



Faculty of Humanities and Social Sciences

Department of English

**Internship Report On
Human Resources (HR)**

At

Ha-meem Design Ltd. (Ha-Meem Group)

Course code: ENG 431

Submitted By

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Declaration

I hereby certify that the industrial connection/project work titled “Human Resources (HR)” has been completed by me under the supervision of Mahinur Akther, Lecturer, Faculty of Humanities and Social Sciences, Department of English, Daffodil International University.

I further declare that this work is entirely my own and has not been submitted, in whole or in part, to any other institution or authority for any degree, diploma, or academic qualification. All sources of information used have been properly acknowledged within the report.



.....
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ID: 221-10-1075

Batch: 55

Certification of supervisor

This is to certify that the student named Nighat Sultana Mim, bearing ID 221-10 1075, has finalized her Project Paper with the Internship course (ENG 431) under my supervision. For the internship process, she chose Ha-Meem Design Ltd. (Ha-Meem Group). Internship. She is now eligible to present the report for evaluation. She has been constantly communicating with me during her project work. Whenever she needed assistance of any sort, I assisted her. The content of this project report is her genuine work, for which she worked phenomenally. I pray for her overall well-being and hope she achieves more success in the years to come.



.....
Signature of the Supervisor

Mahinur Akter

Lecturer

Department Of English

Daffodil International University

Dedication

With heartfelt gratitude, I dedicate this work to Almighty Allah, whose mercy, wisdom, and endless blessings made it possible for me to complete this project successfully.

My sincere appreciation goes to Mahinur Akther, Lecturer, Department of English, Daffodil International University, whose guidance, motivation, and support have been invaluable throughout this journey.

I also dedicate this report to my beloved father, whose constant sacrifices, encouragement, and unwavering belief in my abilities have been my greatest strength.

Acknowledgement

First and foremost, I am deeply grateful to Almighty Allah for granting me the strength, patience, and guidance to complete this research work successfully.

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My sincere thanks also go to Dr. Ehtasham Ul Hoque Eiten, Head of the Department of English, for creating a supportive academic environment and providing helpful directions during the research process.

I am thankful to all the respondents who participated in my questionnaires and interviews. Their cooperation and valuable input played an essential role in completing this research.

I would also like to acknowledge the support of my classmates and friends, whose encouragement motivated me during challenging moments of this work.

Lastly, I express my deep gratitude to my parents and family members for their continuous love, prayers, and unwavering support. Their belief in me has always been my greatest inspiration.

Abstract

This project paper looks at the human resource management practices of Ha-Meem Group, a major textile and apparel manufacturer in Bangladesh. The study examines how the organization handles recruitment, training and development, performance reviews, employee welfare, and labor relations in a competitive, labor-intensive industry. By combining qualitative insights with secondary data, the paper assesses how well current HR strategies support growth, meet labor laws, and encourage employee engagement.

The findings show that Ha-Meem Group has made notable progress in areas like skill development, workplace safety, and compliance, but it still faces challenges in retention, communication, and handling workloads. The paper ends with recommendations to improve HR efficiency, boost employee satisfaction, and bring human resource practices in line with global standards in the ready-made garment sector.

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Chapter 1: Introduction

1.1 Introduction:

The Bangladesh RMG industry acts as the lifeblood for the country's economy. It employs many people and there is more production of cash through their exports. It is widely recognized for producing a wide range of clothing and contributing significantly to Substantial contribution to the industrial development of Bangladesh. Ha-Meem Group is one of the leading Bangladeshi apparel readiness wares to the world. And denim fabric. The group employs 50,000 people in the manufacture of 7 million units of woven clothes per month. The subsidiary of Ha-Meem Knit attempts to promote their activities and promote the industrialization and economic progress of Bangladesh, having adequate past performance record and having extended global outreach, Ha-Meem is the leader in the industry. The present chapter will describe the Ha-Meem group. I give below a brief account of Overview of the company's background and main information. The management practices of the company range from human resource management to marketing and financial performance, operations management, information systems, supply chain management, industry Analysis, and SWOT analysis. In the concluding section of chapter two, I have provided a summary and recommended various areas of improvement for our organization. The third chapter Addresses a very important concern, which is the impact of employee engagement on the productivity of RMG, such: as the Ha-Meem group. I also addressed the examination of both quantitative and qualitative data, as well as the study of the value of data through descriptive analysis. In the regression Review of the data, and I found more discoveries listed below. Lastly, I provided recommendations based on that data.

