

A STUDY ON ACCOUNTS DEPARTMENT OF HERTZ ENTERPRISES ELECTRICALS, HOSUR.

(Report on Internship Training Submitted to Periyar University, Salem)

In partial fulfilment of requirement for the award of the degree of

MASTER OF COMMERCE

Submitted by

NAME: ASWINI R

REG.NO: C22PG152COM004

Under the guidance of

Dr. REENA RAJ, M.Com., M.Phil., SET., Ph.D.

Head of the Department



DEPARTMENT OF COMMERCE

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR

(Affiliated to Periyar University, Salem)

JULY 2023

PERIYAR UNIVERSITY

1	Name of the candidate	ASWINI R
2	University Examination Registration Number	C22PG152COM004
3	Name of the College	ST. Joseph's College of Arts & Science for Women, Hosur.
4	Name of the Department / Degree	Commerce/M.COM
5	Name of the Industry/Institute in which for Internship Training Undergone	HERTZ ENTERPRISES ELECTRICALS
6	Guide/ Supervisor under whom the training undertaken	DR. REENA RAJ
7	Title of the Training	A Study on Accounts Department of HERTZ Enterprises Electricals, Hosur.
8	Brief output of training (not more than 2 pages) – Attach Annexure – I	(ENCLOSED)
9	Conclusion	The internship training helped to earn practical and theoretical knowledge about the functions of production and Human Resource department.
10	Outcome of the Training	The knowledge and skills gained and the expose to real world problems through the internship program can now be implemented in real life business scenario.

R. Aswini.
Signature of
Student

Reena Raj
Signature of
Guide

Reena Raj
Signature of Head of
the Department

Dr. Reena Raj
Signature of
Principal

Reena Raj
Signature of
Internal Examiner

A STUDY ON ACCOUNTS DEPARTMENT OF HERTZ ENTERPRISES ELECTRICALS IN HOSUR

INTRODUCTION:

Established as a sole proprietorship firm in the year 2016," Hertz enterprises electricals "are a leading manufacturer of a wide range of control panel, electrical panel boards, bus ducts, sheet bending, saddle clamps, etc. Situated in Hosur (Tamil Nadu, India), they have constructed a wide and well functional infrastructural unit that plays an important role in the growth of the company. They offer these products at reasonable rates and deliver these within the premised time-frame. Under the headship of our mentor "Mr. Soundararajan G", we have gained a huge clientele across the nation.

FUNCTIONS OF ACCOUNTS DEPARTMENT:

- ✓ Invoicing and billing
- ✓ Budgeting
- ✓ Financial reporting
- ✓ Accounts receivables and payables
- ✓ Payroll

INVOICING AND BILLING:

- The primary function of the accounting team is to keep a record of the invoices and maintain bills. The accounting team is the sole issuer of any kind of paper document.
- The accounts team no longer needs to manually create invoices approve them and enter into the software
- The automates billing process streamlines the entire workflow and removes the accounting blind spots.

BUDGETING:

- The accounting team is responsible for creating and revising the company's budgets. Because the unit keep track of each department spending, they understand what amount of funding should be allocated to which departments.
- They enforce policies to ensure all the departmental work is happening in accordance with the budget.
- Making strict budgets limits the creativity and capabilities of the department.

FINANCIAL REPORTING

- To all financial information the department analysis and prepares financial reports and statements. These statements outline the overall picture of other entire financial year.
- These reports are incredibly critical to shareholders, partners, investors, tax authorities and the government.

ACCOUNTS RECEIVABLES AND PAYABLES:

- They have responsible for ensuring the company pays all supplier invoices in time. The company pays all supplier invoices in time. They are expected to take for preparing expense reports.
- The accounting payables automation unloads all the burden of managing accounting payables and receivables.
- The AP and AR automation software helps businesses manage invoices and communications between the vendor and the company.

PAY ROLL:

- The financial accounting department issues employee and worker compensation. After being deductions informed by the HR team, the team starts working on their monthly payroll.
- After deductions the net salary is credited to the employees account or is issued a cheque.
- It includes the calculation of employee benefits like bonuses and commissions.

DESCRIPTION OF JOB

- Money out - making payment and keeping the bills paid.
- Money in - processing income payments.
- Payroll - make sure everyone gets paid (including the government).
- Reporting - preparing financial reports.

CONCLUSION

- The work experiences I encountered during the internship allowed me to develop [specific skills]. i think I still require to work on my other skills. but the overall experience was positive, and everything I learned would be useful in my future career in this field.



