

Internship Report

On

Recruitment and Selection Practices of R.B Agro Ltd

Supervised by

Dr. Sheikh Abdur Rahim

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Submitted by

Shuvam Paul

ID: 182-14-837

Program: MBA (Regular)

Major in HRM



Daffodil International University

Submission Date: 21th December 2019

21th December, 2019

Letter of Transmittal

To

Dr. Sheikh Abdur Rahim

Associate Professor

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

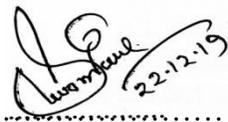
Subject: Internship Report submission.

Dear Sir,

With great pleasure I am submitting the Internship report on “**Recruitment and Selection Practices of R.B Agro Ltd**” as per the instruction of you. I hope there are some limitations. During the course of internship, I have achieved a very practical experience in implication and application of Operational activities in R.B Agro and which, was an opportunity for me to have pragmatic comparison with the theoretical study and implication in reality.

Therefore, I firmly believe that this report will be able to fulfill your approval. I would be truly grateful to make further corrections where I think necessary by you.

Sincerely Yours,



Shuvam paul

ID: 182-14-837

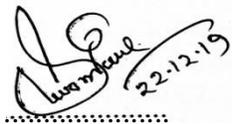
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Student Declaration

I do hereby declare that the internship Report “Recruitment and Selection Practices of R.B Agro Ltd” has been prepared by me under the guidance of Dr. Sheikh Abdur Rahim Associate Professor Faculty of Business and Entrepreneurship Daffodil International University as a requirement for the accomplishment of MBA degree from the Department of Business Administration, Faculty of Business & Entrepreneurship and Daffodil International University. It is also declared that, this report has been prepared for academic purpose only and has not been will not be submitted for any other purpose elsewhere.



Shuvam paul

ID # 182-14-837

Major in HRM

Program: MBA

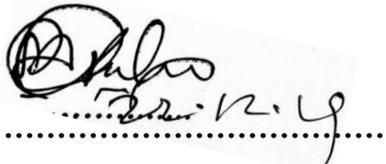
Department of Business Administration

Daffodil International University

Letter of Acceptance

This is to certify that Shuvam Paul, ID. 182-14-837, Program: MBA, Major: HRM, Department of Business Administration, Faculty of business and Entrepreneurship, DIU has prepared his internship report as “Recruitment and Selection Process of R.B Agro Ltd.” under my supervision. The data and findings presented in this internship report seem to be authentic. Thus the report has been accepted for the presentation in the internship defense.

I wish him every success in life.

A handwritten signature in black ink, appearing to read 'Dr. Sheikh Abdur Rahim', is written over a light blue rectangular stamp. Below the signature is a dotted line.

(Dr. Sheikh Abdur Rahim)

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

I am thanking Daffodil International University for giving me an opportunity to do this internship program. I am thanking R.B Agro ltd for letting me do the opportunity to complete my internship program at their Head office.

I'd like to thank Dr. Sheikh Abdur Rahim, my internship supervisor and Mr. Shah Alom Apu for guiding me with the completion of this report and keeping me under their supervision and provide me with all the necessary information which has helped me in the completion of this report.

I am also thanking to the members of R.B Agro ltd. for providing me an opportunity to complete my internship program in their organization and helping me for giving all necessary information.

Executive summary

In my internship tenure I was profitable with the experience of how the HR Department of a company accomplishes their activities to ensure smooth functioning towards its activities at all levels by ensuring right numbers of human resources are available to accomplish the company's goal. I also achieved some knowledge on how HR division of an organization runs their Recruitment & Selection process smoothly. Not only knowledge but I have also learn the working culture of the R.B Agro and observed how they handles their operational activities and employee empowerment.

I was starting the report with the objectives of R.B Agro and it also carries methodology and Limitation of the study. Company profile gives the history of R.B Agro, mission, vision, its products and services, and organ gram of the organization.