1.2 Characterization of Work in Human Resources (HR):

The HR department of Ha-Meem Group plays a central role in managing its large, labor-intensive workforce and complying with national labor laws and international standards. As one of the biggest garment manufacturers in Bangladesh, the organization's HR functions are varied, highly structured, and closely aligned with both operational needs and global buyer requirements. The nature of HR work at Ha-Meem Group can be characterized through the following dimensions.

1.3 Key Characteristics of HR Work

1.3.1 Recruitment and Selection:

Identification of needs, advertisement of vacancies through newspapers and websites, shortlisting, interviews, and assessment in the recruitment and selection process are followed through at Ha-Meem Group. The roles of the HR Department involve planning the recruitment policy, finding the right person for the right job, creating a CV bank, and managing the on-boarding process in line with the company strategy.

1.3.2 Recruitment

Planning and Strategy: It is related to development of recruitment policies to fill open positions that have qualified individuals according to the strategic direction of the organization.

Talent Acquisition: It entails identification and advertisement of vacant advertise through different channels such as job boards, newspapers, and the internet.

Manpower Requisition: Manpower requirements in the posted vacant positions are requisitioned through a formal.

Ha-Meem Group				
Proposed Manpower Summary of Ha-Meem Design Ltd.				
Based on KB 8 & Levi's 20 Sewing Line				
SL No	Summary of All Section	Present Auth for 28 line	Require for KB 8 & Levi's 20 Sewing Line	Short/ Excess
1	Office Staff	40	48	8
2	Sewing	2015	2327	312
3	Vibe Mac	44	68	24
4	Bond & Store	39	39	0
5	BS Section	173	232	59
6	Pilot Run Line	26	26	0
7	Sample/Pilot Line for Levi's	13	33	20
8	Cutting	166	271	105
9	Finishing	613	1002	389
10	Wash Section	33	45	12
11	Reject Management	7	7	0
12	Maintenance	37	41	4
13	Cleaning	27	38	11
	Total Factory Authorization	3233	4177	944
14	Total Central Authorization	118	135	17
	Grand Total	3351	4312	961
	Total Excess Require		961	961
1)	Office Staff			
	Detail's	Present Auth for 28 line	Require for KB 8 & Levi's 20 Sewing Line	Remarks
	ED/ED Operation /CEO	2	2	0
	GM / AGM	3	3	0
	Sr.Admin Officer/Admin officer/Junior Officer	3	4	1
	Asst Manager-HR	1	1	0
	HR Officer/Senior Officer	3	4	1
	IT Officer/ Time Keeper/Assistant Officer	3	4	1
	Asst. Manager Compliance/Sr. Officer/Compliance Officer	1	2	1
	Welfare Officer (Lady)	2	3	1
	Industrial Engineer (IE) Asst. Manager/Manager	1	1	0
	Industrial Engineer (IE) Officer/Senior Officer	10	12	2
	Accountant/ Accounts Officer/ Senior Officer	2	2	0
	Asst. Manager/Manager - PC	1	1	0
	Production Co-ordinator/Asst.PC/ Officer-PC	2	3	1
	Product Safety officer	1	1	0
	Needle Issuing Supervisor /Women/man	3	3	0
	Security Incharge	2	2	0
	Total	40	48	8

Manpower Requisition

1.3.3 Selection:

Shortlisting: Candidates are screened and shortlisted based on their applications.

Interviews are conducted to review the candidate on an as-needed basis.

Assessments: The company may employ other assessment methodologies to shortlist or screen candidates.

On-boarding: The on-boarding process is done by the HR department after selecting a candidate.

1.3.4 Training and Development

HR determines the gaps in skills and coordinates training and workshops, as well as professional development opportunities. It is aimed at improving employee competencies and career growth.

1.3.5 Performance Management

This is done by HR in terms of employee appraisals, feedback mechanisms and performance development strategies that assist the workers in achieving organizational demands.

