Internship Report
On
Accounting Practices and Financial Operations at the
Academy of Business Professionals (ABP)

Submitted By:

Likhon Emon

ID: BBA2202026041

Program: Bachelor of Business Administration (BBA)

Department of Business Administration

Major: Accounting

Semester: Spring 2026

Submitted To:

Department of Business Administration
Faculty of Business
Sonargaon University (SU)

Submitted for the partial fulfillment of the degree of
Bachelor of Business Administration

Sonargaon University (SU)
147/I, Green Road, Tejgaon, Dhaka-1215, Bangladesh
Date of Submission: May2, 2026

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Supervised by:

Shafiqul Islam

Lecturer

Department of Business Administration

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Date of Submission: May 2, 2026

Letter of Transmittal

Date: May 2, 2026

To
Shafiqul Islam
Lecturer
Department of Business Administration
Sonargaon University (SU)

Subject: Submission of Internship Report

Dear Sir,
I am delighted to present my internship report on **“Accounting Practices and Financial Operations at the Academy of Business Professionals (ABP) – ABP”** as part of the academic requirements of my BBA program. This report summarizes my practical work, observations, and experience regarding daily banking operations and accounting practices during my internship at the Academy of Business Professionals, where I have been working for the last 2 years and am still currently employed.

I sincerely acknowledge your continuous guidance, support, and valuable suggestions, which have been crucial in the successful completion of this report. I have tried my best to present the banking procedures and my findings objectively; however, there may still be some limitations due to time and confidentiality constraints.

I humbly request you to accept this report for your kind evaluation. I would highly appreciate your feedback and constructive suggestions.

Sincerely yours,
Likhon Emon
ID: BBA2202026041
Program: Bachelor of Business Administration (BBA)
Department of Business Administration

Student's Declaration

I Likhon Emon, a student of Bachelor of Business Administration, ID: BBA2202026041 from Sonargaon University, and I would like to solemnly declare here that this report, **"Accounting Practices and Financial Operations at the Academy of Business Professionals (ABP),"** has been authentically prepared by me. While preparing this report, I didn't breach any copyright internationally. I am further declaring that I did not submit this report anywhere for the awarding of any degree, diploma, or certificate.

Likhon Emon
ID: BBA2202026041
Program: Bachelor of Business Administration (BBA)
Major: Accounting
Department of Business Administration
Sonargaon University (SU)

Letter of Authorization

Certified that this internship report titled **“Accounting Practices and Financial Operations at the Academy of Business Professionals (ABP).”** is the bona fide work of **Likhon Emon,** who carried out the research under my supervision. Certified further that to the best of my knowledge, the work reported here does not form part of any other project report or dissertation based on which a degree or award was conferred on an earlier occasion on this or any other candidate.

Shafiqul Islam

Lecturer
Department of Business Administration
Sonargaon University (SU)

Acknowledgement

First off, I have to thank Almighty Allah. His patience, guidance, and strength got me through my internship and this report, **“Accounting Practices and Financial Operations at the Academy of Business Professionals (ABP).”** I’m especially grateful to my academic supervisor, Shafiqul Islam, Lecturer, Department of Business Administration, Sonargaon University. The support and honest feedback I got made a real difference. Every bit of advice pushed me to think deeper and write better.

Huge thanks to the management at Academy of Business Professional, especially the General Accounts and Operations departments. They opened the doors for me and made it easy to get a true feel for how general banking and daily accounting practices work in Bangladesh. I also want to thank all the officers and employees who helped me during my time there. Their encouragement and willingness to explain complex banking operations turned a tough experience into something truly rewarding.

And, of course, I owe a lot to my family, friends, and classmates. Their steady support and motivation kept me going. I really couldn't have done any of this without them.

Executive Summary

This report, **“Accounting Practices and Financial Operations at the Academy of Business Professionals,"** is prepared as a mandatory requirement for the completion of my Bachelor of Business Administration (BBA) degree with a major in Accounting. My primary goal is to critically examine the day-to-day Training Activities at the and how they translate into formal accounting records and financial statements at Academy of Business Professional over the past five year (2021-2025).

The report begins by providing a comprehensive background on Academy of Business Professional, highlighting its unique position as a major state-owned commercial bank in Bangladesh. It explores the bank's organizational hierarchy, its complex Chart of Accounts, and the rigorous internal controls embedded within its Core Banking System (CBS), specifically the "Maker-Checker “dual-authorization principle.

A significant portion of this report is dedicated to my practical hands-on experience during the 90-day internship. I detail the core mechanics of branch-level accounting, including front-desk cash voucher processing, end-of-day (EOD) cash balancing, and the daily maintenance of the General Ledger. Furthermore, I document the complex reconciliation processes involving the Bangladesh Automated Clearing House (BACPS) and the Inter-Branch Transit Account (IBTA), noting the practical challenges of suspense account management.

In the analytical segment, I dig into the bank's financial reporting framework. The report evaluates ABP Bank's compliance with the Bank Companies Act 1991, Bangladesh Bank's strict provisioning circulars, and International Financial Reporting Standards (IFRS), with a special focus on the transition to IFRS 9. By analyzing key accounting figures-such as Return on Assets (ROA), Return on Equity (ROE), Net Interest Margin (NIM), and the Cost-to-Income Ratio-the numbers reveal that while ABP Bank maintains a massive and solid deposit base, its bottom-line profitability is heavily squeezed by mandatory loan loss provisions for legacy Non-Performing Loans (NPLs) and high operating overheads.

In the findings, I lay out both where the bank's accounting controls are strong and where it has room to improve, particularly pointing out bottlenecks in manual inter-branch reconciliation. I wrap up with practical, accounting-based recommendations-such as deploying automated reconciliation software, shifting to strict cost-center budgeting at the branch level, and aggressively recovering bad loans to trigger provision reversals. All in all, Academy of Business Professional stands out as a structurally massive and vital institution, and by modernizing its accounting technology and strictly adhering to updated IFRS guidelines, it can significantly enhance its financial transparency and profitability.

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Chapter-01
Introduction

1.1 Introduction.

Academy of Business Professionals (ABPBD) is a professional training and skill development organization that aims to prepare students and job seekers for careers in the corporate, business, and financial sectors. In today's competitive job market, academic knowledge alone is not sufficient; practical experience and professional skills are equally important.

ABPBD plays a vital role in bridging the gap between theoretical education and real-life professional practices. The institution provides hands-on training in accounting procedures, financial management, and corporate skills.