Each chapter contains detailed discussion of the HR functions followed by Organization Practice at R.B Agro. Analysis part of the report carries out the theoretical explanation and by which it applied in the company.

Last chapter consists of findings, recommendation and conclusion on critical factors regarding Recruitment & Selection process of R.B Agro ltd.

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Chapter-1

Introduction

1.1 Background of the Study

R.B Agro Ltd. is the leading private sector of Agro industry in Bangladesh. It gives me a chance to apply my theoretical knowledge in field work. In this era only academic knowledge is not good enough to do work in this competitive workplace.

I appointed here from 1st July 2017 in the HR department of R.B Agro Ltd. For internship program I had to collaborate my experience through a report on “Recruitment and selection.”

In R.B Agro My main task was Recruitment and selection, but beside these I also involved with Administration activities, Grievance handling, maintains daily attendance, leave records of employees through HRIS, in-house skill base training programs.

Actually from my experience I think practical work or field work is more valuable for student for better understanding. Field experience can give the accurate information about work and path of gaining working skill properly. Internship program is a route to get those types of opportunity.

1.2 Origin of the Study

This report “Recruitment and Selection Procedure of “R.B Agro Ltd” is requirement of Internship program and describe working experience in the particular association. The report has been overseen by Dr. Sheikh Abdur Rahim, Associate Professor, Department of Business administration, Faculty of Business and Entrepreneurship, Daffodil International University. The internship report encompasses knowledge with the association and a chance to know that association.

1.3 Objectives of the study

Following objectives are given below which are helping me to guide the internship report:

- i. To explore the selection and recruitment process of R.B Agro Ltd.
- ii. To recognize the existing recruitment and selection process complication in R.B Agro Ltd.
- iii. To assess the existing recruitment and selection process of R.B Agro Ltd.
- iv. To advise some suggestions to overcome the identified existing problems.

1.4 Methodology of Study

1.4.1 Primary Data

I collected the primary data from office staffs, factory worker, and marketing manager. The report is basically a Qualitative research. As I have chosen to work this qualitative research I mainly used my observation and tried to communicate with employees of R.B Agro ltd.

1.4.2 Secondary data

I gathered information from

- Krishi Bichitra.
- Annual poultry report.
- Poultry rearing.

1.5 Limitations of the study

- Secrecy of providing main information.
- Unavailable accurate data.
- Available data also couldn't be verified.

Chapter- 2

Company Profile

2.1 History of the Organization

Agriculture Industry in Bangladesh is very vibrant & growing up. This is possible due to the combined efforts of government agencies, private sectors & different stakeholders. Mr. Krishna Gopal Saha, the Managing Director of R.B Agro Ltd. is one of the new enthusiastic entrepreneurs in this sector. He was the founder Director of Biswas Poultry & Fish Feeds Ltd. He started his journey with R.B Agro Ltd. since 2011 by observing from his core heart to see rural livelihood.

R.B Agro Ltd, Cherish Feed is one of the prominent agro companies in Bangladesh. Generally they are producing Broiler, Layer, Poultry-Fish Feed both Sinking & Floating, Cattle feed, Sonali feed.

R.B Agro always feels the responsibility to development of the agriculture sector. It also work on fulfill the demand gap of authentic agro products. R.B Agro is responsible to establish Grand Parent Poultry Farm by which reduced the country's dependency on import operations substantially. R.B Agro always try to keep their mind on environment and conservation of nature. That is why, it emphasized on producing Bio-fertilizers from poultry waste.

2.2 Objectives of R.B Agro

- To ensure the best quality of poultry product.
- To provide the fisheries product in cheap price.
- Aim to be a leading competitor in agro industry.

