Internship Affiliation Report On

An Analysis of Recruitment & Selection Process of

iBMS Technology Bangladesh Ltd.

Supervised by

Gouranga Chandra Debnath

Associate Professor and Head
Department of Business Administration
Faculty of Business & Entrepreneurship

Daffodil International University

Submitted by

Rizvi Ahmed Chowdhury
ID: 163-14-2225
Major in Human Resource Management
MBA Program
Department of Business Administration
Daffodil International University.

Date of Submission : 25.12.2019

Letter of Transmittal

December 25, 2019

Gouranga Chandra Debnath

Associate Professor and Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Subject: Letter of Transmittal

Dear Sir,

I hereby with due respect would like to state that I have completed my Internship Program from iBMS Technology Bangladesh Ltd. I was appointed in iBMS Technology Bangladesh Ltd. Apt-302, House 1/A, HB Tower, Road-23, Gulshan 1, Dhaka 1212, Bangladesh. The topic of my Internship report is **An Analysis of Recruitment & Selection Process of iBMS Technology Bangladesh Ltd.** Apart from the academic knowledge gained. This internship program and preparation of report has given me the opportunity to acquaint myself with a reputed company. I believe that the experience I acquired from this study will be an invaluable asset in my life. It has also to be mention that without your expert advice and cooperation it would not have been possible to complete this report. If you have any further enquiry concerning any additional information, I would be pleased to clarify that.

You're sincerely,

_____

Rizvi Ahmed Chowdhury
ID: 163-14-2225
Major in Human Resource Management
Daffodil International University

Letter of Endorsement

This is to inform that, Rizvi Ahmed Chowdhury, ID - 163-14-2225, M.B.A program, Department of Business Administration; Daffodil International University has completed his internship report on **"An Analysis of Recruitment & Selection Process of iBMS Technology Bangladesh Ltd."** He has completed his report under my guidance. He has completed his report sincerely and efficiently.

(Any opinions, suggestions made in this report are entirely that of the author of the report. The University does not condone nor reject any of these opinions or suggestions).

I wish him success in future.

_____
Supervisor

Gouranga Chandra Debnath
Associate Professor and Head
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

ACKNOWLEDGEMENT

At the very beginning, I would like to express my deepest thanks to almighty ALLAH for giving me the strength to go through such a report.

This internship report is on **"An Analysis of Recruitment & Selection Process of iBMS Technology Bangladesh Ltd. "** For preparing this report I would like to thank my Supervisor **Gouranga Chandra Debnath** Associate Professor and Head Department of Business Administration Faculty of Business & Entrepreneurship Daffodil International University. Without his constant supervision, valuable advices and Suggestions from time to time, I would be failed to complete the whole thing in a right Manner.

I would like to convey my gratitude to **Suvenddu Bikash Deb,** Head of Admin & Finanace, **iBMS Technology Bangladesh Ltd. & Tavir Amed Chowdhury,** Head of Mechanical Dept., **iBMS Technology Bangladesh Ltd.** for supervising me to complete my internship. I am sure this dynamic managerial activities will inspire anybody to build ones career properly.

I would like to thank all other employee of **iBMS Technology Bangladesh Ltd.** working here in. They extended their helping hands; otherwise my report will remain incomplete.

Last of all, I would like to thank all the individuals who provided their kind Co-operation in preparing this report especially I thanks my all friends of **iBMS Technology Bangladesh Ltd.** for their help and Inspiration.

EXECUTIVE SUMMRY

As a student of business administration, analyzing today's business world is very crucial to observe in this complex situation. It is necessary to go through all fields of knowledge, both theoretical and practical. Before passing MBA program, I have been given an Internship program to have practical knowledge in business life as a part of my academic program. In this report I had tried to focus my both theoretical and practical knowledge regarding Human Resource Management. My project topic is **"An Analysis of Recruitment & Selection Process of iBMS Technology Bangladesh Ltd."** I have tried to identify Recruitment & Selection Process of this organization and how it is working in progress of the organization.

