



Daffodil
International
University

Internship Report

On

Human Resources Practices and Professional Development: An Internship Experience at Shimanto Bank PLC.

Submitted by

Meherab Hossain Pavel
ID: 221-10-868, Fall-2025
Department of English
Daffodil International University

This Internship report is submitted to the Department of English, for the partial fulfilment of the requirements for the Bachelor of Arts (B.A.) Degree in English.

Submitted to

Dr. Md. Mostafa Rashel
Associate Professor, Department of English
Daffodil International University

December 2025

STATEMENT

I Meherab Hossain Pavel, Hereby, declare that This report titled (Human Resources Practices and Professional Development: An internship Experience at Shimanto Bank PLC.) is based entirely on my own experience and Observation during my Internship at Shimanto Bank PLC, Head Office-Human Resource division. It is submitted for the fulfillment of the academic requirement of Undergraduate Degree of B.A English, Daffodil International University. This report reflects my personal observation and analysis of the Shimanto Bank Human Resource Practices. I Therefore. declare that this report has not been submitted before to any other organization or university for any academic and professional intention.

Meherab Hossain Pavel

.....

Meherab Hossain Pavel

ID: 221-10-868

Department of English

Daffodil International University

LETTER OF ACCEPTECE

This is to certify that **Meherab Hossain Pavel** ID No. 221-10-868 a regular student of Daffodil International University (DIU of Bachelor of Arts (BA Hons Program under the department of English. He is successfully completed her internship report on **Human Resources Practices and Professional Development: An Internship Experience at Shimanto Bank PLC.** for the aware of the degree of Bachelor of Arts under my supervision.

I am pleased to state that **Meherab Hossain Pavel**, worked hard in preparing this report and he has been able to present a good report seem to be authentic and accepted.

I wish him every success in life.

Best Regards,



.....

Dr. Md. Mostafa Rashel
Associate Professor
Department of English
Daffodil International University

ACKNOWLEDGEMENT

First, I would like to express my deepest gratitude to Almighty Allah, who has given me strength, patience, and health to prepare for my internship and this report. I would like to thank my supervisor; Dr. Md. Mostafa Rashel guided me and for his valuable advice. My heartfelt appreciation to my internship coordinator and all the members of the human resource division of Shimanto Bank PLC. The encouraging direction and cooperation of them really inspired me. They provided the opportunity to observe real HR practices of the organization, which made my learning experience more meaningful. I am also grateful to my parents for their unwavering support, moral guidance, and motivation.

DEDICATION

This report is dedicated to my parents, my supervisor, and all the members of the human resource division for supporting me to complete the report. With their combined help and guidance, my internship and report writing felt much easier. Constant motivation and guidance of them will add great value for the betterment of my future.

ABSTRACT

The report is completely based on my personal observation and work experience at Shimanto Bank PLC. The report contains the learning outcome of my internship at Shimanto Bank PLC. The internship duration was three months and it is intending to bridge the gap between academic learnings and professional development. The participation of the daily HR activities is described in this report. The report also contains the company profile, Background and the task I performed during the internship. The report aims to give comprehensive overview of the HR functions and organizational culture. It explores detail of the skills I developed, the challenges I faced and SWOT analysis of the company. The HR operation is closely observed during the internship through daily activities of HRM, interaction with the HR officers and Assigned tasks. Additionally, the report reflects the overall findings and recommendation in the light of the internship experiences at the bank. It emphasizes the professional growth and development of me throughout the internship in a structured workplace. The daily tasks like employee onboarding, assisting documentation and keeping report shaped my development in building a strong communication and analytical skill. The report aims to capture the authentic and accurate insight that is personally experienced by myself. It gives clear view of how HR operates in an organization to maintain a disciplined and ethical work environment.

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CHAPTER 1: INTRODUCTION

Internship works as a bridge between academic learning and professional workplace settings. I have gained hands on experience of daily operations of HRM during my internship at Shimanto bank plc. The duration of the internship was three months. This internship helped me to connect my academic and theoretical ideas with the practical tasks of the HR division and gave me insights on how HR works in an organization to ensure ethical workflow and maintain employee satisfaction.

On September 29,2025, I started my internship at Shimanto bank plc, head office, human resource Division. At the beginning of the internship, I was curious about how HRM works under strict rules and policy in a reputed bank. As the branches of the bank are controlled and observed by the head office. The key is maintaining clear communication among the employees and the HRM. I chose this internship to learn and improve my communication and understanding of the professional work environment of the banking sector. Throughout the internship I come to understand that it is more like a teamwork to preserve the productive workflow of the organization by HR team and the employees.

