



## Internship Report On

### **My Experience in HR and General Administration at Skill.jobs**

#### **Submitted To**

Dr. Ehatasham Ul Hoque Eiten  
Assistant Professor and Head  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

#### **Submitted By**

Md. Sohanul Islam  
ID: 221-10-833  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

#### **Date of Submission:**

13-12-25

This Internship Report is submitted to the Department of English, Daffodil International University for the fulfilment of Partial Requirement for the Degree of Bachelor of English

## LETTER OF TRANSMITTAL

Date: 13/12/2025

Dr. Ehatasham Ul Hoque Eiten  
Assistant Professor and Head  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

Subject: Submission of Internship Report on “My Experience in HR and General Administration at Skill.jobs”

Dear Sir,

It gives me immense pleasure that I am handing in my internship report of "My Experience in HR and General Administration at Skill.jobs" that was offered to me as a component of my Bachelor Program. This report has been done according to the instructions and useful recommendations that I receive occasionally.

I owe you great debt of gratitude at this point because of your guidance and constant support during the internship period. Hopefully, you will be satisfied with this report and it will represent the experience and learning I have acquired during my internship.

Sincerely yours,

.....

Signature

Md. Sohanul Islam  
ID: 221-10-833  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

## STUDENT DECLARATION

I am **Md. Sohanul Islam**, ID: **221-10-833**. I declare that this internship report titled " **My Experience in HR and General Administration at Skill.jobs**" is written by me. I did this work during my internship at Skill.jobs. I completed the internship under the supervision of Dr. Ehatasham Ul Hoque Eiten, Department head of English at Daffodil International University. This report is submitted to the Department of English at Daffodil International University. It is a part of the requirement for my B.A. (Hons) in English degree for the course Project Paper with Internship (ENG 431). I confirm that this report has not been submitted anywhere else for any degree or diploma. All the sources I used in this report have been properly mentioned. If I used any information, idea, or picture from other writers, I have given proper credit.

.....

Signature

Md. Sohanul Islam

ID: 221-10-833

Department of English

Faculty of Humanities & Social Science

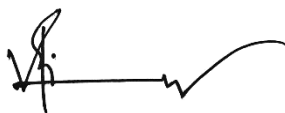
Daffodil International University

## CLARIFICATION OF ACADEMIC SUPERVISOR

This is to certify that **Md. Sohanul Islam**, bearing student ID. **221-10-833** from Daffodil International University, has successfully completed his internship project paper “**My Experience in HR and General Administration at Skill.jobs**” for the course ENG 431 under my close supervision. He completed his internship at Skill.jobs, where he worked as an HR admin.

During the internship period, Md. Sohanul Islam stayed in regular contact with me and followed my instructions sincerely. Whenever he faced any problem, I guided him and provided the support he needed to overcome the difficulties. He showed great dedication and effort in completing his tasks.

The content of this report reflects his hard work and commitment. I confirm that his internship report is ready for submission. I wish him all the best for his future and hope he achieves great success in life.



.....  
Signature of the Supervisor

Dr. Ehatasham Ul Hoque Eiten  
Assistant Professor and Head  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

## ACKNOWLEDGEMENT

I am very thankful to present my project titled “My Experience in HR and General Administration at Skill.jobs”. I feel peaceful and proud because I have completed this work with honesty and effort. I thank Almighty God for giving me strength and blessings. I am grateful to the Department of English at Daffodil International University. They gave me a great opportunity to learn and grow through this internship.

I want to thank my supervisor, Dr. Ehatasham UL Hoque Eiten from my heart. He always guided me with care and patience. His advice helped me to understand the true meaning of hard work, kindness, and responsibility. I also thank the Head, Training and Development, Md. Mamunur Rashid. I am thankful to all the trainers at Skill.jobs. Their support and advice helped me a lot during my internship.

I want to mention Dr. Ehatasham Ul Hoque Eiten sir again because he was always there to help me. His support was like a light that showed me the right path. Lastly, I thank my colleagues. They made my tasks enjoyable. Their help, cooperation, and energy made my work successful. Without them, this journey would not be complete.

## ABSTRACT

In this internship report, I will provide a summary of my internship experience as an HR and General Administration intern at Skill.jobs. I was able to acquire practical experience on HR operations through the internship, where I was exposed to recruitment, employee onboarding, communication, as well as seminar coordination. In addition to practical learning, I attended web-based training on soft skills and fundamental HR concepts, and it served to improve the knowledge gap between theory and practice.

During the internship, I was able to see how people behave in the workplace, HR strategies, and teamwork. I used the theoretical concepts in real life, acquired skills to create job descriptions, organize events, and communicate successfully with the applicants and the stakeholders. The experiences assisted me in enhancing my professional abilities, particularly problem-solving, leadership abilities and collaboration skills.

There are also some personal strengths and problems that I reflect on as having been during the internship. It contains major insights of HR practices of Skill.jobs and offers recommendations on how to optimize recruitment and efficiency of the organization. In general, the internship has provided me with beneficial knowledge about the role of the HR and helped me to grow professionally.