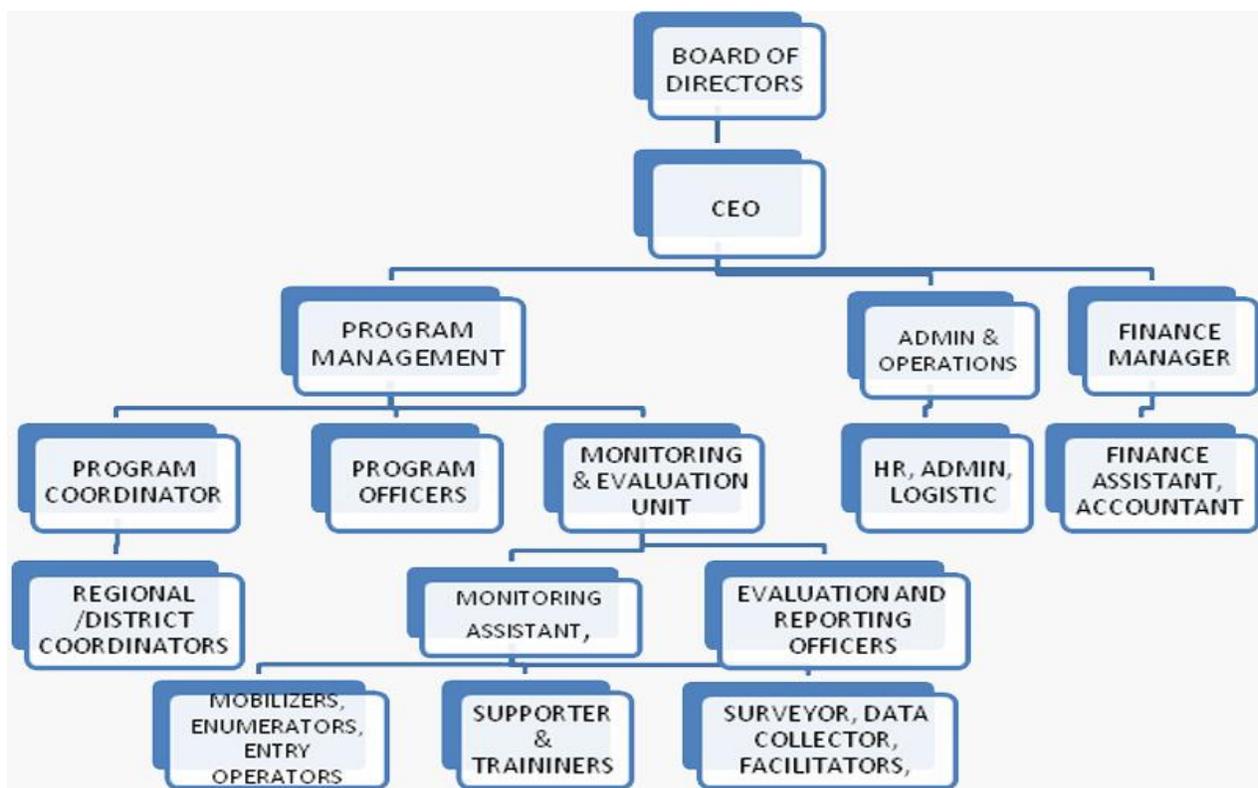
2.3 Vision of R.B Agro

- The best product development and raw materials.
- On time production and timely delivery sourcing.
- Quality assurance.
- Best communication and co-operations.

2.4 Mission of R.B Agro

- Expanding feed mill factory.
- Expanding broiler and layer firm.
- Expanding agriculture business.
- Focus on people development.

2.5 Organization of R.B Agro



2.6 Product and services of R.B Agro

R.B Agro ltd. is basically a manufacture company. It produces all Broiler, Sonali, Layer, and various types of fish feed. Cherish Feed made a remarkable impact in poultry field since its genesis. R.B Agro chooses the best authentic material with the most efficient equipment in proper scientific way to produce all products. The company is already made a huge investment for best technology. It uses the micro ingredients of the highest quality and primarily from all organic sources. This technique can reduce different environmental hazards.

