Internship Experience in the Finance and Accounts Department at Prudent Fashions Limited as a Management Trainee

Submitted By :

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Course code: ENG-431
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Submitted To:

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The criteria for the B.A. (Hons) in English degree are partially fulfilled by the submission of this report.

Declaration

I certify that the internship report has been prepared under the supervision of Md. Delowar Jahan, Lecturer in the department of English at Daffodil International University. The title of the report is “Experience in the Finance and Accounts Department at Prudent Fashions Limited as a Management Trainee”. I consider it a testament to my sincere efforts that I have successfully completed. It fulfills the requirements for B.A. in English program.

Ayesha

…………………………

Name: Ayesha Afrin

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Batch:55th

Program: B.A.(Honors) in English

Department of English

Daffodil international university

Certificate of Approval

I will present this letter as a letter of verification for Ayesha Afrin, ID Number-221-10-1005, who worked under my supervision. Ayesha was an intern in the finance and accounts department of Prudent Fashions Limited and was a student in the English Department at Daffodil International University. Ayesha completed her internship report entitled "Experience in the Finance and Accounts Department at Prudent Fashions Ltd as a Management Trainee" and I am glad to note that she completed it in accordance with the established guidelines, which included using proper sources of information and drawing appropriate conclusions based on sound analysis. Based on this fact, I conclude that Ayesha has successfully completed her internship. I wish her every success in her future endeavors.

Delowar

Md. Delowar Jahan
Lecturer
Department of English
Daffodil International University
Ashuliya, Savar, Dhaka.

Acknowledgement

I am grateful to have been granted good health and determination by Allah SWT. I want to express my gratitude to my supervisor Md. Delowar Jahan, Department of English, Daffodil International University, for his continuous support and guidance throughout the internship. His motivational dedication has played a significant role in helping me grow during this period. I am thankful for his assistance, advice, oversight, and encouragement. I also wish to acknowledge Md. Anisur Rahaman, Assistant Vice President - Finance and Accounts at Prudent Fashions Ltd. who has been supportive during my time there.

Abstract

This report provides a comprehensive overview of my three-month internship experience as a **Management Trainee** in the **Finance and Accounts Department** at **Prudent Fashions Limited (Kaicha Bari Road, Dhamsona, Ashulia, Savar, Dhaka)**. The main objective of the internship was to gain practical knowledge and hands-on experience in corporate accounting procedures, financial documentation, and reporting systems used in a garment manufacturing organization.

Throughout the internship, I engaged in numerous finance-related activities, including data entry, voucher preparation, ledger updates, accounts payable and receivable management, payroll assistance, bank reconciliation, inventory valuation, and monthly closing tasks. I also used various professional tools such as **MS Excel**, **ERP/Tally**, and digital documentation systems.

The experience significantly enhanced my technical capabilities such as financial documentation, spreadsheet management, cost analysis, and understanding of accounting practices. Professionally, I improved in communication, teamwork, time management, critical thinking, and accuracy in handling financial data. Despite challenges such as learning a new ERP system and dealing with large volumes of transactions, I overcame them through continuous practice, guidance from senior colleagues, and improved organizational skills.

Overall, the internship proved to be a valuable step in bridging academic knowledge with real-world corporate finance operations. It gave me greater confidence in pursuing a professional career in the finance and accounting field.

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Chapter 1

Introduction

During the internship programs, students are giving the real-world experience as they further develop their academic skills. As an employee on the Honors Program, based on my study in the field of Finance and Accounts department at Prudent Fashions Limited, I was in a position to have a feel of how realities of the financial operations of a company are done, as well as how to tie together what I am learning in school and my everyday work experience. When doing the internship, my two main goals were two-fold, firstly, to acquire employment-related skills and experience that can be applied in the functioning of a finance department within a business environment, and secondly, to strive on honing my technical and professional skills as an accounting student and as a professional accountant. I thus, engaged in tasks that were concerned with making financial statements and keeping financial records, among others. These activities helped me to acquire experience in the processes which constitute the financial documentation, its significance concerning the correctness of the financial reporting, as well as the necessity of the effective internal controls.

