Internship Report

An Evaluation of the Accounting System of QNS Global logistic Limited

Submitted by: Tahsina Zannat

Submitted on: April 08, 2025

Id: 203-14-252

Program: Masters of Business Administration

Daffodil International University

Department of Business Administration

Daffodil Smart City, Ashulia, Dhaka

Letter of Submission

Dr. Mohammad Rokibul Kabir
Department of Accounting
Daffodil International University
Daffodil Smart City, Ashulia, Dhaka

Subject: Submission of Internship Report.

Dear Sir/Madam,

First, I am with due respect submitting my internship report titled 'An Evaluation of the Accounting System of QNS Global logistic Limited.' This report has been prepared as a part of the work to fulfill requirement of the course of internship under MBA program at Daffodil International University.

Through this employment at QNS Global Logistic Ltd, I was able to successfully get hands on experience in financial operations and in practice skills in fields such as financial reporting, compliance and reconciliation. I did all this under your guidance while also applying my academic knowledge to document my experience and insight completely according to the university's internship report and guidelines.

I hope this report meets your expectations and it gave you an insight of what my job experience is about. If you would be so good as to accept this report I should be grateful.

Sincerely yours,

Tahsina

Tahsina Zannat
Student ID: 203-14-252
Department of Business Administration (Master's)
Daffodil International University
April 08, 2025

Letter of Declaration

I am very grateful to QNS Global Logistic Ltd for employing in these high class organization. This has been a great honor to work in such a dynamic environment and gain hands- on experience in financial operations, accounting systems, internal controls, MIS, startup companies.

I am very thankful to my organizational supervisor **Nipa Hazra** and the other seniors for their unending guidance, feedback and support throughout my job period. And their mentorship has been instrumental in making me understand the logistics and finance industry better.

I owe a lot of thanks to my academic supervisor, **Dr. Mohammad Rokibul Kabir**, for his valuable inputs, encouragement and support to finish this internship report. Their guidance, especially in reading my academic learning with the application of practical real life learning, have been key to defining their direction for my focus.

I am finally grateful to my family, colleagues and friends for their support, motivation and encouragement without which I could not have completed this internship and report successfully. And this journey has been an amazing learning curve that has helped me gain the skills and knowledge which helped me do well in my career.

Tahsina

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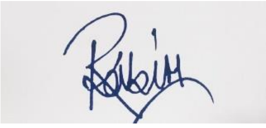
Letter of Approval

It is hereby verified that Tahsina Zannat, ID number 203-14-252, MBA (major in Accounting), is a regular student at Daffodil International University's Department of Business Administration, Faculty of Business & Entrepreneurship. After completing her internship at QNS Global Logistic Ltd, she trained under my close supervision in preparation for this internship. "'An Evaluation of the Accounting System of QNS Global logistic Limited" is the topic of her internship report.

After reading the report, I believed it was well-written. She finished the report all by herself. I hope the best for her.



Professor Mohammad Rokibul Kabir, PhD
Director, HRDI & Head,
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Executive Summary

This internship report presents an evaluation of the accounting system at QNS Global Logistic Limited, where I have served in the Finance and Accounts department. The internship conducted a vital role being a part of the MBA program at Daffodil International University, bridged theoretical academic knowledge with practical experience in financial operations.

In this internship, I was engaged in critical financial tasks such as preparing financial reports, managing petty cash and receivables, processing banking operations, handling tax compliance, and conducting bank reconciliations. These responsibilities offered a opportunity of understanding the financial management within a corporate environment.

The report also analyzes the company's accounting practices, identifies operational challenges such as manual reconciliations, and data security risks, and recommends automation, paperless processes, and improved protocols etc., as solutions. Key learnings were the importance of precision, adaptability, regulatory understanding, and interdepartmental coordination.

The internship enhanced my technical and soft skills, provided practical and enhanced my interest in financial systems and compliance. This experience influenced my future professional aspirations, including pursuing certifications like ACCA and focusing on the integration of technology into financial systems.

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Chapter 1: Introduction

1.1 Background of the Study

Internship at the MBA Program of Daffodil International University is an essential part of academic and professional development, offering students the opportunity to fill the gap between practical application and theoretical knowledge. As a student of Business Administration, I undertook my internship at QNS Global Logistic Limited, one of the leading freight-forwarding companies in Bangladesh. This internship provided me with firsthand experience in financial management within the logistics industry, approving me to find and understand its difficulities and dynamics.

