



**Internship report on
“My internship experience as an accountant at JSS Service LTD.”**

Prepared by:
Md. Mehedi Hasan
ID: 193-10-2110
Department of English
Daffodil International University

(A report submitted to the Faculty of Humanities and Social Science in partial fulfillment of the requirements of the degree of Bachelor of Arts in English)

Supervised by:
Mr. Mahmudul Hasan
Lecturer of English
Faculty of Humanities and Social Science
Daffodil International University
Daffodil International University Smart City
Dhaka, Bangladesh

Declaration

I hereby declare that the project work entitled "My Internship Experience as an Accountant at JSS Service Ltd." submitted to Daffodil International University, is a record of an original work done by me under the guidance of Mr. Mahmudul Hasan, Lecturer of department of English, DIU (Daffodil International University). This project work is submitted as per required for the Internship Program at DIU.

I further declare that:

1. The project work presented in this report is the result of my work experience and investigation done as an intern in accordance with the guidance of DIU.
2. The content presented in this project work is original and has not been plagiarized or fully copied from any other source.
3. Any references, sources, or contributions made by others have been appropriately cited and acknowledged.
4. There is no conflict of interest that could potentially compromise the objectivity and impartiality of the information presented in this project work.
5. This project work has been undertaken solely for the purpose of fulfilling the requirements of my academic degree.

I understand that any violation of academic integrity or ethical conduct may result in consequences as per the university's regulations, and I accept full responsibility for the accuracy, authenticity, and integrity of the information presented in this project work.

Mehedi

.....
MD Mehedi Hasan

ID: 193-10-2110

Batch: 48th

Department of English

Daffodil International University

3. Certificate of the Academic Supervisor

This is to certify that the student named Md. Mehedi Hasan, ID: 193-10-2110, a student of Daffodil International University, has finalized his project paper with an internship course with my supervision. For the internship process, he chose Jamuna Safety & Security Services Ltd., Khilkhet, Dhaka, and successfully completed his duty as an accountant. He is now eligible to present the report for evaluation. He has been in constant communication with me during the period of his project. Whenever he needed support, I assisted him. The content of this project paper report is his genuine work, for which he worked phenomenally. I am permitting him to submit the internship report. I pray for his overall well-being and hope he achieves more success in the years to come.



.....
Mr. Mahmudul Hasan
Lecturer of English
Faculty of Humanities and Social Science
Daffodil International University

Acknowledgements

I wish to express my sincere gratitude to everyone who helped me complete my internship Report. I'd like to thank the management of JSS Service Ltd for giving me an opportunity to intern at their prominent company and for giving me direction throughout the internship. I would also like to thank my supervisor, Mr. Mahmudul Hasan, for his advice and guidance throughout the internship. His insightful advice was crucial in creating the report. Additionally, thanks to the entire accounting team at JSS Service Ltd. for their support and willingness to share their experience with me. At last, I would like to thank my family and friends for their unwavering support and encouragement throughout my academic and professional journey.

Abstract

This report highlights my internship experience as an accountant at Jamuna Safety & Security Service Ltd (JSSSL). It provides an overview of the tasks, projects, and challenges encountered during the internship, and evaluates the effectiveness of the internship program. Throughout the internship, I had the opportunity to work closely with the accounting team, gaining practical knowledge and skills in financial management and reporting. The report provides a broad introduction to the JSSSL and its work environment. And discusses tasks performed by the accounting team and evaluates their human resource management system. It also contains a brief idea about the satisfaction level of the employees working in JSS Service Ltd. The report also illustrates my tasks and challenges as an intern and how I overcame them. The findings show that internship programs have a positive impact on both the student and business companies/employers by providing the student with real-time problem-solving skills and experience, while providing the companies a scope into the future generation of employees. Overall, this report offers insights to future interns and individuals that are aiming to work in this sector. Also, it provides some recommendations and suggestions to the company based on my observations while working in JSS Service Ltd.

Keywords: Internship, Experience, Accounting, Challenges, Skill, Student, Recommendations.

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Chapter (1): Introduction

1.1 Introduction

Accounting is the process of recording financial transactions pertaining to a business. It plays a crucial role in every organization, serving as the foundation for sound financial management and decision-making. By being an intern in this field, students can acquire very helpful soft skills that can help them build up their careers in the future. The benefits of the accounting work extend beyond the organization itself. As an intern, I was able to help with the financial affairs of the company, developing my skills and raising my knowledge of real-world accounting processes. The internship program enabled me to use theoretical information gained throughout my studies. The report is created based on my observation as an intern at Jamuna Safety & Security Service Limited (JSSSL). This report covers the entirety of JSSSLs accounting department, its members, payroll, budget planning and other accounting procedures. It highlights the tasks, projects, and challenges encountered during the internship program, in developing practical accounting skills, and provides recommendations.

