



Daffodil
International
University

**“Practical Experience as a Visa Consultant at
Texas Overseas Limited”**

Submitted by:

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Batch: 55th

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Submitted to:

Department of English,

Faculty of Humanities and Social Science, Daffodil International University

Supervised by:

Kallol Bain,

Lecturer, Department of English, DIU.

**This Report is Prepared for the Fulfillment of the Requirements for the Degree of B.A
(Honors) in English at DIU.**

Date of Submission: 15th December, 2025.

Declaration

I hereby declare that I have completed my report entitled “Experience as a Visa Consultant at the Texas Overseas Limited” to present at the Department of English, Daffodil International University. I have prepared this report by the direction of my honorable supervisor, Kallol Bain, Lecturer of English Department.

I can declare that there is no part of this material that has been copied out of some other source. Besides, this manuscript has not been presented to any other academic institution to seek any form of degree or other qualifications. The information below is based on three months of full time and official interaction with the Texas Overseas team.

In addition, I do confirm that this is the original version of my report, and it has been presented to my academic supervisor and the university library office. I also testify that it has not been handed over to a different university or institution to be used in any other purpose.

Labone

.....

Shadia Afrin Labone

ID: 221-10-898

Department of English

Daffodil International University

Certificate of Supervisor

I am glad to declare that Shadia Afrin Labone (ID 221-10-898), who is pursuing her studies in the Department of English, Daffodil International University, has written her report under my supervision during the Fall 2025 semester. To the knowledge of my understanding, the report submitted does not infringe the copyright regulations and it does not include plagiarized content of any other source. I wish her a good career growth and future professional achievements.



.....

Teacher Name: Kallol Bain

Designation: Lecturer

Department of English, FHSS

Daffodil International University

Acknowledgment

I have to thank everyone who helped me in the writing of this report, and also those who guided and motivated me through my experience of writing. The advice and information provided by Mr. Kallol Bain, my supervisor, was invaluable and I am very grateful to him. The whole team of Texas Group Ltd. developed an interactive and motivating learning process. I am especially grateful to the Director and Manager of the organization, who left me with the task to work under his/her control. This collaborative environment and the possibility of engaging with the professionals of diverse professional fields have contributed to the report significantly.

Abstract

This report provides a comprehensive overview of my experience at **Texas Overseas Limited** as a visa consultant. The current study is a form of applied research that will be undertaken on behalf of a reputable consulting firm, Texas Overseas Ltd, which is a leading player in the consulting industry. The paper outlines the experiential process, challenges faced and solutions. It also records the role of the industrial supervisor, apparatus and technologies used and competences obtained within the time frame of the project. The story starts with first job searching and ends with the successful performance of given task. In addition, the manuscript describes the duties of author, role, limitations, goals and developmental path of the author. Lastly, the experiential lessons in totality, the main discoveries, constraints, aims and future uses of this experience are described.

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Chapter 1: Introduction

1.1 Introduction

"Every expert was once a beginner" Rutherford B. Hayes. And the beginning may start as an intern. As a beginner experience is an opportunity to become an expert. My name is Shadia Afrin Labone, and I am a student in the department of English in Daffodil international university. A letter on the experience of the internship is necessary as part of my honors degree. In my Honors studies, I have chosen to major in English which is a global language. I prefer using it as a second language to talk. Diverse communication, critical thinking and analytical skills developed during the study and use of English are effective in practically every field of professional activity. English is a cohesive language connecting people living in different geographic locations; it can be said that it is the only language which can be directly used to communicate at the global level with other people. English language is used widely in the Education Department and the overseas sector. These linguistic and analytical proficiencies were utilized in a work place during my internship at a consultancy organization.

1.2 Purpose of the job

Participation in organized education and practical training is used to expand the professional horizons and develop the skills. Through contact with a wide range of people, one gains a complex worldview and perception and becomes more knowledgeable about their profession. As a student, my dream is to get a job in an organization or industry. In line with this, I have been engaged in an industry to gain work experience that will guide me on my next career path. Every academic institution has the universal goal to bring students to the abilities needed in their careers, and my university offers the advice and opportunities to make me workable. This is a prerequisite course requirement since as a final-semester student, I had to participate in any

industry, organization, or educational institution. I expect professional and personal development during this period of experience.