## INDEX

| Chapter     | Content                                        | Page Number |
|-------------|------------------------------------------------|-------------|
|             | Letter of Transmittal                          | ii          |
|             | Student Declaration                            | iii         |
|             | Certification of Academic Supervisor           | iv          |
|             | Acknowledgement                                | v           |
|             | Abstract                                       | vi          |
| Chapter: 01 | Introduction                                   | 1-2         |
| Chapter: 02 | Objective of The Internship                    | 3           |
| Chapter: 03 | Procedures And Reasons                         | 4-5         |
| 3.1         | Selection of Educational Level for Internship  | 4           |
| 3.2         | Selection of Institution                       | 4           |
| 3.3         | Selection of Class                             | 5           |
| 3.4         | Internship Procedure                           | 5           |
| Chapter: 04 | Institutional Details                          | 6           |
| Chapter: 05 | Activity Observation Report                    | 7-12        |
| 5.1         | Observation Report: Online Training Session    | 7-8         |
| 5.2         | Observation Report: Recruitment Process        | 8-9         |
| 5.3         | Observation Report: Seminar and Event Planning | 9-11        |
| 5.4         | Overall Observation Report                     | 11-12       |
| Chapter: 06 | Reports on Practical Task Execution            | 13-17       |
| 6.1         | Report on Online HR Training Sessions          | 13-15       |

|             |                                              |       |
|-------------|----------------------------------------------|-------|
| 6.2         | Report on Field Tasks and Event Coordination | 15-17 |
| Chapter: 07 | Findings                                     | 18    |
| Chapter: 08 | Recommendations                              | 19    |
| Chapter: 09 | Conclusion                                   | 20    |
|             | Reference                                    | 21    |
|             | Appendix                                     | 22-25 |

## Chapter-1

### Introduction

Internship Experience being an HR and General Administration Intern as a requirement of my university studies, I got a chance of doing my internship at Skill.jobs. This internship program has become an important achievement in my academic and professional life. It enabled me to put into practice the theories and concepts that I have studied in the coursework setting.

Prior to the commencement of the internship, I went through an approval process that involved an interaction with the HR team at the Skill.jobs, a formal application, and a clearance with my university. Once all formalities are finalized, I am scheduled to start my internship in September of 2025. The internship was structured to last four months and already two months elapsed after which I successfully learned and contributed at least two more months remaining.

In the first month, I was taking a course of online training that was dedicated to the key soft skills and HR basics. These sessions enabled me to learn how to write good job descriptions, know the job information, professional communication, presentation, teamwork and collaboration, and how to overcome obstacles that hinder teamwork. Another set of skills which I acquired was time and task management skills, problem solving skills, critical thinking skills, adaptability skills, stress management skills and leadership skills. Furthermore, I also learned about the labor laws, ethics and accountability, sourcing process, the process of onboarding employees, and the process of determining job rank and salary.

In addition to theory learning, I was able to work in the field, which involved helping in planning and conducting seminars and events to students in schools, colleges, and universities. These exercises allowed me to gain knowledge of operational and administrative sides of HR in a professional working environment.

During my stay at Skill.jobs, I had gained an insight into the invaluable nature of HR in every organization. I gained knowledge on how to effectively handle tasks, communicate, organize events and also help a team to succeed. These experiences enabled me to enhance my technical as well as interpersonal skills.

To sum up, this internship has not only been a requirement of the university. It has been a rich experience which has led to my personal and professional development. It allowed me to use the theoretical concepts in the field, sharpen my skills and have a better insight into the corporate HR practices. I would like to thank this possibility because it has made my desire to develop as a skillful and responsible HR specialist even stronger.

## Chapter-2

### Objectives of The Internship

The primary goal of the internship will be to learn and investigate the practical processes and operations of Human Resource management and the general administration in a corporate setting at Skill.jobs. The aim of this internship is to explore the practice of implementing and managing HR policies and practices in the organizational context in a professional setting.

The targeted goals of this internship are:

- To learn the essential HR processes, such as recruitment, onboarding, employee engagement, and performance assessment.
- To investigate how soft skills (communication, teamwork, leadership, and time management) can be utilized in the workplace.
- To be able to see the everyday administrative actions and the organizational behavior within a corporate setting.
- To examine how HR practitioners, employ various talents sourcing and workforce development strategies.
- To be involved in organizing and implementing seminars, training programs and events to students and job seekers.
- To determine the application and the effectiveness of HR tools, techniques, and online platforms in the process of hiring and administration.
- To discover the typical issues in HR and understand the ways of solving the problem at the work place.
- To propose the improvements in HR practices and administrative effectiveness at Skill.jobs.

## **Chapter 03**

### **Procedures And Reasons**

#### **3.1 Selection of Educational Level for Internship**

I have always been interested in Human Resource Management but I had no practical exposure to this field prior to this internship. I am not sure that initially I had a clear picture of how HR activities are managed in the real organization, and how the theoretical knowledge can be applied to the workplace practices. Given my education and career goals, I decided to have an internship in the HR and General Administration department in Skill.jobs.

This internship was the ideal experience that would meet my objectives of having practical experience in the field of organizational behavior, recruitment, employee management, and corporate communication. Skill.jobs is a well-known site that has professional development and training services, which guaranteed the favorable learning condition. Additionally, the internship was designed in a way that it provided both the theoretical aspect of learning through the online sessions as well as the field exposure through the field work, which was the best opportunity to fill the gap between the academic knowledge and the job preparation.