1.3.6 Compensation and Benefits

HR formulates and executes salary frameworks, bonuses, allowances as well as benefit packages, providing equity within the company, competitiveness in the market and compliance with labor laws.

1.3.7 Employee Relations

HR deals with employee to management correspondence, addresses grievances and the most important one manages the employee environmental issues. They strive to ensure that morale is overcoming tensions, reaching agreements, and treating the employees equally.

1.3.8 Compliance and Legal Responsibilities

HR makes sure that an organization abides labor laws, workplace safety regulations, and ethical standards through documentation, development of appropriate policies, and employee education regarding organizational rules.

1.3.9 Organizational Development

Human resources support the formation of appropriate organizational culture, change management, leadership development, and workforce planning for the future.

13.10 HR Administration and Record Keeping

It entails keeping employee records, managing attendance and leave, coordinating payroll, and managing human resource information systems (HRIS).

1.3.11 Purpose of the project:

The logic of this undertaking is to examine and understand the working practices, efficiency, and performance of the HR department at the organization. Precisely, the project determines the manner in which the HR functions like recruitment and training, performance management, employee relations, and compliance help in the performance of the organization. This is an investigation into the current processes in the HR department and attempts to highlight strengths and weaknesses, and developing workable recommendations that may be used to continue enhancement of the workforce efficiency and help to reach strategic goals. This project also gives the researcher a chance to get practically exposed to actual HR functions, filling the gap between theory and practice. HR in the apparel sector must play a vital role in the management of the giant workforce and its provision that in keeping up productivity and ease factory all legal compliances are observed operations. The daily responsibilities consist of administrative and employee oriented responsibilities.

1.4 Daily Duties of an HR Professional in the Apparel Industry

The HR in the apparel industry is vital since it handles a significant workforce, which makes sure compliance, productivity and facilitating easy factory operations. The daily responsibilities normally encompass administrative and people-centered chores.

1.4.1. Attendance Monitoring and Workforce Management

- Daily attendance using biometric or manual system.
- Liaising with the supervisors to confirm absent employees
- The control of late arrivals, change of shifts, and overtime allowances.

1.4.2 Recruitment and Placement

- Establishing manpower gaps with the line chiefs and production managers.
- Screening employees in sewing, finishing, cutting and other production tasks.
- Interviewing and examining talent of new employees.
- It involves the completion of all joining formalities as well as assignment of workers to different departments.

1.4.3. Employee Onboarding and Orientation

- Orientation of new employees on the rules and policies of the company.
- Issuing ID cards, uniforms and PPE.
- Assuring medical checkups (where necessary).

1.4.4 Daily Welfare & Employee Support

- Hearing and giving feedback to the complaints the worker has.
- Dealing with complaints regarding workload, conduct, or line supervisors.
- Help employees to claim leave-sick, casual and maternity.
- Observing health and safety in the work place.

1.4.5 Ensuring Compliance & Legal Documentation

- Compliance with labor laws and buyer codes of conduct on a daily basis.

- Keep worker files, legal documents.
- Filling reports on audits: social and compliance audit, buyer audit.
- Making sure that every HR process is in accordance with the Bangladesh Labor Act and the ILO standards.

1.4.6 Performance Monitoring

- Monitoring employee performance and conduct.
- Absenteeism or reporting performance to the line managers.
- Helping the production teams through counseling or discipline.

1.4.7. Payroll Coordination

- Salary process update on attendance.
- Managing overtime records
- Check wage sheets and sort out wage issues.

1.4.8. Training and Development

- Daily or weekly training sessions on:
- Workplace Safety
- Behavioral training
- machine handling
- fire drills and emergency preparedness
- Checking if workers need skill upgrades or re-training

1.4.9 Disciplinary Management

- Handling misconduct cases
- Giving warnings, show-cause letters or hearings.
- Adequate discipline through fairness and transparency.

1.4.10. Coordination with Departments

- Contact with production, administration, compliance and welfare departments.
- Be supportive of the management in meetings and planning sessions.
- Submission of daily updates on HR to the senior Hr managers.

1.4.11 Safety and Working Condition Checks

- Use of PPE in the production floor.
- Hygiene inspection of washrooms, drinking water, lighting, ventilation at the work place.
- Communicating incidental risks to the compliance or maintenance department.