Chapter (2): Background and Significance of the Project

2.1 Background

This report is prepared as a partial fulfillment of the requirements of the degree of Bachelor of Arts in English. I chose to work as an accountant at JSSSL. I am very interested in the accounting field because accounting is without a doubt one of the most challenging and complex fields in any organization that helps with the company's sustainable development and growth. Which makes it one of the major fields in any business, organization or institution. According to Makarenko, I., & Plastun, A. (2017) professional accountants are directly related to the promotion of sustainable development initiatives at the corporate level. As businesses strive to maintain financial stability and comply with regulatory requirements, the role of accountants becomes increasingly vital. Also, Financial accounting is a key ingredient in the corporate governance process. A complex set of institutions and rules have evolved to facilitate the financial reporting process, and the information provided by this process is an important input to major governance mechanisms. (Sloan, R. G. 2001). Thus, I have been working at JSSSL since 1st, March 2023 as an intern in the accounting team and during my internship I have been gathering valuable information about various activities of the accounting division of JSSSL.

2.2 Significance of the Project

The significance of this report lies in its contribution to the existing body of knowledge regarding accounting internships and their impact on students and organizations. This report serves as a reference for future accounting interns. It provides a realistic perspective on the expectations and responsibilities of an accounting intern, helping students prepare themselves for the demands of the professional world. The report's findings and recommendations can help future interns maximize their learning experience and make important contributions to their organizations. Furthermore, this report is important for organizations, particularly JSSSL, because it provides an assessment of their internship program and accounting methods. The insights gathered from studying the internship program can help firms improve their programs, optimize intern talent usage, and strengthen their long-term workforce development initiatives. Companies like JSSSL may optimize their recruiting and talent management procedures by recognizing the benefits of accounting internships and the value that interns bring to the organization, building a mutually beneficial connection with students and educational institutions. Thus, internship benefits not only the students but also the company and the institution. According to Sanahuja Vélez, G., & Ribes Giner, G. (2015), the internship program has a beneficial overall impact on education and business, and it has been established that the program is a win-win situation for the program's three key stakeholders: students, companies, and higher education institutions. Moreover, Internship programs provide the interns with both technical and soft skills required in the marketplace, (Maelah, R., Muhammaddun Mohamed, Z., Ramli, R., & Aman, A. 2014). Finally, this paper is a helpful resource for students, instructors, and organizations interested in accounting and the possibility of internships. It emphasizes the importance of practical experience in building the skills and knowledge of future accountants, as well as the mutual benefits for both interns and organizations.

Chapter (3): Methodology

3.1 Consultation with Academic Supervisor

My consultation with my academic advisor was critical for deciding on the project's direction and methods. We held many meetings to review the internship report's objectives, scope, and strategy. The advisor was quite helpful in determining the best approach for the internship and ensuring that it aligned with my academic goals. The consultation sessions also aided in the establishment of research questions, the refinement of data gathering methods, and the development of a thorough project plan. The advisor's experience and feedback throughout the process made a substantial contribution to the project's success.

3.2 Selection of the Institution

The institution selected for the internship was chosen based on a number of criteria, including the institution's relevancy to the accounting area, its reputation in the industry, and the availability of internship opportunities. The ability of various organizations to offer useful learning experiences in the accounting sector was thoroughly analyzed, taking into account their size, industry specialization, and potential. Due to its prominence in the security service sector and dedication to upholding high standards, Jamuna Safety & Security Service Ltd (JSSSL) was selected as the preferable institution for the internship after careful consideration.

3.3 Recommendation Letter Collection and Contacting the Organization

Following the selection of the institution (JSSSL), I was required to present information about the organization to the university in order to get a letter of recommendation for the internship. I was able to obtain the letter of recommendation from the Department of English after providing the necessary information. I had to send the recommendation letter to JSSSL along with my CV after receiving it. My admittance to JSSSL's accounting team as an intern was communicated to me via email within a few days.

3.4 Project Conduction method

The report was created with the help of both primary and secondary data. I had collected data for the report during my internship period.