#### **3.2 Selection of Institution**

When deciding on the structure to take during my internship, I took time to consider various possibilities of finding the best institution which matched my academic interest as well as career interests. However, after some time, I decided to use Skill.jobs since it is an established site where one can have a full training and career development program, especially in the area of Human Resources and employment solutions.

Upon meeting the Skill.jobs coordination team, I was granted permission to start my internship in the HR and general administration department. The company did not only offer an official way of the intern but also offered a positive learning environment. The HR staff and the authorities at Skill.jobs were very accommodative and assisted me in the initial phases of my career. They guided me through mentorship and professional advice, which made it very easy to begin and proceed with my internship.

### **3.3 Selection of Role and Responsibilities**

Being an HR and General Administration intern at Skill.jobs, I was first subjected to a combination of theoretical and practical assignments. Although the internship provided numerous opportunities of areas to be explored, I was assigned specifically to work in the Human Resource department which involved recruitment processes, the administrative operations and event coordination.

To ensure that I acquired a diverse exposure, I was allowed to be close to various functions of the HR, including sourcing of candidates, job description writing, onboarding, and field tasks, including seminar planning and institutional outreach. This has enabled me to learn several facets of HR practices and administration in a real-life organization. Through online training, as well as on-site operational training, I was in a position to get practical insight on a corporate HR set up.

### **3.4 Internship Procedure**

In a bid to have a clear insight into HR and the administrative practices in a professional environment, I engaged in some HR-related activities and organizational processes during my internship in Skill.jobs. They were online training sessions, disbursing recruitment activities, helping in event organization, and communication with job seekers and stakeholders. These experiences enabled me to have a hands-on experience in HR processes, employee engagement strategies, and communication strategies at the workplace.

I also actively participated in the planning seminars and outreach programs through which I got to experiment with the administrative side of planning events. These practical exercises enabled me to examine the existing HR practices, define the organizational strengths, and outline the areas, which need to be enhanced in order to improve the organizational efficiency and staff satisfaction.

## Chapter-04

### Institutional Details

Skill.jobs is a renowned professional platform in Bangladesh that focuses on career development, job placement, and skills enhancement for individuals and organizations. Headquartered in Dhaka, Skill.jobs serves as a bridge between job seekers and employers by offering a wide range of HR support, recruitment assistance, and professional training programs.

Founded with the vision of transforming traditional job hunting into a skill-based employment system, Skill.jobs works closely with educational institutions, training academies, and corporate partners. The organization plays a vital role in upskilling youth through seminars, workshops, virtual learning sessions, and internship opportunities.

Skill.jobs operates through a structured departmental system, including HR, General Administration, Marketing, Training and Development, and Technology Support. The HR and General Administration department, where I completed my internship, is responsible for talent acquisition, managing employee relations, planning recruitment drives, conducting interviews, and organizing educational events both online and offline.

The organization actively collaborates with schools, colleges, universities, and various industries to create employment opportunities and enhance professional skills. Events such as career fairs, leadership workshops, soft skills training, and seminars on emerging job trends are regularly held. Skill.jobs emphasizes innovation, ethical practices, and continuous development, making it a dynamic and learning-centered workplace environment for interns like myself.

## Chapter-05

### Activity Observation Report

#### 5.1 Observation Report: Online Training Session

| Field              | Details                                                                                                                                                                                                          |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Session Name       | Introduction to Soft Skills and HR Fundamentals                                                                                                                                                                  |
| Training Platform  | Google Meet (Online)                                                                                                                                                                                             |
| Trainer's Name     | Md. Mamunur Rashid, Head of Training and Development, Skill.jobs                                                                                                                                                 |
| Session Duration   | 120 minutes                                                                                                                                                                                                      |
| Session Objectives | To develop soft skills and introduce core HR concepts                                                                                                                                                            |
| Participants       | Interns and trainees (around 20 participants)                                                                                                                                                                    |
| Materials Used     | Slide presentation, training videos, interactive tools, digital handouts                                                                                                                                         |
| Topics Covered     | Job description formats, communication skills, teamwork strategies, leadership qualities, job analysis, problem-solving techniques, conflict management, professional ethics, basic labor laws, onboarding steps |

#### **Experience of the Class:**

“Introduction to Soft Skills and HR Fundamentals” was an online session conducted by Md. Mamunur Rashid and took approximately two hours. The meeting was attended online through Google Meet, enabling people to attend it in different places. To introduce the participants into the session, the trainer started off by using an ice-breaking activity which made the participants feel relaxed.

He then provided an interesting slide presentation that covered the significance of soft skills in HR including good communication, leadership, teamwork, flexibility, and time management. During the session, there were hands-on examples of writing job description and developing plans on how to onboard employees.

The trainer made the session interactive and participant centered as the entire session was filled with questions and the participants were encouraged to ask and share their ideas via polls and chat responses. The environment was conducive but encouraging. Although not all the trainees were ready to open up at first, the trainer was very encouraging and used life experience to make them feel better.

By the end of the session, he provided a case study and gave a practical task in which the participants were required to write a job description using a given role. A quiz was used to conclude the session in order to strengthen learning. In sum, it was an informative and interesting experience, and my experience of learning online provided me with the exposure to soft skills as well as HR methods.