Afterward, I would plan to use the theoretical knowledge gained in the classroom setting in the real-life situations. I will use this application to support my hands-on skills and academic knowledge. My greatest contribution to my growth has been the improvement of my communication skills as a result of professional exposure. Through acquaintance to a professional environment, I will perfect my interaction skills and grow in my career. I believe that starting my career as a fresher is the invaluable experience of making the necessary number of contacts that would help me develop and maintain a strong professional network in the future.

1.3 Importance and extent of the Report.

This report is a report of my experiential learning process. The curriculum requires more than the experiential involvement but also the academic expression of the experiences. The report is centered on the changing character of my competencies, the essence of my experiences, and the general intent of the undertaking, which address the salient aspects. Report writing is also aimed at honing the skills of written communication and allows one to better understand the informational needs and structure of an academic document.

Academic importance: First of all, this report is based on my academic goals. The report has been developed by incorporating practical experiences with theoretical learning hence consolidating and explaining the information acquired throughout the learning process, thus improving my level of academic competency.

Course requirement: The degree will require that one completes an internship or experiential element successfully. To achieve this requirement and to supplement my education goals, I have started my professional path with an organization.

1.4 Specific Objectives

I worked in Education Department and Manpower Department of Texas Overseas Limited. We are the ones that are mandated to help people who desire to study in foreign countries and get employment in foreign countries through counseling. My role was to direct the clients to their preferred host countries and assist the students that seek to join universities in Malaysia and Australia. I gathered a lot of information about the requirements to be met in terms of university admission and work-visa requirements, which allowed me to advise clients with listening to their point of view. I also obtained information on work permits in different European jurisdictions Schengen countries (Poland, Bulgaria, Romania, Malta, Portugal) and nonSchengen countries (Moldova, Macedonia, Serbia, and Cyprus). When working on this project,

I have defined the following focal objectives:

- To connect the theory to practice.
- To achieve professionalism by obtaining knowledge and gaining experience.
- To make verbal communication and fluency better.
- To get positive advice with the mentors.
- To establish the boundaries of sectors and the right field of practice.
- To gain soft and hard skills by working in the field.

My experience with the work-visa and student-visa has provided an insight into:

- Reasons to study abroad and take work visa.
- Problems encountered by students and applicants in the process of visa application.
- Benefits of academic and professional working abroad.
- International study and working requirements.

Chapter 2: METHODOLOGY AND TERMINOLOGY

2.1 Placement Process

Being an end-semester student, the curriculum will involve an internship or an entry-level job which is a requirement imposed by my university. I was interested in finding a job and an opportunity that was offered to me via a Facebook group with Texas Overseas Ltd. After sending my resume through email, the company did a quick introductory checkup. I was later contacted by a call asking me to come in an interview and was given the address of the office; it is situated in the Dhanmondi area. I came on time, with my resume, and did a written test comprising of six questions in a time of 20 minutes. The interviews were inquiring the reason why I needed to be hired, the skills I have, and similar questions.

After the written examination, I was interviewed with the human-resources officer of the company verbally. He also asked me questions regarding my academic background, family background, reasons behind joining the firm, a moment that also caused me some form of nervousness. However, I was able to control the situation and provide a specific response. The interviewer had a friendly attitude and provided the career advice, such as coping with difficult work circumstances. During the interview, many of these candidates attended it, but luckily, I was selected into the shortlisted group.