Shimanto Bank PLC is one of the leading commercial banks in Bangladesh known for its transparent and trusted banking service. The human resource division of the bank arranges many training sessions for employees to improve their skills and encourage them to be more efficient. The human resource division works with recruitment development, training, and compensation. I have personally observed how human resource division works as a foundation of the organization's structure by ensuring proper recruitment, training, and discipline. While everyone plays a critical role in maintaining customer satisfaction and transparent banking services, human resources work for the employees' benefits and development.

The internship at the banks head office gave me comprehensive exposure of various HR functions like interview coordination, assisting employee onboarding, data analysis, CV sorting, internal and external communication, and professional work culture. My academic background helped me write formal emails and draft reports.

CHAPTER 2- BACKGROUND

2.1 Introduction to Human resource management

Human resources play a crucial role in an organization, especially in the banking sector. Human resources are responsible for managing employees with positive and motivated tone in an organized way. Some main functions of human resources are recruitment, development, compensation, and benefits.

It is important to ensure proper recruitment is maintained to meet smoothing banking services. Employee training, development, and guidance is provided by the human resource division within the organizations policy and Bangladesh labor law. The HR division makes sure that qualified, trustworthy, and professionally prepared people are hired for the respective position of the bank to create a faithful and transparent banking experience for the customers.

Human resources are not only about recruitment rather is responsible for proper documentation record of the employees, building good relations between all departments and creating a fair and ethical work environment. During my internship at Shimanto Bank PLC I have noticed how internal communication between employees and human resource division is handled professionally within the organizations policy. The intention is to create a healthy and disciplined structure of ensuring productivity where employees can work comfortably and follow the organizations policy accurately.

Objective of the Internship:

The main goal behind the internship is to apply my academic learning and skills in a professional workplace. Gain firsthand experience of the daily HRM activities in a bank. As my interest in HRM was increasing, this internship served as a foundation to secure a stable career in Human Resource Management. To be more exact the objective of the internship is below:

1. To understand the daily operation of HRM in an organization

2. Gain close exposure to organizational behavior, professionalism, and workplace culture.
3. To prepare myself for the corporate world by practicing theoretical knowledge in the professional field.
4. To understand how the HRM operates in the banking sector where trust and transparency are the core.
5. Understanding how the relationship between employee and the organizations policy is maintained through proper mentorship, training and guiding.
6. Learn the procedure of data management of the employees, how HR keep records and handle the confidential information of the employees.
7. Understand how HR communicates with the employees of all the branches and keep them familiar with updated policy, rules, and notices. How synchronization of all the branches helps to create a productive work environment.
8. To understand the way human resources, create policy, update it and ensure that the employees follow and practice the policies.
9. Understand the steps and internal process of recruitment, preparing memo, handling critical situations with empathy, and ensuring employee satisfaction.

2.2 Connection of the study

The HRM requires clear communication and analytical skills. A good relationship with the employees can create a good work environment and employee satisfaction. As a student of English literature, communication and creative thinking are key of my learning. With the help of my communication skills, I can easily make clear internal and external communication. My analytical ability helped me understand documentation easily and keep data records accurately. As I was involved with interview coordination, employee onboarding, and creating interview reports, my creative writing and critical thinking ability helped me operate with confidence. Tasks like Handling documents and Screening CVs of the applicants, my background helped me to understand written instructions quickly.

Professional email writing and drafting reports are part of my internship activity which I found relevant to my academic learning. Communicating with the interview candidates felt effective with my strong communication skills.

2.3 Soft Skills

1. Communication
2. Teamwork and coordination
3. Patience and Attention to detail
4. Professional Etiquette
5. Interpersonal Skills
6. Critical Thinking
7. Problem Solving and Decision Making

2.4 Hard skills

1. Record Management
2. Data Analysis and Reporting
3. Basic Recruitment Support
4. HR Tools
5. MS Office
6. HR policies and Compliance

CHAPTER 3: METHODOLOGY

3.1 Internship placement process

The internship was arranged by the career development center (CDC), Daffodil International University. The Career Development Center is a dedicated department at Daffodil International University. They guide the students to achieve professional goals and give career counseling. When I shared my interest in Human Resource Management with the student counselor of CDC they immediately took steps for my placement and supported me to gain a good internship according to my interest and academic background. As part of the process, I dropped my CVS on them, and they forwarded it to the Shimanto bank for my placement. After a waiting period of few I got invited for an interview. They told me to bring a forward letter with me from my department. I collected an internship placement request letter from my department.

