

Internship Report
On
Recruitment and Retention Process of Hup Lun BD Ltd



Daffodil International University

Internship Report
On
Recruitment and Retention Process of Hup Lun BD Ltd

Supervised by

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Daffodil International University

Submission Date: 8th December 2019



8th December, 2019

Letter of Transmittal

To
Dr. Sheikh Abdur Rahim
Associate Professor
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Subject: Submission of Internship Report on “Recruitment and Retention Process of Hup Lun BD Ltd”

Sir,

In respect to you informing that, it is my great pleasure that today I am submitting my report for practicum named “**Recruitment and Retention Process of Hup Lun BD Ltd**” This is the first time I prepared this report based on my practical work and I have tried my best to complete the study in a proper way despite some limitations. This report is based on my work during the last more than one year in the “**Hup Lun BD Ltd**” I hope you will find this report meaningful. I also expect that proper appreciation will be given on my report considering the limitations of this study. Within the short time, I had to prepare this report as comprehensive as possible. But there may be unwanted mistakes for which I beg your kind consideration.

Your benign and authoritative suggestion will encourage me to conduct further flawless research in future.

Sincerely yours,



.....

(Masuda Ahmed)

ID: 173-14-788
Program: M.B.A
Major: HRM
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Daffodil International University, Uttara Campus

Student's Declaration

I do hereby solemnly declare that the work present in this report titled “**Recruitment and Retention Process of Hup Lun BD Ltd**” is an original work done by me under the supervision of **Dr. Sheikh Abdur Rahim** No part of this report has been previously submitted to any other University/College/Institution/Organization for any academic degree/certificate/ diploma.

The work we has presented does not breach any existing copyright and no portion of this report is copied from any work done earlier for a degree or otherwise.

I further undertake to indemnify the Department against any loss or damage arising from breach of the forgoing obligation if any.

Sincerely,



.....

(Masuda Ahmed)

ID: 173-14-788

Program: M.B.A

Major: HRM

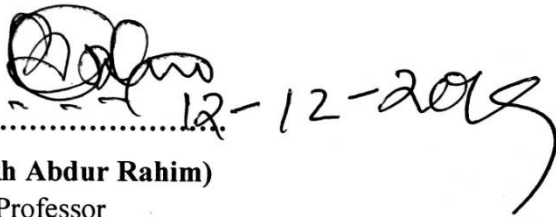
Department of Business Administration

Daffodil International University, Uttara Campus

Letter of Acceptance

This is to certify that the Internship Report on “**Recruitment and Retention Process of Hup Lun BD Ltd**” has been prepared by **Masuda Ahmed ID: 173-14-788, Program: MBA** Daffodil International University under my supervising. The data and findings presented in this internship report seem to be authentic. Thus, The Report is accepted for the presentation in the internship defense.

I wish her every success in life.


..... 12-12-2019

(Dr. Sheikh Abdur Rahim)
Associate Professor
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Acknowledgement

First of all, I express my deep gratitude to the almighty Allah who created and nurture me in this transitory world. I also have to put my heartfelt respect and gratitude for the kindness and cooperation that was provided to me to complete my dissertation assigned report on the topic **“Recruitment and Retention Process of Hup Lun BD Ltd”** In preparing my report I have taken great assistance and support from **Hup Lun BD Ltd**.

Finally, sincere thanks to my dissertation supervisor **Dr. Sheikh Abdur Rahim Sir**, Associate Professor of Daffodil International University, for his appropriate suggestions, support and co-operation from time to time in completing the dissertation paper.

However, I tried my best to complete this report to make an informative one. At last of my sincere and hard working it goes to the readers for my writing and printing mistakes, if there is any mistakes please consider it.

Executive Summary

A company is an association or collection of individuals whose main aim is to earn profit. The Company divides its operation into several parts. HRM is the most important part of a Company. Hop Lun BD Ltd. is a privately held entrepreneurial and innovative company located in North Tour Uttara sector-9 Dhaka, Bangladesh. Hop Lun BD Ltd. the management team has over 19 years of entrepreneurial business experience and has assets operating in different market sectors internationally.

This report includes how Recruitment and retention process are implemented, what are the possible and work distribution in HR ADMIN, recruitment process, training and development initiatives, how to control disciplinary issues, how to keep employees motivated as well as how to control disciplinary issues, compensation and benefits planning, how to lead. The first part of the report contains background of the study, Research aim, objective, methodology, limitations of preparing the report. Secondly, it contains a general description about Hop Lun Bangladesh Ltd. to get a clear view about the Organization. It contains history, vision, mission, structure, organ gram, products and services, SWOT analysis, and profile of the Hop Lun Bangladesh Ltd.

