



Internship Report
On
“Exploring Excellence in Accounting Practices
using Tally Software: Followed by Skill Jobs”

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Date of Submission:

Letter of Transmittal

Date:

Md. Anowar Ullah
Assistant Professor
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Subject: Submission of Internship Report

Dear Sir,

I am pleased to submit my internship title “**Exploring Excellency in Accounting Practices Using Tally Software- Followed by Skill.jobs**”. This report covers my three-month internship at Skill.jobs, where I gained extensive professional experience.

My report explores the field of accounting excellence with a particular focus on Tally Software and its advantages. In addition, it will assess its adaptability, robust features, and straightforward user interface for efficient financial operations management.

I have confidence that the skills and information I gained from my internship will come in extremely beneficial for my future career aspirations. I would be happy to discuss the newfound understanding with you and answer any inquiries you might have about the information in the report.

Thank you for your time and consideration.

Sincerely yours,



.....

Nafisa Tasnim dia

ID: 212-11-1303

Major in Accounting

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Letter of Approval

This is to notify that Nafisa Tasnim Dia, ID: 212-11-1303, is a regular student of accounting major from BBA program at Daffodil International University, has successfully complete the internship at Skill.jobs and report title is **“Exploring Excellency in Accounting Practices Using Tally Software- Followed by Skill.jobs”** under my supervision. I'm delighted to report that she put a lot of effort into this report and was able to provide a positive image of the company. The information and conclusions in the report seem authentic.

I wish her the very best in her future initiatives.

A handwritten signature in blue ink, appearing to read "Md. Anowar Ullah", with a long horizontal stroke extending to the right.

.....
Md. Anowar Ullah
Assistant Professor
Department of Business Administration
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Daffodil International University

Executive Summary

Skill.jobs is one of the trusted online job pioneer portal site in Bangladesh. They started their journey on July 09, 2000 and that time their name was JobsBD.com. With the name of Skill.jobs, it started their journey at April, 2018. Their motive was to turn job seekers into job holders with the latest recruitment manner. They help the candidate to find job within a short period of time and financial bindings.

During my three-month internship at Skill.jobs, I achieved a lot of experience which were to prepare monthly working budget; fund management (Cash & Bank); Cash Internal controls (Cash receipts and cash disbursement); chart of account; income statement subsidiary ledgers and special journals; coordinate between management; supplier and contractor; bank and cash reconciliation; and supplier and subcontractor ledger reconciliation.

My internship period was three months. In this period of time, every week I was assigned to make trial balance, profit and loss account, stock summery, cash flow statement and balance sheet through tally software. By this process, now I got expertise in tally software and able to conduct financial transaction through tally software.

My prime goal was to learn and to be familiar with tally software. I got enough training for this. But I found that tally software is just started to be cloud-based. As it is not fully build yet, so offline version has all available features whereas online version might get data with hassles in case of data sharing.

In my report first I try to provide the background of this study. Then it covers organizational overview with full details. After that I shows methods to proceed financial report through tally software. Then I discussed about more operative technology for accurate accounting practices. Lastly it covers all findings based on the report and recommendation to solve the problems.

Contents

Chapter – One Study Background	1
1.1 Introduction:	2
1.2 Background of the Study:.....	2
1.3 Objective of the Study:	3
1.3.1 General Objective:	3
1.3.2 Specific Objectives:	3
1.4 Methodology:.....	3
1.4.1 Data Collection:.....	3
1.5 Limitation of the Study:	4
Chapter-2 Organizational Overview	5
2.1 Profile of Skill.jobs:.....	6
2.2 Background and Details:	6
2.3 Vision of Skill.Jobs:	7
2.4 Mission of Skill.Jobs:	7
2.5 Membership Policy for Job Seekers:	7
.....	9
2.6 Advantages of Paid Membership for Job Seekers:	9
2.7 Membership Policy for Employer:	10
2.7.1 Advantages of Paid Membership for Company's:.....	10
2.8 More Services of Skill.jobs:	11
2.9 All Upcoming & Regular Activities of Skill.jobs:	11
2.9.1 Courses (Online):.....	11
2.9.2 Workshop:.....	11
2.9.3 Virtual Internship:	12
2.9.4 Skill Assessment Test:	13
2.9.5 Career Toolkit:.....	14
2.10 Collaborators of Skill.jobs:	16
2.10.1 Featured Companies of Skill.jobs:.....	16
2.10.2 Training Collaborators:.....	17
2.10.3 International Collaborators:.....	17
2.10.4 Business Collaborators:.....	18

2.11	Personnel Database of Skill.jobs:	19
Chapter 3-Producing Report		20
using Tally Software		20
3.1	Insights on Tally ERP 9:.....	21
3.2	Advantages of Tally Software:	21
3.3	Steps to Produce the Report:.....	22
3.3.1	Creation of the Company:.....	22
3.3.2	Setting Accounts Info (Group & Ledger):	23
3.3.3	Setting Inventory Info:	26
3.4	Setting Voucher Items:.....	28
3.5	Producing Reports:.....	32
3.5.1	Trial Balance:.....	32
3.5.2	Profit and Loss Account:	34
3.5.3	Stock Summary Account:	35
3.5.4	Cash-flow Statement:.....	35
Chapter 4 – Enhance Operative Technology		38
for Accounting Practices.....		38
4.1	Introduction:	39
4.2	Benefit of Operative Technology:	39
4.3	Other Software under Accounting Sector:.....	40
Chapter – 5 Finding, Recommendation, Conclusion		41
5.1	Findings of the Problem:	42
5.2	Recommendation:.....	42
5.3	Conclusion:.....	43
References:		44

Chapter – One Study Background

1.1 Introduction:

In the ever-evolving landscape of contemporary world, the role of efficient and accurate skill training can't be overstated. As a hub Skill.Jobs has been developed experiences in the latest trends in the global market. It has been originated from Jobsbd.com and familiar as the first ever job portal in Bangladesh. Later it renamed as Skill.Jobs just to express the focus more on its service pattern. It has started its operation in Bangladesh and Malaysia and soon to operate in Australia Uk and UAE. At the moment, it serves as a hub for improving and growing job seekers' abilities in order to prepare them for the industries that are applicable.

To run an effective accounting system organizations success and accounting procedure should remain smooth and flexible. Accounting task can be flawlessly and swiftly completed using Tally Software. Among numerous accounting software Tally is one of the most popular accounting software in the accounting field and is used by more than 20 lakh businesses across 100 countries. As organizations strive for exceptional capabilities that can simply manage all critical aspects of business, inventory, sales and purchase, payroll, MIS reporting manufacturing, taxation banking and much more.

This report hunt through the domain of accounting excellency and specifically focusing on exploring Tally Software and the benefit of it. Furthermore, it will also evaluate its versatility, strong features and user friendly interface to manage the financial operations effectively.

1.2 Background of the Study:

To gain expertise in education, both academic knowledge and practical experience are valuable. This practical experience can be internships, thesis or project work. To achieve my career goal, I chose to complete an internship since it allows me to explore and get professional experience. My internship lasted three months and was with the "Accounts and Finance department of Skill.Jobs".

During my internship period my responsibilities was to prepare monthly working budget; fund management (Cash & Bank); Cash Internal controls (Cash receipts and cash disbursement); chart of account; income statement subsidiary ledgers and special journals; coordinate between management; supplier and contractor; bank and cash reconciliation; and supplier and

subcontractor ledger reconciliation. Mentioned tasks was completed by Tally Software – “Tally ERP9”. The ulterior goal is to expand the knowledge of how to use Tally Software.

My respected supervisor Mr. Anowar Ullah, Assistant Professor of Daffodil International University, has given me the flexibility to decide the topic on internship report as in future I am going to work with the report. Later on, with the approval of my supervisor I choose the topic “Exploring Excellence in Accounting Practices Using Tally Software: Followed by Skill.Jobs”.