The selection of QNS Global Logistic Limited as my internship organization was strategic. The company's reputation for excellence in freight forwarding and logistics, coupled with its comprehensive financial operations, presented an ideal environment for gaining practical exposure to financial management practices. The internship aligned closely with my academic focus on finance and accounting, enabling me to apply theoretical concepts learned in university to real-world tasks.

The primary goal of this internship was to build a deeper knowledge of financial processes such as reporting, reconciliation, and compliance. Through my role in Finance and Accounts, I had the opportunity to work on diverse responsibilities, from preparing financial reports to managing banking operations and ensuring regulatory compliance. These tasks were pivotal in enhancing my analytical and organizational skills, while also building my confidence to handle professional challenges.

This report aims to portray an overview of my internship experience, point up the significant responsibilities I undertook, the skills I developed, and the intellect I gained about the logistics industry. It also reflects on the difficulities faced and the professional growth achieved during the internship period. By documenting this experience, I aim to showcase the value of internships in preparing students for their future careers.

1.2 Objectives of the study

The primary objective of the study is to evaluate the Accounting System of "QNS Global Logistic Limited" The specific objectives of the study are as follows:

I. To explain accounting for cash and receivable at QNS Global Logistic Limited.

II. To evaluate the process of bank reconciliation of QNS Global Logistic Limited.

III. To examine spending leakages and preventive measures.

Chapter 2: Company/Organization Overview

2.1 Overview of the Company:

QNS Global Group is a well-known freight forwarding and logistics company of Bangladesh. The company is famous in the industry for its leadership in air and ocean freight logistics solutions, offering a vast array of logistics solutions matching all the different requirements of its clients. International shipments, banking operations and document management, customs clearance and all such services are offered in this. QNS operates with emphasis on reliability, speed, and quality and has established itself as leader in the logistics market.

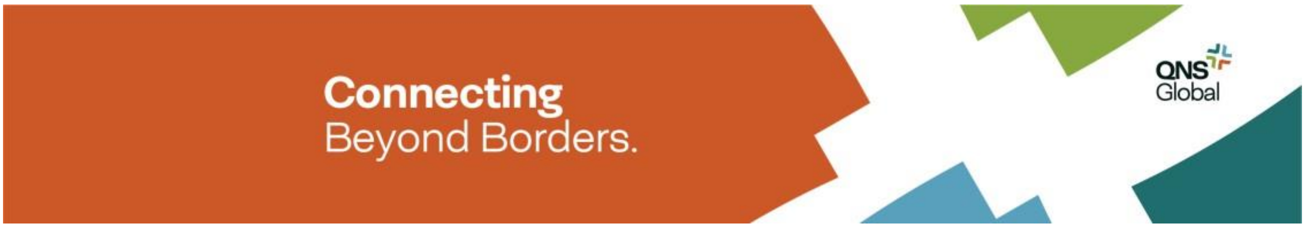

Figure 2.1: QNS Global.

The company's promise to excellence is reflected in its slogan: "Fast, First and Quite Reliable Solutions." It is more than just transporting goods, it deftly handles great inventories accompanied by decades of experience in the industry. QNS's dedication to top class service has earned QNS prestigious recognition, such as the National Productivity and Excellence Award 2019 for its contribution to the Bangladesh Logistics Industry.

QNS Global Group operates by being a client centric organization, with a view to providing seamless solutions to businesses in different sectors. The company uses latest strategies, experience people and a formidable operational framework to ensure a project's success. QNS delivers solutions that meet and exceed client expectations, whether they require one box or 18,000, and whether those boxes need to remain cold or hot, whether they are headed for a local delivery or are going global.

2.2 Mission, Vision, and Values:

Figure 2.2: Freight forwarding & branded divisions.

- **Mission**: QNS Global Group's mission is to be the provider of top tier logistics and freight forwarding solutions characterized by unmatched expertise, reliability and customer centricity. The company's goal is to simplify the difficulty of global trade, to deliver efficient, beneficial, and smooth logistics for its clients.

- **Vision**: QNS aims to become the worlds leading logistics and freight forwarding company. The company's intentions are to consistently excel through its innovative processes by offering end to end premium solutions that not only meet but consistently exceed client expectation, establishing new standards of quality and reliability.

