



Daffodil
International
University

**“Internship Report On
Human Resources Management Practices of Eurotex Bangladesh Ltd.”**

Submitted To:

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Date of Submission: 09 Dec, 2025

Letter of transmittal

Date: 09 Dec, 2025

Mahbub Parvez

Associate Professor

Faculty of Business & Entrepreneurship

Daffodil International University

Subject: Submission of internship report on, **“Human Resources Management Practices of Eurotex Bangladesh Ltd.”**

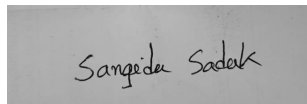
Hello Sir,

It is my great pleasure to submit my internship report named **“Human Resource Management Practices of Eurotex Bangladesh Ltd.”** It's has been prepared as a requirement for the completion of my MBA program and major in Human Resource Management, at Daffodil International University.

During my internship time at Eurotex Bangladesh Ltd., I tried my best to collect practical knowledge about HRM practices and observed how diverse HR functions operate in real organizational environment. I tried every effort to prepare this report with dedication and careful attention.

I am much thankful to you for your continuous support, guidance, and valuable suggestions during the preparation of this internship report and all. I also sincerely hope that you will find this report informative and acceptable as well. Sir, any mistake or limitation is unintentional, and I request your kind consideration and feedback so that I can improve in the future.

Sincerely yours,



Sangida Sadak Sharnaly

ID: 221-14-378

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Department of Business Administration

Daffodil International University

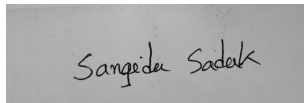
Declaration

I state that the internship report titled “Human Resources Management Practices of Eurotex Bangladesh Ltd.” has been completed on the basis of my practical work experience, observations, and findings during my internship period at Eurotex Bangladesh Ltd.

I also state that everything in this report is my own work and has not been submitted by me or any other student of this university or any other institution for the award of any degree, diploma, or certificate.

And, all information used in this report has been collected legally, ethically, and honestly to the best of my knowledge and experience.

Sincerely,

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Sangida Sadak". Below the box is a dashed horizontal line.

Sangida Sadak Sharnaly

ID: 221-14-378

Program: MBA (HRM)

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Letter of Acceptance

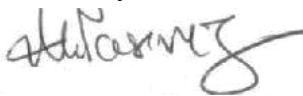
To the Concerned Authority,

I am writing that to confirm this internship report titled “**Human Resources Management Practices of Eurotex Bangladesh Ltd.**” has been submitted as a part of the requirements for the MBA in **Human Resource Management** at Daffodil International University.

Sangida Sadak Sharnaly (ID: 221-14-378) prepared this report under my supervision. To my knowledge, and as she confirmed, it hasn't been submitted anywhere else for any academic award.

She may now submit her internship report for the defense. I wish her success in all her future endeavors.

Sincerely,



Mahbub Parvez

Associate Professor

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgment

At the beginning, I would like to thank to the Almighty for giving me the strength, patience, and opportunity to successfully complete my internship report named “**Human Resources Management Practices of Eurotex Bangladesh Ltd.**”

I would like to give thanks to my respected supervisor, **Mahbub Parvez**, Associate Professor, Faculty of Business & Entrepreneurship, Daffodil International University. His regular guidance, valuable suggestions, and helpful feedback have been incredibly helped me to prepare this report.

I am also deeply grateful to the management and all employees of **Eurotex Bangladesh Ltd.** for their cooperation, support, and assistance during my internship period. Their willingness to share their practical experiences, insights, and operational knowledge has developed my learning understanding of real-life HRM practices.

My sincere appreciation goes to all faculty members of the School of Business & Entrepreneurship at Daffodil International University for their support and encouragement to my academic journey.

Finally, I would like to give thanks to my family, friends, and classmates for their motivation, encouragement, and support, which have been a source of strength during the entire internship program and report-writing process.

I am truly grateful to everyone who shared directly or indirectly to the successful completion of this internship report

Executive Summary

This internship report is about “**Human Resources Management Practices of Eurotex Bangladesh Ltd.**”

In this report, I have written what I learned during my internship and how the HR department works in the company.

In this report, the basic information of Eurotex Bangladesh Ltd., like the company background, mission, vision, and how they run their activities. I also learned about many HR tasks such as:

- ❖ Hiring new employees
- ❖ Training workers
- ❖ Giving salaries and benefits
- ❖ Checking employee performance
- ❖ Employee safety and welfare
- ❖ Following company rules and laws

During my internship, I talked with HR officers and other employees. They helped me understand how the HR department works in real life. I also saw some good sides of their HR system and some areas where they can improve more.

