Internship Report

On

SQUARE INFORMATIX Limited

Submitted By:

Farah Al Karim

ID No. 11104037

BRAC Business School,

BRAC University

Submitted To:

Mr. ShamimEhsanulHaque

Assistant Professor

BRAC University

Date of Submission:21st June, 2016

Mr. ShamimEhsanulHaque,

Assistant Professor,

BRAC Business School,

BRAC University,

66 Mohakhali, Dhaka.

Subject: Submission of InternshipReport

Dear Sir,

Thisis agreathonor for metopresentmyinternshipreport on**"SQUARE InformatiX Ltd."**Ifeel delightfulasIgottheopportunity todomy internshipinareputedcompany of our country,**SQUARE Group**.Ihavegivenutmostdedication and concentration to the successfulcompletion ofmy internship so that I couldpreparea successfulinternshipreport.Itisa greatopportunitytopresentmyinternshipreportunderyour supervision.I amthankfulfor yourguidelines andinstructions.

ItriedtoputmybesteffortforthepreparationofthisReport.Yetifanyshortcomingsorflaws arise,itwill be my pleasure to answer any clarification andsuggestionregarding this report.

Yours Faithfully,

Farah Al Karim

ID No-11104037

BRAC Business School,

BRAC University

ACKNOWLEDGEMENT

Attheveryoutset,IamthankfultoalmightyAllahforgiving   mestrength,courageandabilityto accomplishtheinternshipprogram   aswellastheinternshipreportinascheduledtimeinspiteof   various complications.

Itgivesmeimmensepleasuretothankalargenumberof   individualsfortheircordialcooperation   and encouragement which has contributed directly or indirectly in preparing this report.

Initially, I would like   to express my gratitude to internship supervisor Mr. ShamimEhsanulHaque.   His guidanceandfeedbackmadeeverythingcrystalclear.Atfirst,IwasjumbledthatwhetherI wouldbeabletomakeafruitfulreportbutwith   hisassistance   or   not,Ifound   awaytodoeverything accuratelyandintime.Hekeptmeontracktocompletethisreportand   hispropositionswere   vital   in making this report asflawless as possible.

Furthermore,Imustshowmygratitudetomysupervisor,Abir   Hassanwho   willingly   took   my responsibility   and   gave   me   lot   of   time   and   shared   his   working experienceswithme.Hisguidanceshowedmeawaynotonlytounderstandtheofficeculture   but   also howto deal withall the employees aroundme.

Iwould   also   like   toexpressmysincere   thanks   to   all   theemployeesofMarketOperationDivision ofSQUARE   InformatiX   Ltd. whohelpedmeduringmyworktenureandmademyexperienceamemorable one.

My fellow intern Kamrujjaman also helped a lot to do my job properly. His outstanding supports provide me strength to go through some of the extreme areas where I could have lost my tenure.

EXECUTIVE SUMMARY

Thisreportis areflectionof thelearningandexperiencesacquiredthrough anopportunity tobe associated withSQUARE InformatiXLtd.foraninternshipundertheMarketOperationsdepartment. Themajor responsibilities associated with thisparticular job title comprised of working on promoting the company, finding out leads, conveying survey, making new plans etc. throughout the program I had a chance to meet with some of high professionals and manager. This report shows that too. How company is planning to enlarge its business and new marketing plan will be implemented is also shown.

Contents

The Organization

SQUARE

Introduction:

Square Informatix Limited, an ISO 9001:2008 certified company, provides you with quality ICT solutions and services with competent manpower using standard devices. It offers you one-stop and complete ICT solutions ranging from requirement analysis to system design and implementation.

And obviously, you can expect here the same SQUARE QUALITY. We don't want you to rely on us blindly, but you can do so keeping your eyes wide open.

Services at a glance:

- Software Solution
- Web Design and Development
- Satellite HUB Service(Similar to Teleport
- Data Center and DRS Service
- Data Communication service (VSAT/WIMAX/Radio/Fiber)

- Mobile Application
- ICT Managed Service
- Internet Service(ISP)
- Network Solution
- Hardware Trading (Computer and networking Products)

About SIL

Square is one of the few local companies that opted for computerization in the early 1990s. The then IT division of Square Pharmaceuticals later emerged as a separate entity with the name 'Square InformatiX Ltd (SIL)' in 2000.

Square InformatiX has achieved consistent growth over the years expanding its horizon and diversifying its products and services. With its most modern infrastructure and years of experience in dealing with huge volume of work, thousands of employees, millions of consumers and problems and challenges of various categories, Square InformatiX has attained expertise in different sectors including pharmaceuticals, textile, healthcare, garments, food and beverage, cosmetics and chemicals, banking and that's why, it can rightly meet whatever needs your business has related to ICT.