Overall, my internship had a positive effect on my professional development. I learned how to effectively communicate with co-workers as part of a team, how to effectively manage time, and how to work within a structured work environment. Also, the experiences I gained will serve to further enhance my perspective on finance departments within an organization, which will help prepare me for my future academic and professional pursuits.

Chapter 2

Objectives

- Understanding the day-to-day operations of the Corporate Finance and Accounts Department by demonstrating how all teams within the Department work together to provide oversight and control of the organization's financial resources.

- Performing actual accounting and finance activities that I have learned in my coursework such as: creating vouchers, maintaining records, entering data, and preparing/legitimizing financial reports.

- Learning how to work with real financial data in an accurate and professional manner while at all times maintaining confidentiality and complying with GAAP in all steps of the accounting process.

- Demonstrating my ability to function in an office environment using the following skills: Communication; Teamwork; Time Management; and Proper Office Etiquette/Professionalism.

- Bridging the gap between classroom theory and the real world by applying concepts learned in school to real-world financial challenges.

- Learning how to utilize modern accounting technologies including an ERP system and spreadsheet applications to organize financial information and support business operations of an organization.

Chapter 3

Methodology

This research is based on an experimental approach to learning that was practical, experiential and constant observation that was conducted throughout my internship period in Prudent Fashions Limited. The internship was a well-organized one, as I could learn the inside story of financial work of a corporate company and how theoretical knowledge of accounting is implemented into the practical business. The methodology is a mixture of direct involvement, controlled execution of tasks, document analysis and observation of the workflow and all of these factors led to the creation of the overall picture of the accounting processes within the company.

The methodological strategy was mainly based on practical participation in the daily financial operations. I was given responsibilities under guidance of the senior supervisors that opened me to the accounting cycle of the organization starting with recording of the first transaction up to the final reporting. This engagement gave me an opportunity to see the working incidence of accounting standards, organizational policies and internal controls. During the internship period, I have always ensured that I created, kept, and documented pertinent data, prepared working papers, reviewed supporting evidence, and adhered to the required processes in order to be accurate and compliant with the financial management system.

One of the major components of the methodology was the need to conduct real-time accounting activities. I was also involved in recoding financial transactions on the accounting software of the company and this provided me with a good insight on the classification of entries, their posting and verification. I made different kinds of vouchers, such as cash, bank, and journal vouchers and this enhanced my skill to detect suitable accounts, approvations of supporting documents, and proper authorizations.

Another area that I assisted in was payroll processing through assisting in the preparation of salary statement, checking attendance record and ensuring that the payroll is executed on time.

The other important element of the methodology was the bank reconciliation. I dealt with bank statements and ledger balances to find out the deviations and align transactions and accuracy of internal records and bank statements. The given task helped me improve my analytical skills and focus. In addition, I was engaged in the stocking of goods, and valuation processes, which helped me gain an insight into how the stock is managed, how costs are allocated, and what effect they have on the financial statements.

The methodology also involved the involvement in the internal audit documentation where I was involved in the gathering of evidence, sorting of files as well as preparing the checklists. This helped me to learn about risk assessment, compliance requirements and internal controls significance. This method led to a realistic view of organizational finance and my competency in the area was enhanced.

Chapter 4

Company Details

4.1 Background

Prudent Fashions Limited has established itself as one of the leading companies in the garment manufacturing sector. It is a manufacturer of high-quality ready-made garments and accessories that cater to both domestic and overseas customers. The company was founded to provide customers with high-quality products through continuous innovation, recruiting and developing skilled personnel and using modern production processes.

4.2 Vision

The vision of Prudent Fashions Limited is to become recognized on a global scale based on quality of product, innovation and sustainable processes.

4.3 Mission

To be the best in apparel manufacturing through the use of effective production processes, ethical practices in business and focus on customer satisfaction.