The main findings show that Eurotex has a simple HR system, but it can be better if they use more modern methods, keep better records, and give more structured training to employees.

At the end of the report, I added some recommendations that can help the company improve their HR practices and grow better in the future.

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Chapter 1

Introduction

1.1 Introduction:

This internship report includes the **Human Resource Management (HRM) practices of Eurotex Bangladesh Ltd.** HRM is important for a company because it helps in hiring new employees, training workers, giving salaries, keeping records, and making sure all rules are followed.

During my internship at Eurotex Bangladesh Ltd., I learned how the HR department works in real life. I saw how HR manages people, solves problems, and supports the company. This report shares everything I learned from the HR team.

1.2 Origin of the Report:

This report is prepared as part of my **MBA (HRM)** program at **Daffodil International University**.

DIU requires every student to complete a **3-month internship** and write a report based on the company's real HRM work.

I worked at Eurotex Bangladesh Ltd. from **February 2023 to May 2023**, and this report is fully based on my internship experience.

1.3 Objectives of the Report:

The objective of this report is to identify and analyze the Human Resource Management (HRM) practices of Eurotex Bangladesh Ltd. The other objectives of this report are as given follows

1. To identify the HR processes used in Eurotex
2. To identify and analyze the process of recruitment, selection, training & development together and compensation management together with employee welfare practices practiced by Eurotex.
3. To provide some suggestion to improve problems which are identified.

1.4 Methodology of the Study:

This report is prepared using two types of data. Primary data and secondary data.

Primary Data

Primary data means information collected directly from Eurotex during my internship. I collected primary data from:

- ☐ HR officers and office management
- ☐ My daily work and observation inside the HR department
- ☐ Talking with supervisors and employees
- ☐ Company website and their online pages
- ☐ Seeing HR activities like recruitment, training, salary work, and compliance

Secondary Data

Secondary data means information collected from published sources. I used,

- ☐ Magazines and articles about HRM
- ☐ Online open sources
- ☐ HRM books and journals
- ☐ DIU academic materials

Data Analysis & Report Writing

- ☐ I analyzed the collected data
- ☐ I compared the information with HRM theory
- ☐ I wrote the report based on my findings

1.5 Limitations

I tried my best to complete the report according to the requirements. But there is some limitation to complete the report:

- HR did not allow access to all confidential files
- Some employees were busy, so interviews were short
- Some information was not shared due to company rules

Chapter 2

Organization Overview

2.1 Management Aspect

Eurotex Bangladesh Ltd. is managed by a group of experienced professionals. The top management makes important decisions and guides all departments.

- The management structure includes:
- Managing Director (MD) – head of the company
- General Manager (GM) – controls daily operations
- HR Manager – handles employees, rules, and welfare
- Production Manager – controls production work
- Quality Manager – checks product quality
- Accounts & Finance Manager – manages money and payments
- Compliance Manager – ensures safety and law-related rules
- Merchandising Team Leader – works with buyers

Each manager supervises their team to make sure work runs smoothly.

2.2 History of the Company

Eurotex Bangladesh Ltd. started its business with a goal to become a trusted textile and garments company in Bangladesh.

They began with a small unit but slowly become large with:

- Better machines
- More skilled workers
- More production capacity
- More international buyers

Over the years, Eurotex has grown into a large organization with strong customer trust, modern production systems, and a committed workforce.

2.3 Vision

To become a **leading and trusted textile & garments manufacturer** in Bangladesh and serve both local and international markets with high-quality products.

2.4 Mission

To become **a leading and trusted textile & garments manufacturer** in Bangladesh and serve both local and international markets with high-quality products.

- To produce best-quality fabrics and garments
- To give products on time
- To satisfy customers around the world
- To maintain safe and sound work practices

To use modern machines and skilled labor for better production

2.5 Goal

Eurotex has clear business goals:

- Increase production capacity
- Improve product quality
- Reduce wastage
- Expand export market
- Make a safe and friendly working environment

2.6 Philosophy

Eurotex believes in:

- Quality first
- Customer satisfaction
- Employee safety
- Ethical business practices
- Teamwork
- Innovation and continuous improvement
- These values help the company grow steadily.