There are two types of fish feed that R.B Agro produce. One is “floating” and another is “sinking”. Floating feeds are also two types. One is oil coat and another is non-oil coat. The productivity of oil coat feed is good for large project. The main big fisheries markets of R.B Agro are Mymensing, Barisal, Shariatpur.

R.B Agro has 7 depots in Bangladesh. Those are Comilla, Barishal, Khulna, Mymensing, Narshingdi, Tangail, Shylet. Tangail is mainly their layer market, Narshingdi is broiler market and North Bengal is their biggest Sonali feed market. Their factory is mainly in North Bengal. So they can directly distribute their Sonali feed in North Bengal market. Because of financial condition of the rural people, R.B Agro encourages to give credit by providing feed.

R.B Agro has two hatcheries. They mainly distribute the layer and Sonali chicks in market. They try to use best technology to produce best weight and healthy chicks.

Chapter- 3

Analysis

3.1 Definition of Recruitment and Selection

Recruitment is a type of techniques by which an organization attracts people with best skill and high potential. It's a process of searching the eligible candidates for employment to apply in the organization. It's a way of bringing together those who are offering jobs and who are seeking the jobs.

In General Recruitment and Selection refers to some activities of the requirements of a specific job, screening the applicants and selecting among them, attracting candidates to apply for that job, hiring the chosen candidates to become new employees of the organization, and integrating applicant into the structure.

3.2 Sources of Recruitment

R.B Agro follows two ways of recruitment and depending on the job category of the vacant positions. These are as follows:

1. External.
2. Internal.

3.2.1 External recruitment sources

3.2.1.1 Advertisement

Giving advertisement is a well-known way to find well skilled and efficient employee for the vacant job position. Advertisement helps to attract the right candidate's and increase brand image. Sometimes R.B Agro published their vacancy in print media or electronic media.

3.2.1.2 Job portal

To find the right candidates for right jobs in the era of technology “Job portals” are playing major role. It can inform up to date job related information to the candidates and offer desirable packages to the employers. R.B Agro gives circular in BD Jobs, Careerjet, LinkedIn.

3.2.1.3 Organization website

The practices and demand for human resources is increasing day by day. Now a day’s most of the company has their own web site, where interested people can drop their CV. After publishing a job circular company takes some CV from their own website R.B Agro thinks to make a recruitment source in their official website.

3.2.1.4 Social networking site

Social networking sites also help to attract the eligible candidates to apply for the job. Sometimes in closed group R.B Agro posted job offer.

3.2.1.5 Placement agencies

To find the skilled candidates placement agencies reduce the time and efforts. Basically placement agencies are using different techniques to evaluate the resumes of candidates and forward it to our companies.