1.4.12 Handling Buyer Visits and Audits

- Making documents ready to be audited by buyers.
- Assisting compliance team in conducting inspections of the factories.
- Resolving auditor questions on HR and labor practices.

CHAPTER - 2: IMPORTANCE OF THE PROJECT

2.1 Importance of the Project: HR Practices of Ha-Meem Group

In any organization that relies on human resource as its lifeblood, the Human Resource role cannot be ignored as the key to success and in the Ready-Made Garments industry case in Bangladesh, it is even more evident. The project on the HR practices of Ha-Meem Group will be relevant in a number of ways that will lead to academic knowledge, organizational enhancement and industry-based knowledge.

2.1.1 Understanding HR Operations within a Large-Scale Industry:

Ha-Meem Group is a leading garment producing company in the country, and the labor force of the organization reaches tens of thousands. Its HR processes are worth a study to have a glimpse of how the large RMG organizations conduct the recruitment, training, performance, and compliance. This serves to prove how complex and huge the HR operations are in a high volume production setup.

2.1.2 Identification of strengths and weaknesses of current HR practices:

This project demonstrates the assets of the HR practices of Ha-Meem Group, such as the orderly recruitment, compliance, and worker welfare, and identifies areas of improvement required, such as the workload management, interaction or training requirements. This analysis establishes a foundation on which the development of HR policy in the future will take place.

2.1.3 Supporting Continuous Improvement and Compliance:

Being in a position of working with the international brands, Ha-Meem Group should ensure that all the HR systems in an organization are robust enough to maintain the compliance standards in workplace safety, fair labor practices, and documentation. The project as such offers suggestions on how the project can enhance its compliance performance and retain trust of buyers.

2.1.4 Improvement in Employee Satisfaction and Productivity:

This project would help in identifying the ways of improvement of the motivation of the workers, reduction of labor turnover and increased productivity-thereby guaranteeing competitiveness of the garment firms, by understanding HR functions like training, employee relations, welfare and performance appraisal.

2.1.5 Academic and Practical Contribution:

The project has an educational value as it helps in bringing the theoretical concepts of HR to the practical applications in a large garment firm. The research will prove beneficial in enabling the students, researchers and HR professionals to understand how HR functions in a real industrial setting.

2.1.6 Guiding HR Policy and Decision-Making:

The project results provide useful suggestions based on which Ha-Meem Group may reinforce its HR policies and strategies, workforce management, and organizational development in the long run. The insights can also be used to inform decision-makers in other RMG companies with similar issues.

CHAPTER – 3: ORGANIZATIONAL SNAPSHOT

3.1 Concept of Human Resources (HR)

Human Resources or HR can be described as the management of people in an organization to effectively contribute towards organizational success. The idea is highly relevant to the Ha-Meem Group as far as such a large and labor intensive organization cannot afford to be highly dependent on a skilled, disciplined and motivated work force and hence high dependency on the system is essential to ensure that the company can stick to productivity, buyer deadlines and international requirements. The HR department is an administrative and strategic collaborator in ensuring that the organization keeps its human capital within its efficiency, as well as ethically.

3.2 Objectives of Human Resources (HR)

The HR Department at Ha-Meem Group is determined to ensure that the entity is well equipped with a skilled, motivated and well managed workforce that will be in a position to satisfy the global apparel needs. Being one of the biggest garment producers in Bangladesh, Ha-Meem Group needs to possess a proper method of HR practices in order to sustain the productivity, compliance, and harmonious workplace. Significant HR goals at Ha-Meem group are as follows.

3.2.1 Organizational Objectives

These Objects guarantee that the HR function will be able to serve the major strategic goals of the company.

- To making sure that there are the right number of skilled employees around.
- To enhancing performance and productivity.
- To contributing to good production and operation effectiveness.
- To establishment of a good and legally acceptable workplace.

3.2.2 Functional Objectives

These goals make sure that the HR department is functional, and it offers the required assistance.

- To a sustaining efficient HR system.
- To facilitate the accurate keeping of employee records, attendance and payrolls.
- To liaising with the management and workers.
- To guarantee smooth day-to-day factory operations.

3.2.3. Personnel (Employee) Objectives

These goals are meant to satisfy the needs of the employees and encourage satisfaction.

