An Internship Report On

Financial Recording and Expense Management System of R&S Trading Co.

Submitted To

Ms. Rubaiaat-E-Tarik Prithwee

Lecturer, Department of English

Daffodil International University

Submitted By

Maliha Tabassum

ID: 221-10-893

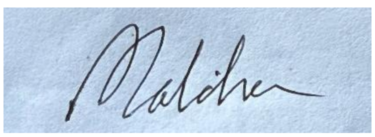
Department of English

Faculty of Humanities and Social Science

Daffodil International University

STATEMENT

I, Maliha Tabassum (ID: 221-10-893), sincerely declare that I have prepared and submitted this internship report titled “Financial Recording and Expense Management System of R & S Trading Co. – An Internship Perspective" on my own, under the kind supervision of Ms. Rubaiaat-E-Tarik Prithwee Lecturer, Department of English, Daffodil International University.This report is based on my own learning and experience during the internship program. I confirm that it has been written only to fulfill the requirements for the Bachelor of Arts (B.A.) degree.I also declare that this report is my original work and has not been copied or used for any unfair purpose or personal benefit.



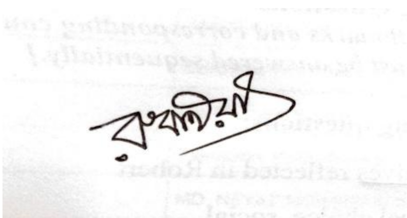
……………………………………
Maliha Tabassum
ID: 221-10-893
Batch: 55th Department of
English
Daffodil International University.

LETTER OF ACCEPTANCE

This is to certify that **Maliha Tabassum**, ID No.221-10-893, is a regular student of Daffodil International University (DIU) in the Bachelor of Arts (BA Hons) program under the Department of English.She has successfully completed her internship report on **"Financial Recording and Expense Management System of R & S Trading Co. – An Internship Perspective"** as part of the requirement for the Bachelor of Arts degree under my supervision.

She has worked sincerely and followed my guidance while preparing this report. I believe she has tried her best to make the report successful. I am confident that this experience will help her in building a good career in the future.

I wish her all the best in her life and future success.



Ms. Rubaiaat-E-Tarik Prithwee
Lecturer, Department of English
Daffodil International University

Acknowledgment

All praise and thanks to the Almighty for His blessings and kindness. Without His guidance and help, it would not have been possible for me to complete this report successfully. The successful completion of this report would not have been possible without the help, support, and inspiration of many people. I would like to express my sincere gratitude to all of them.

First of all, I would like to thank my honorable academic supervisor, Ms. Rubaiaat-E-Tarik Prithwee, Lecturer, Department of English, Daffodil International University, for her continuous support, guidance, and valuable suggestions throughout the preparation of this report. Her advice and encouragement helped me a lot in completing this work.

I would also like to express my heartfelt thanks to Md. Shah Jamal, Managing Director of R & S Trading Co. for his kind guidance, cooperation, and support during my internship period. My special thanks to Prem Kumar, Senior Executive – Accounts, for providing me with all the necessary information and helping me understand the financial recording and expense management process.

Finally, I would like to thank all the writers and researchers whose books, articles, and materials helped me gather knowledge and complete this report. I am truly grateful to everyone who directly or indirectly supported me during this journey

Abstract

This report is based on my internship experience at R & S Trading Co. where I learned about the financial recording and expense management system of the company. The internship gave me the chance to see and understand how a trading company keeps proper financial records and manages its expenses.

During my internship, I helped with checking financial transactions, preparing expense sheets, and keeping records in an organized way. These tasks helped me improve my observation skills, accuracy, and understanding of how an office works.

This report also explains why keeping correct financial records and managing expenses properly are important for the smooth operation of a company. It shows how English graduates can also play a role in office communication, reporting, and recordkeeping.

This internship was a very good learning experience that helped me grow both professionally and personally.

Table of Contents

Chapter 1- Introduction

Introduction

My name is Maliha Tabassum and I am a student of Daffodil International University in the department of English. English language is generally one of the most prevalent languages across the world. I have never stopped liking learning English as it assists in communication and establishing good relationships with other people, other countries, cultures, and backgrounds.