- **Values**: Core set of values, that drives QNS Global Group:

    - **Integrity**: Following the most notable integrity standards and ethical operations.
    - **Innovation**: Always searching for new and better ways to optimise logistics and freight forwarding processes.
    - **Professional Development**: An environment that supports learning, growth and skill enhancement to its workforce.
    - **Regulatory Compliance**: Keeping operational credibility and clients trust by ensuring adherence to local and international trade laws.
    - **Customer Satisfaction**: Delivering consistent, high quality service, built on long term partnerships focused on individual client needs.

QNS Global Group's works on these principles in order to ensure that what takes place is according to the organization's theme of excellence coupled with great customer service.

2.3 History and Current Operations:

Founded in 1979, with the goal of developing a dependable transportation network that could respond to the increasing intricacies of worldwide commerce, QNS Global Group was first established. Over the course of its humble beginnings, the company has grown into a freight forwarding logistics conglomerate repute for accuracy, good work, and unique thoughts.

QNS started its services as a freight forwarding but later extended her portfolio to other logistics services. Today its products are bulk and container shipping; custom clearance, container depot management, ship manning and document handling. The diversification has helped the company cater to a vast number of clients, local businesses, multinational corporations and government entities.

QNS operates strategically from Bangladesh's most important trade and business hubs; Dhaka and Chittagong. This gives the company a geographic advantage to facilitate domestic as well as international trade effectively. QNS has built a reputation over the years as a reliable partner of clients requiring logistics solutions in manners which are efficient and smooth, whether in the field of import export or in supply chain management.

Figure 3.3: QNS Shipping Logistics gets National Productivity Award 2019.

QNS places special emphasis on core operations in addition to its certificate of commitment to regulatory compliance and sustainable business practice. The ability of the company to handle complicated trade regulations helps the company avoid risks and gain the trust of the client because all shipments are in line with legal requirements. Furthermore, it takes on a sustainability stance which corresponds with the direction that the world is heading as far as innovations in logistics is concerned, such that operational efficiency takes a backseat to environmental responsibility.

QNS Global Group has, at this point, a professional team of skill-full practitioners carrying the industry knowledge and experience. But advanced tools and technologies make this workforce possible, and the company can provide customised solutions for addressing the special challenges of each customer. QNS has played a leading role in developing innovative logistics solutions and is continuing to offer state of the art services like managing big volume international shipments as well as specialised services like banking operations and documentation.

Chapter 3: Internship Role and Responsibilities

3.1 Role and Responsibilities:

At QNS Global Logistic Limited, I was working as Junior Assistant Manager in Finance and Accounts department and I have conducted my academic internship from the same role. This role gave me a pretty good summary of financial processes and how they work with organizational efficiency for the logistics sector. My responsibility included various dimensions of financial management that were precise, analytical and demanded driving with proactive attitude.

Key Responsibilities:

- **Financial Reporting:**
    - I used to prepare weekly, monthly, and yearly financial reports as a mechanic to track business performance and ensure the evidential part of the financial data.
    - Monitored gross profit and operational performance and informed senior management which strategic decisions to make.
    - I assisted with the preparation of annual reports for external audits in which revenue, expenses and liabilities are analyzed.

- **Petty Cash Management:**
  - Recorded and disbursed funds to routine operational activities on a day to day basis.
  - The petty cash transactions were ensured to be accurate, accounted for to company policies.
- **Receivables Management:**
  - Supported receipt of collections in a basis for operations requiring a consistent cash flow.
  - The funding available was assessed to determine what funds were available to pay them and arrange salary distributions quickly.
- **Banking Operations:**
  - I was involved in handling of documentation and processing of inward and outward remittances.
  - Processed Encashment certificates related to international shipments and also maintained compliance with banking standards and timelines.
- **Tax Compliance:**
  - To minimize legal risks, allowed VAT and tax payments, repeatedly followed the regulatory requirements.
- **Bank Reconciliation:**
  - Did weekly, monthly, and yearly reconciliations to make sure financial records are intact and accurate, while finding discrepancies as they arise.
- **Documentation and Coordination:**
  - Worked with internal teams and external stake holders such as banks and agents to solve problems and make sure the documentation flow runs smoothly.
  - Prepared and submitted international trade financial certificates and documents in time.

3.2 Rationale of Those Roles and Responsibilities:

I was very responsible with QNS Global Logistic Limited’s financial and operational framework. Because of fast growing environment, financial accuracy and compliances are necessary for a logistics company to maintain the operational efficiency and meet client's expectation. I was responsible for these objectives through an emphasis on a variety of key financial functions and process streamlining.