2.7 Organogram

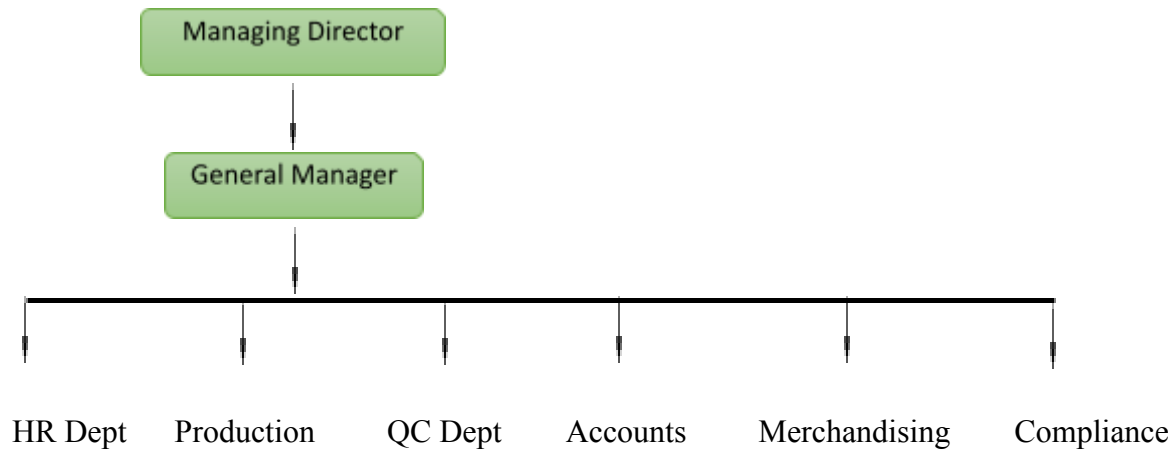


Figure 1: Organogram of Eurotex

Each department reports to the General Manager and works under clear guidelines.

2.8 Dependency

Eurotex depends on:

- Skilled workers
- Modern machines
- Good quality raw materials
- Strong buyer relationships
- Experienced supervisors
- Safe and clean working environment

All these help the company run smoothly and complete orders on time.

2.9 Products & Services

Eurotex mainly produces:

- Knit fabrics
- Woven fabrics
- Ready-made garments
- Dyeing and finishing services
- Custom textile products

Their customers include local buyers and many international brands.

2.10 Financial Highlights

(Due to limited access during internship, only general financial information is presented)

Eurotex maintains:

- Regular cash flow for production
- Budget planning for each department
- Salary and overtime payments
- Investment in machines
- Export earnings from international buyers

The company tries to maintain stable profit by improving efficiency.

2.11 SWOT Analysis

A simple SWOT analysis of Eurotex Bangladesh Ltd.:

Strengths

- Skilled and experienced workers
- Strong reputation for quality
- Good relationship with foreign buyers
- Proper compliance and safety practices
- Modern production equipment

Weaknesses

- High worker turnover
- Limited digital HR system
- Some training gaps
- Heavy workload during peak orders

Opportunities

- Growing garment export market
- New buyer markets in Europe and Asia
- More use of automation
- Digital HR and payroll system

Threats

- Global economic slowdowns
- Strong competition in the textile industry
- Price changes of raw materials
- Political or environmental issues

Chapter 3

Learning Part

3.1 Introduction to HR Department:

The HR Department of **Eurotex Knitwear Ltd.** plays a very important role in managing all employees of the company. Eurotex has **around 3,500 employees** working in different units like knitting, dyeing, sewing, finishing and packing.

- The HR department:
- Hires new workers and staff
- Keeps employee records
- Gives salary, overtime, bonus
- Provides training and safety guidelines
- Maintains compliance rules
- Solves worker problems
- Helps during audits (BSCI, SEDEX, OEKO-TEX)

The HR Manager controls the whole department, supported by HR officers and assistants.