This is because, I think, my experience with the English language gave me several advantages during my internship period, particularly when I was on internship as an Accounts Executive. My self-confidence helped me get more comfortable with speaking the English language in order to communicate better with other people and comprehend my work.

The current world is highly competitive. Competition is rapidly increasing in all spheres of activity and business. No company will not seek to recruit and retain talented workers in order to meet their challenges ahead. Capable and hardworking workforce is also very important in this competitive world since such employees assist a company in growth and eventual success

CHAPTER 2: Background

The course taken under the BA in English program has a good combination of both theoretical and practical learning. Once the students complete the theoretical courses they are placed in various organizations where they spend time to acquire work experience in various settings. This will assist them in preparing towards their future professions. Under this program Daffodil International University maintains a 3-months internship which is quite an essential and significant aspect of the BA degree.

In order to gain my permissible knowledge, I decided to make an internship. Our education system is mostly based on books and theory and therefore a practical training program is a fantastic opportunity. This program is a win-win situation as it will not only be useful to the organization but also to the university. Practical work assists students to develop professional skills, which will help them establish useful contacts that will assist them in securing employment in the future.

The students will be able to know how to operate in the real office scenarios through this internship and get ready to enter the job market. The experience makes them confident, and it makes them develop professionally.

It is against this objective that I was attached to R and S trading Co. as an Intern under the supervision of my academic supervisor, Ms. Rubaiaat-E-Tarik Prithwee -Lecturer, Department of English, to deal with different accounting related activities and understand the financial operations of the company.

.

2.1 Scope of the Study

The boundaries of my work were limited as I was an intern. When gathering the information on my report, I was required to abide by a few office conventions and formality. My work was primarily founded on the information and tasks that I was permitted to complete at the Accounts Department at R and S Trading Co.Although my role was minimal it provided me with a clear picture of how the accounting system operates in a trading firm and how various departments can interrelate with one another.

2.2 Objective of the Study

This study aims principally to learn about the nature of the operations of the Accounts Department, R & S Trading Co. and how these and their activities contribute to the success of the firm. It also aids me to relate the knowledge I gained in my academics with the factual work life experiences.

- Specific Objectives
- To understand how the Accounts Department of R & S Trading Co. operates.
- To learn about the activities of other departments and how they are related to accounts.
- To know how the company evaluates its different projects and performances.

To learn how they adjust and regulate the project costs and other composite costs. To discover the key issues in the existing accounting system of the firm.
To provide some useful recommendations on the remedies of the company accounting and management practices.

2.3 Hard Skills

- Basic knowledge of financial recording and bookkeeping
- Preparing and checking expense sheets
- Handling invoices, and receipts
- Using Microsoft Excel and other accounting tools for data entry
- Maintaining financial files and documents properly

2.4 Soft Skills

- Communication skills– talking clearly and politely with coworkers and supervisors
- Teamwork– working with other staff members and helping each other
- Time management – completing tasks within deadlines
- Responsibility– being careful and honest in handling official work
- Adaptability- adjusting to a new office environment and learning quickly

Chapter 3- Methodology

The methodology I followed for preparing this report was shaped by my day-to-day experience at R&S Trading Co. During the internship, I did not only observe the financial activities but also tried to understand how each step supports the company's overall operations. To present a clear and realistic picture, I relied on several methods that helped me learn, analyse, and document the financial recording and expense management practices used in the organization.

3.1 Direct Observation

A major part of my learning came from directly observing how the accounts team handled financial records, vouchers, payment approvals, and daily entries. By regularly sitting with the Accounts Officer and watching their workflow, I was able to understand the practical use of software, ledger maintenance, and documentation procedures.

3.2 Practical Participation in Routine Tasks

Whenever possible, I was allowed to assist in simple tasks such as sorting documents, preparing basic spreadsheets, recording petty expenses, and helping with voucher entries. This hands-on involvement helped me clearly understand how each type of expense is categorized and later used for reporting.

3.3. Informal Discussions and Guidance

I frequently discussed different financial processes with my supervisor and other team members. These conversations gave me insights that are not always written in manuals—for example, why certain expenses require extra approvals or how the company ensures transparency in payments.