Alignment with Organizational Structure:

- **Strategic Decision-Making:** The financial reports I produced had actionable insights in business performance. These reports made senior management able to identify areas for growth, make optimal resource allotment, and implement strategic plans.
- **Operational Efficiency:** Petty cash management facilitated the ongoing day to day operations, and receivables management improved cash flow and reduced payment delays. Such impact in turn prevented the company from timely deliveries and operational credibility.
- **Compliance and Risk Management:** In this role, I acted as a tough but masterful shield for the organization to safeguard them against regulatory risk as QNS Global brand went on a solid trajectory as a reputable player in the logistic industry.
- **Stakeholder Coordination:** The company's operations are processed without any problem by tasks like processing banking documents, certificates and the like so that communication with external stakeholders was stream lined and strengthened their partnerships and the shipment of international shipments was accomplished smoothly.

3.3 Example of the Tasks:

- **Preparing Financial Reports for Audits:** Prepping the annual financial report for external audits was one of the more important projects I worked on. This was a task of compiling and analyzing large quantities of data such as revenue, expenses, liabilities and income. With jealously meticulous literal matching I reconciled through previous reports to insure transparency and accuracy. This really helped the company build credibility and helped in my analytical and data management skills.
- **Resolving Remittance-Related Issues:** One of cuales saya bermain peran dalam mengatasi ketidaksesuaian dalam sertifikat encashment luar negeri. I worked well with the operations and banking team so that everything is documented accurately and on time. The resulting effort reduced cross border delay and reinforced the company's commitment to operational excellence.
- **Managing Receivables:** To keep the cash flow healthy I regularly chased up agents to get their collections processed as quickly as possible. It meant understanding the fund availability and working with stakeholders on defining the priority of payments and salaries. It was crucial to deliver financial obligation on time, which is one thing that ensures that vendor relationships are maintained and organizational credibility is protected.

- **Conducting Bank Reconciliation:** A critical part of my job was doing weekly and monthly bank reconciliations. Through bank statement reconciliation to maintain error free financial data, I ensured the ability to readily prepare for audit and management reviews.
- **Enhancing Documentation Processes:** Streamlining the preparation and submission of encashment certificates was one of many notable tasks. Finding bottlenecks in the existing process, I proposed and implemented changes to the process which would increase the document accuracy and decrease turnaround times thus increasing operational efficiency.

In my role and responsibilities to QNS Global Logistic Limited I gained a deeper understanding on the interaction between the financial management and logistics operations. Apart from honing my technical and analytical skills, these tasks benefited from teaching me what is or should be of paramount importance in ensuring the success of an organization: coordination and compliance. This profession came as a great developmental experience which gave me a chance to learn the abilities and the knowledge needed to develop excellently in the financial management field.

Chapter 4: Key Learnings and Experiences

4.1 Important Learnings:

Interning at QNS Global Logistic Limited, I benefited from getting the practical aspects of the financial management in the logistics sector. The most critical lessons were the need for highly precise financial operations, the need for regulatory compliance, and the role of inter departmental collaboration in maintaining smooth business processes.

- **Attention to Detail:** Financial reporting and reconciliation did require accuracy. And these minor eccentricities can create major problems: a challenge during the audit, cash flow interruptions. The precision with which financial data needed to be maintained was underscored by this experience.
- **Adaptability:** Maintaining a career in the fast paced logistics industry meant it required quick thinking and adaptability. Through a lot of off ledger and delayed transactions I've learnt to stay calm, be critical, and fix things fast.
- **Understanding Compliance:** It became clear that compliance played a critical role in organizational sustainability as it involves managing VAT, tax filing, regulatory compliance

etc. Another aspect of my role is this, and I learned to navigate through this system of complex legal framework for timely submission of documentation.

- **Teamwork and Communication:** It involved working with several departments, including operations, banking and so on, to showcase the dependent or interdependent nature of the organizational functions. There became a cornerstone to resolving issues and reaching goals effectively.
- **Financial Insights in Logistics:** I now better understood how the financial management has direct impact on logistics operations such as timing of shipments and maintaining vendor relationships. Through this, my scope to finance and supply chain management became more pronounced.

4.2 Rationale of Those Roles and Responsibilities:

My internship gave me a clearer understanding of what the roles and responsibilities I carried in my tenure with QNS Global Logistic limited entailed. My role was to manage critical financial tasks and allowed for the organization to be able to deliver high quality logistics solutions.