The internship report is concentrated in the Recruitment & Selection Process sector of Bangladesh. Internship program is essential for all MBA students because it helps him or her acquit with real life situation. In this backdrop for the internship requirement I joined at iBMS Technology Bangladesh Ltd. The reason behind joining here – this is now a fast growing of sector and iBMS Technology Bangladesh Ltd. is a very renowned company in the country even there have a very good opportunity for career development .There are plenty of people and many vehicles are directly involved in this sector.

That is why I have chosen this Sector.

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Recruitment and Selection process of iBMS Technology Bangladesh Ltd.

CHAPTER 1
INTRODUCTION

1.1 BACKGROUND OF THE STUDY:

Without the convenient application of theories in real life, the academic education has no value. In order to combine the theoretical learning some practical exposure is required. With this view during my internship program I was assigned to iBMS Technology Bangladesh Ltd. The key point of this report is to get complete idea about the Recruitment and Selection process of iBMS Technology Bangladesh Ltd. It will really help me in future if I go for a HR sector. As I have been showing in the recruiting & selection division of the organization, I have tried to state my working experience in this report.

1.2 SCOPE OF THE STUDY:

iBMS Technology Bangladesh Ltd. is one of the fastest growing organizations in Bangladesh. The report covers the organizational structure, background, functions and the performance of the organization's HRD; contain primarily worked Recruitment & Selection process of iBMS Technology Bangladesh Ltd so my report covers all the activities regarding my topic.

1.3 OBJECTIVES OF THE REPORT:

1.3.1 BROAD STATEMENT:

The broad statement of this report is to state my working experience as a Junior Officer- Admin & HR in the Recruitment Process of iBMS Technology Bangladesh Ltd.

1.3.2 SPECIFIC OBJECIVES:

The specific objectives are given below:

* ❖ To find out the recruitment and selection process of iBMS Technology.
* ❖ To analyze different recruitment and selection activities of iBMS Technology.
* ❖ To evaluate different recruitment and selection activities of iBMS Technology.
* ❖ To identify different types of problems related to recruitment and selection process of iBMS Technology.
* ❖ To make some suggestions to overcome the problems.

1.4 METHODOLOGY:

The report is arranged based on using primary and secondary data resources. Primary data was collected by observing organizations recruitment & selection process interviewing employees while working as intern in HRD (Human Resource Division) of iBMS Technology Bangladesh Ltd. Secondary data was collected by organization's employee hand book, website and relevant books.

Primary Sources	✓ Face to face discussions
	✓ Day to day desk job
	✓ Oral unstructured interview
Secondary Sources	✓ Official website of iBMS Technology Bangladesh Ltd.
	✓ Official documents of iBMS Technology Bangladesh Ltd.
	✓ Prospects of iBMS Technology Bangladesh Ltd.
	✓ Annual Report of iBMS Technology Bangladesh Ltd.
	✓ Newspaper

1.5 LIMITATIONS OF THE REPORT:

That was a great opportunity for me to work in this sector. But there have some problem that I have faced on preparing this report. Those constrains are given bellow:-

- ✓ Lack of time.
- ✓ Private matters of the organization.
- ✓ Lack of information
- ✓ Unwillingness to give the information from the officials.
- ✓ Restriction of giving some information.
- ✓ There is no sufficient information in the web side of iBMS technology Bangladesh Ltd.

CHAPTER 2
ABOUT THE ORGANIZATION

2.1 ORIGIN OF iBMS Technology Bangladesh Ltd:

iBMS Technology Bangladesh Ltd. which an energetic automation and information technology infrastructure solutions company with a regional orientation. iBMS Technology has its main office in Singapore and a network of strategic local partners in Myanmar, Malaysia, Philippines and the Bangladesh. With its convenient locations, the Company can serve its valued customers with reliable support and prompt services. With a team of dedicated engineers and supporting staff working tirelessly behind your system, you will have more quality time to manage your priorities.

2.1.1 VISION:

Our vision is to become industry leader and globally recognized solutions provider of power generation and distribution systems, gas excavation and transmission systems, real estate development & construction, high level safety & security solutions infrastructure & application, communication systems, network infrastructure systems for voice, data and video, building automation, facilities management and all type of electro-mechanical engineering solution for small home to large business institute.

2.1.2 MISSION:

Our mission will always focused Solution-Oriented aiming to exceed the customers' requirements with an eye for future business expansion needs, in the most cost-effective way. Post-implementation and after-sales support is of the utmost concern.