3.4 Internal Document Review

Throughout my internship, I reviewed several internal documents such as expense reports, vouchers, ledger books, cash flow statements, and monthly summaries. These documents helped me compare what I observed with the actual records maintained by the company. All information taken from documents was used responsibly, without disclosing confidential data.

3.5 Use of Secondary Sources

To connect my experience with theory, I reviewed textbooks, online articles, and academic papers related to financial accounting, expense management systems, and internal control practices. These sources helped me understand the theoretical background behind the methods used at R&S Trading Co.

3.6 Comparative Reflection

After gathering information from different sources, I compared my practical experience with standard financial management practices. This comparison allowed me to identify where the company's system is strong and where improvements can be suggested.

Final Note

This methodology reflects the natural process I followed during my internship—starting from observing and participating in daily work, to reviewing documents and discussing with employees, and finally analysing everything with the help of theoretical sources. My aim was to combine practical experience with academic learning to present a balanced perspective on the financial recording and expense management system of R&S Trading Co.

Chapter 4 - Company Overview

R&S Trading Co. conducts its business as an apparel sourcing and buying agent firm. This implies that the company facilitates customers to obtain pre-made clothing in other factories in Bangladesh. Their primary assignment is to ensure that the products are ready to the need of a buyer at the time of shipment.

The company is involved in the provision of comprehensive sourcing solutions, which entails the provision of all that a buyer requires to be able to buy the garments. The aim of this is to please the customers with good quality products at low prices. They are famous to respond fast, and have well-calculated production schedules, yet this has earned a good reputation among the buyers.

R&S Trading Co. collaborates with numerous manufacturing industries in Bangladesh where they manufacture various garments; woven fabrics, circle knit, and flat knit sweaters.

In brief, the firm links consumers to the manufacturers and guarantees that clothes are manufactured and shipped as expected by the customer.

Location of the Institute

House No: 07 (5th Floor),
Road No - 13,

Sector - 01

Uttara, Dhaka-1230

Bangladesh

Phone: +8801713410925, E-mail: shah@rns-bd.com

i. **Company Strength**

- R&S Trading Co. network of reliability with various garment factories in Bangladesh is good.
- The company has a team of skilled and experienced personnel to deal with sourcing and purchasing effectively.
- There is proper communication with buyers and this helps in making clear-cut communication on customer needs.
- They also have a reputation of quality and delivery on time, which gives them an advantage in the apparel industry.

ii. **Company Facilities**

- The company houses well-arranged offices that handle the orders, accounts and communications.
- Their software and systems are modern and used to monitor orders, costs, and production.
- It has records and documentation facilities to keep all financial information and production data in order.
- R&S Trading Co. provides a supportive work environment for employees and interns.

iii. **Company Production Abilities**

- The company works with many manufacturing factories for woven fabrics, circular knit, and flat knit sweaters.
- They can handle large orders and ensure products are delivered on time.
- R&S Trading Co. can manage different types of garments according to the buyer's specifications.
- Their production process focuses on quality control to meet international standards.

iv. **Company Mission**

- To provide excellent apparel sourcing services that satisfy customers.
- To deliver high-quality garments at reasonable prices.
- To maintain strong relationships with buyers and factories.

v.**Company Vision**

- To become a leading and trusted apparel sourcing company in Bangladesh.
- To ensure buyers worldwide receive quality garments on time.
- To grow responsibly while supporting employees and partner factories

vi. **Company Values**

- Customer Satisfaction: Always focus on meeting buyers' expectations.
- Integrity: Honest and transparent business practices.
- Teamwork: Strong collaboration between employees, factories, and buyers.
- Quality: Ensuring products meet high standards

Chapter 5 - Internship Activities

Introduction

In the course of my internship in R and S Trading Co., I was in the Accounts Department and was exposed to the knowledge of how the company undertakes its financial operations. R and S Trading Co. is a reputed clothing sourcing-buying firm which links foreign consumers to garment factories in Bangladesh. My primary objective as an intern was to be exposed to the real world of accounting and to know how the financial system is utilized in the running of the company. My other priorities were to work on teamwork, communication and professional behavior in a realistic work setting.

i. Internship Activities

During the period of my internship, I worked on various activities in the Accounts Department. The tasks I was performing every day involved the documentation of financial transactions, assistance, and confirmation of the bank and cash records. I was taught the recording of revenue and expenses, management of accounts receivable and how gratuity funds of employees are calculated.