## 5.2 Observation Report: Recruitment Process

| Field                            | Details                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Process Observed</b>          | Recruitment & Candidate Selection                                                                        |
| <b>Department</b>                | HR & General Administration, Skill.jobs                                                                  |
| <b>Supervisor/Trainer</b>        | HR Executive / Recruitment Specialist                                                                    |
| <b>Tools &amp; Materials</b>     | Job descriptions, sourcing platforms, CV database, LinkedIn, job boards, screening checklist             |
| <b>Objectives of the Session</b> | To understand sourcing techniques, screening procedures, interview methods, and selection best practices |
| <b>Activities Observed</b>       | Job posting, CV screening, shortlisting, candidate communication, interview preparation                  |

### **Experience of the Recruitment Process:**

In my internship period at Skill.jobs, I was able to witness an entire process of recruitment involving the HR team. It opened with a demonstration of the process of job analysis that is done by an HR professional in identifying the duties, skills, responsibilities, necessary qualifications, and working conditions to produce an accurate job description. This section made me realize that the process of recruitment commences many years before a job ad is made known to anyone, and how thorough research is to get the correct candidate to work.

Secondly, I looked at methods of sourcing by the candidate the organization employs. Skill.jobs employs a number of channels to access the talent pools, including LinkedIn, BDjobs, Facebook groups, university career portal, and internal talent pool. I was informed about the use of numerous sourcing channels that enhance the probability of recruiting experienced candidates. Another way of how HR Executive might attract the right audience was described by the HR Executive of how employer branding and well-written job posts can assist in the creation of the right audience.

Throughout the session, I was demonstrated a method used by the HR to shortlist a high number of applicants. The criteria applied by the team were limited to skills, experience, relevancy and fit concerning culture. They also showed me how to write professionally to the applicants using emails or messages, in accordance with the typical HR etiquette.

I was witnessing a sequence of screening interviews during which the recruiter applied behavioral and structured questions. Best practices that they embraced included active listening, evaluation of non-verbal communication, follow up questions, and being fair in relation to the candidates. The recruiter also noted that an interview should be kept in a respectful and comfortable atmosphere.

By the conclusion of the session, I was taught to prepare the job offers, negotiate the salary framework, and describe the growth opportunities by HR professionals. They also emphasized on transparency and observance of labor laws when hiring employees.

Generally, this observation during recruitment provided me with a clear understanding of how hiring works in professional practices in terms of job analysis and selection. It made me realize the need to be accurate, communicate well, be fair and have a well-structured process when developing a strong and effective workforce.

### 5.3 Observation Report: Seminar and Event Planning

| Field              | Details                                           |
|--------------------|---------------------------------------------------|
| Activity Observed  | Seminar Planning & Educational Event Coordination |
| Department         | HR & General Administration, Skill.jobs           |
| Supervisor/Trainer | Event Coordinator / HR Officer                    |
| Event Type         | Career Seminar / Skill Development Session        |

| Field                     | Details                                                                                                                  |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Target Audience           | School, College & University Students                                                                                    |
| Materials Used            | Planning sheets, contact lists, promotional posters, registration forms, communication tools                             |
| Objective of the Activity | To understand event planning, student outreach, institutional communication, and logistics management                    |
| Tasks Observed            | Contacting institutions, preparing student lists, designing posters, managing registration, coordinating event logistics |

### Experience of the Seminar & Event Planning Activity:

Throughout my internship experience at Skill.jobs, I was involved in the planning and organization of seminars and Skill development activities which were aimed at students in different learning institutions. The event was launched with the thorough explanation of the Event Coordinator, who stated reasons why the seminar was being organized, whom it was to, and how to organize a successful event.

I could see how the HR and administration team made a well-organized plan of events, beginning with the choice of appropriate institutions, the preparation of outreach messages, and contacting school/college authorities. The team communicated with institutions and invited students by means of official emails, phone calls, and social media platforms. I was taught that I should be professional, clear and positive in all communications.

Then I was engaged in the production of the promotional materials including posters, announcements, and registration forms. All these materials were used to appeal to students and bring about a clear purpose of the seminar, the speakers, date, time and venue. Another aspect that the HR group highlighted was the need to brand and ensure uniformity in everything that the eyes see.

During the planning day, I was involved in the organization of the student lists, flow regulation, and seating or online session capacity. I got to know how to liaise with various members of the team, delegate the tasks, and monitor logistical needs, including audio, images, staging, or the preparation of an online environment.

The Event Coordinator showed how to manage the unexpected issues, i.e., communication delay, last-minute changes, or changes in student attendance. It enabled me to learn how to solve problems on the spot and why flexibility is significant in event management.

On the whole, this experience provided me with real-life experience of organizing seminars, working in a team, and communication planning, as well as coordination. It taught me to understand that HR departments are involved in not just the recruitment process, but in also in the learning programs, community outreach and the skill training programs. This exercise boosted my self-esteem in performing office duties and working in a team within an organization.

## **5.4 Overall Observation Report**

### **Structure of HR Activities:**

The general layout of the tasks that were experienced in Skill.jobs had a definite and professional work flow. Online training sessions, recruitment observation session, and seminar planning sessions started with a presentation of the goal of the activity. A short introduction was offered by trainers or supervisors and the sense of each step was provided. The operations were organized and systematic with planning as the first step followed by execution and finally review or feedback. This uniform layout served to keep clarity, focus and fluency in the way coordination went on in all the activities observed.