Primary Data: The primary data for this project was collected through direct involvement as an intern at Jamuna Safety & Security Service Limited (JSSSL). This involved closely observing the accounting team's operations and procedures, as well as conducting interviews with key members and regular employees of JSSSL. The primary data collected provided valuable insights into the company's accounting practices, work environment, and employee satisfaction.

Secondary Data: The secondary data for this project was gathered from various sources. JSSSL's annual records and non-confidential accounting documents served as important secondary data sources. Additionally, relevant online articles, newspapers, and social media posts were utilized to supplement the primary data. The secondary data provided additional context and background information regarding the security service industry, industry trends, and best practices in accounting.

Both primary and secondary data were carefully filtered and evaluated for their relevance and reliability. Validated data was then summarized and analyzed using statistical tools such as Microsoft Excel, SAS, SPSS, etc. The analysis process ensured that important information was not overlooked while unnecessary information was filtered out, ultimately contributing to the comprehensive findings of the report.

Chapter (4): Organization Details

4.1 About Jamuna Safety & Security Service Ltd (JSSSL)

Name: Jamuna Safety & Security Services Ltd.

Location: Corporate Office, House–13, Road–3/A, Nikunja-1, Khilkhet, Dhaka-122

Business Email: jssslbd@gmail.com

J. S. S. Services Ltd. (Jamuna Safety & Security Services Ltd.) is a prominent Security Service organization. The company is one of the pioneers and leading security service providers in the country. The organization provides manpower and security services including security equipment to the government, non-government, foreign and private institutions. Since its establishment, the company has grown steadily and established itself as a leader in the security service industry. It has built a strong reputation for delivering high-quality security services and maintaining long-term relationships with clients.

4.2 History of JSSSL

J. S. S. Services Ltd. (Jamuna Safety & Security Services Ltd.) is a prominent Security Service organization established in July, 1994, incorporated in the year 2000 under the Companies Act 1994 of Bangladesh. Chairman and company founder Lt. Col. Md. Zillur Rahman (Retd) is in charge of the company's operation. His 32-year career spans a variety of training facilities, and managerial posts in the armies of both Pakistan and Bangladesh. The company started its journey by providing security personnel to Bangladesh Shilpa Rin Sangstha (presently Bangladesh Development Bank Ltd.) and to a project of ALCATEL, France in Bangladesh. Later on in the year 1998, being the first privatized company in the sector JSSSL provided Bangladesh Bank security services and MLSS. Their Facebook page and JSSSLs provided documents also mentions, During later times leading commercial banks like The City Bank Limited, Social Islami Bank Ltd., Al-Arafah Islami Bank Ltd., Agrani Bank Ltd., IFIC Bank and The Islami Bank Ltd and also organizations like Jatiyo Mohila Sangstha (Ministry of Women and Children Affairs), Election Commission of Bangladesh, UCEP Bangladesh, Airtel Bangladesh Ltd., Pragati Industries, Hotel Sheraton (presently Hotel InterContinental Dhaka) etc. decorated the clientele.

4.3 Vision of JSSSL

The vision of JSSSL is to be one of the world's most dependable and trusted companies, where people can easily trust and rely on them for security-related difficulties. JSSSL believes that in order to create a safer place, they need to be a unique and innovative company that will be able to serve the wellbeing of people.

Chapter (5): Internship Activity

5.1 Activity as an intern

As an intern at JSSSL, I actively participated in the day-to-day accounting operations of the company. This required performing duties like documenting financial transactions, creating financial statements, and supporting budgeting and forecasting procedures. I worked closely with the accounting team and gained practical experience in managing and analyzing financial data using accounting tools and software such as QuickBooks and Microsoft Excel etc. I also had the chance to work with teams from the operations and human resources departments and other departments of the company. As a result, I was able to understand how accounting fits into other business operations and how various company activities are dependent on one another.

5.2 Accounting team members

The accounting team consists of 4 members excluding me. The main accountant is Saroar Hossian Polash. He is the key figure of the accounting team who supervises all the budget plans, invoices/bills. He is in charge of overseeing the salary sheet, budget plans, transition details and financial operations of the company. He manages the payroll of over 4500 employee and ensures timely financial operation all over the branches of the company around Bangladesh. With his supervision I was able to do great in the accounting team and got along with other members. Then we have Mr. Sabikunnahar, MD. Harun or Roshid, and Adnan Jamal. They are the executive members of the accounting team and my senior co-workers. They maintain the salary sheet, project budget plan and client transaction details respectively. Meanwhile, as an intern accountant I handled the payroll work. I had to create, maintain and submit a salary sheet for over 450 employees, using a payroll software called Enormous Business (Payroll management software) which was provided by JSSSL. The salary sheet was reviewed by our main accountant before being submitted for transaction to the bank. While creating the salary sheet my seniors and co-workers from other department helped a lot in collecting details for the salary sheet.