Hop Lun BD Ltd has a high Human Resource Policy; it maintains the organizational responsibilities successfully and HR team of Hop Lun BD Ltd. This Company is completely organized and well reputed team. My practical observation about the Recruitment & Retention process of Hop Lun BD Ltd. with limited knowledge and study I tried my best to make this report as much as possible. The various boundaries to process improvement and maintaining ethical standards in a corporate environment have also been experienced. But even so, how those Recruitment & Retention process with the corporate strategy are discussed in this report.

Before conclusion based on this report it may be noted that the report was prepared in a very short term and there is lack in data. But still the report may be useful for designing any further study to evaluate the HR facilities provided by the Company.

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Chapter-1

Introduction

1.1 Background of the Study

Any academic course of the study has great value when it has practical application in real life. Only of theoretical knowledge will be a little important unless it is applicable in practical life. So I need a proper application of my knowledge to get some benefit from my theoretical knowledge. To make it more fruitful when I engage my selves in such a field to make proper use of my theoretical knowledge in my practical life, only then I came to know about the benefit of theoretical knowledge. Such is made possible through practical activities. When theoretical knowledge is obtained from a course of study it is only half of the subject matter.

Practical work shows the full application of the methods and procedures through rich acquired knowledge of the subject matter that can be fruitfully applied in my daily life. Such a procedure of practical knowledge is shown in this study. The study is titled “Recruitment & Retention process of Hop Lun BD Ltd.” From my practical study, I tried to complete the report as an academic requirement of my MBA degree.

The Internship program is an important part of the Bachelor of Business Administration. This is a partial program is a great opportunity to apply theoretical knowledge and gain practical knowledge in real-life challenges. The Internship program is two months' duration. During this time I have worked with the employees of Hop Lun BD Ltd. head office. This report presents the outcomes of the study during the internship Hop Lun BD Ltd. I was assigned to topic, “Recruitment & Retention process of Hop Lun BD Ltd.” Internship Report prepared as a requirement for the completion of the MBA program of the Daffodil International University (DIU). In this program, student can also learn the existing of business situations a part of opportunities to solve many problems. All students are placed in an organizations, research institutions, financial institutions, as well as development projects. The program covers a period of 9 weeks of organizational attachment. After the completion of academic courses of MBA program, I am Masuda Ahmed a student of Daffodil International University placed in Hop Lun BD Ltd. for the Internship Program. As a requirement for the completion of the MBA program, I submitted a report, which includes “Recruitment & Retention process of Hop Lun BD Ltd.”

1.2 Scope of the Study

Human Resources are important and foundation to develop any successful Organization and the ability to satisfy and retain quality and trained employees are vital therefore it very crucial to identify if there is an underlying dissatisfaction amongst the existing employees of the organization. Therefore, the Company is the largest beneficiary because through this report I can identify how to take the challenges. This report will give a clear idea about the ‘HRM Recruitment & retention process in Hop Lun BD Ltd.’ How they are selected their employees what type of process or rules employees maintain. What kinds of benefits they offer to their employees to motivate their work Does the Recruitment & retention process is effective or not. What are the aims to develop Recruitment & retention process to have answers to all these questions, it is tried to go through the Hop Lun BD Ltd. HR Recruitment.

1.3 Objectives of the Study

- To know the recruitment process of Hop Lun BD Ltd.
- To know the employees retention process of Hop Lun BD Ltd.
- To know about the performance of the companies Recruitment & Retention process.
- To find out the problems faced by the Company in Recruitment & Retention process.
- To suggest some recommendations for solving the problems faced by the Hop Lun BD Ltd. in Recruitment & Retention process.

1.4 Methodology of the Study

The report requires a systemic procedure from the selection a topic and the final report preparation. To develop the report the data source is to be collected is to be classified, analyzed, interpreted and presented in a systemic way and major points are to find out.

The overall process of methodology is given below:

A. Selection of the topic

The topic was suggested by my supervisor. Before selection of topic I was discuss with my supervisor about my organization and among the discussion he selects one topic for my internship course.

B. Identifying data sources:

I need both primary and secondary data to complete this report. I need primary data as well as secondary data. This study also required the interview senior employees of the company. This report is completed with the depend with the secondary sources and some primary sources of information like-

Primary data are collected through:

- Open ended and closes ended questions
- Relevant file study
- Conducted discussions with Officers
- Observation

Secondary data are:

Secondary data are collected from the following sources:

- Annual Report of Hop Lun BD Ltd.
- Website browsing.
- Company's Profile
- Books

C. Data Collection:

Primary data collected by observing and discussing with the senior Employees.