Alignment with Organizational Goals:

Enhancing Decision-Making: Currently, I prepared financial reports that enable senior management to take action based on business performance. The strategic decisions as well as allocation of resources were shaped by these reports.

- **Operational Continuity:** The management of petty cash and the timely disbursement of funds directly supported smooth daily functioning of the operation. Being a huge player in keeping the company's credibility and client's satisfaction convinced me that this role was crucial.
- **Compliance Assurance:** I undertook my work on tax filing and reconciliation to ensure tabling in government required standards to avoid penalties that would reduce the organization's image in the county.
- **Strengthening Stakeholder Relationships:** Trust among clients, agents and financial institutions was build through task such as managing receivables and resolving banking issues, developing the operational network of the organisation.

4.3 Connection with Academic:

The internship at QNS Global Logistic Limited bridged the gap of theory and practice, it brought theory to practice which made me consolidated my academic knowledge in Business Administration and Finance.

- **Application of Financial Accounting Concepts:** Journal entries were prepared and financial discrepancies reconciled enabling me to apply theoretical concepts such as ledger balancing and financial reporting frameworks to live contexts.
- **Understanding Taxation and Compliance:** Managing the company's compliance responsibilities was made easier thanks to the academic lessons one can give on VAT systems and tax laws. It also helped me to interpret and implement complex regulatory frameworks much better than before.
- **Strengthening Analytical Skills:** Having been exposed to auditing and management accounting subject matter, I used my coursework to analyze big data sets and to produce accurate reports. It was essentially necessary to ensure that the company was financially transparent and audit ready.
- **Developing Soft Skills:** The academic projects and presentations are also as crucial as the interpersonal skills and communication skills developed with working in teams and handling with stakeholders has boosted.

4.4 Example:

- **Managing Reconciliation Projects:** One of the toughest yet most fulfilling projects I had led was a project to do reconciliation in cases where discrepancies existed between bank statements and internal records. I tackled this mismatch by systematically analyzing transaction histories, as well as in some cases contacting bank officials to resolve mismatches. This task didn't only sharpened my analytical skills, but also sharpened me the ability to work under pressure.
- **Resolving Document Discrepancies:** In another case, the encashment certificate was delayed because of incompleteness of documentation. It involved working with the operations team, getting banking personal on board, and making sure the documents are completed and handed out on time. The experience pointed out the significance of pro active communication and working hand in hand.

- **Preparing Financial Presentations:** One thing I did was had to sit down and create a financial presentation for senior management, consolidating the data to find the most important business metrics. This was task that entailed a lot of meticulous data analysis and visual communication that built my confidence in taking complex information and presenting it in a point that interests a professional audience.
- **Learning from Tight Deadlines:** My biggest moment during my internship was to get through the annual financial report in a given time frame. Reconciling past discrepancies was part of the process, along with all the financial metrics were represented. In the face of much pressure I managed to deliver the report and showed through my ability to prioritize and time management that I am able to do so.

Interning for QNS Global Logistic Limited was the nearest I have ever been to experiencing this growth. This not only sharpened my technical skill but also learned how to apply academic understanding to solve real world problems. What I loved about this internship was that I was able to understand better the management of the finances in the logistics sector and this has prepared me for other roles in this field of development.

Chapter 5: Critique and Reflections

Having worked as an intern at QNS Global Logistic Ltd was a great way to learn about the working of financial operations and how hard, or tricky these are to work with. But it also brought to light some significant challenges that such organizations need to tackle in order to efficiently manage financial processes. By going through these challenges with actionable solutions, we get a better understanding of what the practical implication of the financial management is. This chapter critically evaluates this internship experience, discusses the challenges faced, reviews lessons learned and provides recommendations about future improvement.

5.1 Critical Evaluation:

During the tenure of my internship at QNS Global Logistic Ltd, I witnessed several Limitations in the financial processes within QNS Global Logistic Ltd, among which the lack of proper Petty cash management, Expense reconciliation mechanism, manual handling of data are the ones I have noticed through the internship. While the company has robust systems in place for handling major financial transactions, the reliance on traditional methods for petty cash and expense tracking issues presented such as:

- **Spend Leakages and Fraud**: Unauthorized spending in physical cash or employees' personal credit cards; non-compliant expense claims; expense policy violations. Because of these problems, these reconciliations took time, and financial statements were often vague.