4.4 Company Organizational Structure

• Managing Director

• General Manager

• Department Managers

• Finance & Accounts Team

• Production Team

• HR and Administration Team

4.5 Finance & Accounts Department Job Description

The Finance & Accounts Department's job description is as follows:

• Record financial transactions

• Process payroll and Manage vendor accounts

• • Prepare Tax Return and supporting documentation for compliance

• Forecast and control budgets

• Record and reconcile banking activity

Chapter 5

Internship Activity

Based on my experience, for a person to succeed in the accounting and finance profession, that person must have a deep interest and appreciation for the field. Professionals who take pride in their profession and have a passion for the profession produce superior quality work and have the highest level of responsibility associated with the work performed.

5.1- Daily Tasks

I encountered a variety of daily duties during my internship which allowed me to gain insight into the daily activities within an Accounts & Finance Department. One of my primary tasks in this department was inputting numbers into the ERP System: various types of financial data (receipts, invoices, expenditure) have all provided insight into the benefits and usefulness of a digital method of accounting - I have also been able to work much more quickly and accurately with the information in the ERP System because of this experience.

I also prepared various types of vouchers (Cash, Bank, Journal) during my internship. Through these experiences, I have learned how to classify and record different types of financial transactions per Generally Accepted Accounting Principles (GAAP).

One of my most important tasks was to organize all invoices and receipts so that they could be filed correctly. Keeping these records organized makes it easier to find necessary records during financial audits or management reviews.

5.2- Weekly Tasks

This Internship helped me in performing a number of important activities that facilitate the smooth running of the Accounting Department as I was undertaking my Weekly Duties. The significant exercise that I did on a weekly basis was the verification of Petty Cash. During this activity, I was involved in checking the quantity of money that was still left in Petty Cash, checking whether the remaining amount was in line with the record of the expenditures and ensuring that documentation of every Petty cash transaction was done. This assignment has exposed me to the notion of Internal Control and the necessity to make sure that Cash is properly recorded in the accounting documents. The other significant duty that I undertook every week was updating Employees Attendance. Every week I took record of the attendance information, matched the data with either the Manual or Biometric Attendance information, and updated the Attendance roster that was subsequently used to generate payroll. This has given me the insights of the effect of Attendance on Salary, and the effect of the Attendance on the overall coordination of the Human Resource Departments

5.3- Monthly Tasks

During the internship, I assisted the finance department in monthly activities. One of my roles involved payroll processing, where I was to check attendance, check allowances as well as prepare salary spread sheets. The other duty was to help in writing monthly expense reports and summarized all departmental expenses. It was also my role to render service to the inventory department to reconcile the stock records to the system data. The last significant role was to help in the bank reconciliations, I matched my records with banks with that of the company, searching of any points of disparities. Lastly, I made management reports, which included summary of the financials used in the monthly management meeting to be reviewed and decisions made.

5.4- Special Assignments

During my internship period, I handled numerous special projects enhancing my practical skills. To illustrate, I was involved in the end-of-month close by examining the pending transactions, reconciliating the invoices, and ensuring that all the transactions were put into the system accordingly. I also helped in planning the internal audit by sorting out the invoices of the vendors, creating a spreadsheet of accounts receivable, and all financial statements required to facilitate the year end audit. Finally, an additional responsibility that I had to undertake as an intern was to assemble the review materials to be used in the financial review meetings. I also prepared financial summaries and graphs along with preparing reports to facilitate in presenting the financial statements to the upper management. Through all these assignments, I also managed to enhance my analytical thinking skills and to be impeccable with numbers and to get to know more about the financial control process.

Chapter:6

Detailed Description of Work Performance

6.1- Financial Documentation

While interning with this organization, I was in charge of maintaining vendor files in an organized manner, verifying the validity of invoices and ensuring all documents were complete before being recorded as part of the vendor file system. In addition to keeping vendor files, I was also responsible for obtaining receipts from the cash register and reconciling them with records of transactions. The above activities contributed to strengthening the quality of documentation that is essential for compliance purposes as well as preparation for an audit.