D. Presentation, Analysis, interpretations and Classification of data:

Graphical tools are used in the report to analyze the data and to classify those to interpret clearly.

E. Findings:

The information was analyzed very deeply and then findings come out. And also recommendations are made to develop the current situation.

F. Final report Prepaid:

Based On the suggestion of my respected supervisor, some corrections were made to present the report in this form.

1.5 Limitations of the Study

The report is written mainly on the basis of conversation with the current employee of Hop Lun BD Ltd., Company data record and Company Web site. So, my lack of experience might have influenced in preparing this report.

- Lack of co-operation of respondents because of busy environment.
- Confidentiality of data was another barrier.
- Shortage of time of respondents was another barrier.
- As this report is based on primary data, so there may be some inaccuracy with those collected information.
- Lack of other information.

Chapter-2

Organizational Overview

2.1 Overview of the Hop lun BD Limited

Founded in the beginning of 1992 by Mr. Erik Otto Ryd, the current of CEO of the group Hop Lun is a leading fashion service company. Hop Lun is the only multinational lingerie company in Bangladesh. Head Office is Hong Kong with service office in Austria, Benelux, Hong Kong, France, Germany, Sweden, U.K. and United States. Hop Lun also have nearly 100 retail stores in the Greter China.13 Wholly owned factories in Bangladesh, China & Indonesia. Soon Hop Lun Factory will be started in Vietnam, Bangladesh operations started in the year 2000. Current employee of Hop Lun group is 27,500+. Out of those 18,000+ employees are in Bangladesh.

2.2 Corporate information of Hop Lun BD Ltd.

Registered Name	Hop Lun BD Ltd.
Status	Private Limited Company
Company Web site	www.hoplun.com
Date of Incorporation	1992
First factory	China
Registered Head Office Address in Bangladesh	North tower 7 th Floor, Sector#09, Uttara Dhaka 1230
Fax	Fax : 852 2785 3913
Chairman	Mr. Erik Otto Ryd
Country head	Mr. Jeya Balasubramaniam
Company Secretary	N/A
No. Of Employees	27500+
No. Of Branches	13