Other books and registers that I had been working with included Cash Book, Bank Book and Cheque Register Book. These were records that assisted the company to track the day to day financial operations and retain the cash flow. I helped in making and revising these documents with supervision of the account officers.

ii. Internship Responsibilities

During my internship, I handled several important responsibilities, such as:

- Documenting cash and bank transaction daily.
- Helping to make vouchers and verify supporting materials.
- Assisting to keep track of payments made by clients and keeping records of cheques.
- Learning how revenue and expenses are recognized and recorded.
- Observing how employee gratuity and redundancy funds are calculated.
- Assisting in organizing files and maintaining registers for audits.
- Supporting staff during financial reporting and month-end updates.

These duties provided me with a first-hand experience in the accountability layer of an accounting system in the purchasing house and the significance of accuracy and documenting in the financial processes.

iii. Personalized Job Search & Corporate Placement Procedures

My internship in R & S Trading Co. was under the placement procedure of Daffodil international university. The university assisted in linking the students with various organizations to get first hand experience. I demonstrated the desire of working in the field of accounts and administration and upon analyzing my academic performance and speaking ability, the company chose me to be part of the internship program.

My internal assessment, during which I was tested in terms of my basic computer and communication skills, was performed before I was placed. Following the evaluation, I got allocated to the Accounts Department where I performed the work of data input and duties allied to accounting. Through this, I was able to learn how businesses assess candidates of real-world positions.

iv. Academic Internship Placements

This internship experience was significant in my assigns Bachelor of Arts (BA) course that mandated students to acquire professional experience during their course. By this placement, I was able to use the theoretical knowledge I had acquired in classroom in practice in the office. I also had a chance to understand how the collaboration of various departments works and how accounting is instrumental in the operation of the company.

I also gathered the information which would be the part of my report both via primary sources (interviewing the staff and reviewing the company documentation) and secondary sources (annual reports and the company web). This facilitated my preparation of a wholesome understanding of R and S.
The trading Co. accounting and financial system.

.

Chapter 6- Findings

The company where I worked is R and S Trading Company where I was an Accounts Executive intern. This experience enabled me to know myself better. I also got to know my strengths and my weaknesses. New skills were also developed, which can assist me in future career.

My initial experience in the company was not that good regarding accounting work. However, in the three months, I got to know a lot and progressed step by step. This internship has made me develop personally and professionally. It enabled me to be more comfortable and ready to face the future.

i. Skills I Developed

- I also enhanced my communication with the clients and the staff.
- I got to know how work is when under the pressure, work, particularly, busy accounting days.
- I got to learn the corporate world and the dynamics of an office.
- I was taught how to approach problems amicably where they were raised in accounts.
- I became better at adjusting to different situations and working with different people

ii. Corporate Insights

- At the time of my internship in the R and S Trading Company, I, too, noticed certain issues in the place of work.
- The salary offered is quite low which may not satisfy many employees.
- No extra working time benefits, and that may be a challenge to individual employees spending additional working hours.
- The workspace is small, and employees often have to work in crowded areas.
- The range of the office is not very quiet enough and at times it will be difficult to concentrate on work.

iii . SWOT Analysis of R & S Trading CO

Strength

- The reputation of the company is good.
- Has good relations with current clientele.
- It builds its market, its sales and its profit.
- Is offering good products and services.
- The buying power of the target customers is high.
- Engages in good work with customers.

Weaknesses

- There are insufficient financial resources.
- Scarcity of veteran employees.
- Inadequate employee motivation programs.
- Employees are not always all committed.
- Lack of adequate marketing and promotion.
- Not fully automated
- Insufficient training facilities among the employees.
- The industry has high competition.
- Increasing material prices cannot be easily transferred to the customers since it is long-term deals.

Opportunities

- The policies of the government encourage the development of the private sector.
- The purchasing power of people is on the rise.
- Knowledge of how to enrich products and services.
- Increasing population in Bangladesh.
- Potential to highly invest in individuals and financial institutions. Opportunities for foreign investors.
- The city dwellers are more invested in the apartment dwelling that has the potential to go beyond the high-income group.

