

SUMMER INTERNSHIP REPORT · MAY-JUNE 2025

Internship Report

Accounts and Taxation Intern at Agarwal & Mehta Associates

SUBMITTED BY

Aman Gupta
Roll No. BCOM23-145

ORGANISATION

Agarwal & Mehta Associates,
New Delhi

FACULTY MENTOR

Dr. Ritu Jain

INTERNSHIP CERTIFICATE

This is to certify that Aman Gupta, a student of Bachelor Of Commerce (Honours) (Commerce) at Your College, University of Delhi, has successfully completed an internship with Agarwal & Mehta Associates, New Delhi, as Accounts and Taxation Intern from 12 May 2025 to 20 June 2025.

During the internship the student worked with our Audit and Taxation team and contributed to bank reconciliation for a trading client. We found the student sincere, punctual and eager to learn, and we wish them every success.

(Replace this page with the certificate issued by your organisation, if one was provided.)

CA Rohit Mehta

Partner, Agarwal & Mehta Associates

HR Department

Agarwal & Mehta Associates

Declaration

I hereby declare that this internship report, submitted to the Department of Commerce, Your College, University of Delhi, is a record of the work I carried out at Agarwal & Mehta Associates from 12 May 2025 to 20 June 2025 under the supervision of CA Rohit Mehta and the guidance of Dr. Ritu Jain. The report has not been submitted elsewhere for any degree or diploma.

Place: _____ Date: _____

Aman Gupta

Acknowledgement

I am grateful to Agarwal & Mehta Associates for giving me the opportunity to work as Accounts and Taxation Intern and to experience a professional environment first-hand.

I sincerely thank my industry mentor, CA Rohit Mehta, for patient guidance, regular feedback and for trusting me with real work. I also thank the members of the Audit and Taxation team, who welcomed me and answered my questions.

I am thankful to Dr. Ritu Jain, my faculty mentor, and to the Head of the Department of Commerce for their support and encouragement.

Finally, I thank my family and friends for their constant motivation.

Executive Summary

This report describes my 6-week internship at Agarwal & Mehta Associates, a chartered accountancy firm offering audit, tax and advisory services. During the internship I worked as Accounts and Taxation Intern in the Audit and Taxation team. I assisted with bookkeeping, bank reconciliations, GST return data, vouching during audits and preparation of income tax computations.

Organisation	Agarwal & Mehta Associates, New Delhi
Domain	Chartered accountancy and advisory
Role	Accounts and Taxation Intern
Department	Audit and Taxation
Duration	12 May 2025 – 20 June 2025 (6 weeks)
Industry mentor	CA Rohit Mehta, Partner
Tools used	Accounting software, Excel, GST portal (demo), Audit working papers

Table of Contents

01 Company Profile.....	7
About the Organisation.....	7
Vision and Mission.....	7
Products and Services.....	7
Organisational Structure.....	7
02 Internship Overview.....	8
Objectives of the Internship.....	8
Role and Responsibilities.....	8
Tools and Technologies.....	8
03 Weekly Work Log.....	9
Week 1: Firm orientation and confidentiality rules.....	9
Week 2: Voucher entry and ledger scrutiny.....	9
Week 3: Bank reconciliation for two clients.....	9
Week 4: GST sales and purchase registers.....	9
Week 5: Audit vouching at a client office.....	9
Week 6: Income tax computation drafts.....	10
04 Projects Undertaken.....	11
Project 1: Bank reconciliation for a trading client.....	11
Project 2: GST data preparation.....	11
05 Skills and Learning Outcomes.....	12
Challenges Faced.....	12
06 Conclusion.....	13
07 Appendix: Attendance and Evaluation.....	14

01 Company Profile

About the Organisation

Agarwal & Mehta Associates is a firm of chartered accountants serving small businesses, professionals and trusts. It provides statutory audit, income tax, GST compliance and business advisory services.

Vision and Mission

Vision

To be a reliable financial partner for growing businesses.

Mission

To provide accurate, ethical and timely professional services.

Products and Services

- Statutory and internal audit
- Income tax returns and planning
- GST registration and returns
- Accounting and bookkeeping
- Business advisory

Organisational Structure

The organisation is structured into functional teams, each led by a manager who reports to the leadership team. Interns are attached to one team and assigned an industry mentor.

Department	Main responsibilities
Audit	Statutory and internal audits
Taxation	Income tax and GST compliance
Accounts	Bookkeeping and payroll
Advisory	Business and financial advice

02 Internship Overview

Objectives of the Internship

1. Apply accounting concepts to real records.
2. Understand audit procedures and documentation.
3. Learn the GST and income tax compliance cycle.

Role and Responsibilities

- Entering vouchers in accounting software
- Bank reconciliation
- Vouching and ticking during audits
- Preparing GST data sheets

Tools and Technologies

Tool / technology	How it was used
Accounting software	Recording vouchers and ledgers
Excel	Reconciliations and summaries
GST portal (demo)	Understanding return filing flow
Working papers	Documenting audit checks

03 Weekly Work Log

The table below summarises the work done in each week. Detailed notes for each week follow.

Week	Dates	Tasks performed	Key learning
1	12–16 May	Firm orientation and confidentiality rules	Professional ethics
2	19–23 May	Voucher entry and ledger scrutiny	Double-entry in practice
3	26–30 May	Bank reconciliation for two clients	Finding and explaining differences
4	2–6 Jun	GST sales and purchase registers	Input tax credit matching
5	9–13 Jun	Audit vouching at a client office	Evidence and sampling
6	16–20 Jun	Income tax computation drafts	Heads of income and deductions

Week 1: Firm orientation and confidentiality rules

Work done: Firm orientation and confidentiality rules. I kept a daily diary of tasks and questions and reviewed it with my mentor at the end of the week.