1.3 Objective of the Study:

1.3.1 General Objective:

The supreme objective of this report is to gain knowledge about Tally Software and to be familiar with this software. The world is now technology advanced and the sector of accounting is also sophisticated so learning accounting software will be the key of expertise.

1.3.2 Specific Objectives:

- To be familiar with the Tally Software and how it works.
- To understand and apply Tally Software for improving the accounting reporting system.
- To learn about efficiency of Advanced Technologies in the Accounting Sector.

1.4 Methodology:

“Exploring Excellence in Accounting Practices using Tally Software” is based on conclusive research method which aims to provide a useful information regarding the user and accountants of accounting and finance sector.

1.4.1 Data Collection:

This report is made based on both primary data and secondary data. Furthermore, the information is also collected from various discussion with various groups.

➤ Primary Data:

- Direct observation and monitoring
- Face-to-face conversation within Skill.Jobs.

➤ Secondary Data:

- Various websites
- Monthly and annual reports related to SkillJobs and Tally Software.
- Articles
- Social media page: Facebook, Instagram, LinkedIn

1.5 Limitation of the Study:

Some limitations of this report are stated below:

1. This report may not be universally applicable as the organization or individuals may not represent the broader landscape of SkillJobs.
2. Lack of information on some webpages and most of the data are confidential too.
3. The sample of this report have a few knowledge and experiences about Tally Software.
4. User within SkillJobs might be biased in reporting their experiences.

.

Chapter-2 Organizational Overview

Firm's Profile

2.1 Profile of Skill.jobs:

- Name of the organization: Skill.Jobs
- Date of establishment: 09 July, 2000
- Email address: contact@skill.jobs
- Cell no: +88 01713493159, +880 1847334785
- Registered office address: 64/3 Lake Circus, Kalabagan, Dhaka – 1205
- Bangladesh office address: DT4, 102/1 Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207

2.2 Background and Details:

With the name of Skill.jobs, it started their journey at April, 2018. But before that it was the name of JobsBD.com. It was established on July 09, 2000. In the time of JobsBD.com, it was one of the pioneer job portal in the country. Their motive was to turn job seekers into job holders with the latest recruitment manner. They help the candidate to find job within a short period of time and financial bindings.

During the year of 2006, JobsBD.com has made a partnership with JobStreet.com to bring their services to Bangladesh and spread their expertise in the WWW (World Wide Web). In online recruitment, JobStreet.com is the regional leader in Singapore, Malaysia, Philippines, Japan, Hong Kong, India, Thailand and Indonesia. JobsBD.com worked as a strategic partner. Through various way JobsBD.com associated their journey with JobStreet.com. With all the affords of JobsBD.com (which is now Skill.Jobs), at present JobStreet.com is helping Bangladeshi corporate to find their acceptable candidate from the region of Asia Pan Pacific.

To bring the opportunity around the world for enhance lives, businesses and communication JobsBD.com has worked. Their active 4 features are: Recruitment Service, Professional training and development, Jobseekers Connect and customized solutions.

JobsBD.com also switched their logo as they changed their name into Skill.Jobs.

Logo of JobsBD.com:



(Before)

Logo of Skill.Jobs:



(Present)

Now Skill.jobs is one of the trusted online job pioneer portal site in Bangladesh. Globally they have 20 + year experience in the job market. In this business world, graduates are searching various job opportunities and companies are also searching right candidate for their growth. But the candidates are not properly skilled and companies failed to choose right candidate. To reduce this barrier, Skill.Jobs is exquisitely working to serve a valuable training and support to meet company's expectations.

Slogan of Skills.jobs:

(Be Skilled and Get Hired)

2.3 Vision of Skill.Jobs:

The vision of Skill.Jobs is to be the leading and trusted contact point for every recruitment solutions and skill developer.

2.4 Mission of Skill.Jobs:

- Aims to build network and worldwide partners.
- Helps to start own business or company.
- Develop and set skills through technology
- Helps to connect the skilled human resources
- Meet company's requirement and find best candidates

2.5 Membership Policy for Job Seekers:

As SkillJobs is intensively working to provide services to the jobs seekers, so they made a policy for the membership. They have 4 types of packages with subscription fee based on job seekers need. They are:

- Free – 1 Time
- Monthly (1 Month) – 100/-
- Standard (6 Months) – 400/-
- Membership (12 Months) – 600/-

Features/ Criteria	Free	Monthly (1 Month)	Standard (6 Months)	Membership (12 Months)
Job Search & Apply	Unlimited	Unlimited	Unlimited	Unlimited
Professional Resume Building & Online Portfolio	Only Templates are Free	Premium Templates	Premium Templates	Premium Templates
Notification Alert	☒	☒	☒	☒
Career Toolkit	Only Resources are Free	Premium Resources	Premium Resources	Premium Resources
Skills Leaderboard Enlistment	☒	☒	☒	☒
Interactive Forum Access	☒	☒	☒	☒
Reward Points	☒	☒	☒	☒

Resume Upload	2	3	5	10
PDF Resume Download Template	☒	☒	☒	☒
Employability Skills Test	Only Tests are Free	Premium Tests	Premium Tests	Premium Tests
Remote Worker Enlistment	Limited Time	Permanent	Permanent	Permanent
Foreign Scholarship News	☒	☒	☒	☒
Analytical Dashboard	Access are Limited	Full Access	Full Access	Full Access
Career Doctor Attempts	1	3	6	12

2.6 Advantages of Paid Membership for Job Seekers:

- To generate and download your resume, choose from hundreds of ready-to-use templates.
- Receive access to all premium employability skills tests.
- Direct access to your analytics dashboard will help you remain on top of industry developments.
- Can upload up to 5 resumes with PDF format.
- Get access to all the premium professional resources.
- Gain regular updates of our career doctor Newsletter.

2.7 Membership Policy for Employer:

Since Skill.jobs is providing services to the job seekers, they also provide services to the employer. From these services companies can choose to avail the opportunity. For employers they have 3 type of packages with subscription fees based on employers need. They are:

- Basic – 5000/- (including VAT)
- Standard – 30000/- (including VAT)
- Annual – 50000/- (including VAT)

Features/ Criteria	Basic	Standard	Annual
Number of Jobs	5	45	100
Duration (Days)	30	180	365
Expiration Time (Days)	30	30	30
Others	Advance search, CV shortlisting and schedule interviews.	Advance search, CV shortlisting and schedule interviews.	Advance search, CV shortlisting and schedule interviews.

2.7.1 Advantages of Paid Membership for Company's:

- a) Can increase company's visibility regarding job listing. It also includes job promotions, larger pool of potential candidates and search result.
- b) Allows employers to search proactively and find individuals with their desired skills and experiences.
- c) Can access multiple advanced features like larger description for jobs, multimedia content and specific demographics.
- d) Subscribers can get special support and multiple opportunities.

2.8 More Services of Skill.jobs:

Skill.jobs provides numerous job opportunities and develop skills and experiences along with multiple services. It provides govt. jobs, virtual internship program, HR guide, skill.jobs focus 360* degree solutions, employability test exam, training methodology and training category etc.