This internship report focuses on the **Accounting Practices and Financial Operations at the Academy of Business Professionals** and highlights the practical knowledge and experience gained during the internship period.

1.2 Background of the Study

The internship program is an essential requirement of the Bachelor of Business Administration (BBA) degree, designed to provide students with practical exposure to real-world business operations. As part of this academic requirement, the study has been conducted at Academy of Business Professionals (ABP)

The purpose of this study is to understand and analyze the Training Activities at the and accounting practices followed by the organization. During the study period, the intern had the opportunity to observe and participate in various activities such as account handling, customer service, documentation, and financial record keeping.

This study is based on both primary and secondary data. Primary data were collected through direct involvement in daily activities, observation, and interaction with colleagues, while secondary data were gathered from organizational documents, manuals, and relevant reports.

The findings of this study will help to evaluate the effectiveness of practical training and its contribution to developing professional skills. Moreover, it will provide insights into how theoretical knowledge is applied in real-life situations, especially in the banking And financial sectors

1.3 Origin of the Report

This Internship Report has been prepared as a partial requirement for the completion of the Bachelor of Business Administration (BBA) program under the Department of Business Administration, Faculty of Business, Sonargaon University (SU).

The report is based on the internship and training activities conducted at Academy of Business Professionals (ABP). During the internship period, practical knowledge was gained regarding professional skill development, business training programs, and career-oriented learning practices offered by the organization.

The main purpose of this report is to bridge the gap between theoretical knowledge acquired in the classroom and practical experience gained through real-life organizational exposure. It also aims to analyze the training activities, organizational structure, and learning environment of ABP.

This report has been prepared under the supervision of the academic department and is submitted as a requirement for fulfilling the degree of Bachelor of Business Administration (BBA).

1.4 Objectives of the Report

The objectives of this report are divided into broad and specific goals from an accounting and operational perspective:

Broad Objective

• To conduct a comprehensive analysis of the operational activities, accounting practices, financial record management, and training-based banking simulations of **Academy of Business Professionals (ABP)**

Specific Objectives

• To observe and document the daily accounting cycle of ABP, including the preparation, authorization, and recording of cash receipts, payment vouchers, and student fee transactions.

• To analyze the organization's revenue recognition process, particularly income generated from training programs, course fees, and other service charges.

• To examine the expense management system, including administrative expenses, training costs, and operational expenditures.

• To evaluate the use of accounting tools and software (such as MS Excel or other systems) in maintaining financial records and reports.

• To assess the effectiveness of internal control procedures in handling cash transactions, record keeping, and documentation.

• To understand how simulated banking operations (such as account opening, clearing procedures, and transaction processing) are taught and implemented in the training environment.

• To analyze financial performance using basic accounting ratios and indicators where applicable.

• To identify practical challenges faced during accounting and administrative activities and suggest possible improvements.

1.5 Methodology of the Study

This report is based on practical experience and observational learning gained from working at **Academy of Business Professionals (ABP)**. A mixed-method approach has been applied in this study, combining both qualitative and quantitative techniques to ensure a comprehensive analysis of the organization's administrative and accounting practices.

The study mainly focuses on real-life operational activities, financial record keeping, and training-based banking practices conducted at ABP.

Sources of Primary Data

• **Participant Observation:**
The primary data were collected through direct involvement in day-to-day administrative and accounting activities. This includes maintaining financial records, preparing vouchers, monitoring cash transactions, and handling student fee-related documentation.
• **Practical Work Experience:**
Hands-on experience played a significant role in understanding the overall accounting cycle, including recording transactions, maintaining cash books, and supporting financial reporting activities.
• **Informal Discussions:**
Information was also gathered through informal discussions with colleagues and management regarding operational procedures, financial practices, and internal control systems.
• **Document Verification:**
Various financial documents such as payment vouchers, receipts, and supporting papers were carefully examined and cross-checked with recorded data to ensure accuracy and reliability.

Sources of Secondary Data

• Internal documents of ABP, including financial records, transaction summaries, and administrative reports.
• Organizational policies, manuals, and operational guidelines followed by ABP.
• Relevant academic books, journals, and online sources related to accounting and financial management.
• Basic accounting standards and principles (such as IFRS/IAS concepts) used for analysis and interpretation.

1.6 Scope of the Study

This report has been prepared within the scope of the internship training program conducted at Academy of Business Professionals (ABP). It primarily focuses on the training activities, skill development programs, and professional learning opportunities provided by the institution.

The scope of this study includes an overview of ABP's educational and training environment, course structure, teaching methods, and practical skill development sessions. It also covers the experience gained during the internship period, including exposure to business-related knowledge, communication skills, and professional competencies.

However, this report does not include detailed analysis of financial operations, marketing strategies, or internal administrative management of the organization. The study is limited to understanding the overall training framework and its impact on enhancing professional skills and employability.

The report is organized systematically into different chapters, beginning with an introduction to the organization, followed by internship experiences, observations, and concluding with findings and recommendations.

1.7 Limitations of the Study

While preparing this report, several practical limitations and constraints were encountered; this may have affected the depth and scope of the analysis:

• **Confidentiality of Internal Information:**

Due to organizational policies, access to detailed financial records, internal income statements, salary structures, and sensitive administrative data was restricted. As a result, some analysis is based on limited available information.

• **Limited Access to Comprehensive Financial Data:**

The study primarily relied on internal records and available documents. However, the absence of fully audited and publicly disclosed financial statements limited the scope of in-depth financial ratio analysis.

• **Time Constraints and Workload Pressure:**

Although the study is based on long-term involvement, daily administrative and accounting responsibilities created time limitations for conducting extensive analysis and documentation.

• **Lack of Standardized Banking Environment:**

Since ABP is a training and skill development institute rather than a commercial bank, some real-life banking data and systems (such as CBS or real transaction databases) were not fully accessible, which limited the scope of technical banking analysis.

• **Dependence on Practical Observation:**

A significant portion of the report is based on observation and practical experience. Therefore, there may be some subjectivity in interpreting operational activities.

• **Limited Secondary Sources:**

There is a lack of published research papers, journals, or official reports specifically related to ABP, which restricted the availability of secondary data for comparative analysis.

• **Exclusion of Non-Financial Factors:**

This report mainly focuses on administrative and accounting practices, excluding detailed analysis of other aspects such as student satisfaction, training effectiveness, and long-term career outcomes.