On the next two days, I was called to the second viva session that was organized by the Director of the company. Throughout the interview, I expressed my belief in my abilities and answered the questions about my interests and interests. I tried to produce a good impression during the session. Later on, the Director gave me some words of encouragement in my future career and wished me well. Soon, Human Resources representative informed me that I was chosen to occupy a vacancy in their organization. He asked me to gather the official offer of employment

and start working as soon as possible. I was hired on 3 September 2025 at Texas Overseas as a Visa Consultant. I completed methodical research of the functioning of the company and prepared relevant material. This position gave me a considerable chance to enhance my communication abilities since the firm advises potential immigrants. There was also the work with a significant number of clients each day answering their questions. The workplace was also favorable; the seniors and other employees were open and allowed me the freedom to carry out my work without fear.

2.2 My Responsibilities

I was also doing student and work visas in my department. During the first stage, I studied two major programs, which were the student visa and the work visa. The most important thing that I had was to gain an overall knowledge of the whole procedural structure. I read the required documentation, where the requirements were different in universities and professional industries. I, therefore, did daily research to determine these particular prerequisites and was observing the senior colleagues to appreciate best practices in carrying out the process. My secondary role was to monitor Facebook advertisements that are directed at people who showed interest in studying abroad or working overseas. I have also given some initial details to interested individuals and asked them to provide their contacts. I then approached qualified individuals and negotiated procedure specifics and appointments with both me and the head of this department. My main goal was to attract the clients through our Facebook page and email communication as well as nurture positive relationships and provide them with high-quality service.

2.3 Professional Soft Skills

The soft skills involve personal qualities that help in interaction at the workplace. These skills are interpersonal communication, listening skills, flexibility to new surroundings, problem

solving skills, critical thinking and empathy. Employers are keen on recruiting applicants with good soft skills since the competencies have the potential to play a significant role in determining the performance of an organization. People who can perform well in technical and job specific fields can also perform poorly in the workplace provided they do not possess time management skills and teamwork skills. The soft skills also play a crucial role in career advancement of a professional. They are transferable skills which can be utilized in a wide range of jobs, and thus make the person more employable and adaptable to evolving work environments.

2.4 Professional Hard Skills

Hard skills refer to competencies that are obtained via formal education, specific training, and on the job experience and tend to be specific to particular jobs in an organization or industry. These skills are different as opposed to soft skills which are interpersonal. Hard skills are universal qualities which could be relevant in many employment opportunities like effective communication and analytical thinking. They are however dissimilar in the sense that they are quantifiable and provable using documented facts. The importance of hard skills is based on the fact that they represent the straightforward abilities and experiences that are possessed by an individual. They are frequently demanded by employers in specific jobs, and the competencies can equip a person with a higher coaching opportunity. However, hard skills can be specialized and, therefore, may become a problem in their application in a larger context. As an example, languages or knowledge of computer applications like Microsoft power point or Adobe Photoshop can be considered hard skills. The ability to master these capabilities can be learned, trained, and tested out by tirelessly working and practicing. In most cases, when initially looking through the resume, recruiters and employers give emphasis on the hard skills of a candidate. Any hard skill mentioned there must be backed by an academic degree,

professional certification or any other verifiable document that proves a particular degree of professionalism.

2.5 Role of Experience in Developing Skills

Employers are always after a set of core competencies and traits during the recruitment process. Technical ability and procedural knowledge have a higher likelihood of carrying more weight with the recruiter as compared to a cumulative grade point average of a candidate. Although a good academic background is not a sure way of landing a job in the current competitive market, it is a fact that most employers in the job market would like to employ fresh graduates, who have a bit of work experience. Additionally, the entry level workers are also able to gain experience in their first position, thus developing both the hard and the soft skills. It is in these experiential stages that people could learn and practice soft skills which they had earlier acquired through their natural talents, and they may also develop new difficult skills which would improve their professional competence and personal growth.

2.5.1 Developing Soft Skills

After the first three months of employment, employees usually have the opportunity to learn in spheres of time management, patience, communication, teamwork, creativity, and counselling. Organized schedules or benchmarking of performances are drivers of growth in skills where the employees are challenged to display creative problem-solving and critical thinking. Employees develop their critical thinking skills by actively suggesting ideas and also discussing with their colleagues. The practice of other soft skills such as assertiveness, accountability and flexibility is also accommodated in the learning phase, hence producing a holistic set of skills.

