

Ref.No.: GAD/Trg./((G-46)/2023/01709

07/07/2023.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Fathma Zohra Khan, MBA Financial Services student of Goa Business School, Goa University, has successfully completed her internship training programme in the Finance Department of Mormugao Port Authority from 15.05.2023 to 07.07.2023.

During her internship period, Ms. Fathma Zohra Khan has gained sufficient knowledge in the following spheres of work:

1. Basics in finalization of Annual Accounts.
2. Review of the Trial Balance of the Port and its comparative analysis.
3. Calculation of Financial Ratios and its analysis.
4. Preparing monthly bank reconciliation statement.
5. Calculation of Capital employed as on 31.03.2023.
6. Preliminary study on preparation of the Capital and Revenue Budget of the Port.
7. GST input reconciliation with the entries in the GST portal.
8. Calculation of employee's monthly NPS contribution and its timely payment.
9. Review of the Arbitration files of the port and determining its financial implication.
10. Asset classification and Depreciation calculation.

We found her extremely inquisitive and hardworking and also was willing to put her best efforts and get into the depth of the subject to understand it better. She has completed her internship period in a disciplined manner and her performance has been found to be good.


(Nilam Kenkre)

Hindi Officer / Training In-Charge