2.2 PHILOSOPHY:

Our philosophy is simple: to provide the solutions and services to all our valued customers. We strongly believe in thinking globally but acting locally. We have a solid policy of ensuring prompt deliveries, anywhere and everywhere. Through close collaboration with technology partners within the region, the company is perpetually in search of a simpler and friendlier system for the ever-growing need of a solution that truly serves the end-users. The company cooperates with the partners to provide periodical trainings for all team members, to ensure that the whole iBMS Technology team remains at the technology forefront all the time.

2.3 OUR PROFICIENCY:

The name and business strength that has been earned by the company today, was due to the quality of its work and the excellence of its workforce, who have a varied experience in the Power Sector, Telecom, ICT Infrastructure, Security product & Power Generation market and good knowledge of serving the customers to their satisfaction. iBMS Technology provides friendly and high-quality solutions on varied range of products & services, namely – such as electrical power generation & distributions systems (electrical & mechanical services), construction of power Plant, turbine Erection, boiler erection, WTP erection, firefighting system, access control system, facilities management system (FMS), CCTV design & installation, survey & specialties products. iBMS Technology also offers services for consultancy, project planning, design, implementation, pre-testing, and hand-over. iBMS Technology assures its resellers, partners and end-user customers of its relentless diligence in the provision of quality products and exemplary post-implementation and after-sales support .

Location of operations:

1. Bangladesh
2. Singapore
3. Malaysia
4. Philippine

Total employees in Bangladesh:

Sl. No.	Description	No. of Employee
1	Headquarter & Branch's Staff	55
2	Site Management & Technical Staff	85
3	Manpower Average	210
4	Current Staff	450

2.5 WHAT WE DO IN BANGLADESH:

Power Generation	Power Transmission
1.Turbine Erection	1.Substation's Mechanical Erection
2.Balance of Plant Mechanical Erection	2.Substation's Electrical Erection
3.Balance of Plant Electrical Erection	3.Structures & Support
4.Instrumentation Erection	4.Control System
5.Water Treatment Plant Erection	5.Communication System
6.Boiler Erection (Local Support)	6.Fire Fighting System
7.Fire Fighting System	7.Testing & Commissioning
8.Communication System	8.Maintenance
9.Earthing & Lightning Protection	
10.Start-up, Testing & Commissioning	
11.Maintenance	
Industry	**Telecommunication & ICT**
1.Electrical Substation	1.Integral Solutions (Design, Engineering, Supply & Erection)
2.Power Sub-Distribution	2.Mobile Switching Center Construction
3.Steel Structures	3.Base Station Controller Construction
4. Piping Pre-fabrication & Erection	4.Network Operation Center
5.Fire Fighting System	5.BTS Cell Site Construction
6.CCTV System	6.Electronics s Security System
7.PABX System	7.Raised Floor System
8.Maintenance	8.Information Transport System (ITS)
	9.Water Leak Detection System
	10.Electronics Surveillance System

2.6 HR POLICIES OF iBMS Technology Bangladesh Ltd:

Leave Policy:

The followings are the allowable leaves that is maintained within the company

> ► **Casual Leave, Medical Leave, Annual Leave, Emergency Leave (Hourly Leave),
> Maternity Leave, Leave without Pay**

All Leaves are based on annual basis. Year will be counted from January to December. For portion of a year, proportional values will be accepted. Leaves availed in probation period, will be adjusted after confirmation of job.
If any weekly holiday falls within the Leave period, it will also be counted as leave. However, Government Holidays will not be counted as leave.

In case an Employee resigns, all his/her available leaves except for unused medical leaves will be lapsed

Attendance Policy:

Office Timing:
- Saturday to Thursday – 9.00 AM- 6.00 PM with 1 hour break for lunch and prayers.

- All Fridays shall be treated as weekly holidays.

- Please note that there shall be 15 minutes grace time in for attending office in the morning.

Project Timing:

- Saturday to Thursday – 7.45 AM- 6.00 PM with 1 hour break 1 hour break for lunch and prayers. Any employee occupied in the project work should be present in the site until his pending work is done.