Table no-2.1 Corporate Information

2.3 Management Hierarchy

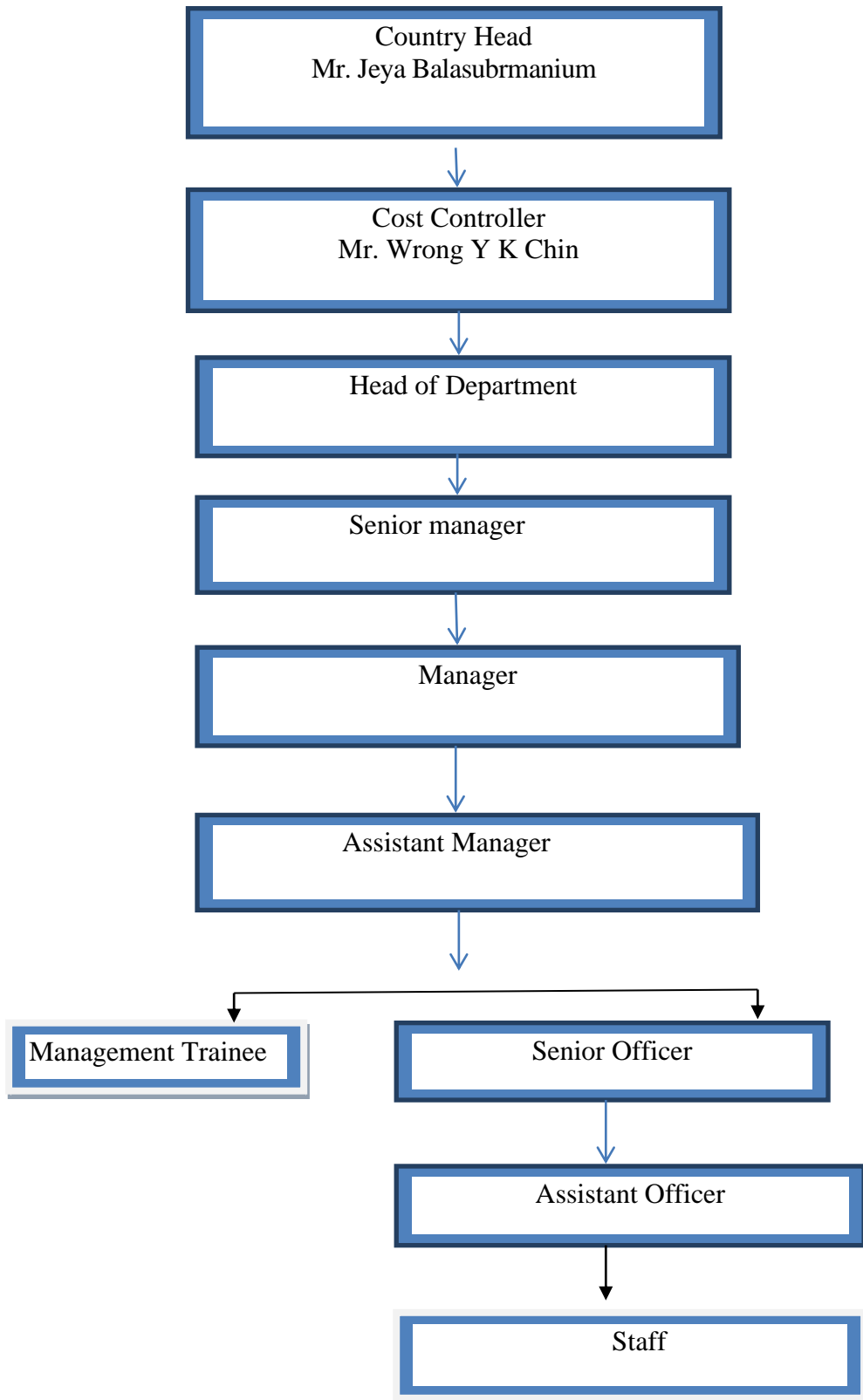


Figure- 2.1 management Hierarchy

2.4 Corporate Governance

Board of Directors:



Mr. Erik Otto Ryd

Director

“Chairman and Executive Creative Director”



Steven Gu “Vice Chairman”

Director



Johan A. Gustavsson,



John Medica,



Lawrence

Flynn,

Director/CEO

2.5 Mission

The mission of Hop Lun BD Ltd. is employees training and in the latest technology in the apparel industry so as to keep pace with the rest of the world.

2.6 Vision

The vision of Hop Lun BD Ltd. is to become the best manufacture for ladies for fashion nightwear and swimwear southern & central Asia and to be one of the best in the world whilst giving their customers an uncompromising service, quality and innovations for the future.

2.7 Products of Hop Lun

Hop Lun work closely with global retailers create custom-made nightwear.



2.8 Competitors of Hop Lun BD Ltd.

- Mars Textile Limited
- Shanta Garments
- Viyella Textile
- Shore to Shore Ltd.
- Apex
- Mondol Group

2.9 Hop Lun Companies Core Values

- Fun and Warmth
- Passion
- Team Work
- Integrity
- Cultural Diversity
- Social Responsibility

2.10 Hop Lun Companies Customers and Customer Market

2.10.1 Various departments:

- Commercial
- Project
- IT
- Sourcing
- Accounts
- Merchandising
- HR

- Compliance
- IPE
- Production
- Engineering & Logistics
- Maintenance
- Warehouse
- Sample

Human Resources (HR):

- Human Resource Planning.
- Recruitment, Selection and Orientation.
- Human Resource Policies.
- Compensation and Benefit Administration.
- Performance Management.
- Communications and Counseling.
- Training and Staff Development.
- Grievance Handling and Resolution.

Compliance:

- Human Right and Labor Laws.
- Ensure and monitor all types of safety and Security issues of the factory through team.
- Implement Company's Code of conduct (COC).
- Conduct Awareness Raising Program.
- Handle different buyer's requirements.
- Risk assessment.
- Prepare necessary documents for various audits as per customer requirements.

Accounts:

- Business Transactions.
- Provide Financial Statements.
- Planning and control of cost.
- Cost-Benefit Analysis.

Commercial:

- Ensure on time shipment.
- Overseeing import and exports in a regular basis.
- Logistics Activities and Approval.
- Guiding audit team.
- Monitor and ensure renewal of insurance, Bond License, General Bond and renewable licenses.

Projects:

- Energy Saving within facilities.
- Develop Proper engineering facilities.
- Lead the contractors.
- Maintenance of utility and production equipment's.
- Investigating and recommending technology changes the facility's cost savings and continuous capacity improvement.

Merchandising:

- Ensure the correct order procurement with good communication & supporting environment among Buyer, HK, Supplier & factory management.
- Set various Sales goals and then work with manager & division managers and other employees to ensure that those goals are met and satisfy their customer needs.