Square InformatiX has a team of highly efficient professionals under five different departments. The biggest department is Network and Communications which have five more branches, namely Hardware, System Operation, Internet, Transmission and Networking. Every department has 10 to 15 engineers with

excellent academic background. Most of our engineers are vendor-certified [Cisco, Microsoft and Oracle-certified]. Square InformatiX is the pioneer in internet and data communication service in Bangladesh. It made the biggest ICT investment, first of its kind in the country, by setting up a satellite earth station at Savar that facilitates VSAT connectivity across the country. Geographical limitations are no longer a barrier now.Square can reach you wherever you are in Bangladesh - from sea to shore- through its satellite; nobody else in the country has similar technical strength. Square InformatiX provides broadband internet service through Fiber and Radio.

Square InformatiX has 24 distributed customer service stations in all major district headquarters across the country. A pool of customer support engineers has been posted in each station that can provide service to end customers anywhere in the country within a short notice. All the services are monitored 24/7 from the central head-office in Mohakhali, Dhaka. Square InformatiX has three more dedicated offices including a hi-tech park at Karwan Bazar.

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Job Specification

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Description of the Job:

I was a marketing intern in the company. My key responsibility was to deal with marketing stuff. Since its marketing department has been operational few years ago my responsibility was quite high. Mainly I had to deal different kind of organizational marketing plan and there I got to relate my theoretical knowledge with practical environment.

Specific Job responsibility:

My first job here was to finding out new clients for the company. To do that I had to go through many procedures like; calling the leads, giving them details setting up meeting with them etc.

Other than that, I also did some additional jobs too which is putting data in CRM. Designing brochures for the company etc

My jobs used to change daily and I had provided daily information at the last day of weekend which is Thursday. A sample of my report is shown below.

		Designation: Intern
Month	February, 2015	Name: Kamrujjaman
Week 3rd	Start Day: Sunday	End Day: Thursday

Weekly Activity Report

Date	Task
14/02/2016	Calling leads
15/02/2016	Calling leads & Attending meeting
16/02/2016	Data entering in CRM
17/02/2016	E-mailing leads and Task Management
18/02/2016	Calling leads

Prepared by   Recommended by   Approved by

Different aspects of job performance:

There were certain aspects of job performance among them these were the most valued and appropriate:

1. The first factor is task specific behaviors which include those behaviors that an individual undertakes as part of a job. They are the core substantive tasks that delineate one job from another.

2. On the other hand, non-task specific behaviors, the second factor, are those behaviors which an individual is required to undertake which do not pertain only to a particular job. Returning to the sales person, an example of a task specific behavior would be showing a product to a potential customer. A non-task specific behavior of a sales person might be training new staff members.

3. Written and oral communication tasks refer to activities where the incumbent is evaluated, not on the content of a message necessarily, but on the adeptness with which they deliver the communication. Employees need to make formal and informal oral and written presentations to various audiences in many different jobs in the work force.

4. An individual's performance can also be assessed in terms of effort, either day to day, or when there are extraordinary circumstances. This factor reflects the degree to which people commit themselves to job tasks.

5. The performance domain might also include an aspect of personal discipline. Individuals would be expected to be in good standing with the law, not abuse alcohol, etc.

6. In jobs where people work closely or are highly interdependent, performance may include the degree to which a person helps out the groups and his or her colleagues. This might include acting as a good role model, coaching, giving advice or helping maintain group goals.

7. Many jobs also have a supervisory or leadership component. The individual will be relied upon to undertake many of the things delineated under the previous factor and in addition will be responsible for meting out rewards and punishments. These aspects of performance happen in a face to face manner.

8. Managerial and administrative performance entails those aspects of a job which serve the group or organization but do not involve direct supervision.

Project

Summary:

The project was about the marketing of newly developed software. Which were PharmaSIL (Software for Pharmaceutical industry), LeatherSIL (Software for Leather industry), ConSIL (Software for Chemical and Consumer goods), and SPA-Sale Process Automation (Software to accelerate sales). There were other software too but these software's were my top priority. I had to work for each one of them to give them the best market recognition. For example, I had to develop content for each one of them to post it in the company. I did a small market survey for leather software. Through this project I also got to know how modern software can help us to increase our company's productivity. With the help of modern software where a company may reach and why every company should embrace it. Along with these for software I also had to work with other software like HCMS-Human Capital Management System, SDMS-Sales and Distribution Management System. I had to go through the same process with this software too.

Description of the Project:

Objective of the Project:

We all know that software industry is booming worldwide and Bangladesh is also going with the trend it is often said that Bangladesh can be the next leading country to provide IT knowledge offshore. So with this belief SQUARE InformatiX started its journey around 15 years ago but back then it was providing software only for other SQUARE Group's brand extensions so when SQUARE InformatiX felt that its ready to step into real market they developed the marketing team and this marketing team's objective is increase visibility of the company and enhance sales of the company. That is the duty I'm trying to fulfill. Therefore the objective of this project is to create a better and effective marketing plan for this company.