- All Fridays shall be treated as weekly holidays. But any employee engaged in the project works shall work in the holidays if it is required and assign by the line manager. And later he can claim Compensatory Leave.

- Please note that there shall be 15 minutes grace time in for attending project in the morning.

Late Attendance:

- Late attendance is extremely discouraged. Routine late attendance shall be viewed as highly irregular, and disciplinary measures may be taken. Any attendance after the grace time will be counted as late attendance & each 03 days late attendance in a month will discount 01 day gross salary of the employee**.**

If any employee is out for official reasons, and is unable to attend office in time for that reason, the "On Duty" form duly signed by the line Manager must be submitted to HRD.

Recruitment Process: Recruitment of an employee can be in the following forms

1. Requirement from the respective department along with approval of the departmental Head
2. Publish Job circular in the web or newspaper
3. Receive application from the prospective candidates
4. Sorting the CV as per mentioned job description with their experience
5. Arrangement for written test/interview on scheduled time
6. Prepare list of selected candidates and prepare and arrange for medical checkup.
7. Prepare the employment contract and complete the recruitment process.

CHAPTER 3
MY INTERNSHIP AT iBMS

3.1 MY JOB AT iBMS:

I was assigned in iBMS technology from 3rd August, 2017. It was part of my educational program. As my major in Human Resource Management, I worked Human Resource Management as an employee and learnt different practices of HRD (Human Resource Division) of iBMS Technology Bangladesh Ltd.

3.2 DESCRIPTION OF THE JOB:

As I had opportunity to have three months long at iBMS Technology Bangladesh Ltd, I have done different tasks that are conduct by the recruitment and talent management under HRD. I was assigned to the following jobs regularly.

They are-

Receiving Resumes:

Intended for the recruitment of varied positions Assistant Sales Supervisor, Associate supervisor - R&D and so on, candidates post their resumes in 2 ways. A few candidates desire to forward their particular resumes by post plus some through internet. I gathered and keep aIl resumes all those arrived through post. I also imprinted those resumes via e-mail.

Examining Resumes:

Subsequent collecting all resumes, I every so often did screening resumes. IBMS Technology Bangladesh Ltd. received in large quantity resumes. There were few areas to focus when I looked for screening resumes. For example, there was a recruitment advertisement about an Electrical Engineer. So there were requirement in that circular. So I screen resumes based on requirement like age limit, experience, revealing history etc.

Make call list for written /viva and practical test out

After selected final applicants, I wrote down most candidates' and their father's name, and mobile number in Microsoft Excel. Then I published that excel sheet twice.

Arrange attendance for written, viva and practical test:

Attendance sheet was same as call list sheet. I had just put the signature box in attendance sheet. After arranging this sheet, l handed it to reception at exam date.

Organize candidate profile outline for written, viva and useful test

Sooner than written/viva/practical check, I made applicant account summary. Right here I had written applicants' name, father's name, mobile number, last education, university, birthday, experiences. After that I printed it and exceeded it to viva board.

Prepare top sheet and examination paper:

Facing the recruitment examinations, my work is to prepare the top examination and sheet paper. I took 5/ 6 pages and one top sheet and staple it with candidates' and their father's name, mobile number, e-mail, CV serial, date, signature are included in top sheet. After that I printed it and exceeded it to viva board.

Assign to Papers and Questions:

Sometimes, I went to the exam room and arranged candidates' seat. Then, I allocated questions and exam papers. I also guarded at the exam hall. After finishing exam, I took all exam papers and divided top sheet from exam papers.

Verify Solution Scripts:

Several time I verified the MCQ fraction of the answer script. I was not allowed for the written part. After script examination, I counted total marks and stapled the top sheet with solution scripts.

Help to make end result:

After completing viva procedure, I prepared the ultimate result and handed it to my supervisor.

Maintaining rejected resumes:

I also maintain rejected resumes in file. Sometimes they called applicants from rejected resumes.

Do Photocopies:

Sometimes I need to do photocopies some essential papers.

Bring Signatures:

Occasionally I had taken signatures from the authorities for official work.

Offer all required Papers:

I speak to internee and trainee. I provide them joining letters, allowance papers, certificates and many other important papers which are required.