Sourcing:

- Sourcing Planning.
- Supply Chain Management.
- Facilitate foreign investors to develop back linkage set up.
- Negotiation with suppliers (products, service levels, Price, geographical coverage).
- Implementation of new supply structure.
- Allocate the Supplier along with advice from HK corporate guideline.
- Material need analysis.

Warehouse:

- Unloading the materials.
- Inventory Management.
- Follow up production plan & make guideline as per plan.
- Make guideline to operator & team officers to become more effective on update issues.

Maintenance:

- All Machine and accessories maintenance
- Repair and troubleshooting
- Housekeeping
- Needle management

Cutting:

- Cutting forecast.
- Cutting plan
- Fabric relaxing plan.
- Spreading, Cutting, Marker Making.
- Analyze Cutting capacity as per factory loading plan
- Prepare Cutting report.

Production:

- Ensure on time production with good quality.
- Drives the sewing production team thorough planning, Organization, leading to make sure the production i.e. Production Target, Earned Minutes, Efficiency with Production Quality and on time delivery etc. are achieved.

Industrial Production Engineering (IPE) Activities:

- To apply industries engineering techniques to maximize the utilize of machinery, labor and materials to the optimum level.
- Capacity studies for the production lines and production studies for individual operations.
- Monitor weak operator and poor performer in the organization and use the IPE tool to recover the areas.
- Improve the operations and process.
- Education and aware the staff to improve the operator handling to achieve efficiency & quality.
- Check operation breakdown, machine & attachment requirement for new orders.
- Continue follow up Attention and involvement to the Production process.

Chapter-3

Analysis

3.1 HR Recruitment

The process of finding and selecting the best-qualified candidate for a job opening, in a timely and cost-effective manner, the recruitment process contains analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, selecting, the new employee to the organization.

3.2 Steps in the recruitment process

The following figure outlines the important steps involved in the recruitment process. These steps are briefly described below.

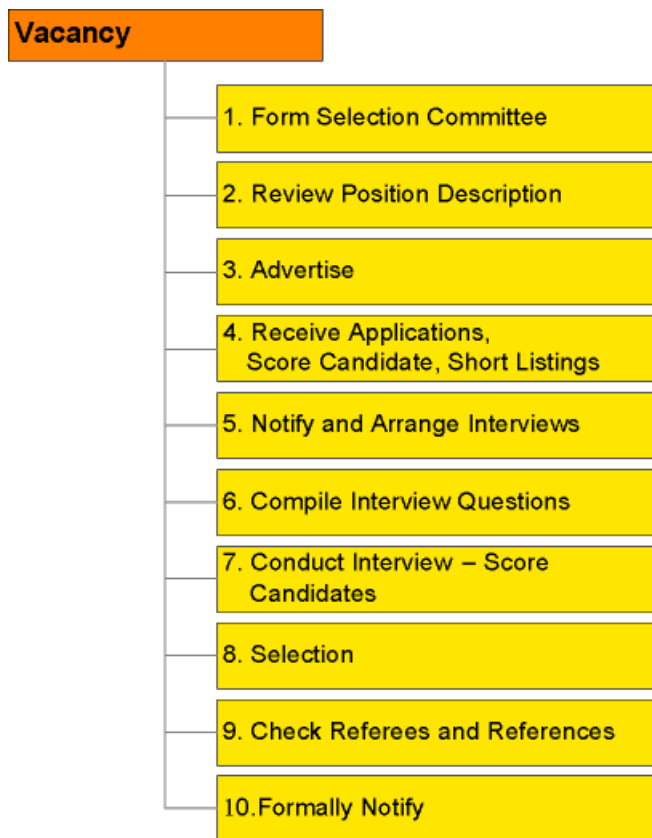


Figure: 3.1 Recruitment process

1. Form Selection Committee

Selection committees generally depend on a minimum of two members but not more than four persons, including the chairperson. Members of a selection group should be select on the basis of their professionalism, ability, and objectivity for exercise best judgment in selecting for the most suitable person for the job vacancy.

2. Review Position Description

Before announcing the job vacancy, management should review the position description for the job. If there is not a position available, then must be prepared a position before the selection process can continue.

3. Advertise

A job vacancy advertised in a variety of ways including:

- The employment section of newspapers
- Notifying a recruitment agency
- Organization's own website

4. Receive Applications

Applications for a particular position must be treated with considerable diligence and respect. Failure to appropriately manage applications for positions can severely jeopardize employment potential, and thereby cause annoyance, distress, financial hardship, and career prospects.