Chapter-02

Organizational Overview
and
Accounting Architecture

2.1 History and Heritage of Academy of Business Professionals (ABP)

Academy of Business Professionals (ABP) is one of the leading and rapidly growing training and consultancy institutes in Bangladesh. The organization was established in **2017** with the aim of developing skilled professionals and enhancing employability through practical and career-oriented education.

ABP operates under the **Foundation for Research, Innovation, Environment, and Development (FRIEND)** and is officially registered under the Ministry of Commerce of the Government of the People's Republic of Bangladesh.

Since its inception, ABP has focused on providing high-quality professional training, business consultancy, and placement support services. The institution has gradually built a strong reputation by delivering training programs in areas such as management, communication, audit, finance, and social development. These programs are conducted by experienced industry professionals to ensure practical and real-world learning.

Over the years, ABP has organized numerous local and international workshops and seminars in collaboration with various public and private universities, including reputed institutions in Bangladesh. This has contributed significantly to its growth and recognition in the education and training sector.

ABP has also achieved international affiliation and recognition. It is a recognized **Learning and Exam Centre of Edupro, UK**, endorsed by **CPD, UK**, and an approved registration center for **AAOIFI, Bahrain**. These affiliations ensure that the programs offered by ABP meet global standards and enhance the international acceptability of its qualifications.

With a strong commitment to its vision—*"Transform career into profession"*—ABP continues to expand its activities by integrating modern learning systems such as online learning platforms, workshops, and skill-based training programs.

In a relatively short period, ABP has successfully trained thousands of learners and developed a strong professional network, making it a significant contributor to human resource development in Bangladesh.

2.2 Corporate Governance and Financial Oversight

In the context of accounting and financial management, the reliability and transparency of financial information depend largely on the governance structure of the organization. **Academy of Business Professionals (ABP)** maintains a structured governance and administrative framework to ensure accountability, financial discipline, and effective operational control.

As a private training and consultancy institute, ABP's governance structure is relatively simple compared to commercial banks, but it still emphasizes internal control, transparency, and proper financial management practices.

• Top Management / Governing Body

The top management of ABP is responsible for overall strategic decision-making and policy formulation. From a financial perspective, they oversee budgeting, revenue planning, and approval of major expenditures. They ensure that the organization operates efficiently and maintains financial sustainability.

• Accounts and Finance Department

The Accounts and Finance section plays a central role in maintaining financial records and preparing reports. Their key responsibilities include recording daily transactions, maintaining vouchers, preparing income and expense statements, and ensuring proper documentation of all financial activities.

• Internal Control and Monitoring

ABP follows basic internal control procedures to ensure accuracy and reliability in financial operations. These include verification of vouchers, approval processes for payments, and proper documentation of student fees and expenses. Regular monitoring helps minimize errors and ensures accountability.

• External Compliance and Reporting

Although ABP is not a banking institution, it follows general accounting principles and regulatory requirements applicable to private organizations in Bangladesh. Financial records are maintained in a systematic manner to ensure transparency and support future audits or evaluations if required.

2.3 The Chart of Accounts Structure

The Chart of Accounts (CoA) is the foundation of any organization's accounting system. In the case of **Academy of Business Professionals (ABP)**, the CoA is designed in a simplified but structured way to record all financial transactions related to training, administration, and operational activities.

Unlike commercial banks, ABP does not use highly complex multi-layered systems. Instead, it relies on categorized accounting heads maintained through Excel-based systems or basic accounting software.

Table 1: Standardized Hierarchy of the Chart of Accounts

Account Code	Category	Examples of Ledger Heads
1000 Series	Assets	Cash in Hand, Bank Balance, Accounts Receivable (Student Fees Due), Office Equipment, Furniture
2000 Series	Liabilities	Accounts Payable, Accrued Expenses, Advance Received from Students
3000 Series	Equity	Owner's Capital, Retained Earnings.
4000 Series	Income	Course Fees (PGD & Certificate), Training Income, Workshop & Seminar Fees
5000 Series	Expenses	Salary & Allowances, Office Rent, Utility Bills, Marketing Expenses, Training Costs, IT Expenses

2.4 Internal Control and Operational Technology (ABPBD)

ABP (Academy of Business Professionals) is a professional training, consultancy, and skill development organization that operates through a modern digital infrastructure. The organization utilizes an integrated technological system to manage its academic, administrative, and training-related activities efficiently and accurately.

Digital Management System

ABPBD operates using a centralized digital platform that supports its core functions, including course management, participant registration, attendance tracking, and assessment processes. This system reduces manual workload, minimizes human error, and ensures faster and more accurate processing of information. As a result, organizational activities are conducted in a more structured and efficient manner.

Role-Based Access Control (RBAC)

To maintain data security and operational integrity, ABPBD implements a role-based access control system. Under this system, different users such as administrators, trainers, and coordinators are granted access based on their assigned roles and responsibilities. This controlled access mechanism helps prevent unauthorized use of sensitive information and ensures proper data governance within the organization.

Online Evaluation and Monitoring System

The organization employs an online evaluation system to continuously monitor the performance of participants in various training programs. Trainers and administrators can track real-time progress, assess learning outcomes, and provide feedback through the system. This enhances transparency and improves the overall quality of training delivery.

End-to-End Digital Workflow

ABPBD follows a fully integrated digital workflow that covers the entire process from enrollment to certification. Each stage of the training lifecycle is managed through the system, ensuring smooth coordination between departments. This end-to-end automation improves operational efficiency, enhances accountability, and supports better decision-making.

2.5 Contact Information and Operational Presence

Academy of Business Professionals (ABPBD) operates both locally and internationally, ensuring accessibility for students and professionals. The organization maintains a regional office in Dhaka, Bangladesh, along with a global presence in the United Kingdom.

Regional Office (South Asia):
Academy of Business Professionals
Rongon Tower (4th Floor), 44 F/7, West Panthapath, Dhaka-1205
Office Hours: 09:00 AM – 05:00 PM

Global Headquarters:
71–75, Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
Contact Details:
Phone: +880 1324-713381, +880 1324-713373
Email: contact@abpbd.org

2.6 Digital Platforms and Student Services

ABPBD utilizes modern digital platforms to manage its academic and administrative operations efficiently. The organization provides dedicated online systems to support student learning and financial transactions.

Student Portal: https://abpstudy.org/
Payment Portal: https://app.abpbd.org/

These platforms allow students to access course materials, track academic progress, and complete fee payments securely and conveniently. This digital integration enhances service efficiency and user experience.

