

## Work Placement Monthly Diary

SID: [REDACTED]

Role: Operational Management Trainee

Month	List of monthly tasks	Other notes/comments
<b>AUGUST 2020</b>	<p>This was the first month of my placement. I was so highly elated to work with the store managers in understanding the store operations and other management tasks. The company where I am working as a paid intern, [REDACTED] is one of the best companies in the market. The month of August went in an understanding mode. I started to understand the operations in the company. The company has to do myriad tasks and there were multifaceted operations in the company. The store managers helped me to understand the ledgers, cashbook, accounts and the detailed levels of operations that run under the various departments. I took time to understand the procedure but I tried to keenly observe every detail of the actions that are running in the company. During the end of the second week, I started to deperate the various activities. I found that the managers were happy with me. I was also coping up with the shifting duty hours as well. In all, the whole month of August went in understanding and apprehending the processes of the company.</p>	<p>The senior managers were so very helpful and friendly. They understand their work very well. They know what their duty is. Therefore, they create scope for the new trainee and interns. I found the seniors so engrossed in the work, that I felt inspired with them and had motivation to work. I felt that I would be able to excel in the workplace and shall be able to manage my work very well.</p>
<b>SEPTEMBER 2020</b>	<p>The month of September was so full of work. I was really enjoying the whole thing. In the initial weeks of the month of September I started to keep the books and accounts. I also supervised the logistics. I started to understand the multifaceted processes of the company slowly and steadily.</p> <p>During the second month I started to track and maintain the records of merchandises, inventory and human resources. I co-ordinated with the managers and the senior personnel of the company to do the tasks. I explored the inventory and started to understand the methods in which the inventory is managed. During the third week of September, the inventory was almost under my utmost and vigil supervision. My senior manager was very pleased with my actions. I too tried to be as much accurate as possible. The merchandize of the company and the export</p>	<p>I must say that my managers and senior officials helped me with the books and the journals a lot. The task of log keeping for such a big company was really tedious and hectic. This was a very risky task. The task required heightened attention of every official. My seniors provided me with ample guidance so that I might not make any mistake. They not only guided me in the proper manner and showed me all</p>



	<p>import logistics was maintained by me accurately. The company reports at the end of the month proved that I was doing a good job.</p>	<p>the intricacies of the work, but also rectified every small flaw that I made. Therefore, the mistakes framed me better every moment.</p>
<p><b>OCTOBER 2020</b></p>	<p>Now I started to take the responsibility of the night shift. I started to keep the inventory and keep the total track of the merchandise in the night shift. This was a very tough job. First, I logged in every night. Then I checked the initial count at the inventory. The whole of night saw packaging and transporting of several merchandize. There was a lot of hum drum in the whole of the inventory. My task was to notify the details of the products and keep a complete record of the exchange of the products. This was a task of high risk as a bit of mistake can spoil the broth all together. The night shift was a hectic humdrum of multifaceted jobs. Firstly, I had to check the stock and the opening accounts every night. There were the supervisors doing their duties. My job was to supervise over their jobs and do the needful when required. Secondly, I had to check whether the supervisors were attentive to their duties. Thirdly, I had to cross check the documents in and out of the inventory. The night was very hectic and always full of the busy voices; however, it gave me the real pleasure of knowing the importance of the work that I was doing. It was the real interaction and the give and take among the team members which I enjoyed to the full. It rendered me the qualities of maintaining the responsibilities and rights.</p>	<p>I must say that my managers and senior officials helped me with the books and the journals a lot. The task of log keeping for such a big company was really tedious and hectic. This was a very risky task. The task required heightened attention of every official. My seniors provided me with ample guidance so that I might not make any mistake. They not only guided me in the proper manner and showed me all the intricacies of the work, but also rectified every small flaw that I made. Therefore, the mistakes framed me better every moment.</p>
<p><b>NOVEMBER 2020</b></p>	<p>When I had been introduced to the merchandize and logistics distribution, and I got some knowledge about the work pattern of the company, I became a bit matured to be introduced some more intrinsic and intricate denominations of the company. During the opening weeks of the month of November, the senior managers introduced me to the complex diaspora of entering the expenses in the budget spreadsheets. This was a very complex job as there were hundreds of entries per day and every entry should be correct. Many a times did I see that some smallest mistakes in the entry should mean harassment of a group of people in searching that mistake and rectifying it instantly? As this action of entering the expenses in budget spreadsheets was something related</p>	<p>The potential area of my weakness was entering more than hundred of entries in the budget spreadsheet. I found that I had lacked concentration and I made potential mistakes in the action of entering the entries. I understood that I should increase the practices in my free time to get a mastery over the subject of adding the expenses</p>

	<p>directly with the profit and loss estimation and distribution of the company, they harped a heightened interest to the task. It took the whole of the month for me to learn the task. The task of entering the budget might sound to be easy but in reality, this was a very tough job. I employed all the bookish knowledge I had but still felt that a month of training in this particular subject was frugal and less.</p>	<p>and accounts to the budget spreadsheets properly.</p>
<p><b>DECEMBER 2021</b></p>	<p>It was the fifth month of my paid internship and I had learnt a lot about the work processes of the company. Now I was much a confident person and did my duties with credibility. The senior management and the senior managers were happy with my work and my immediate senior had started to trust me with many responsibilities. I found trouble in maintaining the budget spreadsheet; however with regular observation and practices, I was excelling my abilities in all the fields. In the initial weeks of the month of December, there was heightened business because of the upcoming festive weeks. It was the time that I was starting to support the product management initiatives. The senior managers allowed me to see the process in which the advertisements are procured and the methods of product management followed by the company. This opened another avenue for me, I understood by and by the knowledge in the books are fourfold increased by real life practical experiences. Towards the second week of December, I started to learn the procedure of gathering market data. I learnt and I also did the task of assembling the reports. The data and the online databases were made available for me. I started making the company reports. By the end of the month when Christmas was nearing, I mastered the action of making the assemblage of reports.</p>	<p>This was a very good experience when I started to amalgamate the real-life practices and the bookish knowledge. The senior managers helped me through the learning process and gave me chances to practice in real time and gain excellence in the same.</p>
<p><b>JANUARY 2021</b></p>	<p>During this month I start to work from home collected data from office to make an order, Every weak I analyze price, convenience, inventory, and services, to find out the key strengths with supervisor. Starting of this month my manager gave a task to create a new label for promotions and This is a new experience during my placement. End of this month I went to store to submit the documents.</p> <ul style="list-style-type: none"> <li>• I have to administrate the entire store and the team during shift.</li> </ul>	



<b>APRIL 2021</b>	<p>This was the final month of the paid internship. I had gained a lot of experience in the past months and have gained the mastery over the multifaceted tasks of a real-life workplace. Now I started to gather the competitor details and make the analysis for the better future of the company. I had to gather the data of the past performance of the company and analyse the same in the light of the present performances. This was the holistic understanding of the operations in a company and I gained a lot of experiences in the operational management of the company.</p>	<p>This was the last month of the paid internship in the company. I never did realise how the six months ooze and whoosh away past me. I had tried to muster all the experiences that I had and I believe they shall help me in the future to be a better operational manager in a company. This six-month paid internship gave a lease of life and helped me to become a better human being in experience and knowledge.</p>
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*To be signed by Supervisor/Manager (at the end of the final month)*

Supervisor/Manager Name:	
Supervisor/Manager signature:	

*Note: if applicable, please re-use this template if you have worked as different roles in the same organisation; or if you have worked in different organisations.*