- **Tedious Reconciliation Processes**: Manual checking of data entries was time consuming and prone to errors, a traditional method of transaction reconciliations.

- **Hard-to-Manage Paper Records**: Systems of paper based invoices and financial documentation were inefficient. Lack of standardization was not conducive toward increased processing, increased risk of loss or damage, or increased compliance issues.

- **Data Security Risks**: The absence of robust encryption mechanisms and security protocols left the organization vulnerable to cyber threats and potential breaches.

On the other hand, these challenges highlighted the necessity of having modern, technology-based solutions that will work to streamline and improve financial accuracy.

5.2 Key Challenges Faced During the Entire Internship Period:

The following challenges exemplify the hurdles encountered during my internship:

- **Spend Leakages and Non-Compliance**: Manual disbursements of petty cash left to spend untraceable expenses and overabundant spending. In addition, there was discontinuous application of policies regarding expenses.

- **Manual Reconciliation**: When a company has a number of operational locations, verification of business expenses and transactions was an extremely manual process. Post reconciliation, these errors further added in delays.

- **Paper Dependency**: It was inefficient because of reliance on physical documents when accounting was conducted. Specific records retrieval often wasted valuable time, and the presence of a constant risk of document loss.

- **Insufficient Security Measures**: The lack of the most advanced encryption (and transaction monitoring) systems made sensitive financial data vulnerable to cyber threats.

- **Inefficient Budgeting Processes**: Coordination of many budget contributors, communication between departments and the maintenance of accuracy of fiscal planning in manually entered data reflected inefficiencies in the process.

5.3 Learning from Challenges:

These challenges presented opportunities to develop critical problem-solving skills and propose actionable solutions:

- **Addressing Spend Leakages**: While no solution in itself acts as a silver bullet, there are definitely steps which can help soothe the issue of unauthorized spending. Automated approval workflows within such systems implement policies and flag out of policy expenses before they happen.

- **Streamlining Reconciliation**: One click reconciliation platforms are those that allow you to match – or 'reconcile' – transactions with their associated invoices in a matter of seconds. Accuracy is provided by automated systems, and the manual effort is reduced.

- **Transitioning to Paperless Systems**: Reduction in the cost of invoice processing through paperless management solutions would be up to 76 percent. Opr (Optical Character Recognition), or ICR (Intelligent Character Recognition) technologies are introduced for faster data input and retrieval with a minimum error.

- **Enhancing Security Protocols**: The best practices such as multi-level transaction monitoring, customized access controls and account information masking, can help render data secure. They are to prevent fraud and unauthorized identity access to sensitive financial data.

- **Optimizing Budgeting Processes**: By using collaborative budgeting tools with centralized dashboards, more communication and accuracy, as well as flexibility can be had. Manual errors are minimized by automated systems that also enable real time adjustments for overall fiscal efficiency.

5.4 Overall Reflection:

In retrospect, the issues I encountered while working on my internship were invaluable in helping me understand how technology is essential to the field of modern financial management, and the operational gaps it is still filling. For instance, expense tracking systems are a critical factor in keeping financial systems intact, since spend leeches can be tackled. As with manual reconciliation, automation was needed for faster and more accurate processes.

To compete, stay compliant in the market, organizations must transition from traditional methods to technology driven solutions. My work experience during this internship has helped me fill the gap between the theory and realising, and taught me skills in analytical thinking, problem solving, and adaptability.

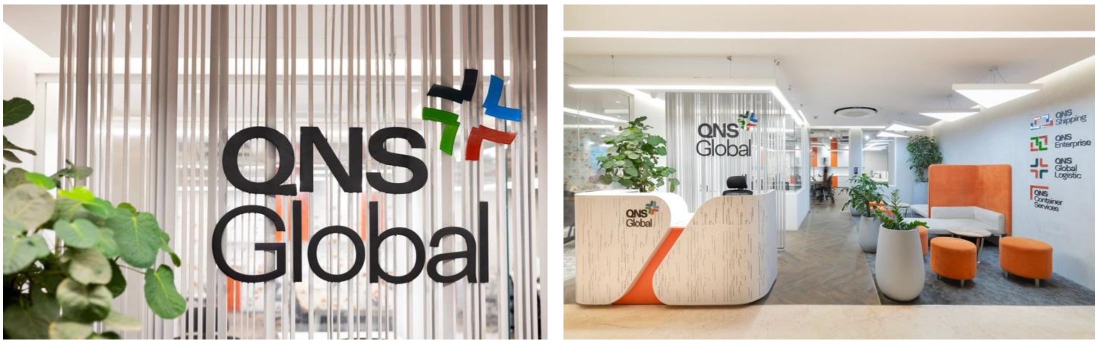

Figure 5.1: Environment of QNS Global Logistic Limited.