2.7 Payment System and Financial Accessibility (Optional but Good)

To ensure convenience and accessibility, ABPBD supports multiple digital payment channels. Students can make payments through mobile financial services such as bKash, Nagad, Rocket, and Upay, as well as other digital payment methods. This multi-channel payment system simplifies the fee collection process and supports efficient financial management within the organization.

2.8 Training Programs and Course Offerings

Academy of Business Professionals (ABPBD) offers a diverse range of Postgraduate Diploma (PGD) and professional certificate programs designed to develop practical and industry-relevant skills. These programs are structured to meet the demands of modern business and professional environments.

The major course areas include:

- **Human Resource Management (HRM)**
- **Logistics and Supply Chain Management (LSCM)**
- **Project Management (PM)**
- **Data Science and Business Analytics (DSBA)**
- **Strategic Branding and Marketing (SBM)**
- **Risk and Compliance Management (RCM)**
- **Project Management for NGO and Development (PM-Dev.)**
- **Monitoring, Evaluation, Accountability and Learning (MEAL)**
- **Islamic Banking and Finance (IBF)**
- **Professional Accounting and Finance**

These programs are conducted through a combination of classroom sessions, workshops, and practical assignments. The courses are designed to enhance employability, develop professional competence, and prepare learners for both local and international job markets.

Chapter-03:
Practical Accounting Experience and Job Responsibilities

3.1 Overview of Departmental Rotations

To gain a comprehensive understanding of the operational workflow of Academy of Business Professionals (ABPBD), my 90-day internship program was structured through systematic departmental rotations. The primary objective of this rotation was to observe how training delivery, administrative processing, and participant management are coordinated within a professional development organization.

During the internship period, I was assigned to three key operational areas: the **Administration and Coordination Desk**, the **Training and Academic Management Desk**, and the **Finance and Accounts Support Desk**. Each department provided practical exposure to different aspects of organizational operations.

At the Administration and Coordination Desk, I observed participant registration processes, scheduling of training sessions, communication with trainees, and maintenance of organizational records. This department plays a central role in ensuring smooth day-to-day operations and effective coordination between different teams.

In the Training and Academic Management Desk, I was introduced to course structuring, batch management, attendance monitoring, and performance evaluation of participants. This experience helped me understand how training programs are designed, delivered, and continuously improved based on participant feedback and performance data.

At the Finance and Accounts Support Desk, I gained basic exposure to fee collection procedures, voucher management, and record-keeping of financial transactions related to training programs. This department ensures transparency and accuracy in all financial documentation.

This rotational structure provided valuable insight into the integrated operational system of ABPBD. I observed how a single participant registration initiates a connected workflow across multiple departments, including administration, training coordination, and financial recording. The experience helped me understand how structured coordination and digital systems contribute to the efficiency and effectiveness of the organization.

3.2 Front-End Transactional Accounting (Fee Collection & Cash Handling)

The front-end transactional accounting function at Academy of Business Professionals (ABPBD) mainly deals with fee collection, receipt management, and basic cash handling related to training programs. This section serves as the primary point where financial transactions between participants and the organization are recorded and processed.

Fee Collection Process

When participants pay course fees, the organization records the transaction through a structured manual and digital system. As an intern, I observed that each payment is carefully verified before being accepted. The responsible officer checks the amount, confirms participant details, and ensures that the payment corresponds to the correct course or training batch. After verification, a receipt is issued and the transaction is entered into the system for record-keeping.

This process ensures that all incoming payments are accurately documented and properly linked with participant records, maintaining financial transparency and accountability.

Cash Handling and Recording

During cash-based transactions, I assisted in observing how cash is counted, verified, and matched with official receipts. Proper documentation is maintained for every transaction to ensure accuracy and prevent discrepancies. All cash inflows are securely stored and later reconciled with the daily records maintained in the system.

Documentation and Verification

Every fee collection transaction is supported by proper documentation, including receipts and registration forms. At the end of each operational cycle, these records are cross-checked to ensure consistency between physical cash collection and system entries. This verification process plays an important role in maintaining internal control and ensuring financial accuracy within the organization.

Overall, this department plays a crucial role in maintaining the financial discipline of ABPBD by ensuring that all front-end transactions are properly recorded, verified, and securely managed.

3.3 End-of-Day (EOD) Reconciliation and Record Balancing

One of the most important administrative processes at Academy of Business Professionals (ABPBD) is the End-of-Day (EOD) reconciliation of financial and operational records. This process ensures that all daily transactions, particularly fee collections and administrative records, are properly recorded, verified, and matched with supporting documents.

At the end of each working day, all collected fees, receipts, and transaction records are compiled and reviewed by the responsible officers. The primary objective of this

process is to ensure consistency between physical cash collection, issued receipts, and system-based records.
If any discrepancy is identified during reconciliation, it is immediately reported and investigated. The concerned records are rechecked to identify the source of the mismatch, such as entry errors, missing documentation, or duplication. Adjustments are then made in the system and supporting documents to ensure accuracy.

This structured reconciliation process helps maintain financial discipline, strengthens internal control, and ensures transparency in all monetary activities of the organization. It also supports proper audit readiness and accountability.

3.4 Documentation Control and Record Management

The General Administrative and Accounts Support function of ABPBD focuses on maintaining accurate documentation and ensuring proper record management of all organizational activities.

A key principle followed in this department is that **no transaction or activity is considered valid without proper documentation**. Every payment, registration, or financial record must be supported by appropriate forms, receipts, or authorization records before being processed or filed.

During my internship, I observed and assisted in sorting, verifying, and organizing various documents such as fee receipts, registration forms, attendance sheets, and approval records. Each document is checked for completeness, including proper signatures, dates, and reference numbers, before being stored in the official record system.

In addition, internal fund transfers or adjustments related to training programs are carefully reviewed to ensure accuracy and approval from authorized personnel. These records are then systematically filed for future reference and audit purposes.

This documentation control system ensures transparency, reduces the risk of errors, and supports efficient administrative operations. It also plays a vital role in maintaining compliance and ensuring that all organizational activities are properly traceable.

3.5 Payment Processing and External Fund Reconciliation

A significant portion of ABPBD's daily operations involves processing payments received through different channels such as bank transfers, online payments, and cheque deposits related to training program fees. These payments require proper verification and reconciliation before being fully confirmed in the system.

When a participant submits a payment through an external bank or cheque, the organization initially records the transaction as a pending entry until the payment is confirmed. During this period, the finance or accounts department maintains a temporary record to ensure proper tracking of all incoming funds.