5.3 Skills acquired during internship

During my work as an intern, I had acquired and developed a few work-skills, such as:

- **Communication skill:** Effective communication plays a vital role in professional settings. Through regular interactions with team members and clients, I honed my communication skills, improving my ability to convey information clearly and succinctly. This skill will greatly benefit me in future professional endeavors, facilitating seamless collaboration and understanding among colleagues and stakeholders.
- **Time management skill:** As an intern, I learned the importance of efficient time management. Juggling multiple tasks, meeting deadlines, and prioritizing responsibilities allowed me to develop strong time management skills. This ability to effectively allocate my time will ensure increased productivity and successful project completion in future roles.
- **Co-operation:** Collaboration and teamwork were integral aspects of my internship experience. Working alongside colleagues and actively participating in team projects enabled me to develop strong cooperation skills. These skills include active listening, respecting diverse perspectives, and effectively contributing to group goals. This cooperative mindset will foster harmonious work environments and fruitful collaborations in the future.
- **Budget planning skills:** During the internship, I gained practical experience in budget planning. Analyzing financial data, allocating resources effectively, and ensuring financial efficiency were essential components of this skill. Acquiring proficiency in budget planning will allow me to make informed financial decisions, optimize resource allocation, and contribute to the success of future projects.

5.4 Learnings as an intern

During my internship, I gained valuable knowledge and skills that will greatly contribute to my career advancement. The key learnings include:

- **Financial data analysis:** I developed the ability to assess and analyze financial data, allowing me to make informed decisions and recommendations based on accurate insights.
- **Report writing:** I learned to prepare precise and comprehensive reports in order to effectively communicate financial information to stakeholders and facilitate informed decision-making.
- **Commitment to accounting standards:** I learnt how to navigate and comply to accounting laws and regulations, assuring ethical and lawful financial management practices.
- **Proficiency in accounting software:** Through hands-on experience, I became proficient in using accounting software and tools, enhancing my efficiency and accuracy in financial record-keeping and analysis.

These learnings have equipped me with practical knowledge and a solid foundation in the accounting field, positioning me for a successful career in finance.

5.5 Daily work schedule

During my internship at JSS Service Ltd., in addition to my accounting activities, I was also responsible for maintaining a regular schedule of office attendance. The table below provides an overview of my daily in and out times at the office:

Day	In Time	Lunch Break	Out Time
Saturday	9:00 AM	12:30 - 2:00 PM	5:00 PM
Sunday	9:00 AM	12:30 - 2:00 PM	5:00 PM
Monday	9:00 AM	12:30 - 2:00 PM	5:00 PM
Tuesday	9:00 AM	12:30 - 2:00 PM	5:00 PM
Wednesday	9:00 AM	12:30 - 2:00 PM	5:00 PM
Thursday	9:00 AM	12:30 - 2:00 PM	5:00 PM
Friday	CLOSED		

5.6 Accounting procedure

The accounting procedures at JSS Service Ltd. follows and practices GAAP. It also adheres to industry best practices and regulatory standards. The company follows a systematic approach to financial management, ensuring accurate recording, classification, and reporting of financial transactions. The ones working in the accounting departments are the members of the accounting team. The account team uses many modern software and tools such as “MS Excel” to calculate, process, and keep record of the transactions. It also keeps record of all the projects, spendings and makes financial plans for all projects. The account team is also in charge of payroll and payment procedures. And it is handled very carefully. Including keeping track of all members' regular contributions, the accounting team also checks for additional contributions and calculates bonuses for members based on those statistics. The team makes sure to provide a proper budget plan for the company while also providing bonuses to the employees to ensure a better and competitive work environment.

Chapter (6): Limitations of the study

6.1 Limitations

To create the report titled "My Internship Experience as an Accountant at JSS Service Ltd.", many limitations and challenges were faced. The limitations or challenges faced are given below:

1. Many of the accounting team's information were highly confidential and could not be used in the report.
2. JSSSL is a security service, so most of the documents and information of their project were not information that could be shared.
3. The company also deals with legal work and such data was only allowed to law enforcement teams.
4. The key members of the organization were often too busy and could not be interviewed for long.