Threats

- Competitiveness is rising in the market.
- The regulations on housing by the government are prone to change.
- The pressure on the reduction of the lending rates.
- Domestic political instability or on the world front.
- Bangladesh Land shortage.
- Business including housing can be influenced by political instability

Limitations

As I was drawing this internship report on the Financial Recording and Expense Management System of R & S Trading Co., there were certain constraints that I encountered and this might have influenced the depth and coverage of the study. The following are the limitations:

• **Limited Time Period**

The internship was only three months long and it was not enough time to see all forms of financial operations (annual audits, annual budgeting, or evaluation of long-term projects).

• **Limited Availability of Information.**

I was an intern and was unable to view all of the confidential financial records, policies and internal reports. My privacy was compromised since some confidential information concerning costs, profits, and contracts was not given to me due to security reasons.

• **Single Organization Focus**

It is provided on the foundation of R and S Trading Co alone. Thus, the results cannot be complete and generalized to other trading organizations or businesses in Bangladesh.

• **Departmental Limitation**

The majority of my tasks and experiences were in the Accounts Department. Other departments such as Marketing, HR or Production, had very little interaction with me hence they are not greatly discussed in terms of financial views.

• **Relying on Observation and Oral Information.**

Much of my knowledge was obtained through firsthand observation and unstructured talk with employees. This information can at times be subjective and biased by personal opinions or experiences.

• Absence of Sophisticated Technical Analysis.

I am a student of English, and so, I do not have the experience of professional accounting or finance. I paid more attention to processes and communication than performing deep technical financial analysis and complicated ratio calculations.

• Use of Secondary Sources

Some theoretical expositions that are founded on textbooks and online articles and they might not be entirely accurate on the actual internal policies and practices of the company

CHAPTER 6: Recommendations

My experience at R and S Trading Co was very educative. There are several lessons that I had during my internship regarding accounting and working in an office. As an experience, I would like to make couple of recommendations that could be beneficial to the firm:

The number of staff members in the Accounts Department is rather limited, whereas the quantity of work is rather high. The company should have employed a couple more individuals to ensure that the work is divided and they accomplish it more efficiently.
The company ought to take faster computers with updated and user-friendly operating system in order to attain better work speed and accuracy.
The current accounting software in use by the company is outdated and not quite efficient. It is supposed to be upgraded or be replaced with a superior one with more useful features. The firm can also employ the services of a professional software operator who can control the system appropriately. This will contribute to time-saving, lessening the workload, and streamlining and making the accounting process easier in the long run..

CHAPTER 7: Conclusion

R & S Trading Co is an emerging garments factory in Bangladesh and a development firm. The accounting team has increased responsibilities and work as the company is growing. Despite these, the Accounts Department has been very committed through its preparation and publication of the annual financial reports in good time.

Each part of the department has gone out of its way to be appreciated with regard to teamwork and effort.

CHAPTER: 8 References

1. Managerial Accounting

Garrison, R. H., Noreen, E. W., & Brewer, P. C. (Year varies by edition). Managerial Accounting. McGraw-Hill/Irwin.

2. Intermediate Accounting (10th Edition)

Kieso, D. E., Weygandt, J. J., & Warfield, T. D. (2001). Intermediate Accounting (10th ed.). John Wiley & Sons.