During my intern period I realized that all employees are so much friendly and helpful to me.

3.3 OBSERVATIONS:

Due to my working times in iBMS Technology Bangladesh ltd. I have observed some issues which are:

Short amount of labor force: Recruitment & Skill Management of HRD performs their duties with a restricted labor forces. In some cases it creates difficult working environment for the existing employees.

Recruitment & Selection Process completed constantly: At iBMS Technology Bangladesh Ltd. recruitment & selection process is a continuous process. They took almost one week to accomplish their process and these tasks are chronologically.

Plenty of paper works: Recruitment & Skill Management of HRD has used a plenty of paper work from requisition to posting the final result.Most of the times they misuse lot of papers and never recycle those papers.

Appropriate use of internal resources of recruitment: Recruitment & Skill Management division manage their internal resources properly. Some of them are:

HRIS & Internal Server: Recruitment & Skill Management division uses HRIS software to make the final results. On the other hand they kept the all soft copies in their internal server.

A fresh weather for Internees: iBMS Technology Bangladesh Ltd. does not have any training period for the internees. Directly they put them on process and as a result the internees face with a lot of problems.

Recruitment process and Educational Lesson: iBMS Technology Bangladesh Ltd's recruitment process is model process. It is matched what I have leaned.

<div align="center">

Recruitment Process

</div>
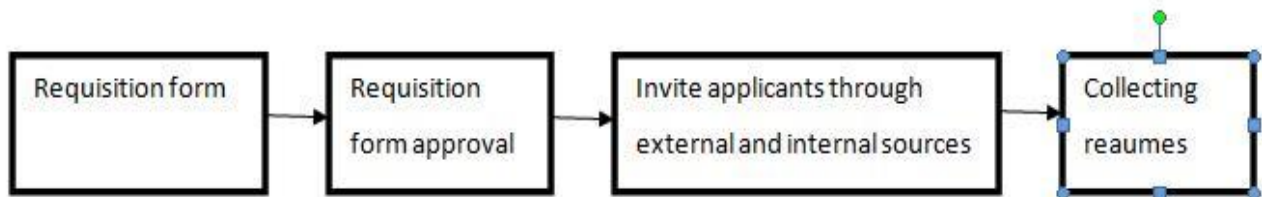
Selection process and Educational Lesson: iBMS Technology Bangladesh Ltd's selection process is model but sometimes they don't have the ability to preserve the entire process of time shortage.

3.4 LESSON LEARNED DURING INTERNSHIP PROGRAM:

Control Management: I had formed always work to set up, plan and maintain my time to complete the duties, organize the all situation. Those will assist me to build up my control management.

Interaction: I needed to interact with many types individuals which are sometimes official staffs and sometimes non official. That process helps me to develop my interaction skills.

Force Management: Whenever there is certainly any recruitment and selection activity, with stress because of short amount of labor forces rather than the other jobs that situation able me deal with force management.

Group Work: Usually I worked with effective group/ team in iBMS Technology Bangladesh Ltd. SO that's why I can easily understand the value of group works.

CHAPTER 4

RECRUITMENT AND SELECTION

PROCESS OF iBMS

4.1 RECRUITMENT & SELECTION OF iBMS Technology Bangladesh Ltd:

iBMS Technology Bangladesh Ltd. have a "Standard Procedures" for their every HR tasks of recruitment and selection process. That Standard Procedures maintain some chronologically steps.

Which Are-

1) Every departmental mind will raise employees requisition with proper confirmation if any vacancy comes up and send it to HRD.
2) Each division will complete requisition form if job vacancy arises in virtually any department saying job explanation and job standards to HR for proper actions.
3) HRD evaluate the manpower requisition form and searching for onward control management.
4) Recruitment and skill management will gather profiles of probable applicants through the internal resources.
5) HRD will make a consult with concerned department and minimize the candidates list.
6) Then HRD will invite the listed applicants for attending exams, or direct interview.
7) Performances of applicants will be examined below HRD for complete the system with all the acceptance of management.
8) Finally HRD inform the selected candidates and make a interview with salary settlement.
9) HRD gives a great chance to indication a becoming a member of notice that will need to be come back to HRD.
10) HRD make a review on references, all records, certificates, experiences of the applicants.
11) Finally, Selected applicants assigned on probation for a period, which is decided by the authorities.