Chapter (7): Observation and findings

7.1 Observation and findings

highlighting the key observations and findings of the study:

- JSS Service Ltd. follows Generally Accepted Accounting Principles (GAAP) and maintains accurate financial records, ensuring compliance and reliability.
- The use of modern software tools, such as MS Excel, streamlines data processing and enables efficient financial analysis, enhancing productivity and decision-making.
- The internship program at JSS Service Ltd. has a positive impact on both students and the company. Interns gain practical skills, problem-solving abilities, and real-world experience, preparing them for future careers in accounting.
- The company benefits from fresh perspectives brought by interns, fostering innovation and evaluating potential future employees who are already familiar with the organization's work environment.
- The accounting team demonstrates proficiency in budget planning, payroll management, and payment procedures, ensuring timely and accurate compensation for employees, fostering a transparent and efficient financial system.
- Efficient handling of payroll and payment procedures contributes to a positive work environment, ensuring employee satisfaction and trust in the organization.
- Regular employees express high satisfaction with the accounting team's work procedures at JSS Service Ltd., highlighting the team's effectiveness and professionalism.
- The provision of bonuses based on performance and contributions motivates employees and creates a competitive atmosphere, encouraging high-quality work and dedication.

Recommendations

Based on the observations and findings of the internship experience at JSS Service Ltd., the following recommendations are proposed:

1. **Enhance Internship Program Structure:** Further strengthen the internship program by incorporating structured training modules, workshops, and mentoring sessions. This will provide interns with a more comprehensive learning experience and help them develop a deeper understanding of accounting practices.
2. **Feedback:** Establish a reliable system that will provide interns with feedback on their performance and development. This will aid in their professional development and assist them in locating potential areas of growth.
3. **Alumni Network:** Establish an alumni network for former interns to keep in touch, exchange experiences with, and advise present interns. This network will be a useful tool for continuing education and professional advancement.

Conclusion

The internship highlights the working procedures and practices followed by the JSS Service Ltd. The company demonstrates commitment to Generally Accepted Accounting Principles (GAAP) and maintains accurate financial records. The use of modern software tools facilitates efficient data processing and financial analysis. As the regular employees express high levels of satisfaction with the accounting team's work procedures at JSS Service Ltd. The accounting team continues to be efficient in payroll management, payment procedures, and performance-based bonuses to contribute towards a positive work environment.

The internship program at JSS Service Ltd. proves beneficial for both students and the company. Interns gain practical skills, problem-solving abilities, and work experience that will become great support in their profession. Whilst, the company benefits from fresh perspectives, potential talent, and the opportunity to evaluate future employees.

At last, it was a beautiful experience working at Jamuna Safety & Security Service Limited as an accountant intern. The internship program provided an amazing learning opportunity and a lot of valuable experience that will help in building a successful career.

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Appendices

(A) Questions asked during the interview:

1. What are the key responsibilities and duties of your role within the organization?
2. What specific software tools or systems do you use for financial data processing and analysis?
3. How does the company handle payroll management and ensure timely and accurate payments?
4. What are some challenges or obstacles you face in your role related to financial management?
5. How does the company ensure compliance with financial regulations and standards?
6. How do you ensure the accuracy and integrity of financial data during the recording and reporting process?
7. Do you think internship plays an important role in a student's professional career building?
8. Are you satisfied with the company's current payment method
9. Are you satisfied with the companies accounting team and their budget planning?
10. Based on your experience, what recommendations would you suggest to enhance the effectiveness of the accounting processes within the company?