Methodology:

Business Goal & Vision

Strategy

Business Plan

Programs for Strategic Objective

Projects

Operations of Solution

Every step has its own value and distinguished work. This method is followed accordingly and if one step is not followed or missed the whole will be lost. That's why every step is important and particularly appreciated.

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Limitations:

In the project initiation phase, a typical and serious limitation is the lack of availability of "quality of information" which exists about the project – especially for complex projects and projects of a kind which have not been attempted before.

At initiation a project's feasibility, outcomes, scope, requirements and specifications, cost, time and risks, stakeholders, resource needs etc. are often not known with a high degree of precision with the result that the project may take longer, cost more and generally be more difficult to do than first thought when it was considered and accepted.

Cost:

For advertising the products and communicating with the customers, I had to go to several other companies and business fairs. I had to bear the transportation cost personally. For marketing promotional activities, I had to bear the telecommunication cost as well.

Time:

It becomes a waste of time when customers don't respond in time or don't show interest in business communication after spending days in working on that. Telecommunication with the customers created a lot of hassle and waste of time because of cross connection of the telephone.

Resource:

Human Resource professionals are less in numbers compared to the number of total employees in the organization. When there is a poor Human Resource Planning, there is an interruption between the HR department and the executive management leading to miscommunication, poor decision making on operational aspects and critical mistakes.

Misinterpretation:

Misinterpretation in a marketing plan might create bad marketing campaign and failure in marketing strategy. Before visiting some industries, my team collected information regarding marketing issues which later on came up to be misinterpretation and created much hassle in the whole marketing scenario.

Chapter-1

(Product Type)

PharmaSIL

PharmaSIL Pharmaceuticals is a purpose-built set of capabilities that allow pharmaceutical producers to respond to their customers' demands faster and more profitably, and meet the increased burden of regulatory governance. With PharmaSIL Pharmaceuticals, you can solve the unique challenges of your industry that generic ERP solutions can't serve-challenges such as the planning of co-products and by-products, formula matching and optimization, attribute costing, safety, and quality.

Control your supply chain costs and optimize the use of your production capacity. Effectively plan co- and by-products, and determine the least-cost formulation.

Our customers use PharmaSIL Pharmaceuticals to:

- Transition to more profitable and marketable products.
- Increase perfect order rates.
- Better manage customer and product hierarchies.
- Maximize capacity utilization across multiple locations.
- Reduce stock outages.
- Efficiently meet regulatory and compliance mandates.
- Bring new products to market faster.
- Improve plant productivity.

PharmaSIL Pharmaceuticals solutions Benefit

- Optimize your supply chain around unique industry variables
- Respond faster to changes in customer demands
- Attain operational agility
- Gain real-time cost awareness
- Improve forecast accuracy
- Streamlining workflow
- Producing better products, faster

LeatherSIL

LeatherSIL is an ERP system developed specifically for the leather processing industry, which has been successfully attending small, medium and large leather manufacturing companies. Manual or semi-automated systems are incapable to process complex variables of information which are important for efficient and cost effective decision making process. Knowing that reality, Square InformatiX Limited has dedicated years of research.

The LeatherSIL built By SIL is an end- to- end, instigated solution designed specifically to improve manufacturing, supply chain management, customer relations, production planning, production management, quality control, inventory control and more. To improve product quality and productivity, to satisfy the market demand/ sales forecast and to maximize utilization of machine and manpower, production planning & management are essential.

Our customers use LeatherSIL to:

- Meeting delivery timelines
- Quantify and manage risk of portfolio
- Bringing predictability and control in purchasing
- Reduce cost and increase profitability
- Getting a hold on the operations
- Efficient and effective decision making
- Tracking ownership of Inventory and Production
- Reduce human errors
- Work in process monitoring
- Dispatch and invoicing management
- Managing multiple locations
- Staying in touch with the information all the time from any where
- Ensuring traceability of yearly purchase, production and sale

LeatherSIL solutions Benefit:

LeatherSIL delivers value by increasing process efficiency, enhancing workforce productivity, cutting operating costs, boosting employee and customer satisfaction and enabling better and faster decisions.

Profitability

LeatherSIL is a translucent information system helps in arriving at order wise, customer wise, item wise profit/ loss. The actual costs against estimation done at the planning can be seen on the click of a mouse in your dashboard.

Cost Control

LeatherSIL helps the managers to increase manufacturing, warehousing productivity and operational efficiency which provides management visibility to gain control over cost.

Traceability

Monitoring and control of material and transfer of material is very critical and with increasing concern on quality, backward and forward item traceability is provided in LeatherSIL ERP system.

Increases Productivity

Productivity levels increase due to automated processes and streamlined operations. With relevant information available to managers, you see increased efficiency, effectiveness, and responsiveness within short time of going live on the solution. You can collaborate more effectively and contribute efficiently towards job due to access to the right information at the right time.

