

# Letter of Transmittal

05 March 2010

Ms Shyamali Biswas  
Lecturer: Department of Business Administration  
Stamford University Bangladesh.

**Subject: Submission of internship report.**

Dear Madam,

This report on “**Internal Control-Procurement Process**” under the 10 weeks organizational attachment with Rahimafrooz Distribution Limited.

The report concentrates particularly on the limitation and problem occurred on every single step of procurement process and the process of recovered those problems. The report focuses on the system and management practices of the organization contains analysis regarding the topic mentioned above.

I hope that this study will help the readers to understand about the limitation of procurement process. I also believe that this report will satisfy you. However, I am ready to clarify any query of yours anytime you wish.

Thank You.

Sincerely Yours,

.....  
Mohammad Arif Sarker  
ID: 02808951  
Batch: 28th  
Major: Accounting  
Department of Business Administration

# Declaration

I declare that the “Internship Program” entitled “**Internal Control-Procurement Process.**” embodies the results of my own research work, perused under the supervision of Shyamali Biswas, Lecturer, and Stamford University Bangladesh.

I further affirm that the work reported in this internship is original and is not part of any other students for the completion of BBA or other degree have submitted whole of the report.

.....  
Mohammad Arif Sarker  
ID: 02808951  
Batch: 28th  
Major: Accounting  
Department of Business Administration

# Certificate

This is to certify that Mohammad Arif Sarker, ID 02808951, Major in Accounting, Department of Business Administration, Stamford University Bangladesh, has successfully completed his “Internship Program” from Rahimafrooz Distribution Limited as the partial fulfillment for the award of BBA degree. His internship topic is entitled **“Internal Control-Procurement Process”**.

The student is found to be sincere, hardworking, self-motivated and he has put a lot of work and also brought his own views and ideas these are being studied for implementation at appropriate place at suitable time.

I wish his success and prosperity in life.

Supervised by

Verified by

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Shyamali Biswas

Lecturer

Department of Business Administration

Stamford University Bangladesh

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Farjana Yeshmin

Assistant Professor and Head of Accounting

Department of Business Administration

Stamford University Bangladesh

## **Acknowledgement**

At the very beginning, I would like thank omnipotent Allah for giving the chance to complete my internship and preparing the internship report. In the preparation and finish this internship report, I acknowledge the encouragement and assistance given by a number of people and institution. I am most grateful to the Rahimafrooz Distribution Limited to give me the opportunity to complete my internship in their organization. Thus I want to mention the name of Nabeeul Khan, the head of finance, for allowing me to do the internship in the organization. I would like to express my gratitude purchase manager Mahmud Ahmed Manager, for providing me the opportunity and much needed feedback to furnish my qualities in the real job world. I also want to show my most respect to Nabeeul Khan, Manager Finance; for providing me a smooth and very gracious learning period in the organization by giving me feedback.

Next, I am grateful to my honorable supervisor Ms Shyamali Biswas Lecturer Department of Business Administration, Stamford University Bangladesh for providing me much needed assistance and diluting time constraints and also to encouraging me to prepare the internship report on “Procurement Process of Rahimafrooz Distribution Limited”. She has extended her helpful hands to complete this report with bravo.

Finally, I want to express my optimum thankfulness to my friend Md. Forhad Munsu who helped me best to complete this report. By providing necessary information regarding this report he makes debited to him. My friend Md. Zahirul Islam also provided assistance in this regard. The internet, different books, computer, and electricity all the aspects worked properly on time.

## Executive Summary

Rahimafrooz Distribution Bangladesh Limited has earned a reputation across Bangladesh. Despite competition among other companies operating in Bangladesh, both local and international, Rahimafrooz has made remarkable progress in all areas of its activities. The title of the current study is **“Internal Control-Procurement Process.”**

In this report is focuses on Activities of Procurement and distribution. Under this there are two types of activities. One is Manager Procurement and Distribution and the other is officer Procurement and Distribution. Under these two they have some different activities. Thereafter I focused on the working process of purchase Department, Marketing Department, Finance and Accounting Department and Internal purchase of Rahimafrooz Distribution Limited. These four departments have different working process, different approval procedure, different suppliers, different suppliers handling process and different other activities to do. These four departments are different from one another and I have also found different findings from these four departments have made three flowcharts for these four departments which show the Procurement Process and their activities. Here I also focused on their problems put recommendations for solve those problems. This is mainly for the procurement process which are the internal activities if Rahimafrooz Distribution Limited. Without purchasing policy no company can make any business. This procurement policy is very important for any organization. Based on this policy a company can cut their cost and can earn more profit and also can maintain good relation with their vendors. So I think this policy is most important for any organization and this report will help to improve the Internal Procurement Process of Rahimafrooz Distribution Limited.

Rahimafrooz maintains some authorization process incase of purchase. By maintaining the authorization system the company can easily control the purchasing activities. By doing this the organization can acquire the reliability reputation and best control on inventory.

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