3.1.1 Identification of HR Work:

HR Process Flow Diagram

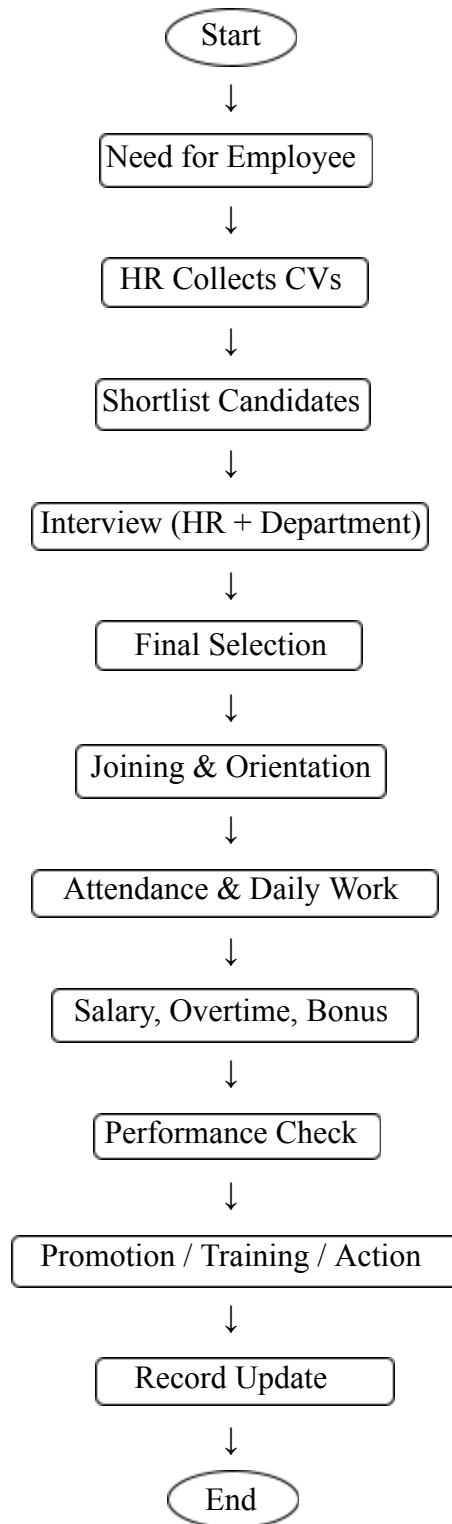


Figure 2: HR Workflow Chart

Identification of HR Work:

The HR department of Eurotex follows a step-by-step process to manage employees. The HR Process Flow Diagram shows how HR handles new workers from the beginning to the end.

1. First, the HR department understands the need for a new employee.
2. Then HR collects CVs from different sources.
3. HR shortlists the suitable candidates.
4. Shortlisted candidates are called for an interview.
5. After the interview, HR selects the best candidate.
6. The selected person joins the company and gets orientation.
7. HR keeps records of attendance and daily work.
8. Salary, overtime, and bonus are prepared based on attendance.
9. HR also checks performance and gives promotion or training when needed.
10. At the end, HR updates the employee files and maintains all records.

HR Activity with Pie Chart

- Recruitment & Selection – 30%
- Salary & Payroll – 20%
- Training – 15%
- Welfare & Safety – 15%
- Compliance – 10%
- Other Work – 10%

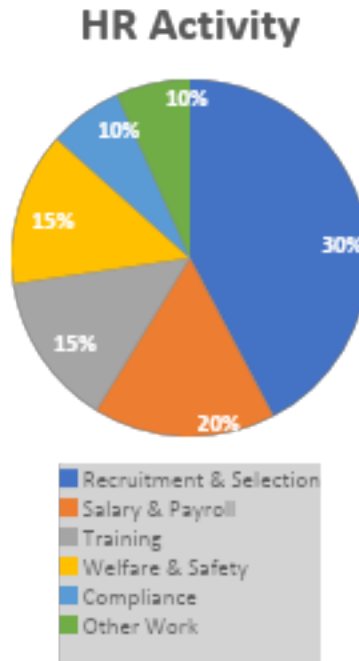


Figure 3: HR Department Activities

HR Main Activities

Recruitment	Hire new workers & staff
Selection	Choose best candidates
Payroll	Salary, overtime, bonus
Training	Skill and safety training
Compliance	Laboure law, audits
Welfare	Medical, safety, support
Performance Check	Monthly and yearly evaluation

Table

HR Department Main Activities

1:

Analysis

HR works all day with workers, supervisors, and management. Because Eurotex has **3,500+ employees**, HR must work very fast, keep records properly, and solve problems quickly. Their work helps the whole factory run smoothly.

3.2 Recruitment & Selection Process

3.2.1 Recruitment Process (Real Data, Table, Diagram, Analysis)

Recruitment Steps

1. Department sends “Manpower Requirement Form” to HR
2. HR publishes job post or asks for referrals
3. HR collects CVs and documents
4. HR makes shortlist
5. HR calls candidates for interview

Recruitment Flow Diagram



Diagram 1: Recruitment Flow Diagram

Recruitment Table

Step	Description
1	Vacancy requested by Production/HR
2	Job advertisement/Notice board
3	Collect CVs
4	Shortlist candidates
5	Interview schedule

Table 2: Recruitment Process Table

Analysis

Eurotex mainly recruits sewing operators, helpers, cutting helpers, finishing workers, quality checkers, and staff employees. Most workers apply physically at the factory gate, and staff apply online.