6.2- Voucher Preparation

The preparation of all forms of financial vouchers is one of my duties in the everyday operation of a company as an accountant. Cash payment vouchers are created from bills, finance approvals and vouchers, so after reconciling all three documents I create cash payment vouchers. Bank payment vouchers and deposit voucher provide an accurate picture of money coming in (deposits) and going out (Withdrawals).

6.3- Ledger Maintenance

Supporting financial ledger maintenance also entails keeping a current ledger and using an accurate ledger when performing all required tasks related to the current ledger by using the various financial ledgers available. To keep the ledger current required posting verified financial transactions into their applicable financial ledgers, looking for and reconciling any discrepancies within those financial ledgers and confirming that the balances in those financial ledgers agree with the balances in the accounting software (ERP) system.

6.4- Accounts Payable

The supplier invoice reviews, the review of quantities on the orders and quantities received, the review of unit prices against the purchase orders, the review of supplier VAT registration numbers, and the entry of each and every payment that is verified in the ERP system of the company are some of the numerous areas that are incorporated in the accounts payable process alongside any other related documents. I also generate regular reports to the company showing the pending vendor payable to be processed. Once an invoice is approved, I attempt to key in the paid vendor invoice in ERP system as fast as possible.

6.5- Accounts Receivable

As an accounts receivable analyst, I was in close collaboration with other departments to ensure that the records of customer invoices in the ERP system of the company was well maintained. This involved frequent recording of the outstanding balances of the customer in the ledger. I would have to regularly check the status of those who were not making their payments on time to ensure that I was ahead of my work by creating the monthly accounts receivable aging lists. In case I realized that a given customer had failed to pay us the money, I would inform the supervisor to allow them to trace the customer. I was informed of the value of ensuring that the money was collected at the appropriate time, the cash should be controlled, and the records of all the customers who have outstanding balance must be precise. I have learned to pay attention to detail and also learnt to follow and control the receivables and credit.

6.6-Payroll Processing

During the payroll processing, I checked against the biometric report's attendance sheets of the different departments. I checked the overtime hours and ensured that they had been duly approved, that the overtime hours had been correctly computed and were going to be paid within the acceptable period. I also helped in the payment of allowances and subtraction of benefits of the employees such as leave alterations, late fine, meal allowance, etc. Once all the information is reviewed, I helped in developing the final payroll sheet to be reviewed. The work I have done on processing payroll has enabled me to learn how much the employee satisfaction and financial reporting rely on the precision of the payroll system and how to align HR and payroll.

6.7-Bank Reconciliation

I worked as a Finance Assistant and did a bank reconciliation on a regular basis; it involved trying to determine the differences between the records kept by the company and those maintained by the banks and rectify the mistakes. During this process, I made sure that deposits, withdrawals as well as charges were properly recorded. In the process I was able to understand the management of cash and that, all the financial records were correct.

6.8- Audit Preparation

An audit preparation involves making financial schedules as requested by auditors, giving the necessary documents to the auditors, tabulation of vouchers and organizing the necessary documents. The support offered to me assisted in satisfying the internal audit requirements, thus improving my knowledge regarding the compliance, documentation and general audit process.

Chapter:7

Tools and Software Used

During my internship, I used MS Excel on a regular basis to enter data, keep track of expenses, and prepare financial summaries. I would use MS Word to produce reports, drafts, and formal documentation. In addition, I used Tally ERP / Company ERP to manage all aspects of voucher recording, ledger updates, and overall management and recording of financial transactions. I used Google Sheets to maintain shared updated data as well as to perform collaborative reporting on various projects. I also maintained communication records through an email documentation tool, which allowed me to keep all of my professional correspondence organized as well as provide me with an organized record of all of my significant financial documents.