- To offering good pay and remuneration.
- To safety and security of jobs.
- To provide learning, training and development.
- To encourage effective communication, and to resolve complaints.

3.2.4 Societal Objectives

These goals make the organization responsible to the society and comply with ethical principles.

- To adherence to labor law, safety regulations and norms.
- To further equality between genders and the welfare of workers.
- To the ethical employment practices.
- To make contributions to social well being and community development.

3.2.5 Developmental Objectives

These are goals that are aimed at enhancing the skills, knowledge and growth capabilities of the employees.

- Regular training of skills.
- Promoting leadership and career growth.
- Training the staff on the role and future challenges.
- Improving teamwork and behavior at the workplace.

3.2.6 Industrial Relations Objectives

These are goals that strive to ensure the existence of peace, harmony and cooperation at the workplace.

- To minimize the conflicts by means of communication and counseling.
- To guarantee just disciplinary measures.
- To sustaining good relationships between employees and the management.
- To averting labor turmoil and workplace stability.

3.3 Organizational HR Department Structure



Chapter 4: Experimental Details

4.1 Recruitment and Selection Process

Step 1: Manpower Requisition

- Departments submit manpower needs to HR.

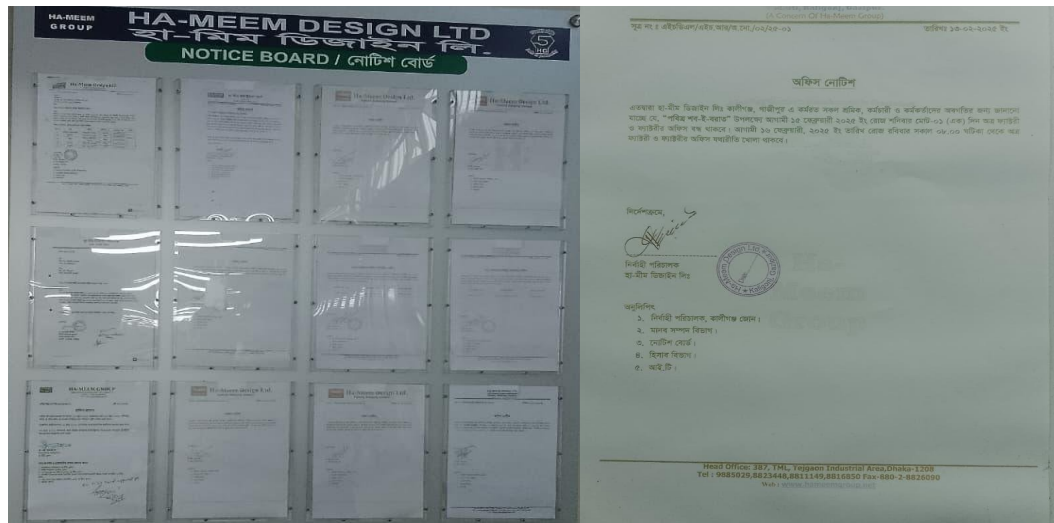
Ha-Meem Group [Ha-Meem Industrial Park]							
Proposed Manpower Authorization With Justification for Ha-Meem Design Ltd.-(Unit-01 & Unit-02) Common Services							
Vadarti, Kaliganj, Gazipur							
Summary of HDL Common Manpower						Date: #####	
SL No	Particulars	Present Auth 28 lines With KB	Current Mapower	Porposed	New Authorizatio n	Justifications	Remarks
1	General Administration (Office Staff)	6	4	2	6		
2	Warehouse/ Bond (Accessories+General Store)	53	50	17	67		
3	Fabric Section	26	26	8	34		
HDL Common Total		85	80	27	107		
Department/ Section Wise Manpower Details							
General Administration (Office Staff)	Medical Asst.	1	1	0	1	Medical Center for far distance	
	Purchase Officer/Sr. Purchase Officer	1	1	0	1	Both unit (HDL-1,HDL-2)	
	Cooker	1	0	1	1	Both unit (HDL-1,HDL-2)	
	Boiler Operator	1	1	0	1	Both unit (HDL-1,HDL-2)	
	Generator Operator	1	1	0	1	Both unit (HDL-1,HDL-2)	
	Ac-Technician	1	0	1	1	Both unit (HDL-1,HDL-2)	
General Administration (Office Staff) Sub- Total		6	4	2	6		
Warehouse/ Bond (Accessories+General Store)	Manager/AGM/DGM	1	1	0	1	Follow-up overall store Section	
	Store In-charge/ Assitant Manager	1	1	2	3	1=Order follow-up,1=Febric,1=Accesso.	
	Store Officer/ Senior Officer	0	1	1	2	1=General Store,1=Finishing	
	Shipment Officer/ Senior Officer	1	1	0	1	1=For shipment purposes	
	Store Keeper /Asst Store Keeper	19	19	4	23	5=Fabric,10=Sew Accesso,5=Finish,1=Sub contrac collect, 2 left over fabrics accessories.	
	Store Loader	20	18	5	23	fabrics, mat cutting, shade pattern segregation, fabrics issue	
	Quality Controller	0	0	1	1	Follow-up accessories quality	
	QI	6	4	1	5	Accessories quality check	
	Data Entry OP	2	2	0	2	1=Soft ware, 1=Maintaining daily data.	
	Forklift Driver	3	2	2	4	1=C-TPAT,2=fabric bond,1=Load unload from bond to cutting section	
	Cleaner	0	1	1	2	1=Fabric bond,1=accessories bond	
Warehouse/ Bond (Accessories+General Store) Sub-Total		53	50	17	67		
Fabric Section	Assistant Manager/Manager	1	1	0	1	Follow-up overall Fabric Section	
	QC/In-Charge	2	2	0	2	1=Inspection follow-up, 1=Shade sinkage follow-up	
	Quality Inspector	13	13	4	17	8=Four point inspetion,3 Shade segregation,3=Marking & Measurmnt,2=GSM& SQ,1= Wash handaling	
	Cutting Asst:	7	7	2	9	6=Mat cutting, 2=Roll transporting,1=Mat lay	
	Data entry	0	0	1	1	For all reporting	
	Mat O.P./Plian machine OP	3	3	1	4	4 Machines (1*4)=4	
Fabric Section Sub Total		26	26	8	34		
Grand Total		85	80	27	107		
Unit HR	IE	AGM-HR	ED-HDL 01	ED-HDL 02	ED-Operations-HDL-1	Zonal ED	DCM-HR-HO
							ED-PSM & HR
							Approved By