With all the said documents, I attended the interview at Shimanto Bank PLC, head office located in Dhanmondi. After a short interview session, the HR manager of Shimanto bank selected me for the post. The interview experience was comfortable and impressive as the manager also appreciated my interest in HRM and gave me a chance to start my internship at the bank within its policy. The interview was a much conversational tone rather than an actual question and answering session. The welcoming yet professional setting of the office initially helped me to ease my nervousness. The entire experience of the interview was motivating and the beginning of my professional journey with Shimanto Bank PLC. Shimanto Bank PIC offers such friendly and supportive environment for the interns to motivate their willingness to learn organizational behavior.

3.2 Project work

Shimanto Bank PLC, one of the leading commercial banks of Bangladesh, offers internship opportunity to the students to apply their academic knowledge and develop a professional understand of organizational behaviors. During my internship at

Shimanto bank plc, Head office –HR division I was assigned to support the daily task and operations of the human resource division. I was assigned to support the recruitment process, employee onboarding, and communicate with the job candidates.

One of my responsibilities in the internship was preparing interview summaries and files. Instead of only observing the daily tasks of human resources, I actively participated in many small projects like scheduling interviews, communicating with interview candidates, and coordinating interviews. This helped me to understand and gain an overview of how a structured hiring process is crucial to select the perfect and qualified employee.

Another key responsibility was managing personal files, updating documents, and keeping all the information accurately aligned. In addition to that I was responsible for drafting official e mails, memos and letter. This helped to learn practical application of the theoretical knowledge I gained during my academic period. Additionally, I assisted with employee onboarding. Verifying documents, preparing joining documents and forms, and checking the academic and medical fitness certificate of the new employee was part of my responsibility. My project work mainly focused on practical observation and assisting day to day operations of the human resources teamwork. This helped me to develop my professional

3.3 Data Collection

The information for this report was collected through primary and secondary data sources. The primary data was collected from day-to-day observation, direct experience of work at Shimanto Bank PLC. The secondary data was collected from many HR related publications, official website of Shimanto bank, and HR policy book of the bank. Both the data sources helped me to shape my understanding of the internship and give the report more structured and polished information.

Primary data sources:

Observation: As an intern, I worked very closely with the HR team at the bank. I observed how the HR operations of the bank ensure proper workflow. I observed how the recruitment steps are completed, the onboarding process of the new employees,

and internal and external communication which helped me to understand the way the HR team makes sure that the workflow is well structured.

Interaction with the employees: During my internship period I communicated with the employees of the bank across all the departments like finance, ICC, trade and business, cards and operations. The collective insights from the interactions of the employees helped to gather a large amount of information needed for this report.

Practical work experience: I worked at the HR division of the Bank and gathered real experience of how HR plays an important role in an organization. I gathered information for the report while completing my given tasks like cv screening and data management.

Secondary data sources:

The secondary data was collected from the official documents of Shimanto Banks website, Shimanto Bank HR policy, SABL code of conduct, and previous reports and publications. This data helped me to support my understanding of bank policy and rules.

CHAPTER 4: ORGANIZATIONAL OVERVIEW

4.1 Profile of the organization

As the slogan goes “Shimahin Astha”, Shimanto Bank PLC, aims to be the leading financial institution of the country to serve the utmost trust. Shimanto Bank PLC established in 2016, is fully owned and directed by the Border Guard Bangladesh Welfare Trust. On the date July 21, 2016, Bangladesh Bank granted the banking license of Shimanto bank as a full functional bank with a paid-up capital of 400 million. It has 27 branches and 8 sub branch all over the country. The principal branch located at Shimanto kollyan trust bhavan, Dhanmondi and the corporate head office is located at Shimanto shamvar- Dhanmondi.

Shimanto bank primarily focuses on providing banking facilities to the BGB members as well as it operates as a full functional commercial bank for the public. Shimanto Bank PLC runs a variety of assets and liability that offers to various clients like retail customers, small and medium enterprises and corporate organizations. These products are designed to fulfill the banking needs of every customer group. For the retail customers Shimanto Bank PLC offers regular savings account, current account, personal Loan and fixed deposits. It also offers business loans and capital support for small and medium enterprises. The bank also offers credit and debit card facilities for the customers. As the bank primarily focuses on the financial support for the members of BGB, it is one of the fastest growing commercial banks of Bangladesh. As BGB camps are already available all over the country, it will be much easier for Shimanto Bank to expand its business to each part of the country and serve the non-banked populations.