2.5.2 Developing Hard Skills

Organizations regularly look at recruiting people who have basic hard skills like computer use i.e. MS word, PowerPoint, and Excel and other peripheral technical skills. These competencies are vital in professional viability. These fundamental skills are general as individuals acquire them in the process of various other skills, including learning to operate the new technology, handling the computer workstations, carrying out printing and scanning procedures, creating data directories, and using a variety of computer programs. These hard skills will increase marketability in addition to making an individual stronger in his professional profile making him more competitive among his peers to secure higher position.

The people tend to apply these skills during an internship in a real-world situation. As an illustration, a trainee in a consulting firm should be able to interact with a heterogeneous clientele of different demographics and be able to communicate and persuade the stakeholders to embrace recommended services. These interactions support the enhancement of interpersonal communication. The involvement in team collaborations as well as monthly strategic meetings also expose the trainees to a collective ideation process, which is more likely to engage the thinking on a broad basis and inspires the creation of new solutions. This learning process is therefore an experiential learning process that strengthens one critical thinking ability and maturation of the general skills.

Chapter 3: Organizational Overview

3.1 Introduction

The choice of this professional field was supported by the fact that the future career path was considered. The major aim was to find a niche in a business setting, hence the decision to select an organization that was supportive to experiential learning. My career started with Texas Overseas Ltd., where exposure to a variety of workplace structure enabled acquisition of adaptive workplace skills. This allowed there to be a channel of skill improvement and gathering of experience which was relevant in the industry. I have, therefore, gained a holistic knowledge of the dynamics of corporations and the effort needed to survive in such an environment. In addition, I have defined the area of responsibility of the position.

3.2 Organizational Overview

I was initially taken on board of the organization in a junior position at Texas Overseas Ltd., which is located at Dhanmondi 7, Dhaka. The company has had a reputation of operational success in the last fifteen years. It has ancillary departments within its structural set up with a student affairs division and Tourist Visa and Work Permit division. It has more than thirty employees, some of whom have outstanding educational qualifications that have been earned in the recent past. As a consulting company, it attracts highly qualified workers to the firm in a systematic manner that portrays high levels of communication proficiency, an aspect that underlines interpersonal exchange as a vital requirement in consultancy. The company has a certified presence on Facebook, departmental groups, which act as mediums of internal and external communications.

This organization has provided the information about the packages and different types of working sectors for those who want to go aboard for study or work purpose. As an employee

of the organization, I have responsibilities in both working and study abroad counseling section. The working day begins on Saturday and end on Thursday with the working hours being 10 am-6.30 pm. The regulations, clauses of contract and necessary conditions of operation are promulgated by each corporation. As a company, formal dress code is mandatory to all the employees. A complex CCTV system keeps an eye on the business at all times. The workplace environment can be described as neat, well-maintained, and friendly environment that will allow its employees to feel at ease.

3.3 Mission, Vision and Values

3.3.1 Mission

The mission of Texas Overseas is working with honesty and loyalty. Most of our clients visits us hearing from our old clients. We have served our clients from the last 13 years. This company assists fulfilling clients desire ambitions. We have 24/7 help line which connects with the clients. The main target of this organization is to serve the clients with authentic information's, budget friendly packages and travel supports.

3.3.2 Visions

The goal of our organization is to maintain the clients needs and work according to their recommendations and hold the company's reputation. The organization envisions.

- Integrity and truthfulness in all interactions.
- Openness and precision in correspondence and costs.
- A customer-centric strategy prioritizes the demands and objectives of the client.
- Professionalism and superiority in providing services.
- Ongoing development and keeping up of international education and visa regulations.
- dedication to the happiness and success of clients.

3.3.3 Values

- Our company offers consulting services that are truthful and open.
- The objectives of our clients are our first concern.
- We provide precise, trustworthy, and moral advice.
- We accept accountability for each stage of the procedure.
- We provide equitable help to customers from all backgrounds.
- We strive to guarantee favorable admissions and visa results.