2.9 All Upcoming & Regular Activities of Skill.jobs:

2.9.1 Courses (Online):

Till now Skill.jobs has 3 upcoming courses in this year. All of this courses will be conducted through online. It includes course fee. They are:

1. Data Science and Machine Learning Zero to Mastery. (Total 80 Hours)
<https://training.skill.jobs/courses/125/data-science-and-machine-learning-zero-to-mastery>
2. Online Live Training on Analyzing Data with Power BI. (Total 12 Hours)
<https://training.skill.jobs/courses/126/online-live-training-on-analyzing-data-with-power-bi>
3. Advanced Machine Learning Course. (Total 60 Hours)
<https://training.skill.jobs/courses/118/advanced-machine-learning-course>

2.9.2 Workshop:

Skill.jobs has 7 workshop. These are the regular workshop which can be purchased any time by anybody. All these workshop conducted through online. Some of these are free and others includes fee. They are:

1. CV Writing and Interview Tricks & Techniques
<https://training.skill.jobs/program/workshop/1/cv-writing-and-interview-tricks-&-techniques>

2. Free Class on Android App Development with Kotlin
<https://training.skill.jobs/program/workshop/2/free-class-on-android-app-development-with-kotlin>
3. Free Class on Real Life Digital Marketing.
<https://training.skill.jobs/program/workshop/4/free-class-on-real-life-digital-marketing>
4. Free Seminar on Data Science & Machine Learning.
<https://training.skill.jobs/program/workshop/3/free-seminar-on-data-science-&-machine-learning>
5. Workshop on SPSS & Excel.
<https://training.skill.jobs/program/workshop/6/workshop-on-spss-&-excel>
6. Seminar on Career in International Online Marketplace.
<https://training.skill.jobs/program/workshop/5/Seminar%20on%20Career%20In%20International%20Online%20Marketplaces>

2.9.3 Virtual Internship:

Skill.jobs virtual internship program creates a bridge between industry and interns. This bridge connects globally and takes a new revolutionary steps for employment opportunities. For students, it provides step-by-step path to learn employability skills that can helps student to achieve their goals. 30+ hours of virtual internship program provide student a hands-on training that can development their employability skills. For graduates, it will help and boost the changes of being hired by 500 companies which are domestically and also internationally. For universities, it collaborates for students, to make them skilled and find their dream jobs.



A new revolutionary steps towards
employment opportunities

**100
Companies**

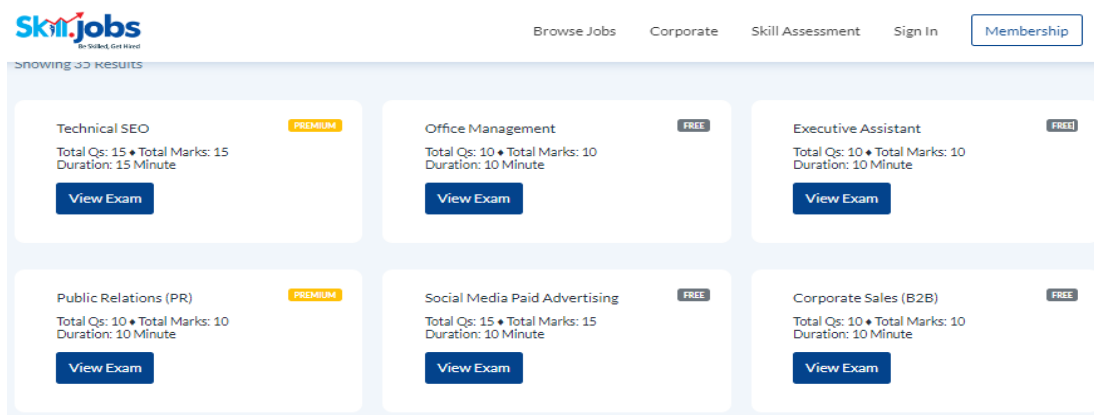
**1000+
Internship
Placement**

**1000+
Intern
Vacancy**

**50
Mentor**

2.9.4 Skill Assessment Test:

Skill assessment test is a tools which is used by employers and learners to estimate the capabilities and potentiality in multiple specific area. These tests are organized to ensure individuals skills, knowledge, proficiency and competency to work under specific field. These skills can be soft skills and hard skills. For employee assessment



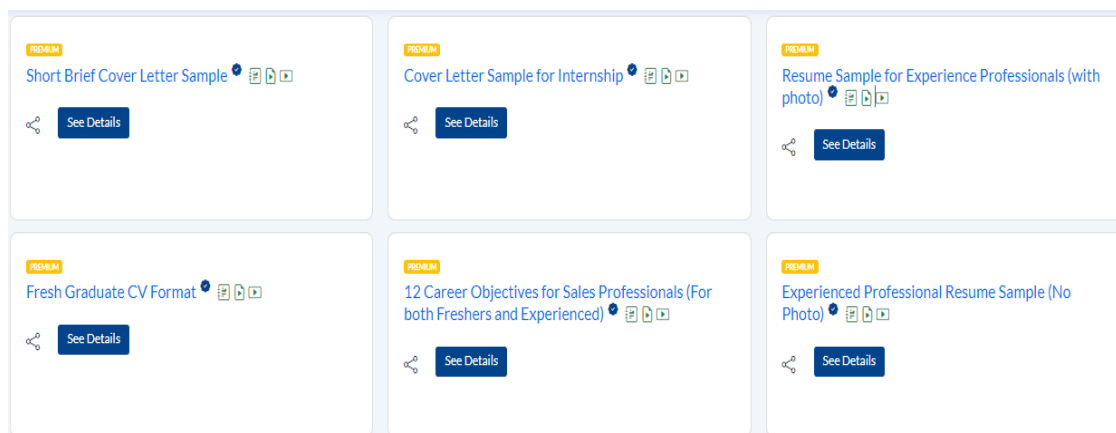
during hiring, these test provides target and perfect candidate. Some of skill assessment tests provide by Skill.jobs are given below:

Microsoft PowerPoint	Customer Service
Aptitude Test	Project Management

Microsoft Windows	Google Sheets
Microsoft Excel	Power BI
Google Docs	Business development
Google Ads	Google Cloud Platform (GCP)
Microsoft Outlook	HR Fundamentals
English (Basic)	Talent Acquisition
Retail Sales	Production & Operations Management
Leadership & People Management	Front Desk Executive
Client Relationship Executive	Bootstrap
General Administration	WordPress
Microsoft 365	English (Grammar)
Social Media Management	Public Relations (PR)
Bangladesh Airlines Cabin Crew Exam	Social Media Paid Advertisement
Technical SEO	Corporate Sales (B2B)
Office Management	Executive Assistant

2.9.5 Career Toolkit:

Career toolkit is an extensive resource center which is designed to help job seekers in job searching and career advancement. This tool is focused on job seeker's job search and prepare them along with best resources for their career. Furthermore, it is very



valuable as it is consisting of such criteria which assist job seekers to make themselves ready for the job. Weather a job seeker is looking to take his or her career to next level, career toolkit

is always ready to serve the best tools and resources for success. Definitely it is an all-in-one center where job seekers can get their valuable resources. Some of these resources are free and others are premium. Career toolkit assistance provided by Skill.jobs:

Short Brief Cover Letter Sample	PhD Cover Letter Samples	10 Career Objectives Sample for Software Engineers
Cover letter Sample for Internship	Resume Template (Finance & Accounts)	17 Common Job Interview Questions and Answers
Resume sample for Experience Professionals (with photo)	12 Career Objectives for Sales Professionals (For both Fresher and Experienced)	Resume Template Download (Marketing Professionals) in DOC/MS Workd
Fresh Graduate CV Format	Resume Template Download for Marketing	Resume Template Download
Experienced Professional Resume Sample (No Photo)	Career Change Cover Letter Sample	How to Create Resume/CV for Bangladesh Job Sector
Polite Rejection Letter by Applicant	Simple Resume Format Download in MS Word Administrative Jobs	Standard Cover Letter Sample
Reply to a Job Offer Letter	Resume Format in Word Download for HR Profession	Cover Letter Format (Finance & Accounting)
Cover Letter Sample for Fresher	Administrative Resume Sample (Experienced)	Internship Cover Letter
Customer Care Executive Resume Template		

2.10 Collaborators of Skill.jobs:

2.10.1 Featured Companies of Skill.jobs:

Skill.jobs have collaboration with some companies where each of them are characterized for exceptional contribution and originative practices. They also provide numerous job circular. They represent their excellence in industries, productive commitment to quality, cutting-edge solutions etc. Features companies are given below:



2.10.2 Training Collaborators:

Currently skill.jobs have three training partners who have extensive transformative experiences. They aim to bring esteemed expertise and are dedicated to promoting growth. They are designed to play a pivotal role in developing and shaping competent job seekers and



2.10.3 International Collaborators:

Skill.jobs have 2 international collaborators who are dedicated to increase global connections and collaborations. Their vision is to break borders and create cross-cultural understanding with diverse expertise and innovations. They are:



2.10.4 Business Collaborators:

Skill.jobs are associated with 13 business collaborators who are wealth towards our success and innovations. They are built on shared values, mutual understanding and respect, to achieve excellency. They bring additional strengths, numerous industry insights and collective capabilities. They are:



2.11 Personnel Database of Skill.jobs:

Designation	Name
Manager	Muhammad Arif Hossain
Chief Technology Officer	Md. Alauddin
Coordinator	Md. Sahin Khan
Senior Programmer	Jibon Bikash Poly
Ex. Corp. Care of IT	Md. Sajib mia
Ex. Accounts & Admin	Md. Didarul Islam
Junior Programmer	Md. Harunor Rashid
Junior Programmer	Mahbubul Islam Mehedi
Ex. Marketing & Sales	Md. Shariful Islam
Ass. Coordinator Tr. & Dev	Md. Borhan Uddin
Graphic Designer	Ms. Jasia Akter
Junior Admin	Md. Sadekul Islam

Chapter 3-Producing Report using Tally Software

3.1 Insights on Tally ERP 9:

Tally.ERP 9 is recognized as an accounting software which is widely used for controlling numerous financial aspects of businesses. It is developed by Tally Solutions Pvt Ltd and it has resourceful and multifaceted solution that can furnish a large range of features and criteria to managing and operating financial operations. It is primarily designed for accounting and financial purposes, efficient financial business report etc. It supports numerous users and allows collaboration with other user to access financial data.



User can remotely use the data by Tally.NET service and enables to connect the owner even when they are not physically available. User can customize their report as needed.

We will produce balance sheet, profit & loss account, stock summary, trial balance and cash flow for this report.

3.2 Advantages of Tally Software:

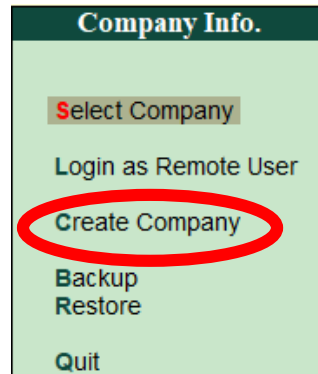
1. In Tally Software users can create their own company or business name and data in their own currency and languages.
2. It permits their users to access their data remotely using the Tally.NET along with an internet connection.
3. It allows to create invoices along with single and multiple items, multiple tax payee and multiple currencies.

4. Companies can record their daily transactions and helps them to analyze business data.
- 5.
6. Auditors and consultants can remotely generate audit without any barriers of transferring data. Also auditors can provide comments on voucher for further actions.
7. Human errors can be fixed on data.
8. It has data solidity and security.

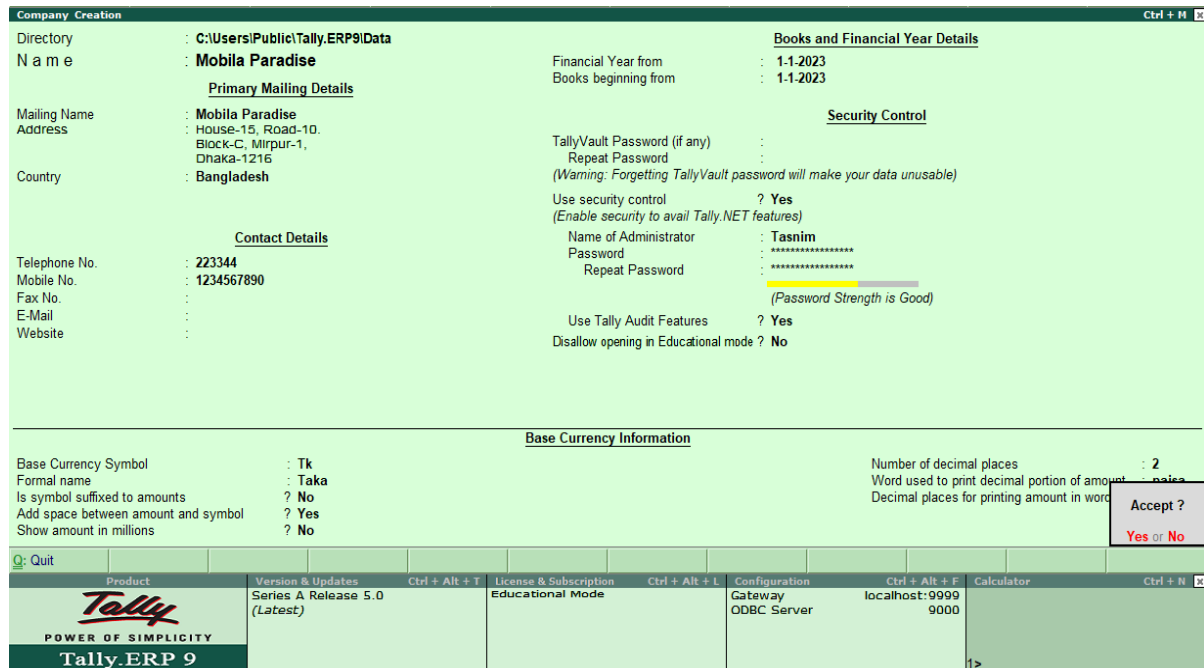
3.3 Steps to Produce the Report:

3.3.1 Creation of the Company:

The first step of producing a report in Tally Software is to create a company. After entering in Tally.ERP 9, it will show a page of “Company Info”. To create a company, we have to click “Create Company” in (picture-1). After clicking, it will enter into a new page where I must have to provide all information regarding the company.



(Picture-1)



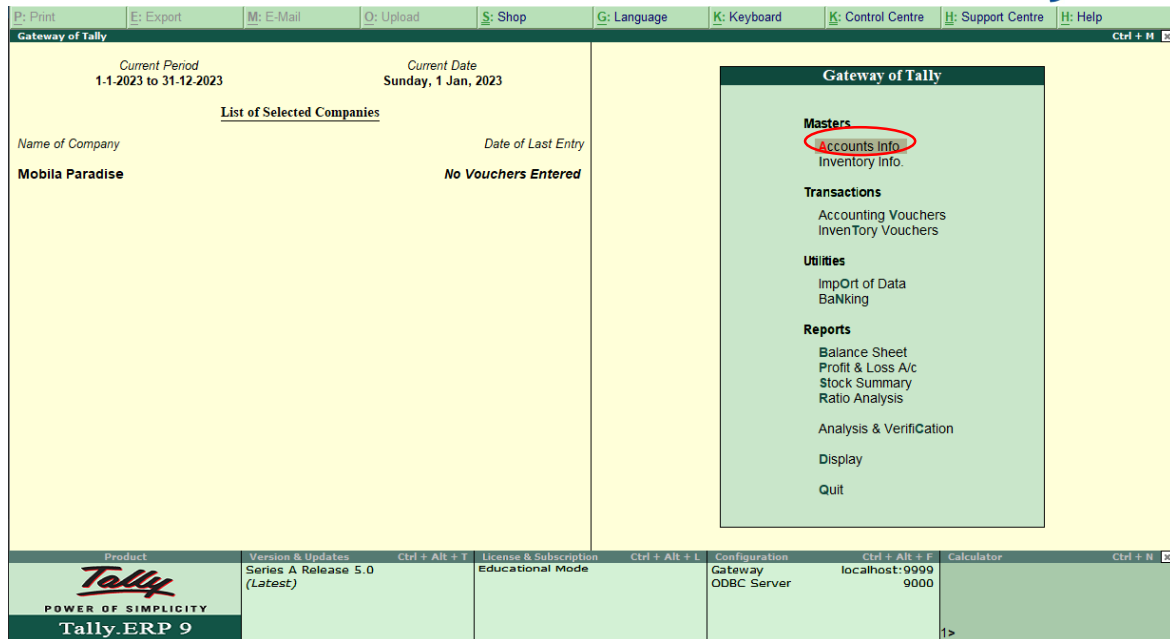
The screenshot shows the 'Company Creation' window in Tally ERP 9. The window is divided into several sections: 'Primary Mailing Details', 'Contact Details', 'Books and Financial Year Details', 'Security Control', and 'Base Currency Information'. The 'Primary Mailing Details' section includes fields for Directory, Name, Mailing Name, Address, and Country. The 'Contact Details' section includes fields for Telephone No., Mobile No., Fax No., E-Mail, and Website. The 'Books and Financial Year Details' section includes fields for Financial Year from, Books beginning from, and Use security control. The 'Security Control' section includes fields for TallyVault Password (if any), Repeat Password, Name of Administrator, Password, Repeat Password, Use Tally Audit Features, and Disallow opening in Educational mode. The 'Base Currency Information' section includes fields for Base Currency Symbol, Formal name, Is symbol suffixed to amounts, Add space between amount and symbol, Show amount in millions, Number of decimal places, Word used to print decimal portion of amount, and Decimal places for printing amount in word. A 'Yes or No' dialog box is visible in the bottom right corner, asking 'Accept?'. The bottom of the window shows the Tally ERP 9 logo and version information.