Company Profile:

Name of the Organization	Shimanto Bank PLC
Year of establishment	Licensed on 21 July 2016
Head office	Shimanto shamvar (level 7), Bir Uttam M.A sharak, Dhanmondi, Dhaka-1205.
Paid up capital	4000 million
Nature of Business	Banking (Commercial) providing full range of banking services
Number of Branch and sub brunch	28 branch and 8 sub brunch
Number of ATM Booth	36
Product and Services	Retail Banking; SME Banking; Corporate Banking and Deposit Products; Credit Cards, etc.
Ownership	Fully owned by Boarder Guard Bangladesh Welfare Trust.
Contact/ call center	+88 096 12999000,+88 096 10871000 16790

4.2 Company Strength

1. **Wide Network:** As BGB is already present across the country including remote areas, it works as an advantage for Shimanto Bank to expand its business all over the country.
2. **Products and Services:** Shimanto Bank provides diverse products and services including Retail, SME and Corporate clients.
3. **Experienced Management:** Shiamnto bank is directed by experienced leaders with strategic guidance.
4. **Technology and Innovations:** Shimanto Bank is highly focused on technology driven banking facilities including mobile apps, digital and online banking services. It gives an advantage to achieving customer trust by providing convenience and transparency.
5. **Skilled and Professional team:** The employees of the bank are highly professional and qualified, the value every need of the customer and try to give the best service experience.
6. **Client Centric Approach:** Shimanto Bank always gives priority to their customer and understands the specific needs of them. Focuses on building long-term relationships and trust.

4.3 Products and services

Retail Banking: Shimanto Bank provides many services to the retail customers including Savings account, current account, personal loans, Fixed deposits, cards and ATM services

SME (Small and Medium Enterprise) banking: Shimanto bank supports small and medium businesses through financial solutions like business loans, SME savings accounts guidance services. The bank is working from the very beginning to develop the techniques and policies to attract the small and medium entrepreneurs of the country.

Corporate Banking: for larger companies Shimanto bank offers corporate banking facilities including corporate loans, investment, treasury and foreign exchange services

4.4 Company mission, Visions and goals

Mission

To achieve and maintain strong corporate governance, utmost transparency, and cost efficiency of all levels of operations. Make sure policies and procedures are contently enhanced throughout the bank to ensure regulatory compliance and sustain growth in every aspect. Uphold the corporate image by implementing core values and strategic priorities.

Vision

To build a sound and healthy financial institution with a view to providing technology driven customer centric inclusive banking solutions and contribute to the growth of national economy with deep social commitment

Core values

Customer centric – Customer interests come first of all the actions.

Innovativeness – create value through new idea

Trustworthiness and integrity – Ethical and transparent in words, actions and dealings with all stakeholders.

Dynamism and Techno Centric – accept change and embrace new technologies as appropriate; we strive for continuous improvement in our policies systems and processes.

CHAPTER 5: INTERNSHIP ACTIVITIES

5.1 Introduction

During my internship at Shimanto Bank PLC in the human resource division, I got the opportunity to observe the daily HR activities. I was particularly assigned to assist with the recruitment procedures. I gained valuable insights on how a qualified and fit employee is hired by structured steps. I learned the steps of recruitment policy, transfers policy, policy of resignation, retirement policy and confirmation of employment policy. Shimanto Bank offers an “equal right for employer” the policy is influenced by transparency, diversity and fairness. The division/department/unit heads will discuss about their manpower need with the Managing Director and Human Resource division. Once the requisition is approved, human resource division starts immediately with its structured process of hiring. Jobs advertisements are posted on various online job sites, newspapers and through official email address for cv collection. Based on the job requirements and description, HRD and respective departments are responsible for collecting and shortlisting the candidates for the requirement process.

5.2 Daily Activities

1. Document Management and updating
2. CV sorting
3. Data analysis
4. Internal and external communication
5. Employee relation
6. Interview reporting
7. Employee onboarding
8. Updating checklists and search for missing documents
9. Preparing employee records

Recruitment and selection activities:

During my internship at Shimanto Bank I explored how HRM handles recruitment in a systematic manner. I assisted with the cv shortlisting process, Interview scheduling, and understand the importance of verifying information to find the potential candidate.