5. Arrange Interviews

Each candidate should be personally notified by the telephone. It is unadvisable to notify by email, as an email sent is not necessarily an email received. Notify by letter is better than email but not as good as telephoning.

6. Compile Interview Questions

Interview questions must be related to key selection criteria. Questions should be open-ended and well-worded so as to cause the "interviewee" to describe their relevant work history and/or portray their knowledge.

7. Conduct Interviews

Interview duration:

20 minutes not a serious duration for a career job

30 minutes barely enough time, risk of not keeping to schedule, rushed, insufficient time for note taking, decision making, too hard for interviewers.

8. Select Successful Candidate

Selection is a process of determining which job seeker has the knowledge abilities, and skills deemed to be most suitable for the job. In a merit-based system, applicants will be select for a job. The written application, the selection interview and any testing of applicants are all part of the competition process.

9. Check Referees

To follow through with checking the applicant's referees, although referees may not provide negative comments about the applicant.

10. Formally Notify

Then need to formally notify the successful and unsuccessful candidates as soon as possible.

3.3 Recruitment Process of Hop Lun BD Ltd.

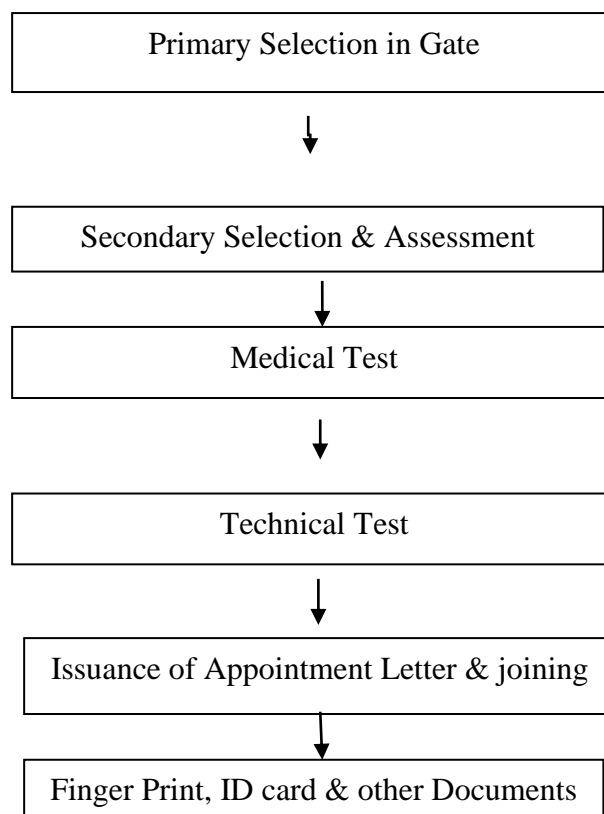


Figure: 3.2 Recruitment Process of Hop Lun BD Ltd.

Primary Selection in Gate: Firstly applicant are call for the primary interview those who are sweet able for the job on jugged of their education qualification and work experience the head of HR department Hop Lun call for the primary Interview.

Secondary Selection & Assessment: After primary selection candidate have to appear for secondary interview this is also call final interview. The head of HR in Hop Lun BD Ltd. select the perfect candidate.

Medical Test: After Final selection Hop Lun arrange a medical test program and check then are they physically feet or not over all health certificate they provide.

Technical Test: After the Medical test candidate have to appear for technical test and tested them how much capable they are for the job and also justify their technical knowledge.

Issuance of Appointment Letter & joining: After finish the all steps candidate need to provide a joining letter to the head of HR department Hop Lun, then candidate join in the company.

Finger Print, ID Card & other Documents: After that company provide ID card to the new employee by finger print and takes all relevant documents like NID card, all Academic Certificate, Bank account no etc.

3.4 Employee retention

An effort by a business to maintain a working environment that supports current staff in remaining with the company. Many employee retention policies are reducing the substantial costs involved in hiring and training new staff and aimed at addressing the various needs of employees to enhance their job satisfaction.

3.5 Why Employee Retention is Important for Organizations

Employee retention is to keep the employees in an organization for a long time. The organizations which can keep their potential employees for a long period of time or where employees do not want to leave their jobs are known as the best employer in any industry.

Sustainability of both permanent and part-time employees is one of the factors behind the productivity or success of an organization. The more the turnover rate, the more the employees are discouraged from applying for the organization.