(Picture-2)

In (picture-2), the information consists of company's name, mailing name, contact info, financial year, books beginning from etc. after setting all the information, it will ask for the administrator name and a strong password. This part is very important because forgetting password can erase all data from the software. So after setting admin name and password, the application will seek information for currency which is Taka. Lastly clicking on "yes" will create the company where I set the company name is "Mobile Paradise". It's a mobile trading company.

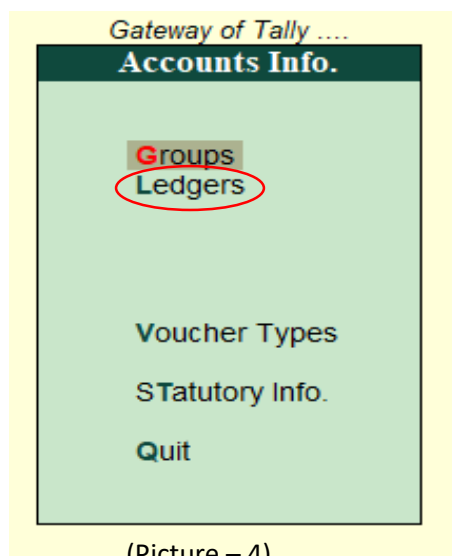
3.3.2 Setting Accounts Info (Group & Ledger):

The second step is to set groups and ledger. Here group is the collection of multiple ledger of the same nature. And ledger is an actual account title to identify the transactions in Tally gateway. This page will appear after company creation.



(Picture – 3)

To set the groups and ledgers we have to create on “Accounts Info” (picture – 3) which is



(Picture – 4)

under “Masters” title. After clicking, it will show the items under “Accounts Info”. It consists of groups, ledger, and voucher type etc. It is to mentioned that Tally software already created all mandatory and sub mandatory “Groups”. The total number of “Groups” are 28. Here 7 groups are mandatory to be present in any report. They are: Bank A/C, Cash-in-Hand, Sundry Debtors, Sundry Creditors, Bank OD A/C, Sales and Purchase. The rest are sub mandatory group. To set the ledgers, I have to click on ledger > create (picture – 4).

Then it shows a new page of ‘Ledger Creation’ where it will ask for detailed information about the ledger.

Ledger Creation		MM Mobile		Total Op. Bal.
Name	: Capital Samsuzzaman			
(alias)	:			
Under	: Capital Account	Name	: Capital Samsuzzaman	
Inventory values are affected	? No	Address	: Mirpur 1	
		Country	: Bangladesh	
		Provide bank details	: No	
		<u>Tax Registration Details</u>		
Opening Balance (on 1-Dec-2022) :				
Q: Quit	A: Accept	D: Delete		

(Picture – 5)

After filled information about “Capital Samsuzzaman” (picture – 5) and set it under “Capital Account” will create ledger. This page will seek additional information which is mailing details, address and country. This process is applicable for any type of ledger creation. So following this process I have created all the necessary ledgers needed for further transaction and report. After adding, it shows 28 groups and 34 ledgers. All 34 ledgers of same nature are under the group of that nature.

P: Print	E: Export	M:
List of Accounts		
List of Ledgers		
Branch / Divisions		
Capital Account		
Reserves & Surplus (Retained Earnings)		
Capital - Faruk Hossain		
Capital Javed Akther		
Capital Samsuzzaman		
Current Assets		
Bank Accounts		
AB Bank Ltd - 7777		
Bank Asia Ltd - 8888		
Cash-in-hand		
Cash		
Deposits (Asset)		
DBBL Monthly Deposits		
NBL Monthly Deposits		
Loans & Advances (Asset)		
Advance - S. Alam		
Advance Salman Hasan		
Stock-in-hand		
Sundry Debtors		
Iqbal Mobile Tech - SD		
Kallol Industries SD		
Nizam Enterprise SD		
Current Liabilities		
Duties & Taxes		
Tax		
Vat		
Provisions		
Provision for Electricity Bill		
Provision for Gas Bill		
Sundry Creditors		
28 Group(s) and 34 Ledger(s)		

(Picture – 6)

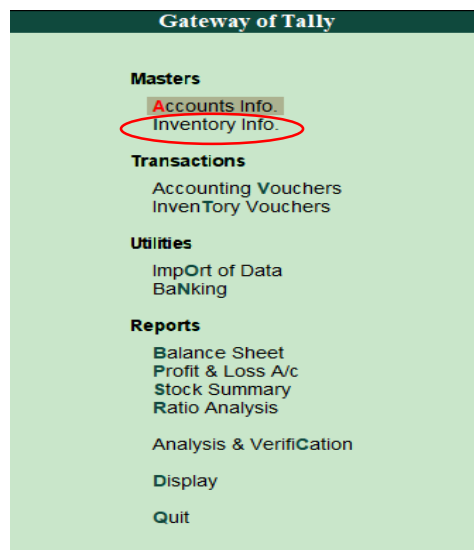
P: Print	E: Export	M:
List of Accounts		
List of Ledgers		
↑ ... 31 more		
Bashar Group of Co. Ltd - SC		
Best IT Solutions - SC		
Habib Tech Solutions - SC		
Home Decor		
Direct Expenses (Expenses (Direct))		
Gas Bill Factory		
Mobile Bill Factory		
Salary Factory		
Direct Incomes (Income (Direct))		
Fixed Assets		
Building		
Computer		
Furniture & Fixture		
Indirect Expenses (Expenses (Indirect))		
Entertainment H/O		
Gas Bill H/O		
Mobile Bill H/O		
Salary H/O		
Indirect Incomes (Income (Indirect))		
Investments		
Loans (Liability)		
Bank OD A/c (Bank OCC A/c)		
Secured Loans		
Unsecured Loans		
Misc. Expenses (ASSET)		
Purchase Accounts		
Purchase		
Sales Accounts		
Sales		
Suspense A/c		
Profit & Loss A/c		
28 Group(s) and 34 Ledger(s)		

(Picture – 7)

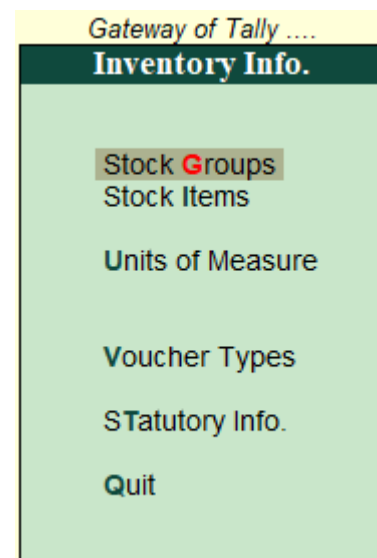
This is how it looks (picture -6 & picture – 7), after setting all information about groups and ledgers.

