJASHREE WADKAR	BILLING	7030845277



## 07. ACTUAL WORK PERFORMED

- ▶ ESTIMATION
- ▶ DATA ENTRY
- ▶ RATE CALCULAON
- ▶ INVOICE
- ▶ CHALAN
- ▶ E-WAY BILL

## 08. LIST OF SKILL LEARNT

- ▶ Programming languages.
- ▶ Common operating systems.
- ▶ Software proficiency.
- ▶ Technical writing.
- ▶ Project management.
- ▶ Data analysis.
- ▶ Networking

## 09. LIST OF PROBLEMS FACED

- ▶ Unknown about the concept
- ▶ Computer typing
- ▶ Rough calculation
- ▶ Communication

# 10.HOW THE PROBLEMS WERE ADDRESSED

- ▶ Understood the Assign  
Work / Concept
- ▶ Practice the Computer  
Typing
- ▶ Solve the Exercise &  
Practice for Rough  
Calculation
- ▶ Improve the  
Communication Skill

# 11. LIST OF CONTRIBUTION MADE TOWARDS BETTER FUNCTIONING THE ORGANIZATION

- ▶ Submit high-quality work .
- ▶ Make a unique product .
- ▶ Be a customer . If you want to better understand your company's business . You could become a customer.
- ▶ Encourage faster production.
- ▶ Adjust your marketing strategy.
- ▶ Become an expert.
- ▶ Focus on what you can do.

## 12. LIST OF THE SKILLS REQUIRED TO PERFORM THE ASSIGNED TASK

- 1) Regularity / Punctuality of student
- 2) Behaviour / Soft skill
- 3) Ability to put theory into practice
- 4) Ability to take initiative for problem solving
- 5) Team work
- 6) Managerial skill
- 7) Negotiations
- 8) Commitment of the assigned task

# 13. OPINION OF THE STUDENT

- ▶ **Utility of the internship programme** : The main purpose is to provide real work experience that enables me to put everything that I have learned in action.
- ▶ **Adequacy of the time allotted for programme** : I have done per day to 5 hour in 20 DAYS.
- ▶ **Will the programme improve employability ?** : Yes
- ▶ **Suggestion to make the internship programme more meaningful and effective** : supervisor appointed , surprise visit , soft skill covered
- ▶ **Benefit of internship** :
  - ❑ I have built my confidence in the internship it was very important benefit for me.
  - ❑ It was increase my c.v.
  - ❑ It helps me better understand the theories and strategies & I learned about commenting the greater focus.



**THANK YOU**