Chapter 4: My Roles and Responsibilities

4.1 Introduction

In the first week of my internship, I had assigned responsibilities which helped me to integrate with the organization on a weekly basis. During the first week, the manager gave me a formal acceptance letter and was familiar with the education department and other functional units. The supervisor was very detailed in explaining my tasks. The next week, I learned about the differences between student and work visas, as well as became familiar with the technologies and processes that are usually used in the work of offices. I also got to know of the official site of the organization and other related online activities. Since the firm is engaged in a consulting role, it was crucial to purchase this knowledge. During the next one to two weeks, I concentrated on learning the art of studying abroad in a holistic manner. The third and fourth week proved to be a tremendous challenge as I was assigned more responsibilities such as handling clients and advisory roles. I kept an eye on the communication with clients on a daily basis to offer them timely guidance and occasionally stood at the front desk to improve on my interpersonal communication skills. This was to be practiced to make me more confident when dealing with different clients. The load of my duties was gradually increased every week; I received a specific phone number to communicate with the clients and started approaching previous clients and making follow-up appointments. Later, I started to receive new clients. I watched the Facebook adverts, gathered prospect information, called potential clients, and helped them pay visits to the office as part of my responsibilities. Each time senior consultants interacted with clients, I would shadow them and write down whatever occurred and how the seniors responded to clients in order to perfect my knowledge of the advisory process.

4.2 Work Condition

Under the internship, I was able to work with the Education team and the manpower team. The education department had four members, besides me; my supervisor was Md. Akteruzzaman Shoeb who is the General Manager and the administrator of the organization and the head of the department. The vast experience in the area accorded him with a lot of accountabilities in facilitating operations in the office. He has worked experience and is competent in a variety of tasks, such as counseling clients, files, and giving orders to employees. He is accommodating and friendly and he dictates both the management and the individual employee requirements. He taught me the handling of clients in different situations as well as managed the work-permit visa industry. The organization had a monthly target that the various teams were working towards, our team divided the tasks to reach these targets. The department had good organization and upkeep.

4.3 My Learning and Experiences

It was my first experience of professional practice as a novice. The internship experience has sharpened my skills; I have developed better communication and analytical skills when I was exposed to many people. I had to acquire the ability to be flexible, which will help me adapt to various situations at work. Also, I developed a professional attitude and enhanced my experience of studying and working overseas. As a visa consultant my main role is counseling the clients, application support and visa guidance. I help the clients to process their files by giving them proper information's and solve their problems. I used to find their desire university's according to their qualification's. I help students to their application process, sometimes I apply from them and I also help the working visa interested clients by applying and processing their papers. I kept track of the files and process the clients. I taught students and manpower clients to handle their visa interviews confidently while complying with the

embassy rules. From this job experience I have learned about visas and requirements about individual countries. Mainly I have pursued about the individual student and manpower visas information, and how to deal with the clients and work under pressures.

4.4 Examples of Tasks Completed

During my full-time experience, I performed various duties to support students and manpower clients, manage administrative tasks, and assist operations. Key tasks include:

- Held one-on-one meetings with more than one hundred clients and examined profiles and suggested appropriate courses, working sectors and nations.
- Prepared professional resumes, wrote and edited SOPs, assisted students in finishing university applications on time, coordinated recommendation letters, and checked all paperwork.
- Helped students in preparing financial proofs and conducted simulated interviews.
- Created progress reports for management.
- Addressed problems with errors, delays, and missing documents and collaborated with colleges and companies.

Chapter 5: Conclusion

The position at **Texas Overseas Limited** has been a valuable experience, helping me essential skills like time management, honesty and professional manners. Counseling parents, students and the workers taught me the importance of listening and answering their questions effectively and understanding their way of thinking. One of the biggest lessons I've learned here is the importance of responsibility in professional life. I'm grateful for the chance to work with Texas Overseas Limited and to learn from their guidance. I'm excited to see how this experience will shape my future.