### **Management and Coordination Strategies:**

A management and coordination approach must be implemented to guarantee that the topmost level of managers and key organizational participants share the optimal and efficient vision statement to be adopted. <|human|> Management and Coordination Strategies:

The management strategies were effective as observed in all HR and administration activities. Supervisors made sure that there was clarity of communication, allocation of roles and responsibilities and role clarity. Rather than addressing the process as a whole, the team applied process steps in recruitment or event planning, by scheduling, following up as well as use of checklists to maintain order. When unforeseen circumstances arose (like problems with communications or changes in the plan of the event), the group approached them in a very relaxed and professional way, which showed excellent problem-solving and flexibility capabilities.

### **Materials and Tools Used:**

Different professional materials and tools were adopted in the tasks. HR staff used online sources of LinkedIn, BDjobs, Google Forms, internal databases of CV, and email correspondence to conduct the recruitment. In online sessions, the trainers used slides, videos, work sheets and real-life case examples. In the seminar planning, the team utilized posters,

registration sheets, planning documents, contact lists, and electronic communication devices. The usage of all materials was involved to facilitate smooth operations and efficient delivery.

### **The Style of communication applied by the HR Trainers:**

The HR executives and trainers talked clearly and professionally in a friendly tone. They described concepts using easy terminologies where necessary and gave examples to relate the lessons. The use of English was common in the training processes, particularly when it came to the HR terms, job descriptions, and interview methods. Nevertheless, in cases of absolute need, the language was also Bangla language to achieve the maximum understanding of all participants. This two-language style of communication allowed being clear and inclusive.

### **Style of communication that is applied by Interns:**

When addressing each other in formal English, intern students and I, too, were somewhat reluctant at the beginning. Nevertheless, the confidence was developed because of the constant exposure to HR terminology, systematic talks, and interactive lectures. With time, the communication was also enhanced particularly in activities such as job description presentation, group discussion or interaction with institutions during seminar planning. As time went by, the interns became more and more free in expressing themselves and asking questions.

## Chapter-6

### 6.1 Reports on Report on Online HR Training Sessions

**Participant Group;** Interns of Skill.jobs.

**Language Level:** Blended (Basic and Intermediate communication in the workplace).

**Participants:** Approximately 15-20.

**Characterization of Training Environment:**

The actual training sessions of the online HR training were carried out using the virtual platform like Zoom or Google Meet. The setting was arranged so that there was an orderly session connection, electronic resources, and a set slide deck. The participants were distributed in their own locations and this made the setting open and available. The trainers ensured a professional but a friendly tone that promoted active engagement by using polls, chat responses, and questions and answers.

**Training Materials Used:**

- PowerPoint presentations
- Videos and real-life cases training.
- Electronic pamphlets and work sheets.
- HR templates (job descriptions, sourcing sheets, steps of onboarding)
- Engagement interactive tools (polls, breakout rooms, chat box)

**Topics Covered:**

The online HR training involved critical practical and theoretical topics including:

- Job Analysis and Job Description Writing.
- Effective Communication
- Time & Task Management
- Collaboration, Teamwork and Conflict Management.
- Leadership Style and Leadership Qualities.
- Sourcing and Attracting Candidates Techniques.
- Fundamentals of Labor Laws and EHR behavior.

These issues served to establish a strong basis on the comprehension of the administrative and HR role in the corporate world.

### **Description of the Sessions:**

During my time as an intern, I had to attend several online training programs on HR in which I got to know the fundamental aspects of Human Resource Management. The sessions started with a welcome and introduction of the subject of the day. The learning was made interesting and easy to relate with by the use of clear explanation, real life situations and interactive discussions by the trainers.

The Job Analysis and Job Description training also made me realize how the HR determines duties, responsibilities, skills needed, and qualification of each position. In the sourcing techniques session, the trainer showed how job boards, social media, referral programs, and talent pools are utilized in order to attract the right candidates.

The development of soft skills sessions such as communication, leadership, teamwork, adaptability was very enriching. I was able to learn about the way that HR professionals manage conflict, work in teams, and utilize time effectively with the help of examples and activities.

The ethics and labor law session taught valuable insights into valuable regulations, rights of employees, workplace fairness and HR ethics. This made me realize why it is required that I be professional and accountable at the work place.

On the whole, these sessions empowered me, improved my HR expertise, and trained skills that I would require in personal and professional development.

### **Critical Reflection and Analysis of the Sessions:**

#### **Participant Engagement:**

There was active involvement of the participants during the sessions. It was actively participated in by use of polls, case studies and open discussions. Trainees were enthusiastic and more so when the practical issues such as recruitment, sourcing and methods of communication were being addressed.

**Trainer's Qualities:**

Trainers were very communicative, clear and patient. They were direct, and they made all the participants get the ideas. Their practical management of the HR practices in life assisted in closing the gap between theory and practice.

**Task Accomplishment:**

Practical assignments like writing a job description, finding channels of sourcing or preparing steps of onboarding were given after each session. Doing these assignments improved my knowledge and allowed me to use the theoretical knowledge in the real world.