Employee retention is so important for any kind of organization that it can create both the negative or positive image of that company. Especially in the garments industry where employees often switch their organization and always search for a better option, here to be the choice of best employer is not an easy task. Every company has its own strategies to keep its key employees, most importantly sustainability of the permanent employees for any organization a challenging part for HR. On the other hand, it is not always a proven strategy to only give high compensation or salary as the main retention process. Nonmonetary factors are also contributing to building up positive thinking towards the organization. So every company is now adopting new strategies along with the attractive compensation package for increasing the sustainability of their employees.

3.6 How Hop Lun Company Retain their employees

Hop Lun having a huge volume of employees always tries to be innovative in adopting new ideas for the retention of their key employees. At the primary level Hop Lun BD Ltd. offers standard compensation package according to the position and level. For the current job seeker, starting salaries have barely increased, frozen or actually dropped. So, finding non-monetary benefits in an offer can be essential when an employee evaluates it. So, to attract and pool efficient candidates and retain the existing ones, non-compensation benefits are highly valued by Hop Lun Company.

When we think about the stability of employees in organization, we need to consider the turnover rate of employees to get a clear picture of that organization. Assessment of the turnover ratio can be a measurement of how many employees are staying and what proportion is leaving the company. As we already know that the total numbers of employees at Hop Lun more than 19000 thousand, it is not possible for them to offer higher salary comparative to other companies. This is the only factor why employees switch the company and go for new opportunity, where there is less number of employees compare to Hop Lun Company. But

this is most seen in case of contractual employees. Hop Lun maintains a monthly separation data, which include the number of FT (Fixed Time/regular), contractual, outsource employees leaving the job or terminated. Hop Lun calls the term as separation.

3.7 Compensation & Benefits for Employee

- Basic Salary
- House rent and,
- Medical allowance
- Festival Bonus
- Performance Bonus

3.7.1 Basic Salary:

Basic Salary Ranges is depend on the job grades and is determined by the Board on the recommendation of the Managing Director of the Organization. The Board reviews the salary at least once every year.

3.7.2 House rent:

Then the house rent allowance paid to the all employees at such rates and on the conditions as final selection by the Competent Authority from time to time.

3.7.3 Medical allowances:

Medical allowance paid to accordance with the job position of a employee and on such a condition final selection by the Competent Authority from time to time.

3.7.4 Festivals Bonus:

All types of regular and confirmed employees get three bonuses each year. One in Bangla New Year another Eid-UI-Fitr and in Eid-UI-Azha all employees of different religion get that bonus during these festivals.

3.7.5 Performance Bonus:

The Board of Directors provides it based on the Company's yearly profit will paid a certain percentage of the profit as a Performance Bonus. The measurement coming from Performance Matters on such purpose shall be made on

the system set by the management from time to time. The amount of Performance Bonus will be 3%.

3.7.6 Gratuity Fund:

Gratuity is a terminal benefit that an employee receives at the time of retirement or when exit the job.

3.7.7 Welfare Fund:

The motivation behind in the welfare fund is provide to all regular confirmed employees for financial support for incidents or in situation when the cost may not be affordable for the employees. These may in the following:

- Accidents
- Extended illness
- Education for Childs
- Marriage of Childs

3.8 Leave Facilities

The leave system followed for employee's leaves management based on the leaves and their criteria are given below:

3.8.1 Annual Leave:

Annual leave paid to the all employees of 22 working days of the one-calendar year. In these 22 days, 13 days must be taken by all employees in each year or any pending leave carried forward to the next year. Annual leave facilities sometimes allowed to the person for a maximum of 80 days at the time of Employee's leaving the Company. Is someone take advance leave then it will be adjusted during the final settlement period.

3.8.2 Casual and Sick Leave:

Casual leave paid up to 12 days can be provide to all employees every year, who may be unable to attend the office due to sudden illness or urgent private affairs. Not more than 4 days of casual leave can be taken at a time in a month. Sick leave provided more than 4 days will be considered as sick leave and supported by medical reports. In case of serious illness, the Managing Director may provide the medical leave in excess of sick and casual leave more than one month with full pay and allowances.

3.8.3 Maternity Leave:

All female employees will get this leave maximum duration four months. One employee will be able to gate this leave three times in her entire service period.

3.8.4 Leave without Pay:

Sometime it provide to all employee leave without pay one employee can take this facility maximum 50 days in a year.

3.9 Resignation

There is some criteria employee can resign their job of Hop Lun Bangladesh. There are some parts going to be discuss when a employee apply for resignation.