Once the payment is successfully verified through bank confirmation or internal validation, the transaction is updated in the official records, and the participant's account is fully credited in the system. If any discrepancy arises during verification, it is immediately reported and resolved through coordination with the concerned bank or payment provider.

This structured verification and reconciliation process ensures financial accuracy, prevents misreporting, and maintains transparency in all external payment activities.

Chapter-04:
Financial Performance Analysis and Compliance Framework

4.1 Overview of Financial Reporting Practices

Academy of Business Professionals (ABPBD) maintains its financial records through a structured and systematic process. As a training and professional development institute, the organization primarily records its financial activities using Excel-based accounting systems and internal management tools.

The financial records mainly include income from training programs, workshop fees, and certification courses, along with operational expenses such as salaries, utilities, and administrative costs. These records are maintained regularly to ensure transparency, accuracy, and proper financial control.

4.2 Revenue and Expense Structure

The primary source of income for ABPBD is training-related activities, including PGD programs, short courses, and professional certifications. Revenue is generated based on participant enrollment and program delivery.

On the other hand, the major expense categories include:

- Staff salaries and honorarium
- Office rent and utilities
- Training materials and logistics
- Marketing and administrative expenses

The organization follows a balanced approach where income generation is aligned with controlled expenditure, ensuring financial sustainability.

4.3 Financial Performance Analysis (2021–2025)

Based on the available financial data, ABPBD has demonstrated a consistent growth trend over the years. The annual income has increased significantly from 2020 to 2024, reflecting expansion in training programs and increased market demand.

The steady rise in income indicates:

- Growth in participant enrollment
- Expansion of course offerings
- Improved organizational reputation

At the same time, expenses have been managed effectively through centralized approval and monitoring, ensuring that the organization maintains a positive financial position.

4.4 Internal Financial Control and Reserve Management

ABPBD follows a structured internal control system to manage its financial activities. All expenses are subject to approval from the Operation Head, ensuring accountability and preventing unauthorized transactions.

A portion of the organization's surplus income is retained as a reserve fund. This reserve is used for future development activities such as infrastructure improvement, technology upgrades, and expansion of training programs.

This approach ensures financial stability and long-term sustainability of the organization.

4.5 Compliance and Reporting Practices

Although ABPBD is not a banking or highly regulated financial institution, it follows general accounting principles and maintains proper documentation for all financial transactions.

The organization prepares periodic financial reports, including monthly income and expense statements, which are used for internal decision-making. All records are maintained in an organized manner to support transparency and audit requirements.

4.6 Analysis of Training Programs and Course Structure

The Academy of Business Professionals (ABPBD) offers a wide range of professional training programs designed to meet the demands of the modern job market. These programs include disciplines such as Human Resource Management (HRM), Supply Chain Management, Project Management, Accounting and Finance, and Data Analytics.

The courses are structured in a batch-based system with predefined schedules, including orientation sessions, regular classes, and assessments. The training approach emphasizes a balance between theoretical knowledge and practical application, ensuring that students develop both conceptual understanding and real-world skills.

This structured training model enhances the effectiveness of learning and prepares students to meet industry requirements. It also contributes to improving employability and professional competence among participants.

4.7 Digital Learning and E-Learning System Analysis.

ABPBD has incorporated a modern digital learning infrastructure to support both online and offline education. The organization utilizes a Learning Management System (LMS), which enables students to access live classes, recorded lectures, course materials, and performance tracking tools.

This hybrid learning system provides flexibility for students, allowing them to learn at their own pace and convenience. It also ensures continuity in education, especially for working professionals who may not be able to attend physical classes regularly.

The integration of digital tools has significantly improved student engagement, accessibility, and overall learning outcomes.

4.8 Consultancy and Professional Service Analysis

In addition to training programs, ABPBD offers consultancy services to organizations and professionals. These services include business strategy development, human resource management support, digital transformation guidance, and organizational improvement solutions.

Through these consultancy services, ABPBD extends its expertise beyond academic training and contributes to real-world business problem-solving. This diversification strengthens the organization's position in the professional training and consultancy sector.

4.9 Organizational Performance and Growth Analysis

ABPBD has demonstrated significant growth and performance over the years. The organization has successfully trained a large number of students and professionals through its various programs and workshops.

Key performance indicators include:

- A large number of enrolled learners
- Thousands of training participants
- Numerous workshops and training sessions conducted
- A significant number of successful graduates

These indicators reflect the organization's strong market presence and its effectiveness in delivering quality training and professional development services.

4.10 Competitive Position and Market Analysis

ABPBD holds a competitive position in the professional training sector due to its industry-oriented curriculum and international affiliations. The organization maintains partnerships with globally recognized institutions, which enhances the credibility of its certifications.

Additionally, the use of experienced trainers, practical training methods, and career-focused programs provides a competitive advantage. These factors enable ABPBD to differentiate itself from other training providers in the market.

4.11 Internal Fund Tracking and Inter-Branch Coordination

As ABPBD operates multiple programs and coordinates activities across different teams and locations, internal fund tracking and inter-departmental coordination play an important role in maintaining financial control.

Funds related to training programs, event management, and administrative expenses are often transferred or allocated between different operational units. Each transfer is recorded in the system along with proper authorization to ensure accountability.

During my internship, I observed how the accounts team maintained detailed records of all internal fund movements using spreadsheets and digital tracking tools. Each entry from one department is matched with the corresponding record in the receiving department to ensure consistency.

If any mismatch or unrecorded entry is identified, it is immediately reviewed and corrected through communication between the concerned departments. This daily reconciliation process helps prevent errors, ensures transparency, and maintains strong internal financial control within the organization.

Overall, this system of internal tracking and reconciliation supports efficient financial management and ensures that all organizational funds are properly monitored and accounted for.

4.12 Accounting for Operational Expenses and Asset Management

At Academy of Business Professionals (ABPBD), all operational expenses and income-related activities are systematically recorded and managed through a structured digital accounting process. The organization uses dedicated Excel sheets and an internal management portal to maintain accurate records of daily income and expenditures.

Daily Income and Expense Recording

All daily financial activities, including training fees collection and operational expenses, are recorded in a standardized Excel-based system. This includes expenses related to office maintenance, utility bills, training materials, staff coordination, and program execution costs. Each transaction is properly documented with relevant supporting evidence before being entered into the system.

Authorization and Approval Process

A key feature of ABPBD's financial control system is centralized authorization. All types of expenses, including purchases, payments, and salary-related disbursements, require approval from the Operation Head. No financial activity is processed without proper authorization, ensuring strong internal control and accountability within the organization.