To address the challenges identified, the following recommendations are proposed:

- **Adopt Expense Management Software**: A corporate card integrated with an expense management software can do away with the use of cash disbursements and enforces policy compliance.
- **Introduce Automated Reconciliation Tools**: One click reconciliation platforms can easy the process and greatly cut the time it takes for manual verification.
- **Transition to Paperless Systems**: OCR or ICR technologies and standardizing templates for vendor invoice investment can help reduce usage of physical document and diminish time.

- **Strengthen Security Measures**: Creating encryption protocols that are better, putting in place automatic fraud detection is one thing, enforcing regular password resets are other thing that can provide protection for sensitive financial data.
- **Modernize Budgeting Practices**: Using more sophisticated budgeting software with live real time collaboration features can increase accuracy for all involved, as well as communication and accountability across all levels of the company.

My internship at QNS Global Logistic Ltd gave me a unique opportunity to critically review the organization's finances, the process that I encountered during my internship was a challenge. Traditional ways are only effective to a point, but adopting new techniques including automation, paperless systems, and higher levels of security can hive a noticeable effect on how efficient we operate and how nicely we balance the books. The information learned from this experience has increased my knowledge of the requirement for a continuous improvement and use of technology in financial management, and I am fully prepared for the years that will follow in professional life.

Chapter 6: Conclusion and Implication

My internship at QNS Global Logistic Limited was a transformative experience, contributing significantly to my professional and personal development. It allowed me to bridge the gap between theoretical learning and practical application in the finance and accounting systems within a company.

Throughout the internship, I evaluated QNS Global Logistic Limited's accounting system, identifying strengths, weaknesses, and areas for improvement. Key aspects of the experience included my role and responsibilities in financial reporting, petty cash management, receivables and payables, tax compliance, and banking operations. I learned the importance of accuracy, transparency, regularity, and interdepartmental cooperation in financial undertakings. The esteemed logistics industry enhanced my adaptability, problem-solving abilities, and analytical skills. Challenges such as manual reconciliations, financial statement preparations and adapting to evolving regulations prompted me to propose improvements through automation and better documentation systems. My efforts helped improving the organization's financial operations, enhancing transparency and efficiency.

This experience provided valuable insights into how finance and logistics is connected with international trade and supply chain management. I gained a deeper understanding of the significance of the role of technology in overcoming conventional financial management limitations. Working alongside professionals, I was able to sharpen my technical expertise and proactive problem-solving abilities.

The internship has solidified my career plan and professional goals. It deepened my passion for financial analysis, areas I plan to focus on in the future. I aim to pursue advanced certifications such as CPA, CFA or ACCA, explore technology integration in financial systems, develop leadership and analytic skills through financial project management, and stay updated on emerging trends like automation, blockchain, and sustainable practices in logistics.

My internship experience has significant implications for both my academic learning and organizational. I applied academic knowledge from business administration, finance, accounting, organizational behavior and business ethics to real-world challenges, improving my job performance and coping ability. I also contributed to streamlining financial processes, enhancing cash flow management, and ensuring regulatory compliance, which positively impacted the organization's efficiency and reputation.

I encountered challenges such as reliance on manual processes, regulatory complexities, and tight deadlines. These obstacles taught me the importance of prioritization, resilience, and continuous learning to overcome difficulties and improve efficiency.

It provided valuable networking opportunities, allowing me to interact with professionals in banking, auditing, and logistics. I also received mentorship that reinforced my knowledge and career goals, demonstrating how teamwork and interpersonal relationships are crucial for achieving organizational success.

Based on my experience, I recommend that QNS Global Logistic Limited invest in automation tools for financial reconciliation, enhance training programs for compliance and industry trends, improve documentation systems, and strengthen security protocols to safeguard financial information.

Moving forward, I plan to pursue specialized certifications, focus on integrating technology in financial systems within logistics, and engage in lifelong learning to stay competitive in the evolving industry landscape.