Hertz Enterprises Electricals

Sy. No. 24/2, Sidco Industrial Estate, Phase - I End, Zuzuvadi
HOSUR - 635 126, Krishnagiri Dist, Mob.: +91 98949 93273
Email : eswaramoorthi.d@hertzelectricals.in

Date: 12.07.2023

Certificate

This certificate is awarded to **Ms.R.Aswini** of
M/s. St.Joseph's College of ARTS & Science for Women,
Hosur-635126 has successful completion of Internship
training at our works during the period from **26.06.2023**
to **12.07.2023**.

During the Training Period, her initiative and behavior
was found to be Good.

For HERTZ ENTERPRISES ELECTRICALS,


P. Ramesh

(Admin & Accounts Manager).

A STUDY ON HR DEPARTMENT IN HERTZ ENTERPRISES ELECTRICALS

Report on Internship Training submitted to Periyar University, Salem

In partial fulfilment for the award of the degree of

MASTER OF COMMERCE

Submitted By

NAME: MADHUBALA.R

REG NO: C22PG152COM011

Under the guidance of

DR. REENA RAJ, M.Com., M.Phil., Ph.D.

Head of Department



DEPARTMENT OF COMMERCE

ST.JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Affiliated to Periyar University, Salem.

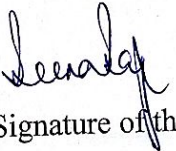
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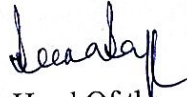
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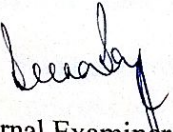
1.	Name of the candidate	Madhubala.R
2.	University examination registration number	C22PG152COM011
3.	Name of the college	ST. Joseph's College of Arts & Science For Women, Hosur
4.	Name of the Department/ Degree	Commerce / M.Com
5.	Name of the industry/institute in which for Internship Training Undergone	HERTZ ENTERPRISES ELECTRICALS, HOSUR
6.	Guide/Supervisor under whom the training undertaken	Dr. Reena Raj
7.	Title of the Training	A Study on HR Department in Hertz Enterprises Electricals
8.	Brief output of training(not more than 2 pages)-Attach Annexure-I	(ENCLOSED)
9.	Conclusion	The overall experience was positive and everything I learned would be useful in my future career in this field
10.	Outcome of the Training	Job experience

Madhubala
Signature of the
Student


Signature of the
Guide


Head Of the
Department


Principal


Internal Examiner

A STUDY ON HR DEPARTMENT IN HERTZ ENTERPRISES ELECTRICALS

INTRODUCTION ;

Established in 2017, India Hertz Enterprises Electricals has gained immense expertise in supplying & trading of control panel, electrical panel board, bus ducts etc. The supplier company is located in Hosur Tamil Nadu.

Hertz Enterprises Electricals are a young, dynamic and rapidly growing company in the filed of technology relating to manufacturing of LT panel board and HT/LT installations. They have a unique combination of experience, expertise and a rich array of products and services needs (Industrial, education institute, building sectors & commercial complex). They have the capability to understand our customers needs and goals and provide engineered solutions, which is technically superior, commercially competitive, and meet the challenging time schedules.

One of the leading sellers of listed products ;

- Buy control panel
- Electrical panel board
- Bus ducts

HUMAN RESOURCES (HR);

Human resources focuses on managing an organizations most valuable asset: its employees. HR professionals ensure employees have the necessary resources for their tasks and foster a positive work environment. They handle various responsibilities, from recruiting and compliance to benefits and training.

RECRUTMENT OF CANDIDATE ;

Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees. In other words, it involves everything from the identification of a staffing need to filling it.

PAYROLL;

Payroll is the compensation a business must pay tro its employees for a set period or on a given date. It is usually managed buy the accounting or human resources department of a company. Small business payrolls may be handled directly by the owner or an associate.

MAINTAIN EMPLOYEE RECORD;

Management of employee records is an essential part of human capital management. It is the process of;

- storing
- filling
- organizing employee data collected during the employee lifecycle.

EMPLOYEE HEALTH AND SAFETY;

In addition to compliance, the company can also benefit from better healthy and safety for its employees. Works well for health and safety, because they help prevent illness, accidents and staff costs. They can also improves the reputation of customers, managers and employees.

They need to talk about appropriate precautions to reduce the risk of workplace hazards and ensure a safe work environment.

As employers, that must appoint someone competent to help the meet the health and safety duties. A competent person is someone with the necessary skills knowledge and experience to manage health and safety that could appoint.

DISCIPLINARY ACTIONS ;

A disciplinary action is a reprimand or corrective action in response to employee misconduct, rule violation, or poor performance.

The purpose of disciplinary action is to correct the behavior of the employee while documenting the issues in case the problem arise again in the future.

CONCLUSION ;

The work experiences I encountered during the internship allowed me to develop [specific skills] . I think I still require to work on my other skills. But the overall experience was positive, and everything I learned would be useful in my future career in this field.



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