**6.2 Report on Field Tasks and Event Coordination****Description of the Activity:**

**Type of the task:** Student outreach and event planning, Seminar planning.

**Department:** HR and general administration, Skill.jobs.

**Target Group:** The school, college and university students.

**Environment:** Work place and external communication platforms.

**Fieldwork Environment:** The study was conducted in a multicultural environment, comprising national university's students, educators, and parents of students attending schools within peri-urban areas.

The field work entailed working in the HR and Administration department of Skill.jobs. It was dynamic environment where team members communicated with each other. Tasks were handled with the help of digital tools which included Excel sheets, Google Forms, Messenger, Gmail, and telephone calls. Planning was done in teams whereby the interns were involved with the senior staff. The working environment was conducive and the interns could view and participate.

**Resources and Materials used:**

- Drawing up checklists and plans.
- Digital promotion material, posters and leaflets.
- Authorized email templates and addresses.
- Registration forms, attendance sheets.
- Internet (phone calls, messaging services).
- Seminar plan, profile of the speaker, and event plan.

**Description of the Tasks:**

I also completed a number of field tasks and event coordination as a part of my internship. Such activities have started off by planning and finding educational facilities that are appropriate to hold seminars. I also monitored the finalization of the seminar topics, the target audience, and objectives by the HR team to have maximum engagement.

My duties involved assisting in preparation of student outreach lists, messaging, and calling out to institutional authorities. My responsibility was to collaborate with the team to distribute promotional posters, to verify the number of students, and to conduct follow-up communication. This provided me with a good sense of professional communication and the manner in which I will be able to remain polite and formal in addressing teachers, coordinators, and student representatives.

I also helped in preparing registration forms and student database. The HR team also held internal meetings to finalize and determine event flow, speaker arrangements and logistical requirements before events were confirmed. I paid close attention to the way these meetings were organized and the way the roles were well shared among members of the team.

During the day of the event, I assisted in registration of the students and also made sure that the day was running as planned. Regardless of whether the online session or the physical one was taking place, the HR team ensured that there was a professional atmosphere so that the seminars were smooth and meaningful.

## **Critical Reflection and Analysis of the Field Tasks:**

### **Intern Participation:**

During field activities intern participation was highly demanded. Some of the tasks had supervisors in charge, but interns were promoted to provide ideas, communication, and part of the coordination activities. This made the learning experience practical and I felt that I owned it.

### **Teamwork and Communication:**

The success of every event was largely dependent on teamwork. The HR team showed a good teamwork, task delegation and follow-ups. I also learned the importance of good coordination in eliminating any errors and helping the seminar to run smoothly. The ongoing communication taught me to be a well-organized, attentive and sure about the tasks.

### **Task Accomplishment:**

Every assignment in the field had its particular goal- to achieve a specific number of students or to arrange a session within a limited time range. These were achieved by proper planning. I also acquired communication, data management, scheduling and event handling skills. The event has made me realize that there are administrative roles that are involved in the process of running successful learning programs.

## Chapter-7

### **Findings:**

1. Obtained an in-depth knowledge of the HR functions such as recruitment, employee onboarding, and performance evaluation.
2. Acquired soft skills like proper communication, presentation, team work, problem-solving, critical thinking, adaptability, stress management skills, leadership styles, and conflict management.
3. Learned about the law of labor, business ethics, and responsibility within an organization.
4. Acquired time and task management skills, which assisted in managing various tasks with ease.
5. Knowledge on how to access candidates, resume and how to assess potential employees.
6. Participated in the recruitment procedures, such as preliminary screening and onboarding.
7. Knowledge on how to assess job descriptions and remunerations in real life situations.
8. Seminar and event management involves proper planning, coordination as well as communication among various stakeholders.
9. The field activities require teamwork and collaboration to be implemented successfully.
10. The process of recruitment and onboarding must be organized in order to be efficient and fair.
11. Problem-solving and critical thinking are usually involved in adapting HR strategies to real-world situations.
12. To maintain the compliance with labor laws and ethical standards, one has to be very careful and constantly learn.

## Chapter-8

### **Recommendations:**

1. Participate actively in both field work and online classes to relate theory with practice.
2. Excel in strategies of recruitment and event management.
3. Acquire the ability to lead and work in teams using group work and hands-on assignments.
4. Challenge and reflect on the experience of documents to get better.
5. Give greater practical exposure with the various HR processes, including performance appraisal and compensation management.
6. Promote mentorship activities to facilitate the interns to face real world challenges.
7. Conduct seminars to enhance soft skills, leadership and conflict resolution in employees and interns.
8. Conduct formal feedback to assist interns to enhance and know areas of improvement.
9. There must be a good connection between the HR theory and field practices to have effective talent management.
10. Adopt systematic event and seminar planning procedures to facilitate a smooth co-ordination.
11. Improve recruiting processes through online effectiveness and social media to ensure improved candidate sourcing.
12. Periodically revise labor laws and ethical training to guarantee compliance and integrity in the organization.

## Chapter-9

### Conclusion

The Skill.jobs internship represents a transformative, enriching and a highly practical learning experience that greatly helped me in developing academically, professionally and personally. During the time spent in the internship, I could use the theoretical knowledge I had acquired during my coursework and apply it to practical HR and administrative practices. This exposure has helped me to close this gap between the academic knowledge and organizational practice.