Use of Digital Tools and Reporting System

The organization maintains a structured portal and Excel-based tracking system for recording all financial data. These tools help ensure transparency, accuracy, and easy access to financial information. All entries are regularly updated and cross-checked to avoid inconsistencies.

Monthly Income and Expense Reporting

At the end of each month, the Operation Head prepares a consolidated income and expense report based on the recorded data. This report provides a clear overview of the organization's financial performance and is used for decision-making and planning future activities. It also helps in monitoring budget utilization and ensuring financial discipline.

Overall, this systematic approach to expense management and reporting ensures transparency, accuracy, and efficient financial control within ABPBD.

4.13 Excel-Based Daily Income and Expense Tracking System

During my internship at Academy of Business Professionals (ABPBD), I observed that the organization uses a structured Excel-based financial tracking system to manage daily income and expenses. This system plays a crucial role in maintaining accurate financial records and ensuring transparency in operations.

Income Recording System

The income section of the spreadsheet is designed to capture different types of revenue generated from training activities. These include:

New: Represents income collected from new student admissions
Due: Represents installment payments collected from existing students
S. Skill: Income generated from specialized skill-based programs
Others: Includes additional income such as book sales, exam fees, and miscellaneous charges

All these categories are recorded daily, and the system automatically calculates the total income for each day.

A sample illustration of the Excel-based Income Recording System utilized by ABPBD for recording daily income is presented below:

			4,255,812				Actual
Learners	C & B	Source of Fund	New	Due	S.Skill	Others	Total
			1,682,931	2,345,944	192,438	34,499	4,255,812
		01-July-25	26,000	65,000	1,999	0	92,999
Md. Mahamudul Hasan	S.Skill	SSL-77003			1999		
Sabekun Nahar Lapa	PM-67	Per-891/8MD	10000				
Sayed Muntasir Mamun	MEAL-24	DBBL-SJIBL(01-07-25)NPSB		6500			SM The amount of BDT has be
Khandakar Asaduzzaman Shaon	LSCM-52	BRAC-IBBL(01-07-25)NPSB		10000			SM The amount of BDT has be
Md Nasef Nibrag	HRM-39	SSL-6863923e15b49		8500			SM
Tarbia Tarannum	PGDPM de	DBBL-IBBL(01-07-25)NPSB		6600			SM The amount of BDT has be
Monee akter	HRM-38	Rocket-103/918		10500			SM
Mohammad Salauddin	PM-59	SSl-6863ab0c99832		2450			SM
Md. Farhan Shahriar Nahid	SBM-05	SSL-6863afbae1f	8000				
Md. Anwar Hossan	PM-62	SSL-6863b1dff33c8		5950			SM
Monowara Akhter Shelley	RCM-18	Mer Gp-509/CFS		3000			SM Settle-2961.30
Md. Nure Alam Sarker	LSCM-52	Per-645/I01		5000			SM
Md Golam Rabbani	LSCM-53	SSL-6863bf7705c	8000				
Md. Anarul Islam	MEAL-23	Per-358/IMP		6500			SM
		02-July-25	39,500	81,700	3,998	499	125,697
Md. Rakibul Hoque	DSBA11009	Mer Robi-754/83I	9000				
Prarana Chakma	PM-61	Rocket-107/715		5000			SM
TASNIM RAHMAN	HRM41021	Bengal Commerc	30500				The amount of BDT has been
Md. Ashfike Khalaque	RCM-18	SSL-6863cdcaacc0e		5000			SM
A. T. M. Junayed Ayan	DSBA-08	SSL-6863dda9e6247, 6863de16		10000			SM
Md Monzurul Alam	RCM-18	SSL-6863dfdbabdd7		3000			SM
Mamun Munshi	S.Skill	SSL-77006			1999		
Md. Nazmul Hasab		SSL-77007				499	
Anamika Hore	RCM-18	SSL-68640161917a4		3500			SM
Dipankar Banik	DSBA-09	SSL-6864ac841cf33		5000			SM
Khondokar Mohammad Mahbubu	HRM-39	Mer Robi-679/IS6		2700			SM
Khondakar Apu	S.Skill	SSL-77010			1999		
Musharrat Shabnam Shuchi	IBF-22	SSL-6864c8c9001fd		2000			SM
Soumen Das	LSCM-51	IBBL Deposit-02-07-25		10000			SM The amount of BDT has be
Musfik Al Jonied	PM-63	DBBL-IBBL(02-07-25)NPSB		10000			SM The amount of BDT has be
Sadia Afroz Abosa	PM-65	Cellfin-932/077		10000			SM
Mhafuzul Hassan Forhad	LSCM-50	SSL-6864db385c8e2		3000			SM
Rumana Akther	DSBA-09	SSL-68651392a3417		7500			SM
Salma Akter	HRM-40	SSL-PGDHRM		5000			SM
		03-July-25	26,080	76,500	9,995	0	112,575
MOHAMMAD SAYEFULLAH	PM-60	SSL-68652f7a981e7		3500			SM

Expense Recording System

The expense section records all operational expenditures under various heads such as:

- Trainer remuneration
- Salary payments
- Office rent and utilities
- Marketing and administrative expenses
- Training materials and miscellaneous costs
- Each expense is recorded based on payment method (cash, mobile banking, or others), ensuring detailed tracking of fund flow.

A sample illustration of the Excel-based Expense Recording System utilized by ABPBD for recording daily income is presented below:

Investment_ DPS								
Heads	Az@#123!@#mol20br	N	O	Q				
	Expenses Name	Cash	mob/Bnk	Others	Withdraw/Income	cash		Remarks
	<accounts123>							
	01-July-25	4,202	49908.7	35490	01-July-25	0.00	4,202.00	
MFS/SSL/Bank Charges	Mer Gp-509/CFS Settle-2961.30		38.7					
Office Entertainment	For Tea bag_ Bazlu vi	3,000						
Office Entertainment	Arman's farewell	1,202				Cash	exp	
MFS/SSL/Bank Charges	SSL Comrz_ Jul. 25		49,870		Previous Cash	19,515		
					Total Receipt	0	4,202	
						19,515	4,202	15,313
	02-July-25	89,992	50806	17,745	02-July-25	153,000.00	0.00	
MFS/SSL/Bank Charges	1738717037 Mobile Recharge Riasad		30		Bkash Mer Withdraw	25000		
	Bkash Mer Withdraw		25000	17,744	Bkash Per Withdraw	5000		
MFS/SSL/Bank Charges	Bkash Mer Withdraw charge		435		Bkash Per Withdraw	20,000		
	Bkash Per Withdraw		5000		Mufti Atik_ New Muslim_ Friend	3000		
UK EXPENSES	Jahangir_ UK 7928	15,300			Withdraw SJIBL-	100000		
MFS/SSL/Bank Charges	bkash Charge for cash withdraw		300					
	for cash withdraw		20000					
UK EXPENSES	UK Exp_931627	35,600						
Lunch and Snacks	Petty Cash_Bappi Vi	10,000						
UK EXPENSES	Shahanur Begum_MTB3213	26,800				Cash	exp	
Office Entertainment	Breakfast_	1,090			Previous Cash	15,313		
MFS/SSL/Bank Charges	Bkash Bundle purchase for send money		41	1				
	Meeting with M/H,seweet	1,202			Total Receipt	153,000	89,992	
						168,313	89,992	78,321
	03-July-25	174,377	5649	0	03-July-25	345,000.00	0.00	
Mobile Bills	01324713372 Mobile Recharge Per-Hafiz		475		Withdraw IBBL-	340000		

4.14 Course-wise Admission and Enrollment Tracking System

During my internship at Academy of Business Professionals (ABPBD), I observed that the organization maintains a structured Excel-based system to monitor course-wise student admissions.

This system tracks:

- Course name and batch details
- Class schedules and orientation dates
- Admission targets
- Actual number of admitted students
- Achievement percentage against targets

The sheet allows management to compare planned targets with actual enrollment performance. It also highlights underperforming and high-performing courses using percentage indicators, which supports quick decision-making.

This tracking system helps the organization:

- Monitor course demand
- Evaluate marketing effectiveness
- Adjust future training plans
- Ensure optimal resource utilization

ABP Score (Admission)

Course	Class Time	Webinar / comments	Expected Orientation date	Expected class start date	Total Admission Target	Admission target for (Dec'24)	Admitted 192	Total Admitted	87%	Left: 29
PGDLSCM 49	Friday- 10:00AM - 12:00PM		29 Nov 24	6 Dec 24	40	10	13	39	130%	
PGDLSCM 50	Friday- 03:00PM - 05:00PM		3 Jan 25	10 Jan 25	30	25	19	21	76%	
PGDPM 59 (Dev)	Friday- 06:00PM - 08:00PM		6 Dec 24	13 Dec 24	35	5	11	48	220%	
PGDPM 62 (Corp)	Friday- 06:00PM - 08:00PM		17 Jan 25	24 Jan 25	35	25	18	18	72%	
PGDRCM 18	Friday- 10:00AM - 12:00PM	6 December	20 Dec 24	27 Dec 24	35	20	12	21	60%	
PGDHRM 37	Friday- 06:00PM - 08:00PM	20 December	27 Dec 24	3 Jan 25	40	30	36	36	120%	
PGDSBM 03	Sat- 08:00PM - 10:00PM		30 Nov 24	7 Dec 24	30	8	3	25	38%	
PGDMEAL 23	Friday- 10:00AM - 12:00PM		6 Dec 24	13 Dec 24	30	18	11	29	61%	
PGDIBF 22	Sat (7:00PM-9:00PM)	7 December	21 Dec 24	28 Dec 24	40	20	16	24	80%	
PGDPM 61 (Dev)	Friday- 10:00AM - 12:00PM		3 Jan 25	10 Jan 25	35	20	13	13	65%	
PGDSBM 04	Friday- 06:00PM - 08:00PM		31 Jan 25	7 Feb 25	30	20	6	6	30%	
PGDDSBA 09	Friday- 03:00PM - 05:00PM		17 Jan 25	24 Jan 25	35	10	3	3	30%	
PGDMEAL 24	Friday- 03:00PM - 05:00PM	3 January	10 Jan 25	17 Jan 25	35	10	12	12	120%	
PGDPM 60 (Corp)	Friday- 03:00PM - 05:00PM		29 Nov 24	6 Dec 24			7	37	N/A	
PGDRCM 19	Friday- 10:00AM - 12:00PM		21 Feb 25	28 Feb 25			2	2	N/A	
PGDHRM 38	Friday- 10:00AM - 12:00PM		7 Feb 25	14 Feb 25			4	4		
PGDPM 64 (Corp)	Friday- 10:00AM - 12:00PM		28 Feb 25	7 Mar 25			6	6		
PGDLSCM 52										
TOTAL						**221**	192		87%	
PCEM2	Fri, Sat (8-10 PM)		7 Feb 25	3 Jan 25	20	15	1	1	7%	
								0	N/A	
								0	N/A	
								0	N/A	
								0	N/A	
									N/A	
						15	1		N/A	

Course	Total	01 Dec	02 Dec	03 Dec	04 Dec	05 Dec	06 Dec	07 Dec	08 Dec	09 Dec	10 Dec	11 Dec
PGDLSCM 49	13		2	4				3			1	1
PGDLSCM 50	19										1	
PGDPM 62 (Corp)	18											1
PGDRCM 18	12									1		
PGDHRM 37	36	1			1	2	1	8	1	2	4	
PGDSBM 03	3				1		1					
PGDMEAL 23	11			1		1			1	1	1	1
PGDIBF 22	16			2	1	1		1	1			1
PGDPM 61 (Dev)	13					1			1			
PGDPM 59 (Dev)	11	2			2	2	1		1	1		1
PGDSBM 04	6											
PGDDSBA 09	3							1				
PGDMEAL 24	12											
PGDPM 60 (Corp)	7	1				2	1		2	1		
PGDRCM 19	2							1				
PGDHRM 38	4							1				
PGDPM 64 (Corp)	6											

4.15 Revenue Target and Achievement Analysis System

ABPBD also uses a separate Excel-based dashboard to monitor daily and monthly revenue performance against predefined targets.

The system includes:

- Monthly revenue target
- Total earned revenue
- Remaining target (to be achieved)
- Daily income tracking
- Year-wise comparative financial data

This dashboard provides real-time insights into whether the organization is achieving its financial goals. It also helps management to take corrective actions if revenue falls behind the target.

The comparison of revenue across different years further supports trend analysis and strategic planning.

B C D E F G H I J K L M

Today	Achieved
29-Apr-2026	196,049
Day Target	#DIV/0!