5.1 Recommendation

Based on my experience as a visa consultant for this company, I would suggest some improvements for the organization that may make their service more smoother.

- They should train the new employees with updated visa policies, embassy requirements, and client handling tips.
- They should organize some entertaining activities for the employees at least once a month. This will make the employees mind fresh and will create a inner bonding between the employees.
- The digital payment system should be updated.
- Focus on the development of marketing policy and client handling system.

5.2 Limitations

I have face several limitations while working as a consultant for this company. This limitations created issues at my works like-

- The embassy rules and requirements are frequently changed that's why I have to recharch every month about individual countries requirements.
- I couldn't talk directly to people in foreign embassies, which made it harder for me to fully comprehend how decisions are made at that level.
- Some agencies are faking and flew away with clients money, so the clients hesitate to trust our organization .
- The duration of work permit files process are lengthy, this long time process makes the clients loose their patience.

Further Scopes

I'm a new joiner and a also a new learner at this sector , so with the flow of the time I will learn more and become an expert visa consultant. I think working with this sector makes my communicate skill better . This path will lead me working with different countries and learning about their requirements, culture and other sides. In the future I will able to process my own file to study aboard by working in this sector.

Appendices

Appendix-1: Letter of job acceptance from the Industrial Supervisor.

TEXAS OVERSEAS LIMITED



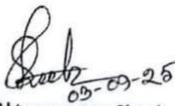
Date: 03.09.2025
Name: Shadia Afrin Labone
Phone No: 01318-793610

Md. Akteruzzaman Shoeb (General Manager)
Texas Overseas Limited.
Address: House: 18 (New), Road: 07, Dhanmonddi, Dhaka-1209.
Subject: Job acceptance letter for the position of "Visa Consultant and Student Counselor"
Shadia Afrin Labone,

On behalf of , Texas Overseas Limited. I am delighted to formally offer you the position Visa Consultant and Student Counselor effect from 03.09.2025. Your commitment and skills impressed us during the interview process, and we believe you will be a valuable addition to our team.

This is a Full-time position and your salary will be 15,000 (Fifteen Thousand Taka) per month. The salary may be reviewed based on your performance, and you will report directly to Md. Akteruzzaman Shoeb (General Manager) at our office address: House: 18 (New), Road: 07, Dhanmonddi, Dhaka-1209.

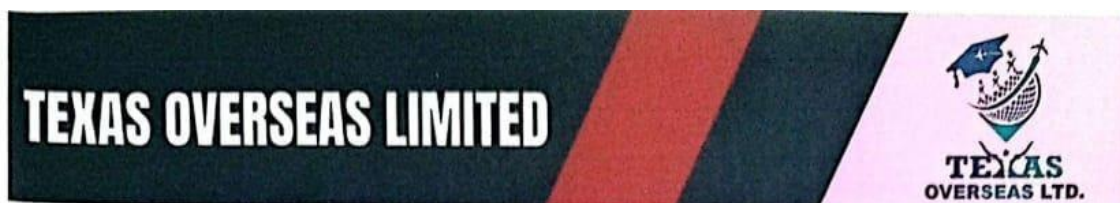
Accepted By:
Shadia Afrin Labone
03-09-2025
Best regards,
Shadia Afrin Labone


Md. Akteruzzaman Shoeb
(General Manager)

+8801622-863970 / +8801622-863965 ✉ texasbd247@gmail.com

📍 500/A ,House No # 18,Road No#07,Dhanmondi ,Dhaka -1212,Bangladesh.

Appendix-2: Letter of experience.



Date: 03.12.2025

Name: **Shadia Afrin Labone**

Phone: 01318793610

Md. Akteruzzaman Shoeb (General Manager)

Texas Overseas Limited.

Address: House:18 (New), Road: 07, Dhanmonddi, Dhaka-1209.

Subject: Three months experience letter as a **Visa Consultant**

This is to certify that **Shadia Afrin Labone** holding the position of **Visa Consultant** was employed at **Texas Overseas Limited** from 03.09.2025 to 03.12.2025.