Enhances Business Decision Making

LeatherSIL provides information with better visibility of its business. Managers can now extract

the right information at the right time to make informed business decisions. Knowing the data is consistent and accurate across the company makes it easier to manage the business more effectively.

Enhances Stability and Security

The sophistication and scalability of the LeatherSIL ERP solution helps you to keep pace with the company's growth plans and industry norms and standards. The secure, integrated business solution provides reliable information to make critical business decisions.

ConSIL

Business is always in a race for manufacturing companies. With ConSIL, you get the tools you need to speed innovation, so you can beat competitive pressures and introduce new products quickly to meet changing customer tastes.

Optimize the supply chain, from forecasting to production to customer delivery to boost profits, maximize throughput, improving productivity and reducing waste.

Our customers use ConSIL to:

- Respond faster to changes in customer demands.
- Handle multiple sales & distribution channels.
- Exceed food safety and recall management standards.
- Manage and speed up your supply chain.
- Optimize recipes and formulas and support revisions
- Bring new products to market faster.
- Minimize waste due to shelf-life issues

ConSIL solutions Benefit:

- Collaborative forecasting and demand planning
- Accurate processing of high sales order volumes
- Detailed material and capacity planning
- Optimized inventory or warehouse management with product life handling
- Route-based repetitive and non-repetitive distribution
- Optimized use and scheduling of tanks
- Management of returnable pallets and containers
- Timely recall management and insight

Chapter-2
(Other operations)

OTHER SOFTWARE APPLICATIONS

Enterprise Resource Planning

- Supply Chain Management System- SCMS
- Sales & Distribution Management System- SDMS
- Human Capital Management System – HCMS
- Accounting System - @rbitter

Other Software
- iSpark – Integrated System for Plastic Molding Industry
- Vehicle Management System – VMS
- Hardware Management System – HMS
- Point of Sales – Retail POS
- Billing and Bill Tracking System – SQ Bill
- Export Management System – EMS
- VAT Management System – VATMS
- Pharma Market Research System – PMRS
- PABX Call Monitoring System
- Provident Fund Management System

SQUARE ERP

SQUARE ERP (Enterprise Resource Planning) is multi-module application software that handles a wide variety of business information. It is a dynamic suite of integrated information system that serves all departments within an Enterprise especially for manufacturing and distribution companies.

It is an excellent combination of full cycle of Supply Chain Management procedures from Procurement to Sales and Distribution. It also offers human capital management system to manage its HR, Accounting and Payroll procedures.

All different systems/sub-systems are integrated to each other so that the user/user group can manage all information centrally, which, apparently is being used by a few major manufacturing and distribution companies in Bangladesh, such as: Square Pharmaceuticals Ltd. (SPL), Square Toiletries Ltd. (STL), Square Consumer Products Ltd. (SCPL), Square Cephalosporin Ltd.

The ERP application is designed and developed keeping in mind the Bangladeshi Market and the typical work process so that it can be vividly customized according to the requirements of the customers. All GMP regulations can be invoked in every functional process.

Throughout the development process technologies have been used are Oracle Database, Oracle Development Suite as well as Ajax, CSS, JavaScript, MySQL, PHP, XHTML, XML and Smarty used as web suite.

Supply Chain Management System

The SCMS (Supply Chain Management System) built by SIL is an end-to-end, integrated solution designed specifically to improve manufacturing supply chain management, customer relations, production planning, production management, quality control, inventory control and more. To improve product quality and productivity, to satisfy the market demand/ sales forecast and to maximize utilization of machine and man power, production planning & management are essential. Now a day, managing production related operations like production scheduling, pre production preparations, tracking production flow are more complex. Main objective of production management module is to manage the production system with Reduction/ Elimination of duplication of work, Greater control over the process, Faster and efficient decision-making and to Maintain centralized up-to-date production information. Procurement system provides the facilities to manage and handle all purchase related information like LC opening, Shipment information, Agent information, Bank information, Drug clearance etc. Material Lead time and Pipe line information are also considered to prepare purchase requisition. Material Management will cover all the operational aspects of warehouse Like Material Receiving, Prepare GRN for received Material, Sending Test Request to quality control department, and Material Issue to production through requisition. Quality Management will cover all the operational aspects of QC department like Sampling, QC Test, and GRN Release etc. Quality is in the top priority list as far as any manufacturing company is concerned. Keeping this in mind, SCMS has been designed to ensure quality at every step.