3.3.3 Setting Inventory Info:

Third step in producing tally report is to set inventory information. Inventory information is located in gateway of tally. The process to set inventory is to click on “Inventory Info” (picture – 8). After clicking, it will display a new page showing Stock Groups, Stock Items and Unity of measure etc (picture – 9). Stock group is used to set any similar items under same nature. Then Stock Item represents those products that the company is manufacturing. Lastly “Unit of Measure” shows the quantity such as no, pcs, and kg etc.

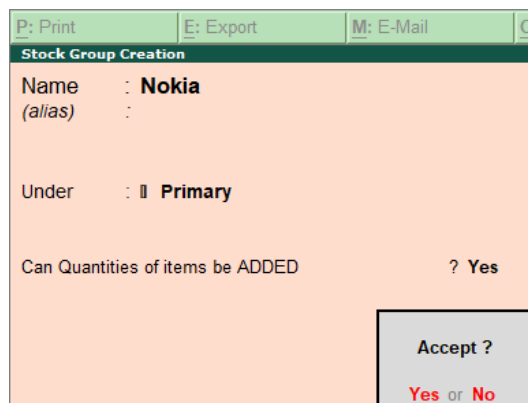


(Picture – 8)



(Picture – 9)

Stock Groups: To generate stock group, the process is to click stock group > create.



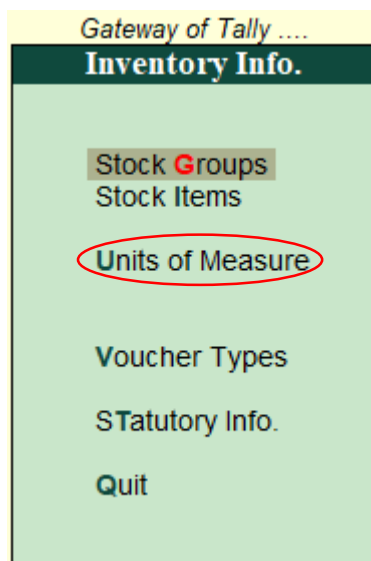
(Picture – 10)



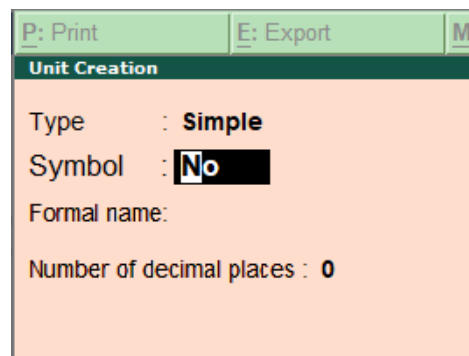
(Picture – 11)

After click on create, a page named “Stock Group Creation” will appear. This page will require information like name and quantity items. In the 1st picture the group name set into “Nokia” and turned on quantities items. Following this process, first group is created and with the name process the rest of groups are also created which are iPhone, Samsung and Symphony.

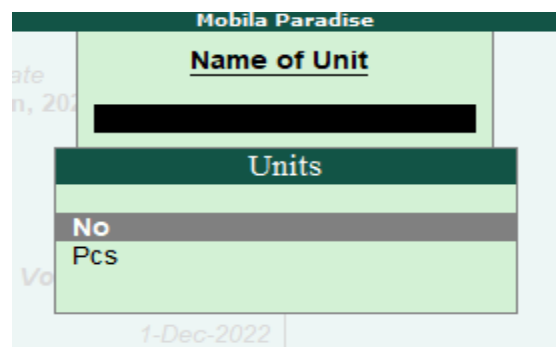
Unit of Measure: Next process is to set “Unit of Measure” . The process is clicking on unit of measure > create (picture – 12). Then type symbol like no, kg and pcs (picture – 13) etc. It will set the units.



(Picture – 12)



(Picture – 13)



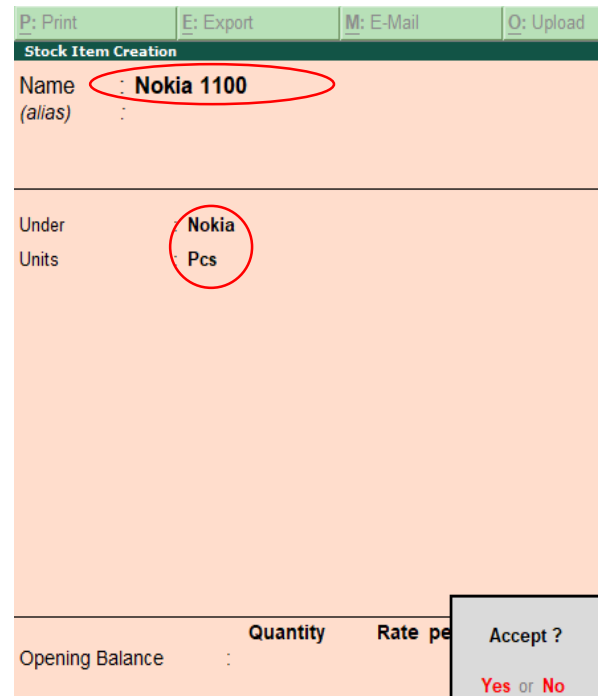
(Picture – 14)

Pcs and No are added (picture – 14).

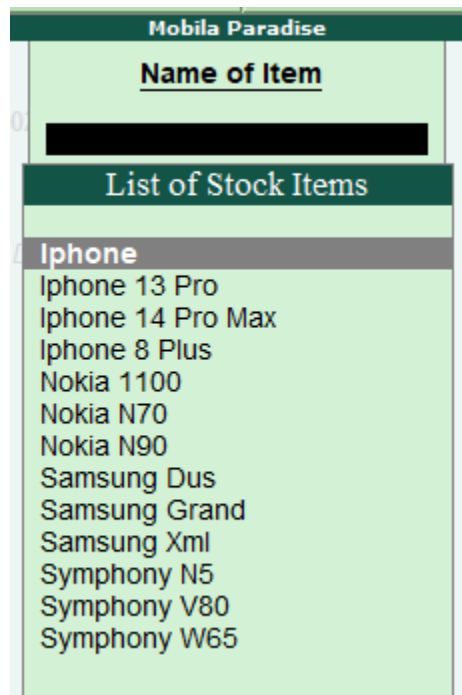
Stock Item: The last step is to set stock items. The method is to click stock items > create (picture – 15). It will appear a page named “stock item creation”. Setting “Nokia 1100”, under “Nokia” group, and “Pcs” under units will generate the item named “Nokia 11000” (picture – 16). Following this method, all the items under each groups has been created (picture – 17).



(Picture – 15)



(Picture – 16)



(Picture – 17)

This is the last procedure for producing this report under Master's Item name "Inventory Info".

3.4 Setting Voucher Items:

Fourth step is to generate accounting voucher. Accounting voucher represents daily transactions. A company can produce 6 types of accounting voucher under "Transaction" title. They are: contra, receipts, payment, journal, sales and purchase. Contra represents a transaction where it is involved between 1 cash account to another or 1 cash account to another bank

a. Receipt Voucher Creation: Gateway of Tally page shows 4 items where transaction is the 2nd item. Accounting voucher is one of the item under transaction. To produce receipt voucher, the method is to click on (picture – 18) accounting voucher > receipts (F6). Then this page will seek for particulars information and amount. For each particular 200000 taka credited and cash becomes 600000 (Dr) (picture – 19). Following this method, all necessary receipt voucher item has been added for report.