Departments submit manpower needs to HR.

Step 2: Job Advertisement

- Factory notice boards

- Local agencies
- Company gate recruitment



Factory notice boards

Step 3: Collection & Sorting of CVs

HR screens candidates based on job requirements.



WE ARE HIRING !

JOIN OUR HUMAN RESOURCES TEAM

Officer / Sr. Officer - HR (Employee Relations)

- No. of Position: 01
- Job Location: Narshinghpur, Ashulia, Savar, Dhaka

Responsibilities:

- Conduct Disciplinary Action Procedure as per BD labor law-2006.
- Prepare different Office Order as per Management Need.
- Attends conferences and meetings, as employee-management liaison, to facilitate communication between parties.

Requirements:

- BBA / MBA in HRM / Management. PGDHRM / LLB will be given preferences.
- Must have knowledge on Disciplinary Action procedure according to BD labor Law-2006.
- Minimum 2 years working experience in RMG at relevant department.
- Good at Bangla Typing (Bijoy).
- Willing to stay beside factory.

Salary : Negotiable

Other Benefits: Mobile Allowance, Provident Fund, Gratuity, Earned Leave, Group Term Life & Health insurance, 2 Festival Bonus, Day-care facility, Pick & Drop, etc.

APPLY NOW

If you are the right fit for the above position, please share us your complete resume by email at career.ashulia@hameemgroup.com positions applied for must be mentioned in the subject line. Only shortlisted candidates will be communicated for the further interview and selection process.