(B) Pictures

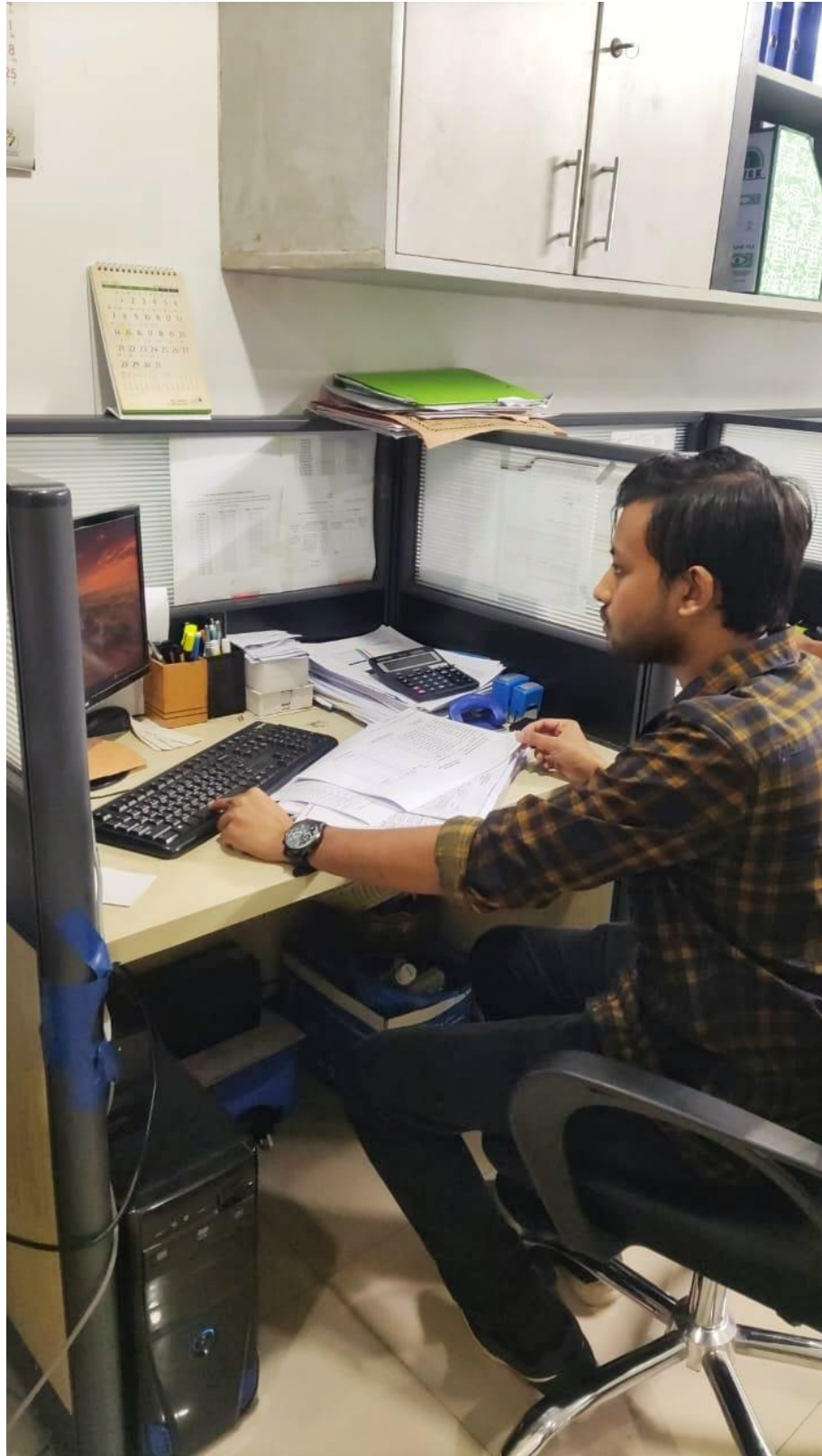
Work place



JSS Services LTD.




In accountant place



Accounting room



Internship Certificate



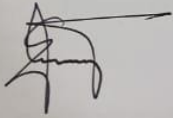
Ref: JSSSL/Internship Certificate/2023/499 June 01, 2023

TO WHOM IT MAY CONCERN

This is to certify that Mr. Md. Mehedi Hasan, ID Number: 193-10-2110 student of Department of English, Daffodil International University, Ashulia, Dhaka has successfully completed 03(Three) months Internship for the period from March 01, 2023 to May 31, 2023 on the topic "Operational Activities of Accounts Department of JSS Services Ltd.," in JSS Services Ltd., Nikunja (South) R/A-1, Khilkhet, Dhaka.

He was provided acquaintance with task of Accounts Department of the Company as apprentice basis. He was sincere, curious and attentive during the tenure of his internship.

We wish him every success in life.



Lt Col Md Iqbal Ur Rahman Showrav, psc (retd)
Managing Director
JSS Services Ltd.

Head Office: House no. 46, Road no: 5, Nikunja (South) R/A-1, Khilkhet, Dhaka-1229.
 Hotline: 09639373737, Mobile: 01678-084284, 01708-582211
 E mail: info@jsssl.net, jssslbd@gmail.com, Web: www.jsssl.net

Plagiarism Report

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