(Picture – 19)

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Payment (F5). All kind of payment will be added under this voucher. As required, particular name (salary factory) is debited 200000 taka and credited 200000 cash (picture – 20).

P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	Ctrl + H	
Accounting Voucher Alteration (Secondary)					Mobila Paradise					1-Jan-2023	
Payment					No. 5					Sunday	
Particulars										Debit	Credit
Dr Salary Factory										2,00,000.00	
Cur Bal: 2,00,000.00 Dr											
Cr Cash											2,00,000.00
Cur Bal: 8,15,000.00 Dr											
Narration:										2,00,000.00	2,00,000.00
O: Out	A: Accent	D: Delete	X: Cancel								

(Picture – 20)

c. Purchase Voucher Creation: As every voucher is under one page so the procedure for purchase voucher is accounts voucher > purchase (F9). Here “Mobile Paradise” purchase from "Bashar Group of Co. Ltd – SC”. The item was Samsun xml 30 pcs and Symphony W65 was 35 pcs (picture – 21). Total amount of this purchase was 1775000 taka.

Purchase		No. 2		Jan-2023	
Supplier Invoice No. :		Date :		Sunday	
Party's A/c Name :		Bashar Group of Co. Ltd - SC			
Current Balance :					
Purchase Ledger :		Purchase			
Name of Item		Quantity	Rate	per	Amount
Samsung Xml		30 Pcs	30,000.00	Pcs	9,00,000.00
Symphony W65		35 Pcs	25,000.00	Pcs	8,75,000.00
					17,75,000.00
Narration:		65 Pcs			17,75,000.00

(Picture – 21)

d. Sales Voucher Creation: To generate any sales item on cash or on account, the procedure is to click on accounts voucher > sales (F8). Here “Mobile Paradise” sold 45 pcs to “Iqbal

Mobile Tech – SD” for 950000 taka (picture – 22). The item was Symphony N5 and Symphony V80.

Sales

No. 2

Ref. :

1-Jan-2023
Sunday

Party's A/c Name : Iqbal Mobile Tech - SD

Current Balance : 5,72,000.00 Dr

Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amount
Symphony N5	25 Pcs	22,000.00 Pcs	5,50,000.00
Symphony V80	20 Pcs	20,000.00 Pcs	4,00,000.00
			9,50,000.00

(Picture – 22)

e. Journal Voucher Creation: To proceed any journal item the method is to click on accounts creation > journal (F7). Here “furniture and fixture” purchased by “Mobile Paradise’ from “Home Décor” (picture – 23). The amount was 150000 taka.

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help			
Accounting Voucher Alteration (Secondary)		Mobila Paradise Ctrl + M	
Journal No. 1		1-Jan-2023 Sunday	
Particulars	Debit	Credit	
Dr Furniture & Fixture Cur Bal: 1,50,000.00 Dr	1,50,000.00		
Cr Home Decor Cur Bal: 0.00 Cr		1,50,000.00	
Narration:			1,50,000.00 1,50,000.00
Q: Quit A: Accept D: Delete X: Cancel			

(Picture – 23)

f. Contra Voucher Creation: Lastly the process to generate contra voucher is to click on accounts voucher > contra. Here “AB Bank Ltd” credited 2000000 taka to “Bank Asia Ltd” (picture – 24).

Contra No. 1		1-Jan-2023 Sunday	
Particulars		Debit	Credit
Cr Bank Asia Ltd - 8888 Cur Bal: 52,25,000.00 Dr			20,00,000.00
Dr AB Bank Ltd - 7777 Cur Bal: 1,10,000.00 Dr		20,00,000.00	
Narration:		20,00,000.00	20,00,000.00

(Picture – 24)

3.5 Producing Reports:

The main purpose to generate a report in Tally Software is to get an effective report for the company or business. The smoothest part of tally is, it automatically generates numerous reports such as balance sheet, cash flow statement, trial balance, stock summary, and profit & loss account etc. The user just has to input all the ledgers and transaction in a correct way. These reports are consisting of detailed information. So by overlooking in each reports, manager can take further steps. Also tally can eliminate human errors. So any mistakes by the company or business can easily change with the proper direction. This report is made by Tally software but in Skill,jobs the financial information is secured for confidential issues. So some data are mythically made based on a trading mobile company which is “Mobile Paradise” and made reports using Tally Software.

3.5.1 Trial Balance: Trial balance referred a list of all the general ledger account with their accurate balance of debit and credit at a specific period of time. It is a necessary tool to define the accuracy of company’s financial report. The main purpose to conduct a trial balance is that

all debits equal the total credits. This purpose represents a key principle that express in double-entry bookkeeping.

Mobila Paradise

House-15, Road-10.

Block-C, Mirpur-1,

Dhaka-1216

Bangladesh

Trial Balance

1-Jul-2022 to 2-Jan-2023

	Closing Balance	
	Debit	Credit
Capital Account		73,00,000.00
<i>Capital - Faruk Hossain</i>		31,00,000.00
<i>Capital Javed Akther</i>		21,00,000.00
<i>Capital Samsuzzaman</i>		21,00,000.00
Current Liabilities		1,60,000.00
Provisions		1,00,000.00
Sundry Creditors		60,000.00
 Fixed Assets	1,50,000.00	
<i>Furniture & Fixture</i>	1,50,000.00	
Current Assets	75,02,000.00	
Opening Stock		
Sundry Debtors	13,52,000.00	
Cash-in-hand	8,15,000.00	
Bank Accounts	53,35,000.00	
Sales Accounts		65,62,000.00
Sales		65,62,000.00
Purchase Accounts	60,10,000.00	
Purchase	60,10,000.00	
Direct Expenses	3,50,000.00	
<i>Gas Bill Factory</i>	1,50,000.00	
<i>Salary Factory</i>	2,00,000.00	
Indirect Expenses	10,000.00	
<i>Mobile Bill H/O</i>	10,000.00	
Grand Total	1,40,22,000.00	1,40,22,000.00

(Picture – 25)

The trial balance of “Mobile Paradise” shows the balance for both debit side and credit side. The amount show 14022000 taka for both side which means there is no error in any general ledger (picture – 25)

3.5.2 Profit and Loss Account: The purpose of profit and loss account is to make a summary of company or business’s revenues-expenses, gains-losses. It is also known as a statement of operation or an income statement. The short form is P/L account. It covers data under a specific time which is quarter year or fiscal year. The fundamental purpose to generate this report is to understand the profitability and ability of a business.

Mobila Paradise

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Dhaka-1216
Bangladesh

Profit & Loss A/c

1-Jul-2022 to 2-Jan-2023

Particulars	1-Jul-2022 to 2-Jan-2023
<u>Trading Account :</u>	
Sales Accounts	65,62,000.00
Sales	65,62,000.00
Cost of Sales :	59,22,000.00
Opening Stock	
Add: Purchase Accounts	60,10,000.00
Less: Closing Stock	4,38,000.00
	55,72,000.00
Direct Expenses	3,50,000.00
Gas Bill Factory	1,50,000.00
Salary Factory	2,00,000.00
Gross Profit :	6,40,000.00
<u>Income Statement :</u>	
Indirect Expenses	10,000.00
Mobile Bill H/O	10,000.00
Nett Profit :	6,30,000.00

(Picture – 26)

The profit and loss account of “Mobile Paradise” shows 6562000 taka of sales and 5922000 taka for cost of sales. So the gross profit stands for 640000 taka. After reducing 10000 taka of indirect expense from gross profit, net profit becomes 630000 taka (picture – 26).

3.5.3 Stock Summary Account: Stock summary is a record keeping account where it shows a summary of company’s inventory or stock of product. It gives a detailed view of the products. It also named as inventory summary and stock overview. Managing and keeping a detailed stock summary is valuable for any company or business in buying-selling and manufacturing products. It includes the amount of inventory which shows the total amount of goods in hand.