4.2 REQUISITION FORM RECEIVING:

All types of manpower requisition form must fill by the concern divisions. In every form there are some common aspects. *which are-*

1. **Placement Details:** Just manager coming from concerned department will write down the position name, types of opening, department/division, employee needed and other details which are related with the position. A couple of two openings are

   - Replacement
   - New Position

2. **Job Description:** Managers discuss about the task of vacant jobs. If the description is same as their job explanation book, then manager must mentioned it "As Role Play".

3. **Job Specification:** Managers will point out about the skills for vacant jobs which need to perform. Such as qualification, knowledge, experience if mentioned.

Getting attention and Gathering resumes:

After permission from Managing Director HRD go for their recruitment & Selection process. HRD follow two resources for gathering resumes.

Which are-

1. **Internal Resources:** During this resources HRD gather resumes. Internal resources help to decrease the expenses. There are few ways to develop internal resources. Such as- Employee Recommendations, Notice board of every branches.

2. **External Resources:** iBMS Technology Bangladesh Ltd. gathers a great number of applicants by using this resources. The external resources are- Newspaper advertisement, HRD of iBMS Technology Bangladesh Ltd. have a features agreement with bdjobs.com where they give the vacant circular.

4.3 LIST OF GUIDLINCES:

Fresh applicant must submit some documents to the office authority.

These are-

- A fresh applicant provides two resumes in Bangla and English.
- In the resumes they must mention their permanent & present address, mobile number, e-mail, educational certificates, experiences etc.
- Fresh applicant will must show all main copies of certificates to the authorities, and submit photocopies with attested.
- Applicant must get back release order from previous organization if they have previous experiences.
- Applicants have to submit 6 copies of passport size colored photographs with name and signature at back.
- Applicants have to submit 2 photocopies of his Identity card.
- Applicants have to submit national certificate which is signed by union chairman
- HRD will provide appointment letter to the applicants for signing there.
- Applicants have to submit medical certificate which is signed by government medical officer.
- Applicants will also submit blood group report.
- If Applicants has an account with United Commercial Bank, they have to submit bank account number.

HRD Clarifications:

After submit the all documents HRD will also clarify these documents. Then they will send it to legal department and do the ultimate clarification.

4.4 BENIFITS:

Festival Bonus:

The Bonus will be paid based on the religious beliefs of the employees-

> For Muslims- Eidul-Fitr and Eidul-Adha

> For Hindus- Durga-Puja and Laxmi-Puja

> For Christians- Christmas and Easter

> For Buddhists- Buddha Purnima and Maghi Purnima

Performance Bonus:

All Employees of iBMS Technology Bangladesh Ltd. will be entitled for Performance bonus yearly, which will be equivalent to their one month's basic salary.

Provident Fund:

iBMS Technology Bangladesh Ltd. offers contributory provident fund for their employees. All confirmed and full time employees will contribute 10% of their salary and the Management will also make a payment at the same rate.

Income Tax Sharing:

iBMS Technology Bangladesh Ltd. estimates an employee's annual Income tax and based on that deducts the monthly amount from salary. However each permanent and part time employee is entitled for 50% of his tax amount from his office.

Usage of Office Vehicle:

The vehicles, assigned to different projects/ departments for authorized use. These come with Drivers, whose salary, allowances are paid by the company. Cars also have ceilings regarding fuel and maintenance.

4.3 UNACCEPTABLE ACCEPTANCE:

The organization is committed to ensure a healthy and friendly impression in and around the office. To ensure this, some activities have been decided not to be accepted as a professional performance.

Use of Drugs/Alcohols:

- Use Drugs/Alcohols during the office hours or in the office premises is strictly unacceptable, and will be considered as a terminable offence.
- Use Drugs/Alcohols is highly dispirited even after office hours or outside office property. Though, after effect of such usage (like unreasonable behavior, threat or irritation for others, lack of productivity, irregular attendance, etc.) will not be tolerated and disciplinary action may be taken based on the strictness of the issue.