Learning: Professional ethics.

Week 2: Voucher entry and ledger scrutiny

Work done: Voucher entry and ledger scrutiny. Most of the week was spent shadowing team members and then repeating the tasks independently.

Learning: Double-entry in practice.

Week 3: Bank reconciliation for two clients

Work done: Bank reconciliation for two clients. At the weekly review my mentor suggested improvements, which I applied the following week.

Learning: Finding and explaining differences.

Week 4: GST sales and purchase registers

Work done: GST sales and purchase registers. I documented the steps I followed so that the next intern could repeat them easily.

Learning: Input tax credit matching.

Week 5: Audit vouching at a client office

Work done: Audit vouching at a client office. I kept a daily diary of tasks and questions and reviewed it with my mentor at the end of the week.

Learning: Evidence and sampling.

Week 6: Income tax computation drafts

Work done: Income tax computation drafts. Most of the week was spent shadowing team members and then repeating the tasks independently.

Learning: Heads of income and deductions.

04 Projects Undertaken

Project 1: Bank reconciliation for a trading client

Problem: Bank and book balances did not match.

Approach: Matched entries line by line and listed unpresented cheques and bank charges.

Outcome: Differences fully explained and entries corrected.

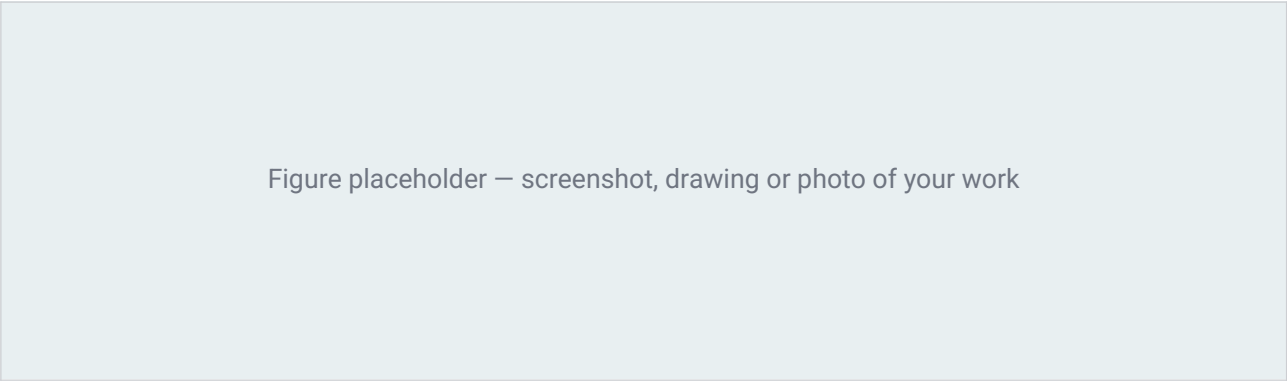


Figure placeholder — screenshot, drawing or photo of your work

Figure 1: Bank reconciliation for a trading client

Project 2: GST data preparation

Problem: Monthly return data was compiled manually.

Approach: Built an Excel template to summarise sales and purchase registers.

Outcome: Saved time for the next month's filing.

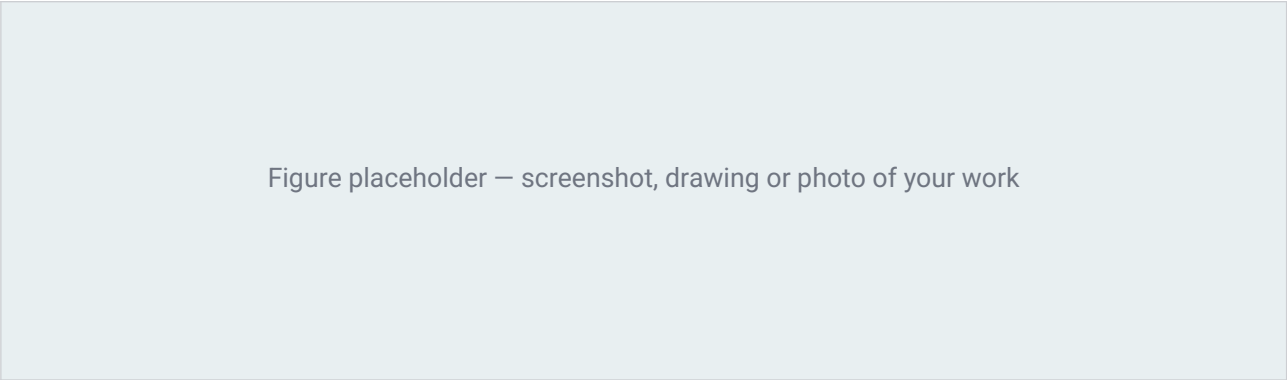


Figure placeholder — screenshot, drawing or photo of your work

Figure 2: GST data preparation

05 Skills and Learning Outcomes

Skill area	What I learned
Accounting	Vouching, ledgers, reconciliation
Taxation	GST registers, income heads
Professional	Confidentiality, accuracy, client interaction

Challenges Faced

- Peak workload around filing deadlines
- Reading handwritten bills

06 Conclusion

The internship strengthened my understanding of accounting and taxation and taught me the importance of accuracy and ethics.

Suggestions for future interns

Revise basic accounting entries and Excel shortcuts before joining.

07 Appendix: Attendance and Evaluation

Week	Days present	Mentor remarks	Mentor sign
1	5 / 5		
2	5 / 5		
3	5 / 5		
4	5 / 5		
5	5 / 5		
6	5 / 5		

Mentor evaluation (to be filled by the organisation)

Criterion	Excellent	Good	Average	Needs work
Technical skills				
Communication				
Punctuality				
Teamwork				
Initiative				