Collection & Sorting of CVs

Step 4: Interview Process

- Preliminary HR interview
- Technical interview by department head

- পূর্ণিমা: ৫০
সময়: ১ ঘণ্টা
- লিখিত পরীক্ষাকেন্দ্রোপার/অডিটর
- তারিখ: ০২/০২/২০২৫
- নির্দেশাবলী
- অনুগ্রহে পূর্বক ব্যক্তিগত তথ্যাবলি সঠিকভাবে পূরণ করুন।
অনুগ্রহে পূর্বক মোবাইল ফোন বন্ধ রাখুন।
প্রশ্নসমূহের কোন প্রকার ব্যাখ্যা প্রদান করা যাবে না।
- ব্যক্তিগত তথ্যাবলি
- নাম: তৌফিক হান্নান
মাতার নাম: রোমা তৌফিক হান্নান
পিতার নাম: শে: তৌফিক হান্নান
মোবাইল নং: ০১৬৮৮ ৪৫৫৮৮১
১. একজন কোয়ারিটি কেন্দ্রোপার/অডিটর এর প্রধান কাজ কাজ কি কি? (৫)
- ⇒ প্রকৃত কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রক্রিয়া কত ক্রমে
সম্পন্ন করা হয়।
একজন কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রধান কাজ কাজ কি কি? (৫)
- সুপারভাইজার হওয়ার ক্ষেত্রে প্রধান প্রধান কাজ কি কি? (৫)
১. কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রধান কাজ কাজ কি কি? (৫)
২. কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রধান কাজ কাজ কি কি? (৫)
৩. কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রধান কাজ কাজ কি কি? (৫)
৪. কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রধান কাজ কাজ কি কি? (৫)
৫. কোয়ালিটি কন্ট্রোলিং/অনালিসিস এর প্রধান কাজ কাজ কি কি? (৫)

Preliminary HR interview

Final approval by HR manager

হা-মীম ডিজাইন লি. মেডিকেল স্লিপ			
নাম :	নিজুফা হুমায়ুন নিন		
পিতার নাম :	আবুল কালাম		
বয়স :	৬০	উচ্চতা :	৫ ফুট ৮
বৈবাহিক অবস্থা :	বিবাহিত	ছেলে মেয়ের সংখ্যা :	২ ছেলে, ১ মেয়ে
সনাক্তকরণ চিহ্ন :	৩৬ নিউ কল্টা দাস		
দৈহিক সক্ষমতা :	☒		
মন্তব্য :	৩৪ কাজের জন্য মান্য		

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CHAPTER-5: RECOMMENDATIONS & CONCLUSION

Recommendations:

The Ha-Meem Group should focus on career growth and compensation, such as electrician and finance officer positions, based on building on strengths in sustainability and diversification through new initiatives such as producing fabrics from recycled materials. It should also continue to enhance its recruitment process by potentially streamlining bureaucracy in top management hiring and addressing the work environment issues raised for some of its employees.

For employees:

- **Better Remuneration and Growth:** It has been complained that the pay and development has been very low and growth has also been minimal. One of the suggestions might be to promote a revision of a pay system, in particular, of technical occupations, electricians in particular, and to plan a clearer career ladder.
- **Leverage learning opportunities:** Although the company is growing concerned, it has a reputation of being a good place where one can begin his career and knowledge growth, particularly in HR-related areas.

For management:

- **Improve career growth of employees:** Take the functional direction towards providing employees with more defined career path through alleviating employee perception of stunted growth and poor increment.
- **Improve the recruitment process:** Make the complicated procedures involved in the hiring process simpler by eliminating bureaucracy and, ideally, visit more job fairs in order to reach out to a wider range of candidates.

Conclusion:

Human Resource management serves as the pinnacle of any organization of any size that is large, and its contribution is significantly experienced in the industry areas that involve labor intensity such as the ready-made garment industry. The HR team of Ha-Meem Group is crucial in making sure that the organization has a competent, driven and productive workforce as required by the legal and ethical requirements.

The results of the research also indicate that Ha-Meem Group has the well-organized HR system that includes the areas of recruitment, training, performance management, employee welfare, and compliance. The issues associated with large workforce are addressed by ensuring that the HR department operates effectively to support the industrial relations and to ensure that the organization achieves the expectations of buyers worldwide.

Nevertheless, the study also reveals the aspects that could be improved: training initiatives can be optimized, communication has to be improved, and retention as well as other human resource processes can be improved with the assistance of technology. The areas will also be addressed to continue improving the workforce efficiency, employee satisfaction, and organizational performance at Ha-Meem Group.

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