Through the internet HR training program, I was able to obtain good background knowledge on job analysis, recruitment, soft skills, leadership, labor laws and professional ethics. These meetings strengthened my communication, teamwork, critical thinking, and problem-solving skills, which are the keys of any HR professional.

I was able to experience the practical aspect of HR in the field, recruitment process, screening of resumes, communicating with the candidates, organizing seminars and outreach programs through field experience and engagement with the events. The collaboration with the HR and Administration team made me realize the importance of coordination, planning, delegating, and professionalism in achieving success in the organization. I also gained experience that boosted my confidence, flexibility and capacity to work well under pressure.

The real recruitment practices, administrative activities and communication within the institution helped me to comprehend how HR departments enhance the working force development, employee engagement and the organizational growth. It also has the significance of ethical behavior, adherence to labor regulations and being just in HR practices.

All in all, this internship has proven to be a point of turn in my career preparation. It has provided me with practical experience, enhanced my professional and allowed me to gain a better vision of what it is like to work as an HR and General Administration professional. The information and experiences that I have acquired throughout these months made me reaffirm my resolve to become a HR Manager and keep learning and developing in this

area. The Skill.jobs opportunity has not only developed my professional identity but has also influenced me to be a responsible, skilled, and ethical HR practitioner in the future.

## Reference

<https://www.facebook.com/skilljobs.bd/>

## Appendix

102/1 Sukrabad, Mirpur Road, Dhanmondi, Dhaka-1207

**Date:** 03/12/2025

To,  
Md Sohanul Islam

**Subject:** Offer Letter for Internship in HR & General Administration Department.

Dear Md Sohanul Islam ,

We are pleased to inform you that your application for an internship in the **HR & General Administration Department at Skill Jobs** has been accepted. Here are the terms of the internship while working with the company.

**Internship Details:**

**Position:** Intern – HR & General Administration Department

- **Duration:** From **01/10/2025 to 01/02/2026**
- **Designation:** Intern
- **Working Hours:** 10:00 AM to 5:00 PM

**Terms and Conditions:**

- As an intern, you will not be entitled to any salary, stipend, or other benefits during this internship.
- Your performance will be evaluated periodically by your supervisor, and feedback will be provided to help you develop your skills.
- You are expected to follow the company's code of conduct, rules, and regulations applicable to all employees during your internship period.
- You are expected to maintain the confidentiality of any sensitive information you may come across during your tenure.
- The internship does not guarantee a permanent position with the company at the conclusion of the program.

You are also advised to submit your internship Report to HR Division after the successful completion of your internship period along with the Performance Appraisal from our organization.

