

**Prince Sultan University
College of Business Administration
Department of Accounting**



**Final Report for Internship in Accounting
(ACC 490)**

(Insert Name of the Company)

**By
Student Name & ID**

**Supervised by
Dr Mohammad Nurunnabi CMA, SFHEA, FRSA, FAIA(Acad)**

(Insert Date Submitted)

NATIONAL ACCREDITATION



INTERNATIONAL ACCREDITATION



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I. Acknowledgements

II. Introduction

- A. Company Profile (History of the company, Middle East and Saudi Arabia Operations)
- B. Operations (What company does?)
- C. Companies Performance (Revenue, Some Ratios for the last five years) in Saudi Arabia
- D. Organizational Structure and Human Resources (Male and Female Employees per department with Nationality and Rank)

III. Department you are working on Projects & Activities

- A. Brief Description of the Department, Operations, Employees (e.g. Tax Department of EY)
- B. The day to day operations and organizational environment
- C. Example of Excel Sheet of a company (the complete process)
- D. Questions Related to Excel Sheet
- E. What are the important aspects that attracts you about the profession?
- F. Some challenges during your internship

V. Case Summary

- A. Overall Experience

VI. References

VI. Appendices

****Word limit – 3,000 words excluding references, tables, figures and appendices.**