During this period **Shadia Afrin Labone** carried out all responsibilities with sincerity, professionalism, and dedication. We found her to be **professional, hardworking, honest, punctual, reliable, skilled, cooperative**. Her conduct and behavior with colleagues and management were exemplary.

We wish **Shadia Afrin Labone** every success in her future endeavors.


..... 03/12/2025

Md. Akteruzzaman Shoeb

(General Manager)

Texas Overseas Limited

☎ +8801622-863970 / +8801622-863965

✉ texasbd247@gmail.com

📍 500/A, House No # 18, Road No#07, Dhanmondi, Dhaka -1212, Bangladesh.

Appendix-3: Feedback Form (Mid-term)

Internship Feedback Form (To be completed by the Organizational/Institutional Supervisor/Reporting-boss)

University Name: Daffodil International University
Department: English
Intern's Full Name: Shadia Afraiz Labone
Organization/Company Name: Texas Overseas Limited
Department/Section (if applicable): _____
Supervisor's Name & Designation: Md. Akteruzzaman Shabb (G.M)
Contact Number: 01719998172
Email: _____
Duration of Internship: From 05.09.2025 to 03.12.2025
Feedback Type: ☐ Mid-term (after 1 month) ☒ Final (at completion)

Section A: Evaluation of Professional Attributes

Please rate the intern on the following areas using the scale below:

5 = Excellent | 4 = Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Unsatisfactory

Criteria	1	2	3	4	5
1. Punctuality and regular attendance	☐	☐	☐	☐	☒
2. Sense of responsibility and reliability	☐	☐	☐	☐	☒
3. Communication skills (oral & written)	☐	☐	☐	☒	☐
4. Teamwork and cooperation	☐	☐	☐	☒	☐
5. Leadership potential and initiative	☐	☐	☐	☐	☒

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 6. Problem-solving and decision-making skills | ☐ | ☐ | ☐ | ☐ | ☒ |
| 7. Adaptability and flexibility | ☐ | ☐ | ☐ | ☒ | ☐ |
| 8. Office/professional etiquette | ☐ | ☐ | ☐ | ☐ | ☒ |
| 9. Time management and efficiency | ☐ | ☐ | ☐ | ☐ | ☒ |
| 10. Commitment to learning and self-improvement | ☐ | ☐ | ☐ | ☐ | ☒ |

Section B: Work Performance

- | Criteria | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 1. Quality of assigned work | ☐ | ☐ | ☐ | ☐ | ☒ |
| 2. Quantity/consistency of output | ☐ | ☐ | ☐ | ☐ | ☒ |
| 3. Ability to follow instructions and meet deadlines | ☐ | ☐ | ☐ | ☐ | ☒ |
| 4. Creativity and innovation | ☐ | ☐ | ☐ | ☐ | ☒ |
| 5. Ability to work independently with minimal supervision | ☐ | ☐ | ☐ | ☒ | ☐ |

Section C: General Observations

1. What are the intern's key strengths?

The intern's key strengths include a strong willingness to learn, effective communication skills and a positive attitude toward teamwork and collaboration.

2. What areas of improvement would you suggest?

The intern could further enhance their adaptability in handling multiple tasks simultaneously and continue developing their collaboration and leadership skills. With ongoing experience, she has great potential to strengthen their problem-solving abilities and take on more responsibility confidently.

3. Any specific achievements or contributions by the intern:

The intern show dedication and willingness to learn throughout the internship period.

(Please add extra pages if necessary)

4. Overall performance of the intern:

☐ Excellent ☒ Good ☐ Satisfactory ☐ Needs Improvement

☐ Unsatisfactory

Section D: Supervisor's Declaration

I confirm that the above evaluation is based on the intern's actual performance and conduct during the stated period.