Sincerely,



**Md. Rubel Hossain**  
**Executive Officer (Admin & HR)**  
**Skill Jobs**  
**Cell: 01847334829**



Fig: Offer Letter of Internship

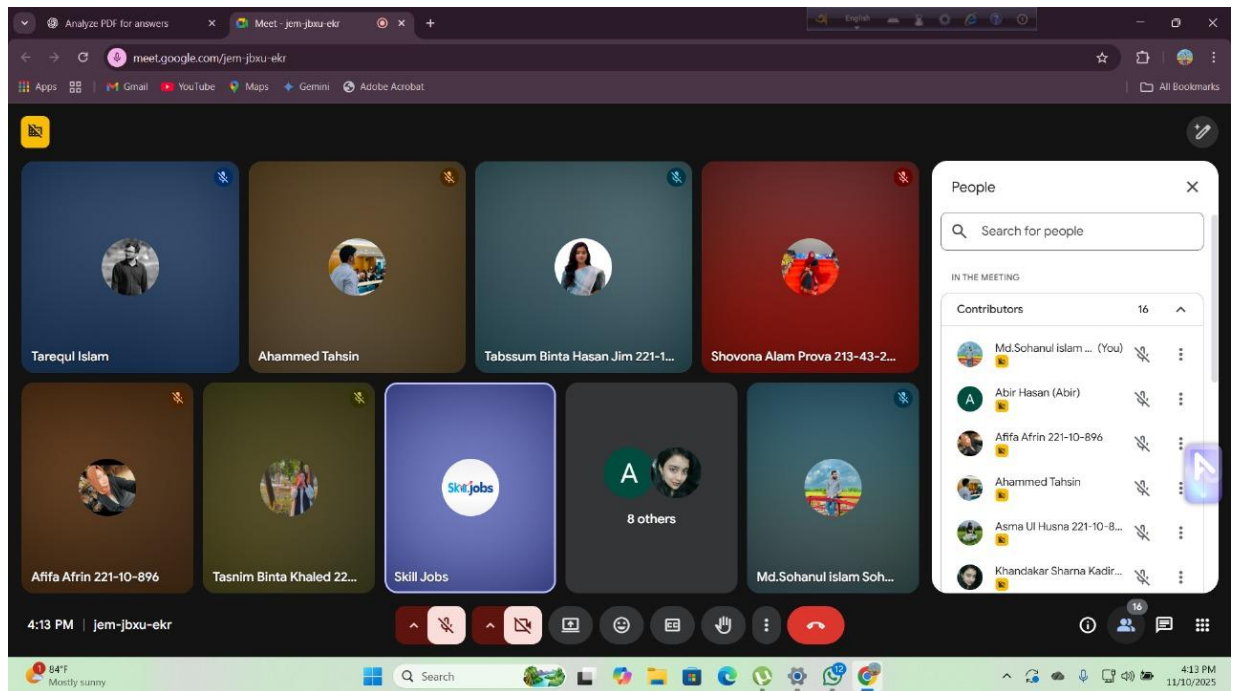


Fig: Online Session



Fig: First Seminar on HR

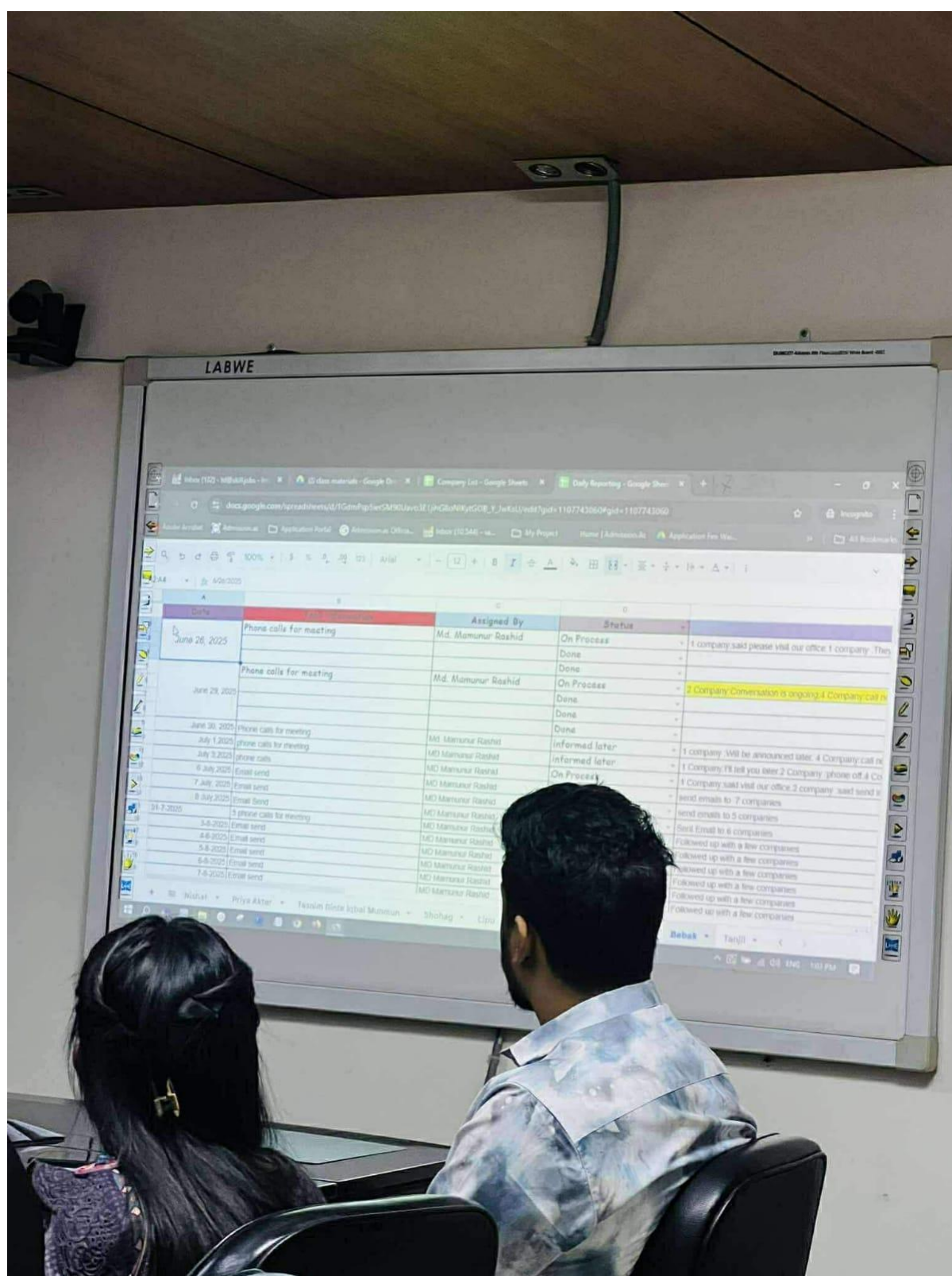


Fig: Practical Session



Fig: Field Work

221-10-833

## ORIGINALITY REPORT

|                  |                  |              |                |
|------------------|------------------|--------------|----------------|
| 6%               | 6%               | 0%           | 4%             |
| SIMILARITY INDEX | INTERNET SOURCES | PUBLICATIONS | STUDENT PAPERS |

## PRIMARY SOURCES

|   |                                                                                                                |     |
|---|----------------------------------------------------------------------------------------------------------------|-----|
| 1 | <a href="https://dspace.daffodilvarsity.edu.bd:8080">dspace.daffodilvarsity.edu.bd:8080</a><br>Internet Source | 4%  |
| 2 | Submitted to Daffodil International University<br>Student Paper                                                | 2%  |
| 3 | <a href="http://www.coursehero.com">www.coursehero.com</a><br>Internet Source                                  | <1% |
| 4 | <a href="http://www.nakvyneanyksciouse.lt">www.nakvyneanyksciouse.lt</a><br>Internet Source                    | <1% |

Exclude quotes Off

Exclude matches Off

Exclude bibliography Off