Chapter: 8

Learning Outcomes

8.1- Technical Skills Gained

While on internship I was able to develop a broad range of technical capabilities in support of all of the fundamental accounting procedures required to accurately record transactions within the financial records. I learned how to document all business transaction entries accurately and create or prepare and format audit documentation based on the records of transactions. As I processed vouchers, reconciled ledger accounts and verified employee attendance and overtime hours for payroll processing, I became familiar with bank reconciliation procedures, particularly the process of reconciling company records with bank statements. I also acquired expertise in determining cost of inventory methods, especially FIFO (first-in, first-out). In conjunction with that knowledge, I enhanced my Excel capabilities working with VLOOKUP functions, SUMIF formulas and Pivot Tables to analyze data and create financial reports that clearly and professionally display financial information.

8.2- Professional Skills Gained

While I am employed in an internship with a company, I have been able to develop my professional soft-skills in substantial ways. The manner in which I interacted regularly with my co-workers, vendors and supervisors, helped me develop my ability to communicate with my co-workers better. By working closely with the accounts team on daily and monthly responsibilities, I learned the importance of working together as a group. My ability to manage my time was strengthened through my adherence to deadlines and the ability to prioritize my work accordingly. My problem-solving skills improved over the course of the internship as I developed solutions to many-day to day challenges related to documentation or resolving discrepancies in data. As an intern, I learned how to manage the pressure of working during a month-end close. By developing an understanding of how to keep sensitive financial data confidential, I gained an important insight into the business and the financial services industry in general.

Chapter:9

Challenges Faced and Solution

While I was doing my internship, I was able to enhance my skills every day by completing tasks assigned to me and by asking questions when I had questions or was experiencing difficulty. Additionally, whenever I needed clarification on something I would refer to tutorials to learn more about what I was working on. My frequent use of Excel templates throughout my internship enabled me to improve my accuracy and consistency regarding entering data into Excel. I developed a routine of reviewing each task thoroughly to lower the chance of making mistakes and to become more reliable in my performance of those tasks. Additionally, I was able to prioritize my task load effectively, keep my workload organized, and complete my work within the allotted time frames, even when I was very busy. Following the instructions from my supervisors closely enabled me to complete my work more efficiently as well as understand what was expected of me as a professional in an accounting environment

Chapter:10

Weekly Logbook (Full 12 Week)

Month-1:

Week-1:

When I first started at (insert) I was trained and introduced to all staff members in Financial and Finance workflow and given basic training on ERP/Tally. I was shown how vouchers were done in the Accounts Department. I also assisted with some simple Data Entry, which helped me learn how Daily Financials operate.

Week-2:

I submitted cash & bank vouchers with confirmations of backing documentation and authorizations attached. My part in the organization of financial records was to maintain accurate records of everything. How invoices from suppliers are checked and recorded was learned to me during this period. I was also able to assist in tasks related to Accounts Payable, which included updating payable records and keeping track of vendor payments that were still outstanding.

Week-3

By verifying and recording daily entries in transaction sheets, I was able to maintain accurate records of transactions. In addition, I ensured the accuracy of entries made in transaction sheets through reviewing the supporting documents to ensure they were properly authorized. I learned about the overall process of payroll, including different types of allowances and deductions. As part of my job, I assisted in the operation of agency vendor ledgers by maintaining balances and matching invoices with corresponding transactions.

Week-4

I submitted cash & bank vouchers with confirmations of backing documentation and authorizations attached. My part in the organization of financial records was to maintain accurate records of everything. How invoices from suppliers are checked and recorded was learned to me during this period. I was also able to assist in tasks related to Accounts Payable, which included updating payable records and keeping track of vendor payments that were still outstanding.

Month-2

Week-5

Preparing payroll sheets, verifying employees' attendance, checking how the employees' pay structure is set up and ensuring compliance with all company policies to ensure that employees receive accurate monthly pay. Updating and maintaining attendance records and calculating overtime for employees who have received approval for extra work hours. Responsibilities related to payroll help provide a transparent and fair payroll process free of errors and ultimately support the management of the entire workforce.