3.2.2 Selection Process (With Diagram, Table, Analysis)

Selection Steps

1. HR interview (basic questions)
2. Practical test (machine or sewing test)
3. Departmental interview
4. Final approval by Management
5. Joining & paperwork

Selection Process Diagram



Diagram 2: Selection Process Diagram

Selection Process Table

Step	Details
HR Interview	Documents, basics
Skill Test	Sewing/production test
Dept Interview	Technical questions
Approval	Manager decides
Joining	Employee hired

Table 3: Selection Process

Analysis

Eurotex chooses employees based on skill, experience, attitude, and attendance record. Skill test is the most important part for sewing operators.

3.2.3 Promotional Process (Realistic Explanation)

Promotion Steps

1. Worker performs well
2. Supervisor recommends
3. HR checks attendance & behavior
4. Manager approves
5. Promotion given

Promotion Diagram



Diagram 3: Promotion Process Flow

Promotion Table

Position	Promotion Example
Helper	Sewing Operator
Sewing Operator	Senior Operator
Senior Operator	Line Chief
Quality Check	Senior QC

Table 4: Promotion Process

Analysis

Promotion depends on **skill, attendance, behavior, team work**, and **production efficiency**.

3.2.4 Finance

Salary Explanation

Eurotex follows **Bangladesh Minimum Wage** and gives:

- Basic Salary
- House Rent
- Medical
- Conveyance
- Food Allowance

Workers also receive **overtime** at 2× rate.

Salary Sheet Example

Employee Name	Basic	Gross	OT	Bonus	Total Salary
Operator A	10,000	12,500	3,000	1,000	16,500
Helper B	8,500	10,500	2,200	1,000	13,700

Table 5: HR Department Activities

Starting Salary of Recruited Employees

- ❖ Helper: ~10,000–11,000 BDT (depending on grade)
- ❖ Operator: ~12,000–14,000 BDT

Promotion Percentage

- ❖ Yearly increment: **5%–10%**

- ❖ Promotion increment: **500–1500+ BDT** depending on position

3.3 Training & Development

Eurotex gives:

- ✓ Orientation training (company rules)
- ✓ Skill training for sewing & machine operation
- ✓ Compliance & safety training (fire drill every month)
- ✓ Chemical handling training (for dyeing unit)
- ✓ First-aid training
- ✓ Supervisor development training

Training helps reduce mistakes and increase production.

3.4 Performance Appraisal System

Eurotex checks performance based on:

- ✓ Attendance
- ✓ Production target
- ✓ Quality (less defects)
- ✓ Teamwork
- ✓ Behavior
- ✓ Monthly evaluation by supervisor

Good performers get bonus, promotion, and appreciation.

3.5 Compensation & Benefits

Eurotex provides:

- ✓ Gross salary
- ✓ Overtime
- ✓ Festival bonus (2 times yearly)
- ✓ Attendance bonus
- ✓ Leave benefits
- ✓ Friday holiday
- ✓ Yearly increment

This helps employees stay motivated.

3.6 Employee Welfare & Safety

Eurotex maintains:

- ✓ Medical room
- ✓ Duty doctor & nurse
- ✓ Fire safety equipment
- ✓ Fire drills
- ✓ Clean drinking water
- ✓ Washrooms
- ✓ Prayer room
- ✓ Canteen
- ✓ ID card, PPE

- ✓ CCTV for safety

Workers feel safer due to strict compliance.

3.7 Compliance & Laboure Law Practices

Eurotex follows:

- Bangladesh Laboure Act 2006
- Minimum wage laws
- No child Laboure
- Working hour rules (8 hrs. + OT)
- Buyers' compliance:
 - **OEKO-TEX Class 1**
 - **BSCI**
 - **SEDEX**
 - **GSV**

These certifications help Eurotex work with international buyers.

3.8 HR Challenges

- High worker turnover
- Many new helpers need training
- Attendance issues
- Heavy pressure during the season
- Language gap between staff & workers
- Long documentation work
- Need digital HR management system

Chapter 4

Findings, Recommendations & Conclusion

4.1 Findings

The findings of the reports are:

1. HR department works very actively

The HR team manages more than 3,500 employees every day. They handle recruitment, attendance, salary, training, compliance and worker problems smoothly.