3.2.1.6 Job fairs

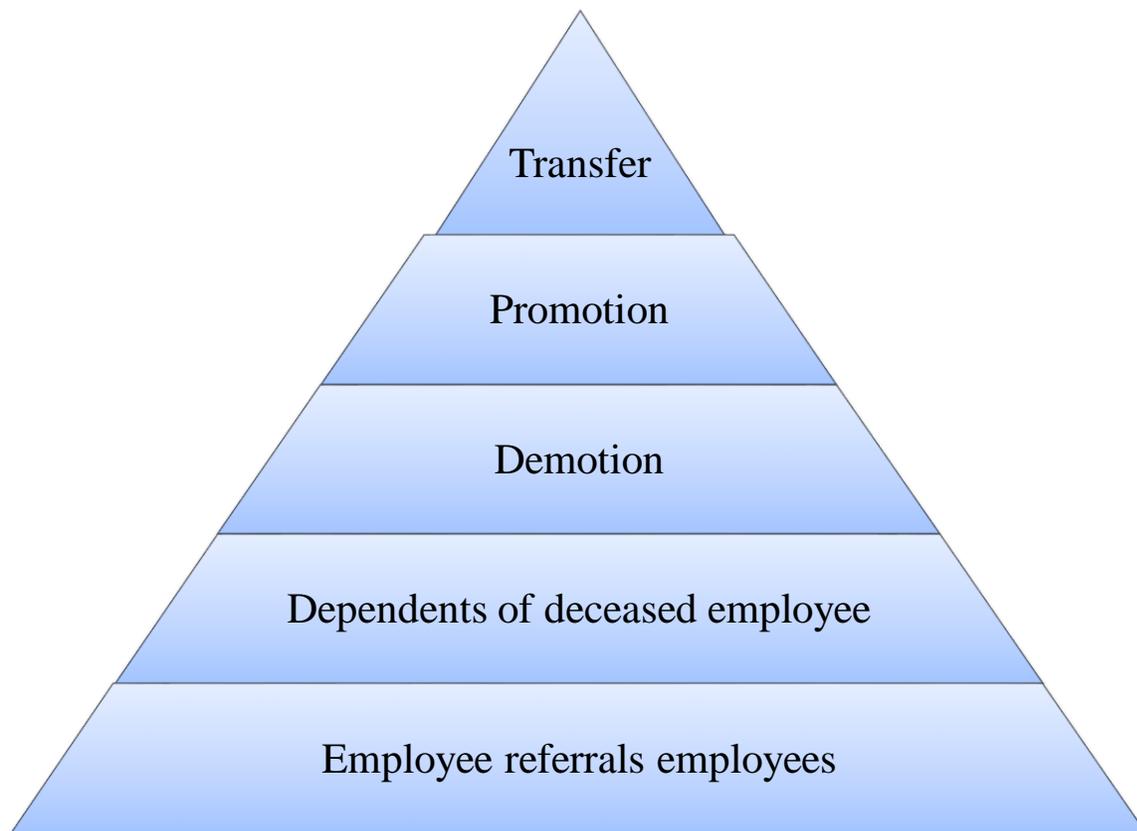
Attending on job fairs help to get some eligible candidates. In this term R.B Agro think they can enrich their brand image and popularity by participating in job fair.

3.2.1.7 Campus interview

R.B Agro always wants to give opportunity to young talent. By these techniques we can find competitive fresher candidates for suitable vacancies. Fresh graduates are not always getting opportunity to work with a structural organization. But R.B Agro offers some training program to share some working experience to encourage the fresher.

3.2.2 Internal recruitment Sources

Internal recruitment is another source of recruitment. If there is, the existing manpower in the organization that actually can able to do the work, and then easily company can give the chance to do work. If there is no such employee inside the company, then the management goes for the external recruitment. Some internal sources of recruitment are following by R.B Agro:



3.2.2.1 Transfer

Sometimes R.B Agro rearranges the marketing officers in one market to another market. It helps our marketing officer to show their skill and capacity of works. It may not be involving a change in responsibility, allowances, and designation of the job. It could be reduce the monotonous fact of an employee.

3.2.2.2 Promotion

Promotion is a term of motivation or the way of encourage employee to work. An employee can get promotion based on their performance or working capabilities. Promotion can be occurs with changing an employee's salary or designation or job description.

3.2.2.3 Demotion

Depending on the employees performance sometimes manager have to take decisions to lay-off or termination. Sometimes regarding the employee's position or activities or Situation Company cannot give the direct decision. In this case sometimes manager give demotion to their employee. R.B Agro also follows these types of activities.