Week-6

The preparation of expense reports involved analyzin and processing the company's expenditure data, as well as developing and maintaining accurate cost records and developing skills in the valuation process for inventory. By performing these functions accurately, the reports allowed for a more accurate representation of the company’s finances, as well as providing support for the budgeting process, as well as assisting in the improvement of cost management processes throughout the organization.

Week-7

Collaborated on bank reconciliation efforts by reconciling company financial records with actual bank statements; Verified supplier invoices by matching them against the original purchase orders and delivery documents and updated unpaid invoice schedule to verify which invoices have not been paid by what due dates.

Week-8

I prepare financial information at the end of every month in order to prepare to close, and prepare the monthly cash expense summary. Besides this I assist in making a management report on a monthly basis with some valuable information. All these activities permit closing on time and enhance the accuracy of the financial reporting. I also support the management to facilitate their ability to make the right decisions based on the existing and properly arranged financial information.

Month-3

In **week 9**, of my internship, I performed a budget versus actual comparison; identified key cost variances between my budgets; and tracked departmental expenditures. **In week 10**, I reviewed all VAT/GST documentation for compliance with current regulations, assisted with the preparation of files for the upcoming audits, and updated fixed assets with corrections and/or changes to their descriptions. In **week 11**, I assisted in supporting final payroll processing, reconciling petty cash accounts, and preparing management statements. Finally in **week 12** of my internship, I submitted my final financial report and completed all outstanding reconciliations and verified documentation for accuracy and accountability; I also participated in a meeting where I discussed my overall internship experience as well as my future development goals as a finance and accounting student. During each of these weeks I have improved my financial analysis skills by improving my ability to report accurately and consistently; I have enhanced my financial compliance knowledge and understanding through participation in the previous audits that took place during my internship.

Chapter :11

Analysis of Internship Experience

I prepare financial information at the end of every month in order to prepare to close, and prepare the monthly cash expense summary. Besides this I assist in making a management report on a monthly basis with some valuable information. All these activities permit closing on time and enhance the accuracy of the financial reporting. I also support the management to facilitate their ability to make the right decisions based on the existing and properly arranged financial information. Internship Experience Analysis. With the help of this internship, I managed to build my knowledge of the culture of a company, teamwork, and professional communications in a working environment. Working in the internship there, I was able to observe the interaction of the various departments with each other, the flow of information and the manner in which various departments dependent on each other to ensure that nothing goes wrong inside the organization.

Collaboration with the Human Resources, Procurement and Audit Department to collect data and to check documentation that had to be filled was beneficial in instructing me on the aspects of inter-departmental coordination. I also learned about the general financial flow and how to gather and confirm the information before processing and reporting such information. Finance can be significant in assisting organizations to make decisions, through giving accurate figures, timely summaries, and significant analysis figures. Part of the work done during the internship period such as Budgeting, Reconciling, Tracking Expenses and Reporting, also taught me how little errors can affect the success of the entire company. Time sensitive nature of Reporting required me to be informed concerning the nature of deadlines, responsibility, and accuracy within a working environment.

Finally, I found the need to follow the rules of the company, maintain good records, and be articulate in my communication with the relevant supervisor or co-worker; being an intern I was also enlightened on the need to create sanity in an organization. This internship has equipped me with the experience that I require to know the role of accuracy, transparency, and efficiency of financial transactions in ensuring an overall performance of an organization. It was also helpful in making me more technically skilled, more professional, and enabled me to be in a position to perform well in a corporate finance job.

Chapter:12

Conclusion

My three months internship with Prudent Fashion Limited was instrumental to my academic and professional training. During the internship, I could use my knowledge from class and then apply that knowledge to the day- to-day financial tasks of the company. Because I worked with real-world financial transactions and all of the supporting documentation, I gained new analytical skills that enable me to analyze a company's financial activities and how those activities are managed.