Target: July'25	4,640,000
Total Earned	4,255,812
To be achieved	384,188

Revenue Earned	
1-Jul-2025	92,999
2-Jul-2025	125,697
3-Jul-2025	112,575
4-Jul-2025	129,158
5-Jul-2025	146,957
6-Jul-2025	0
7-Jul-2025	288,111
8-Jul-2025	173,870
9-Jul-2025	168,370
10-Jul-2025	257,222
11-Jul-2025	105,447
12-Jul-2025	132,629
13-Jul-2025	88,998
14-Jul-2025	145,946
15-Jul-2025	247,296
16-Jul-2025	227,184
17-Jul-2025	213,352
18-Jul-2025	185,992
19-Jul-2025	48,900
20-Jul-2025	155,999
21-Jul-2025	125,101
22-Jul-2025	41,350
23-Jul-2025	129,650
24-Jul-2025	126,900
25-Jul-2025	40,500
26-Jul-2025	66,990
27-Jul-2025	92,300
28-Jul-2025	155,000
29-Jul-2025	156,319
30-Jul-2025	78,951
31-Jul-2025	196,049
Remaing days	0

					2020-21
Month	2025	2024	2023	2022	765,300
January	4,713,124	3,260,455	3,237,878	2,351,556	1,086,115
February	4,630,091	3,238,780	2,985,058	1,847,975	1,220,580
March	4,179,442	3,514,125	3,299,238	2,585,619	1,469,795
April	3,875,618	3,278,559	2,401,000	2,164,385	1,125,725
May	5,261,513	4,096,965	3,340,731	2,067,225	1,342,550
June	3,814,980	2,983,572	2,900,884	2,456,078	1,500,171
July	4,255,812	3,331,471	3,749,459	2,110,200	1,503,810
August		3,361,751	3,579,103	2,283,000	1,547,343
September		3,399,735	3,656,015	2,561,686	2,289,600
October		4,154,916	3,700,843	2,872,030	2,061,358
November		5,104,104	3,790,270	3,904,791	2,166,046
December		4,175,356	3,511,880	2,922,420	1,905,165
Total	30,730,580	43,899,789	40,152,359	30,126,965	19,218,258
Average	4,390,083	3,658,316	3,346,030	2,510,580	1,601,522

2023 Achieved
40,152,359

Chapter-05

Findings, Recommendations and Conclusion (ABPBD)

5.1 Key Findings

During the internship at Academy of Business Professionals (ABPBD), several important observations were identified regarding its operational and financial management system:

- **Structured Operational Workflow:**

  The organization maintains a well-organized system for managing training programs, participant registration, and course execution.

- **Growing Financial Performance:**

  Based on available data, ABPBD shows a consistent increase in income over the years, indicating strong demand for its training services.

- **Effective Internal Control System:**
  All financial transactions require proper authorization from the Operation Head, ensuring accountability and minimizing errors.

- **Use of Digital Tools:**

  Excel sheets and internal portals are used to maintain daily income and expense records, which helps in maintaining accuracy and transparency.

- **Strong Training Focus:**
  The organization is highly focused on skill development and professional training, which contributes to its reputation and growth.

Manual Dependency in Some Areas:

Despite using digital tools, some processes still rely heavily on manual data entry, which may lead to inefficiencies or minor errors.

5.2 Recommendations

- Based on the findings, the following recommendations are suggested to improve the overall efficiency and effectiveness of ABPBD:

- **Adoption of Advanced Accounting Software:**

  Replacing or upgrading from Excel-based systems to integrated accounting software would improve accuracy, automation, and reporting efficiency.

- **Automation of Data Entry Processes:**

  Reducing manual input through system integration can minimize human error and save time.

- **Enhanced Financial Reporting System:**

  Developing more detailed financial reports (monthly/quarterly analysis) would support better decision-making.

- **Improved Data Backup and Security:**

  Implementing cloud-based storage or backup systems will ensure data safety and reduce the risk of data loss.

  Expansion of Digital Learning Platforms:

  Increasing online course offerings can attract more participants and increase revenue.

Staff Training and Development:

Providing regular training for staff on financial tools and management systems can enhance operational efficiency.

5.3 Conclusion

The internship experience at Academy of Business Professionals (ABPBD) provided valuable practical knowledge regarding the operational and financial management of a professional training institution.

The organization demonstrates strong growth potential, supported by increasing demand for skill-based education and effective internal management practices. Its structured workflow, financial discipline, and focus on quality training contribute to its overall success.

However, there is still scope for improvement in terms of automation, system integration, and advanced financial reporting. By implementing the recommended changes, ABPBD can further enhance its efficiency, transparency, and long-term sustainability.

Overall, the internship experience was highly beneficial in bridging the gap between theoretical knowledge and practical application, providing a comprehensive understanding of real-world organizational operations.

Bibliography

Academy of Business Professionals (ABP) is a career-oriented professional training institute dedicated to developing practical skills and enhancing employability in the modern job market. The organization focuses on bridging the gap between academic education and real-world professional requirements.

ABP offers a wide range of globally recognized **Post Graduate Diploma (PGD)** and **Certificate Courses** in different areas such as business management, accounting, finance, human resource management, banking, and IT-related professional skills. These programs are designed to equip students, job seekers, and professionals with practical knowledge and industry-relevant competencies.

The institute aims to build a skilled workforce by providing hands-on training, interactive learning sessions, workshops, and career development programs. It emphasizes practical learning rather than only theoretical knowledge, which helps learners to become more confident and job-ready.

ABP also maintains a professional learning environment where experienced trainers and industry experts guide participants through real-life business scenarios. Through its training programs, ABP contributes to enhancing professional standards and supporting career advancement in both national and international job markets.

In summary, Academy of Business Professionals (ABP) plays an important role in skill development and professional training, helping individuals prepare for competitive career opportunities in today's global economy.

Quick Links of Academy of Business Professionals (ABP)

- Support Ticket
- Skill Course
- Photo Gallery
- Verify Your Qualification
- Student Login
- Alumni Benefit
- Notice Board
- Calendar
- ABP Blogs
- Edupro UK
- ABP Policies

Website

All information used in this report has been collected from the official website of the organization.

- Academy of Business Professionals (ABP). Official Website. https://abpbd.org/
- Academy of Business Professionals (ABP). About Us. https://abpbd.org/
- Academy of Business Professionals (ABP). Training Programs. https://abpbd.org/
- Academy of Business Professionals (ABP). Courses & Skill Development. https://abpbd.org/
- Academy of Business Professionals (ABP). Student Services. https://abpbd.org/
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