Employee onboarding and joining formalities:

The employee on boarding process refers to how a new employee is welcomed in a bank through a smooth onboarding process. I assisted the HR officials in preparing joining documents, files, and ensured the accuracy and authenticity of all the required documents for joining. The verification of academic certificates, medical fitness certificates, and other information is necessary to avoid any inappropriate situation. I gained knowledge of how an appointment letter was issued and approved by the authorities.

Communication:

Communication is key to keeping the workflow rolling. Shimanto bank has many branches all over the country. Internal communication is important to give the best service to the customer. Keeping accurate attendance records and maintaining leave applications requires internal communication. Polite communication over the phone; clear professional writing is important to maintain accuracy. During my internship I observed how HR officers maintain clear and effective communication with new joiners and give them a friendly and welcoming environment.

5.3 Professional learning and new skill development:

This internship helped me to understand how corporate hierarchy stands. The importance of discipline and responsibility to areas of duty is necessary to maintain the progress and growth of the organization. The professional environment of a financial institution like Shimanto Bank, I get the idea of organizational behavior and etiquette. How the inter department or division communication is maintained in thirst of required output. The value of teamwork and professional courtesy is another key to learning form this internship. I learned how internal communication shall be maintained and professional behavior and the importance of chain of command. External communication includes communicating with the job applicants and the importance of understanding background and the ability of convincing skill. Time

management is vital in every walk of life. To understand the urgency of any work, proper time management is important. I learned how to complete a given task within its deadline with full efficiency. In my academic life, reports or assignment writing were part of my learning. Throughout this internship, I applied and developed my writing skills in drafting official emails, letters, reports, and documents. The learning of professional language and manners in an organization added value to my academic learning which helped my professional growth.

CHAPTER 6: FINDINGS

6.1 Findings

Shimanto Bank PLC is a modern and technology driven bank that aims to provide the best and most convenient service to its customers. Throughout the internships I find that HR activities require high level accuracy, confidentiality and patience. Every document, paper, memo, or information must be checked thoroughly to avoid mistakes. A small error can ruin the entire workflow and the structure of the system. The interaction with candidates and other staff members improved my communication in an organizational manner. Practical involvement in day-to-day HR activities helped to gain a broader set of ideas of how HR works under strict policies and rules. The HR activities mainly based under the policy of human resources of Shimanto bank and Bangladesh Bank. The compensation, retirement policy, resignation and leave policies are based on Bangladesh Labor Law. I gained real world view of conducting HR operations in a professional environment. The worker at the bank seeks motivation, flexibility and proper guidance and I noticed how the HR officials try their best to support the employees. The importance of teamwork and collaborative work culture is highly raised during the internship. I gained skills in maintaining organizational records, data management, and norms of corporate culture. I learned how HR works for employee satisfaction and organizational success.

6.2 SWOT ANALYSIS

Shimanto bank has its corporate excellence as well as some weaknesses and threats. I have found some strengths, weaknesses, opportunities, and threats of the organization during my internship at Shimanto Bank PLC.

Strength:

1. The employees are cooperative and supportive. They maintain discipline and obey the Code of Conduct.
2. The document management system is well organized and structured. Keeping track of information accurately makes the workflow easier.
3. Official decorum and Dress code are strictly followed by the employees. The HR team motivates the employees to follow the rules to create a professional vibe of working with efficiency.
4. The recruitment system is well structured and avoids every possible bias. Which emphasis equality and trustworthiness.

Weakness:

1. Some process of documentation and keeping records is still manual, which requires extra time consumption and hampers the workflow.
2. Lack of tools for screening huge number of job applications and filtering the resumes.
3. Proper orientation for the interns is necessary to gain an overview of the company quickly.
4. Relying heavily on paper based on a typical way of keeping record may cause slowing down the workflow.

Opportunity:

1. Implementation of AI and digital tools can increase workflow and productivity.
2. The interns can be trained, and arranging weekly feedback sessions by the HR division can increase motivation. Which will help to perform as expected with full confidence.
3. Introducing a faster onboarding system for new employees can enhance the impression.

Threats:

1. Competition between commercial banks is increasing day by day. Hiring skilled and qualified workers can be difficult in the upcoming days.
2. The use of paperwork and manual documentation can be a threat as the world is moving toward digital and AI-based communities.
3. Online recruitment system can cause duplication of the CV, incomplete CV'S and fake information which cause delay of work and take time to filter.
4. Miss communication or technical problems can hamper internal communication among branches, as the branches are all over the country including remote areas. Small network problems cause huge delays in the work process.