Supervisor's Signature:



Date: 21-10-2025

Official Seal (if any): _____

Internship Feedback Form (To be completed by the Organizational/Institutional Supervisor/Reporting-boss)

University Name: Daffodil International University

Department: English

Intern's Full Name: Shadia Afraiz Labone

Organization/Company Name: Texas Overseas Limited

Department/Section (if applicable): _____

Supervisor's Name & Designation: Md. Akteruzzaman Shabb (G.M)

Contact Number: 01719008772

Email: _____

Duration of Internship: From 07.07.2025 to 07.12.2025

Feedback Type: ☐ Mid-term (after 1 month) ☒ Final (at completion)

Section A: Evaluation of Professional Attributes

Please rate the intern on the following areas using the scale below:

5 = Excellent | 4 = Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Unsatisfactory

Criteria	1	2	3	4	5
1. Punctuality and regular attendance	☐	☐	☐	☐	☒
2. Sense of responsibility and reliability	☐	☐	☐	☐	☒
3. Communication skills (oral & written)	☐	☐	☐	☒	☐
4. Teamwork and cooperation	☐	☐	☐	☒	☐
5. Leadership potential and initiative	☐	☐	☐	☐	☒

- | | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 6. Problem-solving and decision-making skills | ☐ | ☐ | ☐ | ☒ | ☐ |
| 7. Adaptability and flexibility | ☐ | ☐ | ☒ | ☐ | ☐ |
| 8. Office/professional etiquette | ☐ | ☐ | ☐ | ☒ | ☐ |
| 9. Time management and efficiency | ☐ | ☐ | ☐ | ☐ | ☒ |
| 10. Commitment to learning and self-improvement | ☐ | ☐ | ☐ | ☐ | ☒ |

Section B: Work Performance

- | Criteria | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 1. Quality of assigned work | ☐ | ☐ | ☐ | ☒ | ☐ |
| 2. Quantity/consistency of output | ☐ | ☐ | ☐ | ☒ | ☐ |
| 3. Ability to follow instructions and meet deadlines | ☐ | ☐ | ☐ | ☐ | ☒ |
| 4. Creativity and innovation | ☐ | ☐ | ☐ | ☒ | ☐ |
| 5. Ability to work independently with minimal supervision | ☐ | ☐ | ☐ | ☒ | ☐ |

Section C: General Observations

1. What are the intern's key strengths?

The intern has shown a positive attitude toward learning and adapting to new tasks.

2. What areas of improvement would you suggest?

The intern could focus on developing greater adaptability and flexibility being open to new challenges; adjusting quickly to changes and handling tasks outside their comfort zone. Additionally, improving teamwork and cooperation would be beneficial.

3. Any specific achievements or contributions by the intern:

The intern has shown significant growth in teamwork by actively collaborating with colleagues, supporting team members in achieving goals and contributing constructive ideas during discussions.
(Please add extra pages if necessary)

4. Overall performance of the intern:

☒ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

☐ Unsatisfactory

Section D: Supervisor's Declaration

I confirm that the above evaluation is based on the intern's actual performance and conduct during the stated period.

Supervisor's Signature: _____

Date: 03/12/2025

Official Seal (if any): _____

Appendix-5: Working Time



ORIGINALITY REPORT

6%	5%	1%	4%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	dspace.daffodilvarsity.edu.bd:8080	3%
	Internet Source	
2	Submitted to Daffodil International University	2%
	Student Paper	
3	Submitted to Top Education Institute	<1%
	Student Paper	
4	pdfcoffee.com	<1%
	Internet Source	
5	Lu, Chia-Yun. "Pandemic Management in Hospitality Industry in Taiwan.", National Yang Ming Chiao Tung University, 2024	<1%
	Publication	
6	Submitted to University of Liverpool	<1%
	Student Paper	
7	www.coursehero.com	<1%
	Internet Source	
8	"Advances in Empirical Economic Research", Springer Science and Business Media LLC, 2023	<1%

Publication

9	JoAnn M. Rae. "A Collaborative Approach to Transition Planning for Students With Disabilities", Routledge, 2025	<1%
	Publication	

Exclude quotes	Off	Exclude matches	Off
Exclude bibliography	Off		