Mobila Paradise

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Dhaka-1216

Bangladesh

Stock Summary

1-Jul-2022 to 2-Jan-2023

Particulars	Inwards			Outwards			Closing Balance		
	Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value
Iphone	10 Pcs	45,000.00	4,50,000.00	8 Pcs	1,75,000.00	14,00,000.00	2 Pcs	45,000.00	90,000.00
Nokia	60 Pcs	18,916.67	11,35,000.00	57 Pcs	24,421.05	13,92,000.00	3 Pcs	17,666.67	53,000.00
Samsung	67 Pcs	27,462.69	18,40,000.00	63 Pcs	29,523.81	18,60,000.00	4 Pcs	24,500.00	98,000.00
Symphony	100 Pcs	25,850.00	25,85,000.00	93 Pcs	20,537.63	19,10,000.00	7 Pcs	28,142.86	1,97,000.00
Grand Total	237 Pcs		60,10,000.00	221 Pcs		65,62,000.00	16 Pcs		4,38,000.00

(Picture – 27)

The stock summary of “Mobile Paradise” shows that they purchased 237 items of 6010000 taka. Then they sold 221 pcs with 6562000 taka (picture -27). They had 16 pcs in their hand which is about 438000 taka.

3.5.4 Cash-flow Statement: Cash flow statement represents a company’s cash inflows and outflows under a specific period. The aim to generate a cash flow statement is to understand the cash inflow to know company’s ability to meet all financial responsibility. It has 3 main sectors which are operating activities, investing activities and financing activities.

Mobila Paradise

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Bangladesh

Cash Flow Summary

1-Jan-2023 to 31-Jan-2023

1-Jan-2023 to 31-Jan-2023		
<u>Inflow of Cash :</u>		
Capital Account		73,00,000.00
Capital - Faruk Hossain	31,00,000.00	
Capital Javed Akther	21,00,000.00	
Capital Samsuzzaman	21,00,000.00	
Current Assets		44,50,000.00
Sundry Debtors	44,50,000.00	
Sales Accounts		7,60,000.00
Sales	7,60,000.00	
T o t a l		1,25,10,000.00
<u>Outflow of Cash :</u>		
Current Liabilities		23,75,000.00
Sundry Creditors	23,75,000.00	
Purchase Accounts		37,25,000.00
Purchase	37,25,000.00	
Direct Expenses		2,50,000.00
Gas Bill Factory	50,000.00	
Salary Factory	2,00,000.00	
Indirect Expenses		10,000.00
Mobile Bill H/O	10,000.00	
T o t a l		63,60,000.00
Nett Inflow		61,50,000.00

(Picture – 28)

The cash flow of “Mobile Paradise” shows a total amount of cash inflow which is 12510000 taka and a total amount of cash outflow which is 6360000 taka. So the net cash inflow is 6150000 taka (picture – 28).

3.5.5 Balance Sheet: The primary financial statement for a company or business is balance sheet. It provides a financial map under a specific time and covers every data the company has use. Basically this specific time is end of an accounting period like quarter year or fiscal year. Balance sheet is based on a formula which is $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$.

Mobila Paradise

House-15, Road-10.
Block-C, Mirpur-1,
Dhaka-1216
Bangladesh

Balance Sheet

1-Jul-2022 to 2-Jan-2023

as at 2-Jan-2023		
Application of Funds :		
Fixed Assets		1,50,000.00
<i>Furniture & Fixture</i>	<u>1,50,000.00</u>	
Working Capital		77,80,000.00
Current Assets	79,40,000.00	
<i>Closing Stock</i>	4,38,000.00	
<i>Sundry Debtors</i>	13,52,000.00	
<i>Cash-in-hand</i>	8,15,000.00	
<i>Bank Accounts</i>	<u>53,35,000.00</u>	
Less :Current Liabilities	1,60,000.00	
<i>Provisions</i>	1,00,000.00	
<i>Sundry Creditors</i>	<u>60,000.00</u>	
T o t a l		<u>79,30,000.00</u>
Sources of Funds :		
Capital Account		73,00,000.00
<i>Capital - Faruk Hossain</i>	31,00,000.00	
<i>Capital Javed Akther</i>	21,00,000.00	
<i>Capital Samsuzzaman</i>	<u>21,00,000.00</u>	
Loans (Liability)		
Profit & Loss A/c		6,30,000.00
<i>Opening Balance</i>		
<i>Current Period</i>	<u>6,30,000.00</u>	
T o t a l		<u>79,30,000.00</u>

(Picture – 29)

The balance sheet of “Mobile Paradise” express that this trading company owns a fixed asset of 150000 taka, 7940000 taka of current asset, and 160000 taka of current liability. So the total amount for asset stands for 7930000 taka. The company has some sources for funds. They have the capital of 7300000 taka and 630000 taka for as profit account (picture – 29).

Chapter 4 – Enhance Operative Technology for Accounting Practices

4.1 Introduction:

Technological advancement plays an important role in the accounting sector and its practices. Because it shows capability to increase efficiency, accuracy and effectiveness in numerous operational processes. It can transform traditional accounting process into modern accounting process which will be beneficial for company and individual. Operative technology can reduce manual effort, decrease human error and most importantly it allows to concentrate on complex and strategic activities. Operative technology generates accurate data entry and proper financial reporting. So it can provide facilities in timely decision-making. Users can access and get up-to-date data without any delays. Operative and modern technologies are time-consuming and quicker because proper setting in general ledger, transaction and accurate entries can immediately generate accounting reports that covers overall financial situations. It also expands in companies or businesses because of remote use. Users from different place can use collaborative data which also save huge cost.

4.2 Benefit of Operative Technology:

Operative technology has various benefit to increase effectiveness and efficiency in a financial report.

- a) Reduce human error connected with manual data entry.
- b) Automates calculations, reducing the possibility of mathematical errors.
- c) Improves financial reporting speed, allowing organizations to respond more quickly to market developments or internal problems.
- d) Reduces the risk of financial mistakes, which can have major effects if not detected in time.
- e) Automates routine accounting procedures like invoicing, payroll, and cost monitoring to save up time for more strategic initiatives.
- f) Improves data security with features like encryption and safe access restrictions.

4.3 Other Software under Accounting Sector:

To conduct accounting report there are more software like Tally Software.



Chapter – 5 Finding, Recommendation, Conclusion

5.1 Findings of the Problem:

Some findings are added based on the study:

- During my internship I noticed through my observation that Skill.jobs use tally software for their internal accounting transactions.
- People who use both Microsoft excel and other accounting software, they found Microsoft excel is easier.
- As tally recently started to develop the software cloud-computing compatibility, so it is not fully functioned yet. For this reason, during my internship, I was not able to use tally software which is used by Skill.jobs through online.
- The data of skill.jobs are confidential and they don't share their data for any reason.

5.2 Recommendation:

- Skill.jobs may motivate and train undergraduate and graduate students to use tally software.
- Skill.jobs may train the trainee on other relevant software until cloud-computing compatibility fully functioned.
- Skill.jobs may at least provide their data with trustworthy employee and trainee.

5.3 Conclusion:

During my internship period in Skill.jobs, I got the benefits of learning practical experience on most privileged accounting software “Tally Software”. Exploring and practices on tally software can shed light on operative impact of technology on accounting sector. It is a powerful tool for financial process and enhance total efficiency.

Through this study, various key identified where tally can contribute such as accurate record keeping, simplified procedure and real time insights. This application not only enhance individual capability but also enhance organizational overall competitiveness. After learning how to generate reports using tally software, I believe that it is a foundation towards excellence in accounting.

Tally software not only enhance the adaptability of accounting reports but also it provides individuals and businesses an ever- dynamic financial landscape. The dedication to excellence in accounting procedures, including the use of Tally Software and the development of appropriate skills, is critical for remaining ahead in the competitive world of accounting.

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