Harassment:

It's the policy of the Company to forbid any form of harassment. This will include verbal comments, physical motion or approach, indecent or horrible notes, mails or in any other format, inappropriate activities, circulation of scandals etc.

Racial / Religious / Political argument:

- Discussion/activities on all kinds of Racial / Religious / Political issues which are or can become a matter of argument are prohibited.
- Any such incident will not be accepted, and the involved person may face corrective action based on the strictness of the issue.

Misuse of Office resources:

In order to facilitate proper support, the office is equipped with Computers, Servers, Network tools, Furniture, Refrigerators, TV, Telephone sets, Fax machine, Printers, Photocopy machines. It is the responsibility of each employee of iBMS Technology Bangladesh Ltd. to make sure that these resources are used correctly and effectively any misuse is not desirable.

Pornography:

Viewings distribute, create of pornographic material in the form of e-mail/ website/ CD/ DVD, Mobile content, audio, and video, is strictly prohibited and will be considered as terminable offense.

Disciplinary Actions

Disciplinary actions are the last options to be opted by an employer, in order to take corrective measures for its employees. Disciplinary actions may be taken in case of:

- ► Severe lack of performance
- ► Irregular attendance
- ► Any activities mentioned prohibited in this manual
- ► Insubordination
- ► Mishandling of funds/office resources

Based on the strictness of the issue several actions may be taken and the severity and the action both will be decided by MD/ Sr. Management/ HR. The actions may be either or mixture of the followings

- Deduction of partial/ full bonus/ Salary
- Deduction of Leaves
- Suspension
- Termination with/without any experience certificate
- Lawsuit

Before taking any disciplinary action, there must be a formal complaint in writing, followed by enquiry, as required by the law of the country.

CHAPTER 5
FINDINGS, ANALYSIS AND RECOMMENDATIONS

5.1 MAJOR FINDINS OF THE STUDY:

In my working through iBMS Technology Bangladesh Ltd, I have observed and found different issues.

These are:

1. Managing Director is the only authority approve finally for any business or efficient decision. Only after receiving support from the Managing Director, HRD starts all their functioning as per method.

2. HRD iBMS Technology Bangladesh Ltd does not maintain CV banks properly. Often they lost resumes. They keep rejected and passed resumes in same spaces.

3. HRD of iBMS Technology Bangladesh Ltd does not get in touch with those candidates who rejected in their recruitment and selection process.

4. They do not publish recruitment advertisement on their website.

5. HRD does not assemble physical exams for final applicants.

6. The company always tries to keep good working environment, health & safety procedure which is qualified internationally.

5.2 ACADEMIC PREPARATION:

I got much advantage from my internship in iBMS Technology Bangladesh Ltd as my major was HRM. Though effective in iBMS Technology Bangladesh Ltd. I have found some similarities with major relevant topics. There were some limitations. I find out that there are some mismatch with my educational course & organizational job.

5.3 MISSING KNOWLEDGE AND SKILLS THAT NEED TO BE LEARNED IN THE UNIVERSITY:

I think, Daffodil International University provides us all sorts of theoretical knowledge which is similar with the organization. But some practical knowledge which I felt to be important while working on iBMS Technology Bangladesh Ltd. *They are-*

- ✓ University should arrange more workshops, seminars on commercial environment.
- ✓ Students should be given practical knowledge about the overall Microsoft office besides of Microsoft word, excel, power point.
- ✓ University should arrange the workshop and Training of professional software.

5.4 RECOMMENDATIONS:

With this short time of internship period it will be my audacity to suggest on the performance and actions of the Bank and on the experienced professionals.
The below issues are some of my observations based on my education prevailing circumstances comparing to other organization point of view. *They are-*

1. HRD should introduce online requisition system. As a result, they will get requisition form immediately and it will make faster its process.
2. In written/ viva/ practical exam, there should not be any unfairness. Or else iBMS Technology Bangladesh Ltd. will lose appropriate candidates.
3. HRD should also communicate with rejected candidates. At least, they can send an email on applicants' account.
4. HRD can also minimize using paper on its recruitment and selection process.
5. The recruitment and selection process' actions could be done separate days. So it will release extra pressure from employees and they can find more proper employees.
6. iBMS Technology Bangladesh Ltd should start training its managers on improved interviewing.