Supply Chain Management System

Modules

- **Master Planning**
  Production Planning (PP)
  Material Requirement Planning (MRP)

- **Procurement**
  LC Monitoring System (LCMS)
  Local Purchase (LP)

- **Production Planning**
  Production Management System (PMS)

- **Material Management**
  Raw Material Inventory System (RMIS)
  Packaging Material Inventory System (PMIS)
  Finished Goods Inventory System (FGIS)

- **Quality Management**
  Raw Material QC (RMQC)
  Packaging Material QC (PMQC)
  Production Process QC (PSQC)
  Finished Goods QC (FGQC)

- **Sales & Distribution Management System (SDMS)**
- **Management Information System (MIS)**

Reports

Recipe Information

Production Planning & Scheduling

L/C Information

Shipment Information

Requisition Information

Manufacturing & Packing Instruction

Batch Process Details

Batch Tracking Details

Machine Log Sheet

Batch Transferring Report

Transfer Note Information

Production Achievement

Date Wise Material Stock

GRN Wise Material Stock

Batch Analysis

Dispatch Challan

Dispatch Challan Register

Receiving Register

Requisition for Finished Product

Batch Wise Stock Register

Daily Stock Position

Daily Stock Summary

Stock Register

Features

- Batch tracking management
- Accurate material/ product costing
- Maintain accurate optimum inventory level
- Reduce operational cost and time
- Increase operational effectiveness & productivity
- Less operating error
- Maintain high level security
- Customizability & up-gradation option
- Extensive reporting, workflow and real-time capabilities
- Enable better decision-making capabilities
- Improved product quality by enabling people to respond more quickly
- Enable people to focus on process improvement

Benefits

- **Excellent managerial reporting –**
  Gives you the flexibility to report performance by business unit, organization or cost monitoring
- **Corporate governance –**
  Helps to improve administration of internal controls
- **Process integration –**
  Work processes within a company are linked through data and function using the system
- **High level of stability and performance**
- **User friendliness-**
  The system has a uniform graphical user interface for all application areas

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Abettor

Human Capital Management System

Abettor- Human Capital Management System (HCMS) is an advanced generic application that is designed to help companies in any industry to easily manage the difficult tasks of HR record-keeping and government reporting. Extensive employee information is readily available which aids in protecting a company's most valuable asset. Abettor- Human Capital Management System can be implemented as a stand-alone module or integrated with Abettor Payroll System & Attendance System. When integrated, the products utilize a master database which eliminates redundant data entry. Integration to the other Abettor applications ensures a company's Payroll, Attendance and HCMS are always working with current employee information. Abettor also offers Employee Self- Service (ESS) and Applicant Tracking Applications to fulfill an organization's HCMS needs.

Training Management System (TMS) is part of the management framework, enables you to accurately record and analyze employee training, skills and qualifications.

Release your business from the complexities of payroll by outsourcing to Abettor Payroll Services. Ensuring your payroll is turned around quickly and accurately every time, for everyone. Fully compliant with all legislation, your organization will benefit from the latest payroll technology and be reassured by a team of experienced, qualified payroll professionals.

Attendance System implies variety of timekeeping options for businesses of all sizes and across all industries. It is a special system which is used as a part of HCMS or an individual application with short HR information.

Benefits

- Keeps up-to-date with real-time data of attendance, payroll legislation and HCMS processes
- Streamlines all processes by a simple click and propagate to all integrated system like Payroll, Attendance and HCMS
- Number of reports on HR, Payroll & Attendance is ready to enhance the efficiency of your business
- TMS can track the training record for each activity undertaken, can be identified against skills gaps, waiting lists generated from training needs, and training allocated and associated against those needs
- TMS Training budgets are a precious resource intended to be spent on enhancing the skills of yours.
- All training related costs and expenses can be recorded against each training activity and monitored against cost centers, courses and delegates
- Comprehensive reporting facilities will let you monitor where your training budget is being spent and help you identify where your training and skills gaps lie
- It will result in less paperwork in HR department, fewer errors and a more streamlined and efficient approach to training management
- Reduces difficulty in measuring manpower cost against productivity
- One central database supports multiple installations

Abettor
Human Capital Management System

Reports

Human Capital Management System

- Employee Skill Inventory Report
- Employee Experience Summary Report
- Employee Promotional History Report
- Employee Transfer History
- Employee Migration
- Employee Search
- Employee Turnover Ratio Information
- Employee Allotted Equipment List Report

Payroll Management System

- Automated Employee Salary
- Allowance Sheet
- Bank/ Cheque/ DD statement
- Automated Pay Slip Generation
- Location and Department wise payment summary
- Employees Salary Ledger
- Loan Installment and Breakdown report

Attendance System

- Shift Allocation Report
- Leave Detail Report
- Lateness, Early Out Report
- Tour Report

Training Management System

- Individual Training Schedule Report
- Schedule Employee wise SOP Report
- Training Record Report
- Training Summary Report
- Training Need Assessment Report
- Training Raise Information Report
- Training Initiative Report
- SOP Review Report

Features

HR Management

- Records sickness, holiday, maternity leave, absence and training, in days, hours and minutes, for each employee
- Pro-data holiday entitlement can be calculated and displayed within the employees diary
- Retains personnel records and transactions, including job and salary changes
- Dynamic Employee Leave Policy Setup and Allocation
- Dynamic Employee Bonus Policy Setup and Allocation
- Dynamic Employee Termination Policy Setup and Allocation
- Training Management System (TMS)
- Web based eRecruitment System

Attendance System

- Clocking In System and Time Recording Options
- Allows you to be in control
- Effectively Monitor Employee Overtime
- It Will Save Money & Improve Productivity
- Sets up any number and any types of shift
- Manages and reports on employee absence
- Email notifications
- Integrated with SMS Push-Pull System

Payroll Management

- Dynamic loan policy setup, allocation and adjustment of employees
- Dynamic bonus policy setup, allocation and adjustment of employees
- Dynamically different allowance allocation and adjustment of employees
- Monthly salary allocation of all employees or using departments with a single click
- Dynamically generates pay slip and cash slip of employees
- Dynamically location wise salary and different allowance payment of employees
- Manages all aspects of payroll operations including payroll processing, salary statement, reimbursements, PF, income tax etc.
- Access control policy has been implemented up to data level

@rbiter- Accounting System

@rbiter- Accounting System refers to the practice of tracking a business's income and expenses and using those figures to evaluate its financial status. Decisions are made up by management upon the result of financial reports. The main goal of an automated Accounting System is to get the most efficient and on-time output by employing less effort and to minimize operation cost.

Features

- **Application Security**

  Any authorized user of the Accounting system must log on to the system using his/her ID and password

- **System Log**

  The application stores and traces every Login to the system with user ID

- **Access Control**

  The system needs to protect any unauthorized access. This is why the system will invoke different application menus for different levels of users

- **Yearly Chart of Accounting Maintenance**

  Four levels Chart of Accounts with Account Code is maintained in every Financial Year

- **Batch wise Voucher Entry**

  Five types of voucher can enter whether debit and credit amount is equal or not in a voucher

- **Batch, Voucher Transfer and Change**

  Missed entry can be transferred from one voucher to another voucher or voucher type also between batches

- **Posting and Un-posting of Batch and Voucher**

  Batch posting declares the termination of batch and its related vouchers updating and deleting facilities

- **Automated Closing and Opening Balance Generation**

  It gives the facility to work in Balance Sheet of different years

- **Report Generation to Excel File**

  It gives the facility to generate General Ledger and Trial Balance in excel file

- **Data Access Control**

  Access control policy has been implemented up to

iSpark

Integrated System for Plastic

Molding Industry

iSpark is an integrated application which was developed considering the Plastic Molding Industry in mind. It can co-relate the customer demand with their production and inventory. It does the automatic balancing of the work load on the lines within a work center to minimize idle time, reduce setup time and utilize equipment and operators efficiently without losing sight of your order deadlines.

Features

- Generation of Mold and Cavity requirement as per plant capacity
- Order delivery schedules, Actual Deliveries
- Provides information on recommended machine setting & product specifications
- Automatic entry of Supplier's Details using Bar Code Scanning
- Keep track of Machine productivity, Mold breakdown, processing parameters
- Display of current balances and stock of material and products
- Maintain inventory control including materials sent and received for job work
- Track different types of wastages caused by different processes
- Record transactions in dual unit f measure (kg/pcs)
- Material and Products can be received or given for job work at any stage (from Quarantine Stock, WIP Stock, FG Stock)
- Traceability to track source of rejection, manufacturing batch number and history (date of production, shift, machine and operator) maintained
- Summarized daily production report covering all departments
- Material reconciliation
- User's rights assigned to restrict access to important data
- Bill tracking and accounting

Benefits

- Machine & mold planning, raw material & packaging material requirement planning becomes systematic & easy

- Planning department has access to actual schedule of customer on daily basis

- Machines and mold position is available online

- It has eased the process of machine loading

Reports

- Productivity reports
- Product costing
- Daily stock and rejections
- Mold break down
- Customer outstanding
- Stock valuation analysis report
- Forecasting and planning reports
- State specific VAT reports
- Management review meeting reports

Retail POS

A desktop application named Retail POS is developed for Retail Stores of Square Toiletries Ltd. & Square Consumer Products Ltd. Retail POS is a simple yet extremely effective point of sale management system. It is suitable for any size of departmental stores (single or multiple point users). Retail POS system requires initial setup of Supplier Information, Product Information and Customer Information.

Benefits

- **Auto-completion**

  Transaction numbers are generated automatically

- **Auto-alert**

  User will be notified about customer outstanding (if any)

- **Validation**

  Appropriate error messages are displayed on message bar

- **Dual Printing**

  User can print invoices and generated management report

- **Security Feature**

  Built-in security module enables configurable users' rights assignment

Features

- **Minimum Cost**

  Invoice printing cost minimized with the use of POS printer

- **Easy to Use**

  Tooltip messages are attached to fields for user acknowledgement

- **Minimum Error**

  Entry-Check-Posting mechanism ensures minimal error

- **Maximum Security**

  Security feature controls user DML operations on each form

Reports

- **General Reports**
  - Daily Transaction
  - Daily Sale
  - Daily Collection
  - Stock Receive (Batch wise)
  - Closing Stock
  - Product List
  - Customer List

- **Monitoring Reports**
  - Party Outstanding
  - Monthly Value Sale
  - Yearly Value Sale
  - Monthly Unit Sale
  - Yearly Unit Sale

Sales and Distribution Management System

Sales and Distribution Management System is specifically for the company, which has high volume of sales with wide distribution network. It can be Pharmaceuticals, Consumer or Toiletries Companies.

Features

- **Sales Invoice**

The application has the ability to accept orders from all possible sources such as Mobile Phones, Telephones, Order Sheet and Web Site

- **Sales Collection**

Application is able to collect invoice amount partly or fully and more than one time

- **Sales Return**

It is possible to return an invoice partly or fully

- **Stock requisition**

It analyze old data to determine the requisition quantity

- **Route wise Distribution**

When an invoice generated for that customer system automatically generate a distribution plan for this invoice

- **Redelivery**

In any required condition, application facilities the redelivery of invoices.

- **Integrated Access Control**

Application has an integrated access control system

Benefits

-Increased Sales as sales person can place order at any time (24/7)

-Management is able to take instant decision as data is managed by central server

-No short supply in depot, as Automatic Stock Requisition System makes sure equal distribution of stock

-Partial collection and return will cheer up relationship with customer

-Redelivery Trend and Undelivered Trend analysis will minimize unnecessary return

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Sales forecast system is specifically developed for generating forecast data based on sales trend automatically and suitable for the company which has volume of sales. Sales Forecast is a simple yet extremely effective way to improve sales. Now a day, it is not easy to improve sale. Sale Forecast System is a guide for sales department to make effective decision for production planning.

Benefits

-Easy to use: Tooltip messages are attached to entry fields for user acknowledgement user about the field

-Auto-complete Feature: It enables users to enter minimum possible data

-Report Generation to Excel File: it gives the facility to generate report in excel file for further analysis

-Minimum Error: Entry-Check-Posting mechanism ensures minimal error but maximum security

Features

-Sales Forecast System show you advance sales figure by one click Reports

-Sales forecast System generate excel file as report

Major Clients

-Square Pharmaceuticals Ltd. (Product Marketing Department)

-Square Toiletries Ltd.

-Square Consumer Products Ltd.

Reports

General Reports

- Collection Register
- Stock Summary
- Sale Register
- Stock Movement
- Party ledger
- Stock Transfer
- Stock Unit

Monitoring Reports

- Customer outstanding
- Actual Value Sales
- Unit Sale Achievement
- Value Sale Achievement
- Product Achievement
- Return Statement
- Sales Statement
- Order Monitoring
- Undelivered Trend
- Redelivery Trend

Vehicle Management System

Vehicle Management System: A desktop application named Vehicle Management System (VMS) is developed to manage Daily Fuel Costs, Registration Costs, Insurance Costs, Route Permit Costs, Tax Costs, Fitness Costs and Maintenance Costs of vehicles of square group. VMS is an extremely effective vehicle management system. It is suitable for large organizations only having number of vehicles.

Benefits

- **Easy to use**

  Tooltip messages are attached to fields for user acknowledgement

- **Simplest way of Vehicle Selection**

  User can select a vehicle just typing last 4 digits of registration number

- **Minimum Error**

  Entry-Check-Posting mechanism ensures minimal error

- **Maximum Security**

  Security feature controls user DML operations on each form

Features

- **Auto-completion**

  Transaction numbers are generated automatically

- **Validation**

  Appropriate error messages are displayed on message bar

- **Dynamic Report Feature**

  Dynamic parameter option allows users to generate report as the management requirement

- **Security Feature**

Built-in security module enables configurable users' rights assignment

Reports

Monitoring Reports

- Daily Fuel Consumption Bill
- Daily Registration and Renewal Expense Bill
- Validity of Vehicle Renewal Certificates
- Traffic Case History
- Accident/Lost History

Reports for Accounts

- Comparative cost (monthly/yearly)
- Vehicle wise fuel/maintenance
- Registration and Renewal Costs

General Reports

- Vehicle Information
- Driver Information
- User Information
- Vendor Information
- Manufacturer Information

Maintenance Reports

- Vehicle Service History
- Spare Item Receive (Date/ challan wise)
- Spare Item Issue (date wise)
- Spare Item Stock and Vehicle Service Status

SQ Bill- Billing & Bill Tracking Software

SQ Bill an effective Billing and Bill tracking software reduces the additional overhead of maintaining records of Billing and generating bills. With SQ Bill instantly prepare Bills/Invoice, make collection of bills and know you clients balances, upcoming bills and deposits. SQ Bill will also maintain your miscellaneous savings and checking accounts and will automatically track transactions.

Features	Benefits
• Customer wise Outstanding (Excel File Option) • Accounts Receivable Statement • Customer wise Outstanding Ageing • Bill Increase warning Report • Department wise Customer Outstanding • Customer wise Bill Receive Status • Mushak- 11 Statement • VAT challan Pending Report • Customer wise and Department wise Monthly Sales Value • Auto locking previous step i.e. if you made a collection against an Invoice than will not able to edit any data of corresponding Invoice	• Maximum cash flow with efficient, accurate billing and invoicing • Integrated all business processes (quote>order>bill/invoice) • Automatic invoice creation on the base of predefine factor like One-time, Monthly or Annual • Bill in Advance or arrears, and bill a pro-ration of partial months • Centralized customer records that can be integrated with our other software

Hardware Management System

Hardware Management System (HMS) covers all activities of requisition, procurement finalization, accessories receiving & replacement and also maintains inventories of server/pc with all the accessories like HDD, RAM, Monitor, Keyboard, motherboard, mouse, etc

Features	Benefits
-All probable brands' OC Server, Laptop, Clone PC, Printers, Photocopier, Accessories etc may be listed for purchase -Entry & Approval against requisition for purchase -Receiving information from Supplier. Barcode ~~r~~ option included for faster & easy ~~ation~~ -PC assembling information will track all accessories that assembled	-Monitoring & control total process from requisition to purchase -Maintenance of hardware peripheral and tracking location -Unique code generation facilities

Chapter-3

(Analysis)

SQUARE

Analysis:

My analysis here can be based on so many things. Since, it's a newly developed department SIL should focus on too many things I will describe each criteria product wise:

PharmaSIL:

This software is dedicated for pharmaceuticals industry only. So what SIL should do is that, they need to bring strong marketing force to capture the whole market. As we know that pharmaceutical industry is one of the most wide spread and largest industries of our country. So if SIL wants to put their sign on this industry they need to do it with proper marketing plan focusing on this industry. Though it has already been proceeding some of the plans but they better do it faster.

LeatherSIL:

This software is focused on leather industry audience. We know that tannery industry is facing a very hard time now a days. So what SIL should do is that, they better slow down the marketing operation there. But in the meantime they need to visit some of the tannery houses just to remind them that they exist. Through this way they will be up to dated every time and know when they should enter into that market with full force.

ConSIL:

This software has been developed for chemical and cosmetics goods manufacturing company. They already have many potential customers but what I would like to suggest them is that, they should go out and make some new customers by offering newly developed software or focusing on the field where nobody went before. By this, they will be recognized as a unique software company in the market.

Other software:

There is other software which is mainly running on other companies of SQUARE Group. I would like to suggest that SIL should do some modification on them and publicize them accordingly.

Chapter-4

(Result, Discussion And Conclusion)

SQUARE

Result and Discussion:

I said that too many time before that SIL's marketing department has started very recently. The marketing team is trying hard to come up with some great result and I would say that they are doing their best but there are certain things which I would like to add:

Increase team member:

SIL's focus area is very big. They are developing new software every day. They are still working on some big projects but compared to their operation, their marketing team is way too much small. I believe that by building a stronger and a bit larger marketing team, their growth will increase very rapidly.

Put market representative:

As SIL is doing B2B operation they need to get in touch with the market every time and they can't do it in the office. To do that they need to put market representative in every focus area, otherwise their visibility will be vanished.

Data Availability:

There is not any specific financial data available at Square InformatiX Ltd. It should keep the data record for managing the affairs of the company by assessing its financial performance.

Infrastructure:

The company should focus into its work place infrastructure too. It should improve and modify its structures as per requirements. Lack of improvement of infrastructure represents one of the most significant limitations to the growth and achievement of goals. This is why it should invest more on its infrastructure and maintenance.

Improve Company Website:

Website optimization is a must-have for any business communication. The company website optimization is in a slow process. It should emphasize more into it. A website itself can be used to accomplish many different marketing strategies to help business grow.

Conclusion:

Technology has become a part and parcel in this era. No company can survive that long without the technology. SIL has the power, network and skilled people to provide world class software to our country and I strongly believe that everybody should embrace it in order to keep pace with international market. SIL has a bright future if it can make people believe in them because without the people no business can run longer. It is not possible for humans to provide the accuracy which software can. Every business should come to that software is there to help us, to release the burden from our shoulder, to do the job more accurately and to facilitate every step that we take. Our country is developing so is our local industry and they are moving into modern technology in light of that I think SIL will do very good in the near future.

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