2. Recruitment system is simple and fast

Most workers come through walk-in applications. The HR team selects them quickly with interviews and skill tests. This helps fill vacancies fast on busy seasons.

3. Skill test is the main part of selection

For sewing operators and helpers, practical skill test decides if they will be hired. HR and production both check their ability.

4. Training is regular but needs more structure

Safety training, fire drill and machine training are done regularly. But there is no fully structured training calendar.

5. Salary sheet and payroll are well managed

Eurotex prepares salary sheets using attendance, overtime and bonus. Salary is given on time and OT is counted with rules.

6. Good compliance system

The company follows:

- ❖ Bangladesh Laboure Act 2006
- ❖ No child Laboure
- ❖ BSCI, SEDEX
- ❖ OEKO-TEX (for fabrics)

Workers get PPE, fire drill, clean water and medical room facilities.

7. Performance monitoring is supervisor based

Line chiefs and supervisors check daily output. Monthly reports are made but there is no digital performance system.

8. Employee welfare exists but can be improved

Eurotex provides:

- ❖ Washrooms
- ❖ Prayer room
- ❖ First aid
- ❖ Canteen

But workers expect better food facilities and medical services.

9. Documentation load is very high

HR does too much manual paperwork. Digital HR software could reduce workload.

10. Attendance issue is a common problem

Many workers come late or are absent on some days. HR has to manage many attendances related cases.

4.2 Recommendations

These recommendations may help Eurotex improve its HRM system:

1. Start a digital HR software

Attendance, salary, performance and leave can be recorded using software. This will reduce mistakes and save HR time.

2. Create a full monthly training plan

Prepare a training calendar:

- ☐ Safety training
- ☐ Production training
- ☐ Supervisor training
- ☐ Soft skills training

Trainings should be documented properly.

3. Improve worker supervisor communication

Supervisors should talk good with workers and avoid pressure during peak orders. Better communication reduces conflicts.

4. Add more welfare facilities

Workers will benefit from:

- ☐ Better canteen food
- ☐ More medical support
- ☐ More rest areas

This will increase job satisfaction.

5. Increase internal promotion opportunities

Many skilled workers want promotion. A fair promotion policy can motivate them to work better.

6. Introduce suggestion box system

Workers can share ideas or problems anonymously. HR can solve issues earlier.

7. Reduce overtime pressure

Earlier planning production can reduce last minute overtime workload.

8. Regular HR worker meetings

Weekly short meetings can help HR understand worker issues directly.

4.3 Conclusion

My internship at **Eurotex Knitwear Ltd.** was a great learning experience. I learned how the HR department works in real situations, how they handle recruitment, salary, training, welfare and compliance for more than **3,500 employees**.

Eurotex has a strong HR team and follows many good practices such as:

- Skill-based hiring
- On-time salary
- Overtime payment
- Compliance standards
- Safety training
- Medical and welfare support

However, there is also some for improvement in training, digital systems, communication and welfare facilities. The overall experience helped me understand HRM practically and will help me in my future career. This report is based on my real observations and learning during the internship time.

Appendix

Appendix A: Survey Form

Dear Sir/ Ma'am, _____

As a part of my MBA thesis report, I am conducting a survey to Investigate about the different technique's organization are following to retain its employees, which is part of my academic report, I will appreciate if you could complete the following questionnaire. Information provided in this study will be remain confidential.

Respondent's Details:

Name:

Age:

Contact:

Position:

Indicate the extent to which each of the following statements you agree in your organization using the –point scale by making a tick mark against that column.

1. At the time when employees are in responsibilities they would be able to learn from the organization.

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

2. I understand company rules clearly.

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

3. My supervisor treats me respectfully.

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

4. HR helps me when I face any problem.

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

5. I feel safe in my workplace.

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

6. I want more training opportunities.

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

7. Do you have any recommendation?

.....
.....

Appendix B: HR Workflow:

The HR department follows these basic steps:

- ❖ Need for employee
- ❖ CV collection
- ❖ Shortlisting
- ❖ Interview
- ❖ Selection
- ❖ Joining
- ❖ Attendance record
- ❖ Performance check

Appendix C: HR Activity Chart:

- ❖ Recruitment & Selection – 30%
- ❖ Salary & Payroll – 20%
- ❖ Training – 15%
- ❖ Welfare & Safety – 15%
- ❖ Compliance – 10%
- ❖ Other Work – 10%