CHAPTER 7: RECOMENDATION

Based on my overall experience and observation as an intern at Shimanto bank plc, I have gathered a broader set of knowledge about the company and the work culture. The banking sectors require a high level of transparency and trust as it works for financial support to the targeted customer. I would like to recommend some immediate implementation in the structure to achieve a more efficient and good environment that will push the workflow towards productivity.

The human resources division of Shimanto Bank follows proper implementation of the Banks policy to achieve its goal and success. Hence, the HR division can improve its communication system to make sure of faster and more reliable communication among the branches. The initial orientation for the interns is important to gain ideas about the nature of the companies' rules and policies. It can reduce confusion of the intern and result in a more efficient performance from the first day. The manual filing system can enhance the time consumption and possibility of mistakes. The department shall take a step to ensure “quality review” to check the files and make sure every information and record is kept accurately. Any kind of misplaced documents shall be tracked through this step and must be resolved.

As per the HR policy, recruitment system is based on online or offline circulars; the department must avoid errors while handling applicants resumed and makes sure that the filtered and authentic resume is proceeded from the further steps. The human resources division works for the people; it values the skill and qualification of an employee. The proper motivation and reward are important to keep consistent productivity. As the Bank arranges training sessions regularly on multiple topics. The HR division shall introduce training and development sessions for the interns, as the interns are new in the corporate world, and a proper guild line can shape the professional growth and work efficiency. Arranging a feedback session or meeting with the interns can beneficiary for the interns to preserve the motivation of work and reduce errors and learn under a supportive environment.

CHAPTER 8: CONCLUSION

Shimanto Bank PLC gives the opportunity of internships to make individuals ready for the corporate world. During my internship at Shimanto Bank PLC I get the valuable insight about the work culture of a Bank and professional environment. The implementation of academic learning in an organization helped me develop my professional and interpersonal skills. The team members of the HR Division are supportive and cooperative. They try to teach every tiny work with motivation and in a supportive tone. Which gives me confidence and inspires me to work with more courage.

This internship fills the gap between my academic knowledge and my lack of professional experience. The practical implementation of soft and hard skills helped me to know my worth and encourages me to develop new skills and be ready for further responsibilities. I learned how to ensure confidentiality, how to handle tasks with responsibility, and communicate professionally. The supportive environment of the bank helped to work with confidence, which is important to complete every task within its deadline.

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APPENDICES

Acceptance letter:

 **SHIMANTO BANK PLC.**
শিমন্তো ব্যাংক পিএলসি.
শিমন্তো ব্যাংক

SMBL/HR/2025/2212
29th September 2025

Dr. Ehatasham Ul Hoque Eiten
Assistant Professor & Head
Department of English
Daffodil International University
Ashulia, Dhaka.

Acceptance Letter for Internship Program

Dear Sir/ Madam,

We are pleased to accept Mr. Meherab Hossain Pavel, ID No. 221-10-868, English department of your University as an intern with reference to your letter dated 23rd September 2025 for a period of 3 (three) months with effect from 29th September 2025. During his Internship Program he will be entitled to BDT 5,000 per month as honorarium.

Please advise the student that any information acquired by the intern during the program should not be divulged or used for any purpose other than academic.

As such, Mr. Meherab Hossain Pavel is advised to report to Shamima Akter Lovely, Head of Human Resources, Shimanto Bank PLC under whom he will undergo the program.

Thanks & Regards


Shamima Akter Lovely
Head of Human Resources

Copy to: 1. Concerned Division/Department/Branch
2. Mr. Meherab Hossain Pavel (Student)
3. Internship File

Corporate Head Office:
Shimanto Shamvar (Level-7), Shimanto Square, Road No. 2, Bir Uttam M. A. Rob Sarak, Dhanmondi, Dhaka-1205, Bangladesh.
Call Center: 16790, Tel: +88 09666716790, E-mail: information.desk@shimantobank.com, Web: www.shimantobank.com

Forward letter:



Faculty of Humanities
and Social Science

Ref: Internship Placement//253

September 23, 2025

To

HR Division
Shimanto Bank PLC.
Shimanto Square,
Dhanmondi, Dhaka-1205

Subject: Request for Internship Placement

Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering a BA in English for the partial fulfillment of the requirement for the BA in English Degree. Students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.

I would like to draw your kind attention to the fact that **Meherab Hossain Pavel**, ID Number: **221-10-868**, has completed 123 credit hours in 41 courses from the Department of English. It would be highly appreciated if you could kindly allow him to be an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With best regards,


.....
Dr. Ehatasham Ul Hoque Eiten
Assistant Professor & Head
Department of English
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