Appendix:

Task	Duration	Tools Used	Outcome/Impact
Monthly Bank Reconciliation	2 weeks	MS Excel, Bank Portal, ERP Software	Identified and resolved financial discrepancies
VAT Compliance Documentation	1 month	NBR Website	Ensured timely submission, reduced penalties
Financial Reporting for Audits	3 weeks	Tally, ERP Software	Provided accurate and credible data for audits
Petty Cash Management	Ongoing	Manual Ledger, MS Excel	Maintained operational cash flow efficiency

A. Tables and Summaries

1. **Table 1**: Summary of Key Tasks, Tools, and Outcomes
2. **Weekly Financial Report Template**
    - A summary of the format and structure used to prepare weekly financial reports, focusing on operational and financial performance.

B. Feedback and Evaluations

1. **Supervisor Feedback**
    - Highlights of feedback provided by the organizational supervisor regarding performance, learning, and contributions.
2. **Peer and Team Feedback**
    - Insights from colleagues or teammates on collaborative tasks and achievements during the internship.

C. Additional Contributions and Achievements

1. **Special Projects**

- A brief summary of involvement in special projects, such as workflow optimization or resolving financial discrepancies.

2. **Operational Improvements**
   - Examples of specific contributions that enhanced efficiency or improved financial accuracy within the organization.

D. Learning and Reflection Materials

1. **Key Learnings**
   - Summarized lessons gained from tasks like VAT and TAX compliance, reconciliations, financial analysis and reporting.
2. **Personal Development**
   - Highlights of skills developed during the internship, such as time management, critical thinking, and adaptability.

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DAFFODIL INTERNATIONAL UNIVERSITY
Faculty of Business and Entrepreneurship (FBE)
Department of Business Administration

INTERNSHIP LOG BOOK

Student's Name:	Tahsina Zannat	Internship Site:	Dhaka Office, Gulshan.
Supervisor's Name:	Nipa Hazra	Week beginning:	07.08.2024
Internship Coordinator/Advisor:	Dr. Muhammad Rokibul Kabir		

Summary of Internship Activities

I spent eight months learning financial and accounting work at QNS Global Logistic Limited through practical experience in logistics operations. Numbers spoke most clearly through my work as an Assistant in Finance and Accounts where I helped run financial operations and banking operations while generating reports and following tax rules. I put together necessary financial documents for the company and checked the account balance to run operations smoothly without breaking rules. My work with various internal and external departments helped me analyze document issues and clear up errors while building my communication and analysis abilities. The rapid pace of logistics work needed someone who could switch strategies quickly yet stay exact when preparing audit documents and handling international trade records. I founded paper dependency & manual reconciliation problems in our systems and suggested how to automate these processes and improve security standards. Through these tasks my expertise grew but I better understood finance needs for accuracy compliance and cooperation in daily operations. Through this internship my learning about finance and logistics combined successfully with real-world practice and helped me determine my career path in financial management.

Week & Date:	Description of Activity
Week 1:	We started by showing employees the basics of their new company QNS Global Logistic Limited. I learned all the financial administration systems that support this organization.
Week 2:	Supported production of weekly financial documents. I started to oversee small cash funds and monitor costs related to running our operations.
Week 3:	I worked together with bank representatives on money transfer activities for internal and external locations. I checked and resolved conflicts in our business finance records.
Week 4:	I reviewed yearly audit data about how money entered and left the organization. I joined forces with the operations team to check that documents and data traveled precisely through our processes.
Week 5:	Our work focused on following up with customers and closing sales deals to keep enough money in the business. I helped our business pay employees and other bills on schedule.
Week 6:	Our team submitted VAT and tax documents according to legal regulations. We checked financial statements on a regular basis.
Week 7:	The team improved how documents move between different systems to process trade encashment certificates between countries. Our team suggests improvements to speed up our response process.

Week & Date:	Description of Activity
Week 8:	I found and fixed financial transfer problems through conversations with staff across departments. My work produced banking-operational knowledge between countries during this period.
Week 9:	We checked the bank account transactions with the bank records each week. I verified all our financial results for managers to use during their regular checks.
Week 10:	I created a presentation for leaders to show them business performance results using numbers. I improved my abilities to turn financial data into clear visual presentations.
Week 12:	Our team-built expense management automation to solve financial leakages. Our team verified whether employees approved and submitted expenses per official company regulations.
Week 13:	At the end of the year the team completed their final analysis of financial records. The team researched data points to explain findings and suggest efficient operational saving strategies.