My practical experience allowed me to develop a stronger interest in the accounting field and to develop more confidence in my ability to perform in a professional position. I was provided mentorship and support from numerous senior team members that helped me grow and develop my technical skills and a greater sense of discipline as a finance professional. I believe that the experience and skills gained during my internship will prove to be of great benefit in the future development of my career in Finance and will provide guidance through the development of my career.

Chapter:13- Recommendation

For the Company

To improve effectiveness, the company should employ more automation tools to reduce the amount of work done manually and increase the accuracy of the processes. Additionally, the company should host periodic training workshops for interns to help them acclimatize to actual accounting tasks faster, develop their technical abilities, and allow them to be productive contributors to the company's financial operations from the outset.

Interns in the Future

Interns in the future should familiarize themselves with the most basic functions of Excel prior to the start of their internship. Excel is an invaluable support in the completion of many accounting-related tasks. Staying organized and focused will assist interns in keeping up with their job responsibilities and make them more productive. Therefore, interns should not hesitate to ask questions to clarify any misunderstandings regarding the processes they will be learning, to make every effort to avoid mistakes, and to maximize the opportunities for learning offered during the internship.

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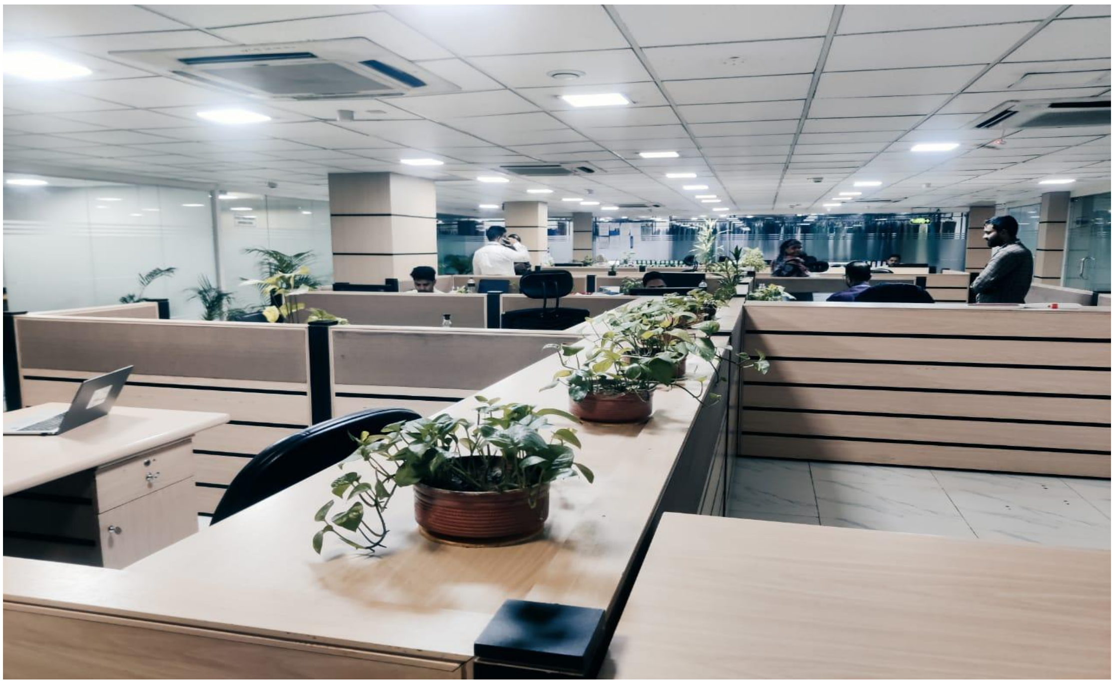
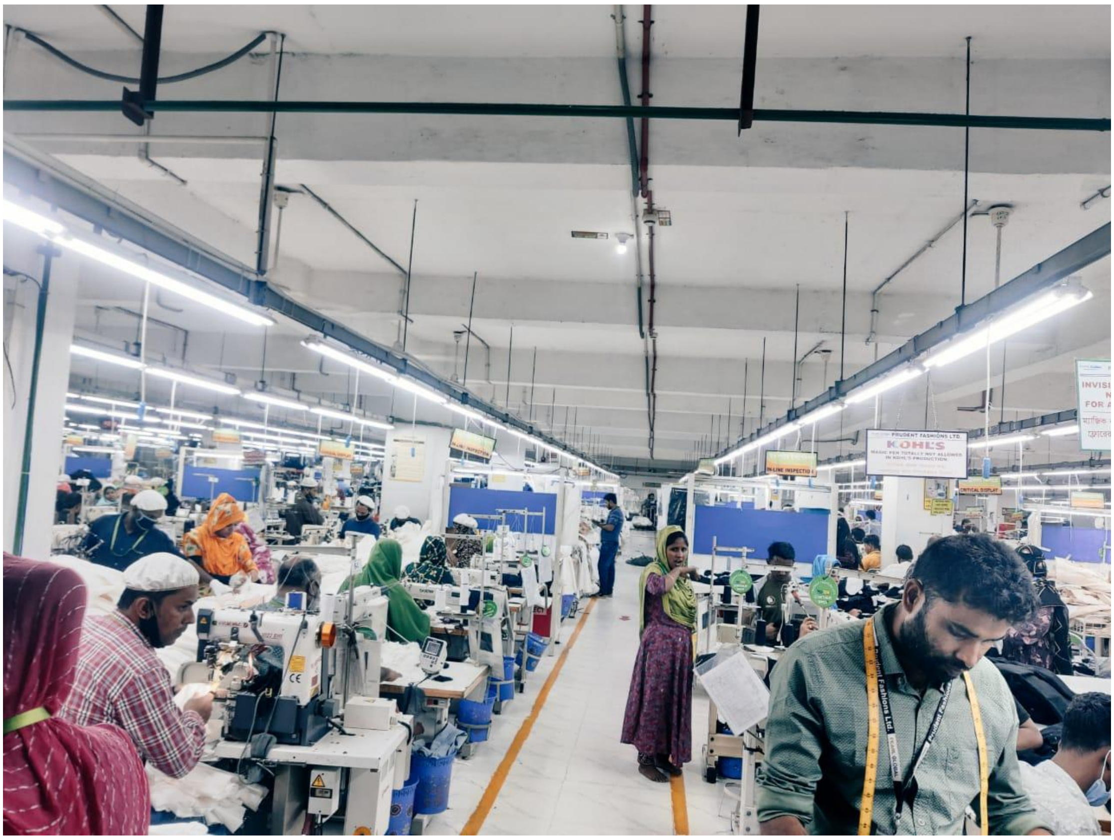
Chapter :14

Appendix

14.1 - Photographs




GREEN ZONE


KOHL'S

14.2- Plagiarism report

221-10-1005

ORIGINALITY REPORT

2%	2%	0%	2%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	Submitted to United International University Student Paper	2%
2	journal.fsv.cuni.cz Internet Source	<1%

Exclude quotes	Off	Exclude matches	Off
Exclude bibliography	Off		

14.3- Certificate of internship

Prudent Fashions Limited
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Ref: PFL/CR-12-02651 **Date: 04/12/2025**

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that ***Ayesha Afrin, Student* ID:** 221-10-1005 a student of ***Bachelor of Arts in English, Daffodil International University***, has successfully completed 3-**month internship** from **01.09.2025 to 30.11.2025** at **Prudent Fashions Limited** in the **Finance and Accounts Department** as a **Management Trainee.**

During the internship period, she demonstrated professionalism, dedication, and a strong willingness to learn. She effectively assisted in financial documentation, voucher preparation, bank reconciliation, data entry, payroll assistance, and monthly financial reporting.

Her performance throughout the internship was satisfactory.

We wish her success in all future endeavours.

Anisur

Assistant Vice President
Prudent Fashions Limited
Date: 04.12.25

Mohammed Anisur Rahaman
Assistant Vice President
Accounts & Finance
Prudent Fashions Ltd.

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