3.2.2.4 Dependents of deceased employees

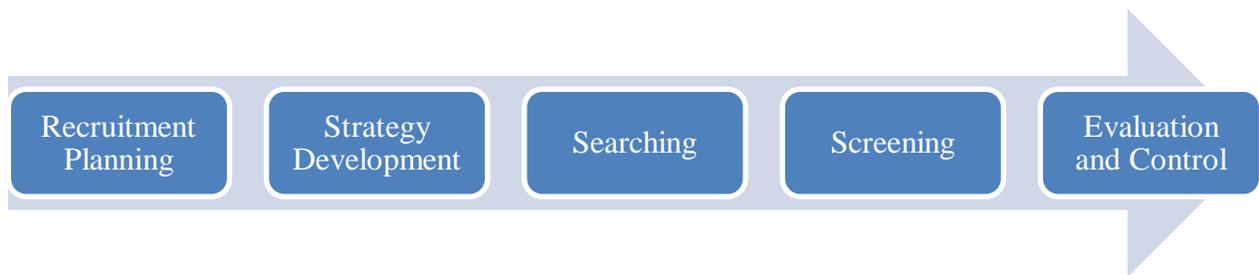
The running production officer of R.B Agro is son of our first factory admin manager. After his death our management offers his son to work with our company. It gives a positive vibes in our all employees. It is an effective way to fulfill the social obligation. R.B Agro also give some money after death of an running employee for medical purpose.

3.2.2.5 Employee referrals

Now a day's employee referral is very popular in job market. The main reason is to take employee by reference for faith issue. An Unknown person cannot be loyal than a known or employee referral. So in some confidential area R.B Agro hire some employees by employee referrals.

3.3 Recruitment Process

R.B Agro is following the general recruitment process. Processes are given below:



3.3.1 Recruitment Planning

In the first stage R.B Agro mark the vacant position and find out the job description of vacant position. It also includes the skill, experience, strategy need for the job. After analyzing all this things Manager will go for recruitment planning, by which they recruit an efficient candidates.

3.3.2 Strategy Development

After completing the planning the next step is strategy development. In this strategy development stage there are some strategic considerations, those are:

- Methods of Recruitment.
- Geographical Area.

- Sources of Recruitment.
- Make or Buy Employees.

3.3.3 Searching

After preparing the strategy the search for the candidates can be initialized. Generally R.B Agro follows two steps:

- **Internal searching**

It refers to find employee from the inside of the organization.

- **External searching**

It refers to search employee outside from the organization.

3.3.4 Screening

It refers to shortlist the candidates' application. Screening is the starting point of selection. There are different issues which are mainly making the differences. For an example the desire expected university student, desired result of candidates, age restriction or gender restriction. By Screening R.B Agro evaluate the candidates CV this way.

3.3.5 Evaluation and Control

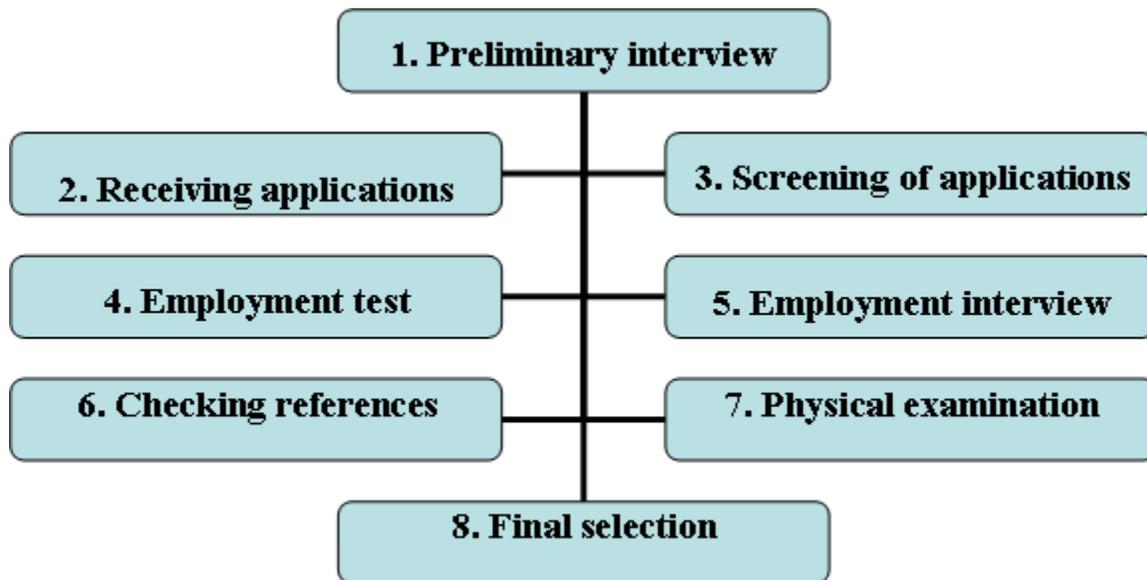
This is the last stage of recruitment process. In this stage the HR Manager finally evaluates the candidates for vacancies. This is the crucial stage of total Recruitment process.

3.4 Selection

Selection is the way of choosing the most efficient and perfect candidates for the vacant position and who can meet the requirements of the jobs in an organization. Because of hiring good resources Selection is an important process and it can develop to increase the overall performance of the organization. The productivity of company will decrease if the manager select wrong person.

3.5 Selection Process

To increase the profit margin and decrease the lose Selection process is very important. R.B Agro follows few of some steps, those are:



3.5.1 Preliminary interview

Preliminary interview is the first steps of total selection process. In this step totally unsuitable applicant is eliminated. Those candidates are only asked to fill the application forms that are already passing the stage.

3.5.2 Receiving applications

After preliminary interview the candidate is asked to fill the standard application form our company requirements. This form consist the detail information about the candidates. For example age, skill, academic background etc.

3.5.3 Screening of applications

After getting the application HR manager screen the application. HR manager calls for interview to candidates who are qualify all the criteria given by organization. HR calls for interview to candidates by giving the email or letter or phone call to candidate's mobile number.

3.5.4 Employment test

R.B Agro takes the employment test to check the skill ability of candidate. It occurs after giving the interview letter and before attends the interview. This system can be different in an individual organization because of organization types.

3.5.5 Employment interview

This type of interview occurs to get more information about the candidate. This information gives the actual picture of desire performance. In our company our honorable MD is attend in employment interview.

3.5.6 Checking references

Now a day's reference is very important portion of Selection process. By checking reference organization can ensure the confidential term.

3.5.7 Physical examination

R.B Agro generally prefers medical examination to find the fit person. In manufacturing company physical examination is very important. Because in field work physically fit person are most preferable.

3.5.8 Final selection

After completing all the steps R.B Agro provide the appointment letter to candidates. Basically a new employee needs to cross 6 month probationary period. After six month an employee get permanency from organization by their work.

3.6 Recruitment and Selection Policies

- Advertise vacancy internally in organization and give the opportunity to internal employee first.
- Recruitment and Selection will be guided by requirements of relevant diversity policies and strategies.
- Appointments will be made in open competition from the vast field of applicants.
- Recruitment should be fair.
- Recruitment and Selection process will be consistent, transparent and timely.
- All appointment will be made on the basis of merit.

3.7 Selection Devices

Selection devices refer to best method or best way of selecting employee. Some selection methods are using in R.B Agro given below:

3.7.1 Telephone Interview

Telephone interviews give information about an applicant is still interested or not interested in the job. Small organizations are mainly following these types of interview. In primarily the HR Manager of R.B Agro give the phone call to candidate to get some basic information.

3.7.2 In Person Interview

Face to face interview is mostly time consuming steps. In this steps HR manager narrow the candidate's size by telephone interview. R.B Agro prefer in person interview because it helps to find out some special characteristics regarding the argument.

3.7.3 Cultural Fit Selection

In these steps, a HR manager try to find which candidates can easily cope-up with the culture. HR manager severally asked all candidates to clear his/her cope-up capabilities. It can refer a candidate's value.

3.7.4 Drug Testing

R.B Agro has the practices of drug testing. For selecting driver or supervisor R.B Agro does the drug test to each candidate. And every 3 months interval we test each of the driver, supervisor, security dop.

3.7.5 Skills Assessment

For hiring a technical person, R.B Agro tests a candidate's technical skill. The HR Manager tries to see this skill in practically. In R.B Agro HR Manager see the skill assessment in Kapashia factory. If candidates need some training to do better works, then HR manage some training session for new technical employee.

3.7.6 Personality describing tests

In this test a pen and paper will given to candidates to analysis his/her SWOT. HR managers also see the knowledge of the company of candidates. For better output and productivity R.B Agro follows this step.

3.7.7 Knowledge about the job test

Job test is like as a cognitive test. In this term HR Manager asked some several question regarding on the job to know what he/she actually know about the work.

3.7.8 Background Check

After hiring a candidates HR manager check the background broadly. This background test consist a candidate's criminal history, previous employment to rule out questionable charges involving theft, handling petty cash, honesty issues, family background etc.

3.8 SWOT Analysis

3.8.1 Strengths

- In the selection, R.B Agro took expert and skilled labor.
- Strongly follows the experience issues.

3.8.2 Weaknesses

- Sometimes R.B Agro recruits employees on a basis of yearly contract which prevents them from appearing for a long time and suitable candidates.
- Lack of proper co-operation with employees.

3.8.3 Opportunities

- Feed sector of Bangladesh is improving gradually.

3.8.4 Threats

- Over competition among feed sector.
- Party block companies money for credit system.

Chapter-4
Findings, Recommendations
& Conclusion

4.1 Findings of the Study

- The “Recruitment and Selection” program is not updated.
- R.B Agro always prefers to follow the internal recruitment.
- R.B Agro usually promotes employee from the organization, but it also recruits from external sources.
- R.B Agro does not go for university recruitment all the time to find young energetic staff.
- Lack of synchronization between HR and concern department during recruitment process.
- Biasness to recruit marketing people.

4.2 Recommendations

- The “Recruitment and Selection” should be updated.
- R.B Agro should follow both internal and external recruitment.
- R.B Agro needs to introduce the online recruitment system.
- Job circulation for recruitment should be posted in all the mediums.
- R.B Agro should focus on innovation through campus recruitment process which may ensure availability of future leaders with new business ideas.

4.3 Conclusion

RB Agro ltd. has started its journey with a very limited resource but with lots of experience. By 2019 it has established two feed mills and 2 hatchery project targeting poultry industry. It has the vision to be the success of agro-business of Bangladesh. RB Agro believes that there is a great opportunity in the poultry in Bangladesh as there is demand for poultry product and Bangladesh's economy is growing confidently and at the end of my report I want to say RB Agro one of the first growing feed company, I already said that I am the current employee of RB Agro Ltd. So, after doing this study it helps me to find out some specific topics.

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[Internship Report On Recruitment and Selection](#) Practices of R.B Agro Ltd Supervised by [Dr. Sheikh Abdur Rahim Associate Professor](#) Department of Business Administration Faculty of Business & Entrepreneurship Daffodil International University Submitted by Shuvam Paul ID: 182-14-837 Program: MBA (Regular) Major in HRM Daffodil International University Submission Date: 10th December 2019 10th December, 2019 Letter of Transmittal To Dr. Sheikh Abdur Rahim [Associate Professor](#) Department of Business Administration Faculty of Business and Entrepreneurship Daffodil International University Subject: Internship Report [submission. Dear Sir, With great pleasure I am submitting the Internship report](#) on "Recruitment and Selection Practices of R.B Agro Ltd" as per the instruction of you. I hope there are some limitations. During the course of internship, I have achieved a very practical experience in implication and application of Operational activities in R.B Agro and which, was an opportunity for me to have pragmatic comparison with the theoretical study and implication in reality. Therefore, I firmly believe that this report will be able to fulfill your approval. I would be truly grateful to make further corrections where I think necessary by you. Sincerely Yours, Shuvam paul ID: 182-14-837 Program: MBA Major: HRM (Human Resource Management) [Daffodil International University Student Declaration I do hereby declare that the internship Report](#)