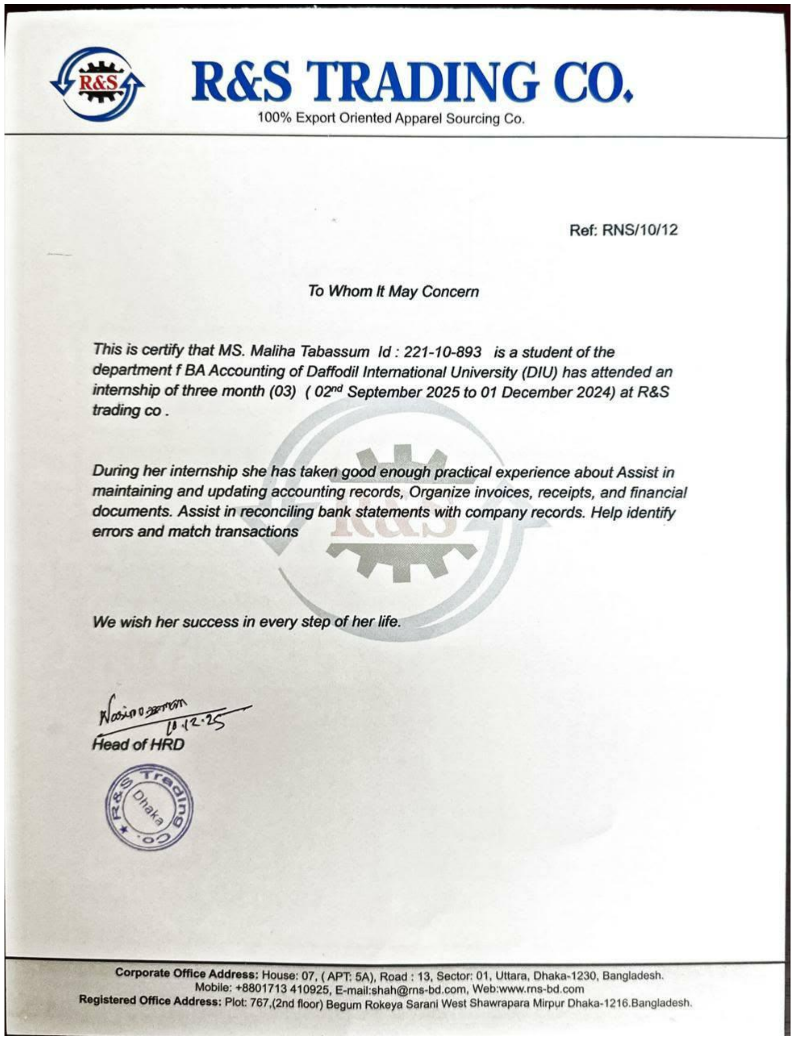
3. Cost Accounting: A Managerial Approach (12th Edition)

Horngren, C. T., Datar, S. M., & Foster, G. (2007). Cost Accounting: A Managerial Approach (12th ed.). Prentice Hall.

4. International Financial Reporting Standards (as of 1 January 2008)

International Accounting Standards Board (IASB). (2008). International Financial Reporting Standards (IFRS). IASB Publications.

Chapter 9- 1. Appendices



R&S TRADING CO.

100% Export Oriented Apparel Sourcing Co.

Ref: RNS/10/12

To Whom It May Concern

This is certify that MS. Maliha Tabassum Id : 221-10-893 is a student of the department f BA Accounting of Daffodil International University (DIU) has attended an internship of three month (03) (02nd September 2025 to 01 December 2024) at R&S trading co .

During her internship she has taken good enough practical experience about Assist in maintaining and updating accounting records, Organize invoices, receipts, and financial documents. Assist in reconciling bank statements with company records. Help identify errors and match transactions

We wish her success in every step of her life.

10.12.25

Head of HRD

R&S Trading Co. Dhaka

Corporate Office Address: House: 07, (APT: 5A), Road : 13, Sector: 01, Uttara, Dhaka-1230, Bangladesh.
Mobile: +8801713 410925, E-mail:shah@rns-bd.com, Web:www.rns-bd.com
Registered Office Address: Plot: 767,(2nd floor) Begum Rokeya Sarani West Shawrapara Mirpur Dhaka-1216.Bangladesh.

221-10-893

ORIGINALITY REPORT

6%	5%	1%	2%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	dspace.bracu.ac.bd Internet Source	1%
2	www.coursehero.com Internet Source	1%
3	Submitted to Daffodil International University Student Paper	1%
4	repository-tnmgrmu.ac.in Internet Source	1%
5	ejournal.ust.ac.id Internet Source	<1%
6	Submitted to Manipal Academy of Higher Education (MAHE) Student Paper	<1%
7	mpra.ub.uni-muenchen.de Internet Source	<1%
8	voices.yahoo.com Internet Source	<1%
9	www.bankalfalah.com Internet Source	<1%
10	fr.slideshare.net Internet Source	<1%