- When a regular employee wishes to resign
- When a regular employee is terminated

3.9.1 When a regular employee wishes to resign:

A Employee can resign the job but he or she have to notice to the authority before one month of resignation and if that employee gat the salary or others benefits company pay the all of this after resign the job.

3.9.2 When a regular employee is terminated.

The authority may terminate the confirmed or unconfirmed employee from the service by call or notice upon him/her to resign in any reason. Before take Action Company provide notice to him/ she and payment of one month substantive pay in lieu of such notice and the employees shall not be entitled to any form of compensation for termination of service but the bond when the employee sigh before joining, that is an agreement between the Company and employee becomes void.

3.10 Exit Interview as Feedback

Hop Lun thinks that capturing exiting employee data is important to the organization's success. Retention of skilled employees is critical for an organization to achieve consistently high performance. Retaining talented employees also save money that may otherwise have been spent on recruitment and training costs. When a employees leave organization they not only take with them all their skills and expertise but also an impression, opinion and wealth of experiences that influenced their decision to leave. Hop Lun company knows that understanding of these staff turnover issues is vital to create and execute an effective staff retention strategy and to ensure your organization has the resources needed to grow and meet performance targets.

2.11 SWOT Analysis



Figure-2.3: SWOT Analysis

SWOT analysis is a method used to evaluate the Strengths, Threats Opportunities, and Weaknesses involved in a project or in a business venture. This analysis involves specifying the objective of the business venture or project and external factors that are favorable and unfavorable to achieving that objective and identifying the internal.

Strength:

- A 100% Export oriented Composite.
- Latest sophisticated machineries used
- Merchandising Team always have a good relation with the foreign Buyers
- Increase their Garments division line
- Strong marketing division all over the world.

Weakness:

- Numbers of Unskilled people.
- A small number of manufacturing methods.
- Lack of production line
- Work study department is very small.
- Merchandising department need to increase.
- Not provide full time doctor facilities.

Opportunities:

- All modern equipment & Machine setup in new division.
- Demand is increasing day by day
- There is a good opportunity of Marketing.
- Skilled technicians are available

Threats:

- Local company coming in this Industry.
- Workers are leave to another company.
- Shipment or delivery of goods not in time for political situation.
- Staff Turnover rate is high.

Chapter-4

Findings, Recommendations and Conclusion

4.1 Findings of the Study

1. The job advertisement system is poor, sometimes job seekers can't find, they like to do internal recruitment that's why all job seekers can't find the job vacancy.
2. Lack of people in the HR department, for smooth work, needs more employees in the HR department only four-person works under this department.
3. The recruitment system is very long and it takes more time to complete, sometimes require an emergency employee but for the recruitment system can't make it possible.
4. Employee Promotion activities are poor, all employee deserves a promotion in a certain time but they don't get timely.
5. The training system for a new employee is poor, after joining a new employee need to train up but a new employee can't get it properly.
6. Provident and Gratuity facility is not applied for all employees, all employees deserve Provident and Gratuity but they only pay to senior employees.
7. Though leave facilities available but sometime is not given.

4.2 Recommendations

A recommendation of a report is a part that compares two or more products or solutions and makes a recommendation about which is the best option. Because the purpose of the report is to make recommendations for action, it is called a recommendation report. I also find out some problem that needs to develop Hop Lun bd. Ltd. that is mention below:

1. Sometimes they do not post job circular on job sites, that's why job seeker can't find to apply; they should post their job vacancy in all job sites.
2. They should join more people in the HR department for smooth works.
3. The recruitment system needs to improve for time-consuming, if more experience people add for that then it will improve.
4. Sometimes employees do not get their promotion, for employee motivation needs to provide promotion on time.
5. For new employee training is more important so they need to train for new employees before start work.
6. Provident and gratuity funds are only applicable for senior employees it should applicable for all employees.
7. Leave facility is available but not provided it should provide all employee if requirements.

4.3 Conclusion

Hop Lun BD ltd. has started its journey with a very limited resource but with lots of experience. By 2000 it has established 1st factory in Bangladesh. It has the vision to be the success of garments business of Bangladesh. Hop Lun believes that there is a great opportunity in the Bangladesh and there is demand for product all over the world as well as Bangladesh. And at the end of my report I want to say Hop Lun BD ltd one of the first growing Garments Company, I did work last two month in this company, on the basis of my last two months work experience I try to write this report and I learned a lot about this company. During this practical work also learn about how to work in HR section, like how to recruit & selection an employee also all HR policies they applied. This Internship also helps me to find out what my strength and weakness, it helps me to define what skills and knowledge I have to improve in the future.

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