CONCLUDING STATEMENTS

CONCLUSION:

iBMS Technology is a dynamic automation and information technology infrastructure solutions company with a regional orientation. iBMS Technology has its main office in Singapore and a network of strategic local partners in Myanmar, Malaysia, Philippines and the Bangladesh. With its convenient locations, the Company can serve its respected customers with reliable support and on time services. With a team of dedicated engineers and supporting staff working diligently behind your system, you will have more class time to manage your priorities.

REFERENCES

Bibliography:

Type of Resource	Bibliography	In Text
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❖ Website	iBMS Technology. (2004)*All Information.* [Online] Available from: http://ibms-tech.com/#/home [Accessed: 7th October].	"(iBMS Technology, 2004)"
❖ Website	WIKIPEDIA. (2014) *Recruiting Process*. [Online] Available from: https://en.wikipedia.org/wiki/Recruiting_%28Process%29 [Accessed: 5th August].	"(WIKIPEDIA, 2014)"

APPENDICS

The Resume of

Rizvi Ahmed Chowdhury

Ground Floor, Holding # 11/5,
Road # Salimullah Road, Mohammadpur, Dhaka (1207)
Cell No: +8801675225436, +8801911414117
Email: aiubrizvi@gmail.com

Objective:

To build a career in the field of business sector by grabbing the new ideas of business and to contribute in the growth of our organization by implementing my knowledge and integrity and further looking forward to an opportunity that will lead to greater responsibility ,where my skills will be fully utilized.

Academic Achievements:

Name of Examination	Passing Year	Name of School/College/ University	Board/University	Department/ Group	CGPA Obtained
M.B.A.	2017	Daffodil International University	Daffodil International University	Human Resource Management	3.06 (Out of 4)
B.B.A.	2016	American International University-Bangladesh.	American International University-Bangladesh	Operations Management	3.18 (Out of 4)
H. S. C.	2011	College of Development Alternative	Dhaka	Science	4.20 (Out of 5)
S. S. C.	2009	Dinajpur Zilla School Dinajpur	Dinajpur	Science	4.44 (Out of 5)

Job Relevant Skill:

1. Operating System   : Microsoft Windows XP,Windows7 and Windows 8
2. Microsoft Office Package (XP / 2003 / 2007/2010)
3.Internet Application :Capable to grab facilities of internet.

Language Proficiency:

Bangla   : Mother tongue.
English   : Have fluency both in oral and written form

Personal Details:

Name   : Rizvi Ahmed Chowdhury
Father's Name   : Late. Mazedur Rahman Chowdhury
Mother's Name   : Begam Jannat
Date of Birth   : 12-03-1994
Blood Group   : O (+ve).
Religion   : Islam (Sunni)
Marital Status   : Unmarried
Nationality   : Bangladeshi
National ID   : 19942726409000118

Permanent Address:

Holding No   : House No-6,Newtown-10
Post Office   : Kotowali (Sadar)
Police Station. : Kotowali (Sadar)
District   : Dinajpur
Country   : Bangladesh

Self Commitment:

➢ To know, how can leveling and forecast the resources.
➢ To know, how to control, manage and improve the quality.
➢ Ability to cope up with different situation.
➢ Critical Thinking, decision making and problem solving skills.
➢ Planning and organizing skill.
➢ Influencing, leading, negotiating and delegating abilities.
➢ Adaptability in work in changing environment.
➢ Tolerant to stressed situations

Achievement:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking	Jamuna Bank Ltd.	Bangladesh	Mohakhali	2015	4 Month

Declaration:

• I confirm that the information I have given in this Resume is complete and true, currently.
• **In that moment MBA Certificates are not published .But I can ensure I will give the certificates on due time.**

Reference:

Ashfaque A. Mohib Assistant Professor Department of Operations Management AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH Mobile: +88-02-9890804 E-mail: mohib@aiub.edu	**Tanvir Ahmed Chowdhury** iBMS Technology Bangladesh Ltd. Head of Mechanical Dept. Mobile no :01712649197 E-mail : tanvir_mech@yahoo.com

Signature

_____

(Rizvi Ahmed Chowdhury)
Date: