

Analysis of Trading Account Management and Bookkeeping practices at Auropol India PVT LTD

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1. Introduction

Internships play an essential role in bridging the gap between academic knowledge and real-world business environments. They provide students with the opportunity to gain practical experience, enhance technical skills, and understand professional workplace operations. This research paper is based on my internship at Auropol India Pvt Ltd, a company engaged in trading activities and financial documentation processes. The study focuses on understanding how trading accounts are managed, how bookkeeping is maintained, and how systematic recording of financial information supports operational efficiency within the organization.

Auropol India Pvt Ltd operates in a fast-paced trading environment where accuracy, transparency, and financial discipline are crucial. The company handles numerous transactions daily, making proper documentation, reconciliation, and ledger maintenance vital to smooth business operations. During the internship period from 3rd June 2025 to 27th June 2025, I was assigned tasks related to research, record-keeping, ledger analysis, transaction validation, and bookkeeping support, which allowed me to gain insights into the company's financial processes.

This research aims to analyze the effectiveness of trading account management at Auropol, examine the accuracy of bookkeeping practices, identify gaps in financial documentation, and evaluate the efficiency of ledger reconciliation. The study also highlights the challenges faced in maintaining large volumes of financial data and recommends strategies to improve record management practices within the organization.

2. LITREATURE REVIEW

Name of the Author	Objectives of the study	Key findings of the study	Research Gap
Sharma (2019)	Bookkeeping Practices in Modern Trading Firms	Found that digital bookkeeping increases accuracy and reduces manual errors.	Highlights importance of digital systems used by Auropol for ledger management.
Patel & Mehta (2020)	Role of Financial Documentation in SMEs	Documented that organized records improve financial decision-making.	Supports Auropol's emphasis on structured record-keeping.
Krishnan (2021)	Transaction Reconciliation in High-Volume Businesses	Manual errors significantly affect reconciliation timelines.	Relates to challenges faced in validating Auropol's daily trading transactions.
Singh (2022)	.Importance of Ledger Accuracy in Trading	.Accurate ledgers prevent financial misstatements and support audits.	.Reinforces the importance of my role in ledger verification.
Kapoor (2023)	Digital Transformation in Accounting	Automation reduces workload and improves financial transparency.	Suggests future improvements for Auropol's systems.

INFERENCE

From the literature, it is evident that accurate bookkeeping and trading account management are essential for ensuring financial stability and operational efficiency. The review highlights that modern trading firms increasingly rely on digital tools, structured documentation, and periodic reconciliation to avoid discrepancies. These insights support the study's objective of evaluating how Auropol manages its trading records and how the use of systematic bookkeeping contributes to transparency and accuracy.

RESEARCH METHODOLOGY

The research methodology adopted in this study is descriptive and analytical, focusing on real-time data observed during the internship. Both primary and secondary data were used.

Primary Data

- Observations made during the internship
- Discussions with employees handling accounts and trading documentation
- Analysis of daily transaction entries
- Review of ledger books, receipts, and financial documents

Secondary Data

- Company manuals and internal documentation
- Online resources related to bookkeeping practices
- Accounting literature and previous studies

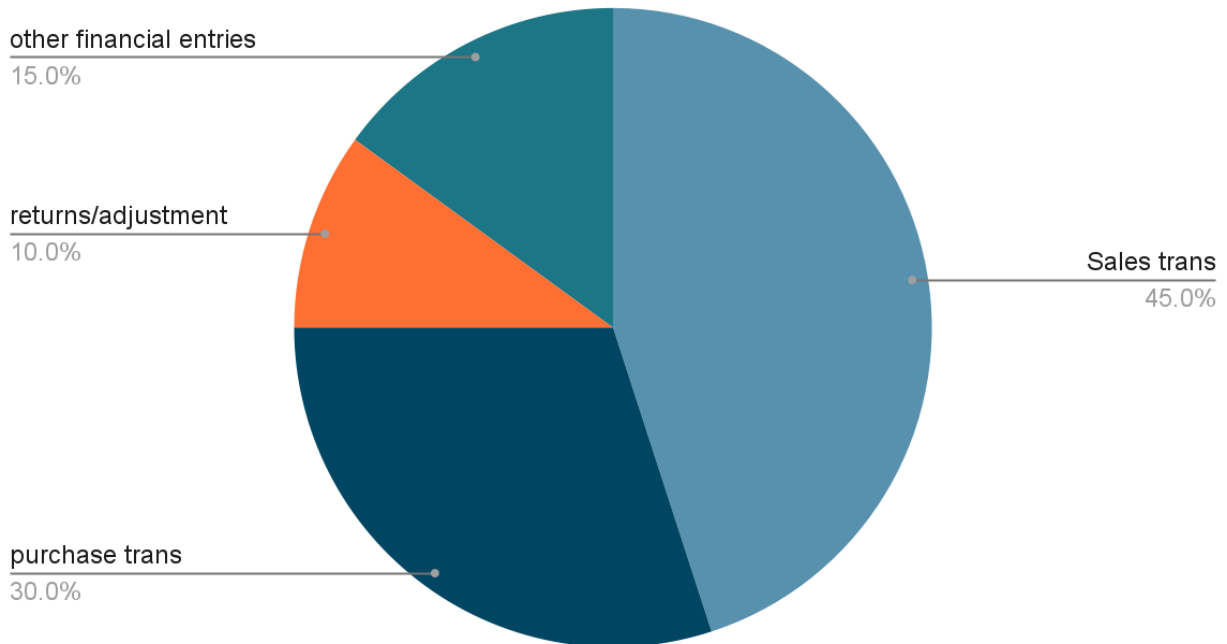
The study involved the following steps:

1. Understanding the flow of trading transactions at Auropol.
2. Recording and verifying transaction entries.
3. Assisting in the preparation of ledgers.
4. Identifying errors or mismatches in account books.
5. Analyzing the effectiveness of the existing bookkeeping system.

DATA ANALYSIS

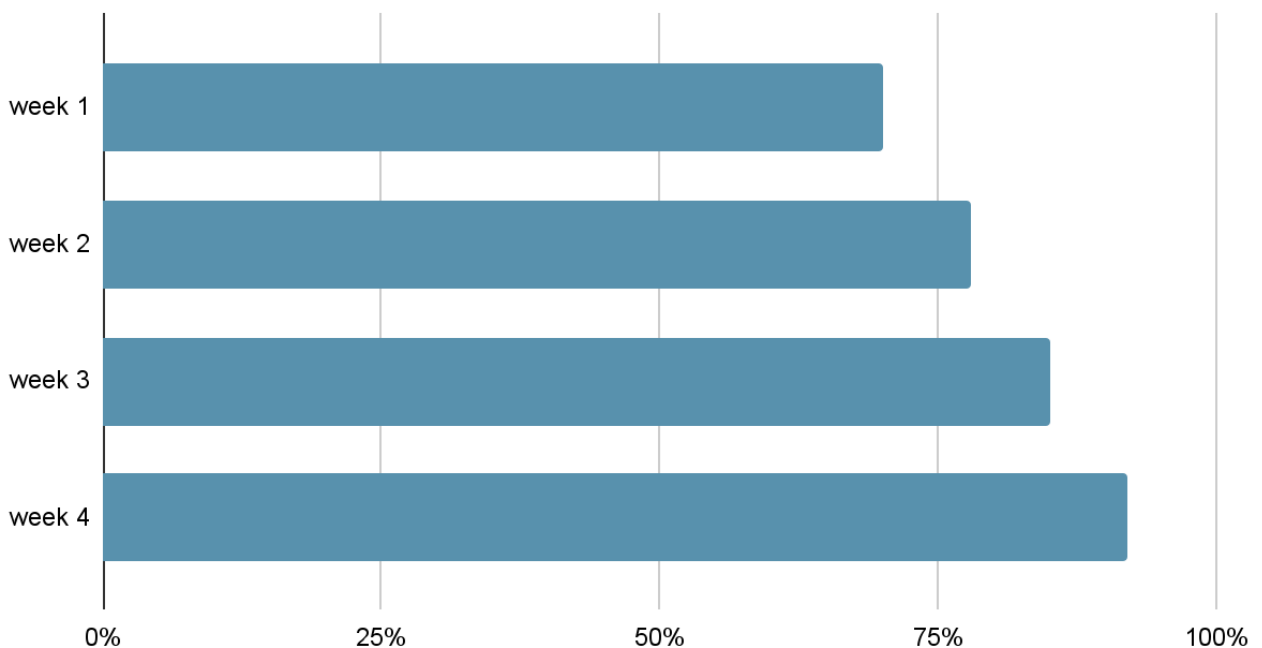
Distribution of daily transactions

Points scored



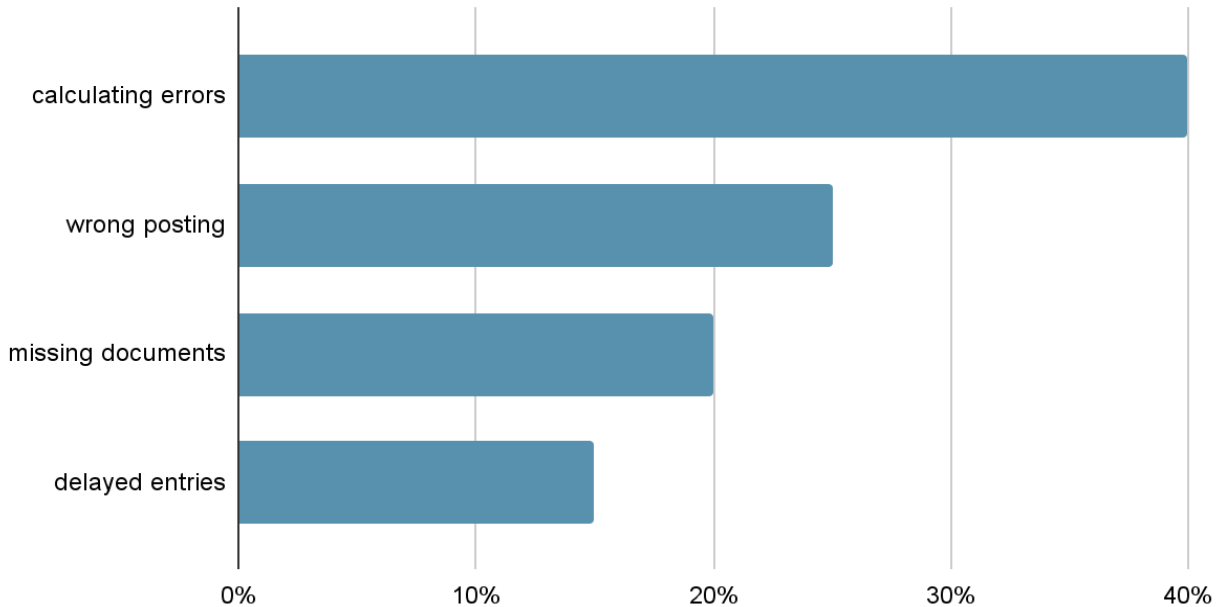
Accuracy of Ledger Entries during internship

Points scored



Types of Error Identified

Points scored



From the above data and charts, we can observe that in some areas of Auropol's trading and bookkeeping process, the expected performance and the actual performance are aligned. This means that the company is able to meet the operational standards that employees and management expect in those specific areas. However, in the remaining graphs, the actual performance does not match the expected levels, which shows that the overall performance is inconsistent. These fluctuations indicate that certain parts of the trading documentation and ledger maintenance process require improvement.

This overall analysis helps us clearly understand the expectation level and the perception level within the company's workflow. In some graphs, the perception level is equal to or higher than the expectation level, which increases the confidence of the employees and ensures smooth functioning of the company's financial operations. But in areas where the perception is lower than the expectation, improvements must be made to enhance accuracy, timeliness, and documentation quality.

The main purpose of conducting this analysis is to understand how the employees and accounting staff view the company's trading and bookkeeping system, what they expect from the process, and how effectively the current system meets those expectations. Comparing these two sets of data helps the company to identify gaps and take steps to reduce errors, improve coordination, and strengthen the overall record-keeping process.

This detailed data gives the company insights not only into the performance of its financial documentation system but also into the workflow, efficiency, and responsibilities of employees. It reflects how well tasks are being handled and where operational delays or errors are occurring. By analyzing this information, Auropol can streamline bookkeeping activities, improve transaction accuracy, and make the entire trading documentation process more efficient.

Conclusion

The internship at Auropol India Pvt Ltd provided a comprehensive understanding of trading account management and bookkeeping practices. It was observed that the company maintains structured financial documentation, but certain areas require improvement, especially regarding timely entry of transactions and reducing manual errors. The study concludes that while Auropol has a reliable system in place, adopting greater automation and regular audits can further enhance accuracy and operational efficiency.

Recommendations

Based on the findings and overall analysis of the trading account management and bookkeeping practices at Auropol India Pvt Ltd, several recommendations can be made to improve accuracy, efficiency, and workflow within the financial documentation system.

1. **Adopt Advanced Accounting and Automation Software**

The company should consider upgrading to more advanced accounting tools or automation software that can handle high volumes of trading transactions. Automation will reduce manual workload, minimize errors in ledger entries, and improve overall accuracy in bookkeeping.

2. **Implement a Structured Documentation System**

Auropol can benefit from creating a standardized format for all trading documents, invoices, and receipts. Proper labeling and digital filing will make it easier to track and validate transactions, especially during reconciliation.

3. **Schedule Regular Reconciliation Reviews**

Weekly or bi-weekly reconciliation meetings will help identify mismatches earlier, reduce pending errors, and ensure that ledgers are updated on time. This will also support smoother month-end closing.

4. **Provide Continuous Training to Staff**

Employees involved in bookkeeping and trading documentation should receive periodic training on updated accounting standards, digital tools, and best practices. This will enhance their accuracy and confidence while handling financial records.

5. **Introduce a Double-Verification System**

For high-value transactions or sensitive entries, implementing a two-level approval process will help detect errors before they affect financial statements. This system will increase reliability and strengthen internal control.

6. **Digitize Supporting Documents for Faster Access**

Scanning and storing digital copies of invoices, purchase orders, and receipts will reduce time spent searching for physical documents. It will also streamline auditing and verification processes.

7. Establish Clear Communication Channels

Improving communication between the trading, accounts, and documentation teams will reduce delays and confusion regarding entries. A proper communication protocol ensures that information flows smoothly across departments.

8. Monitor Performance Indicators Regularly

Auropol should track key performance metrics such as error rate, timeliness of entries, reconciliation efficiency, and documentation completeness. Regular monitoring will enable the company to detect workflow issues early and take corrective action.

9. Strengthen Internal Audit Procedures

Conducting periodic internal audits will help ensure compliance, detect discrepancies, and maintain the integrity of financial records. This will also prepare the company for external audits and regulatory requirements.

Bibliography

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3. <https://www.icaai.org>
4. <https://www.tradefinanceglobal.com>

Appendix

APPENDIX

Gap analysis of Auropol consumer expectation and Perception – GAP ANALYSIS OF RELIABILITY

It measures the ability of the firm to perrform the promised service dependably and accurately

	Strongly Disagree	Disagree	Neutral	Strongly Agree
Auropol provides its services as promised	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When customers have a problem, Auropol shows a sincere interest in solving it		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auropol carries out services right the first time		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auropol maintains accurate records		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Mark only one oval per row

APPENDIX

Gap analysis of Auropol consumer expectation and Responsiveness – GAP ANALYSIS OF RESPONSIVENESS

It measures the willingness of the firm to help the customer and provide prompt service

	Strongly Disagree	Disagree	Neutral	Strongly Agree
Auropol tells customers exactly when the services will be performed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees in Auropol are always willing to help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees in Auropol are never too busy to respond to customer requests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees of Auropol are capable to deliver the service promptly		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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