

Internship Report
on
Recruitment and Retention Process of Mondol Group



Daffodil International University

Dhaka, Bangladesh

Date of Submission: 19th June, 2021



Internship Report
on
Recruitment and Retention Process of Mondol Group

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Date of Submission: 19th June, 2021

Letter of Transmittal

19th June, 2021

To

Associate Professor Dr. Sheikh Abdur Rahim

Department of Business Administration

Faculty of Business and Entrepreneurship

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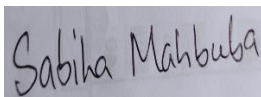
Subject: Submission of Internship Report on “Recruitment and Retention Process of Mondol Group”.

Dear 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 Mondol Group**” 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 internship period in the “**Mondol Group**” 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,



.....
(**Sabiha Mahbuba**)

ID: 201-14-953

Program: MBA

Major in HRM

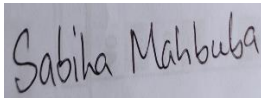
Department of Business Administration

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Student's Declaration

I am Sabiha Mahbuba, a student of MBA program, Daffodil International University, hereby declare that the internship report titled “**Recruitment and Retention Process of Mondol Group**,” is prepared after the completion of my internship at Mondol Group under the intensive supervision and guidance of Dr. Sheikh Abdur Rahim, Associate Professor, Daffodil International University.

I also declare that the internship report is prepared for academic purpose only and this report is not submitted by others.



.....
(Sabiha Mahbuba)

ID: 201-14-953

Program: MBA

Major in HRM

Department of Business Administration

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Certificate of the Supervisor

This is to certify that the Internship Report on “**Recruitment and Retention Process of Mondol Group**” has been prepared by **Sabiha Mahbuba ID: 201-14-953**, Program: MBA, Department of Business Administration, 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.



.....
(Associate Professor Dr. Sheikh Abdur Rahim)

Department of Business Administration
Faculty of Business and 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 Mondol Group”** In preparing my report I have taken great assistance and support from Mondol Group.

Finally, sincere thanks to my dissertation supervisor **Dr. Sheikh Abdur Rahim**, 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 hardworking it goes to the readers for my writing and printing mistakes, if thereis 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. Mondol Group is a privately held entrepreneurial and innovative company located in Le Meridiyan Dhaka. Mondol Group the management team has over 30 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 Mondol Group 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 Mondol Group.

Mondol Group has a high Human Resource Policy; it maintains the organizational responsibilities successfully and HR team of Mondol Group. This Company is completely organized and well reputed team. My practical observation about the Recruitment & Retention process of Mondol Group 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 – 0 1: Introduction

1.1 Introduction

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 Mondol Group”. 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 Master 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 Mondol Group, Head office. This report presents the outcomes of the study during the internship Mondol Group. I was assigned to topic, “Recruitment & Retention process of Mondol Group.” 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 Mondol Group for the Internship Program. As a requirement for the completion of the MBA program, I submitted a report, which includes “Recruitment & Retention process of Mondol Group”.

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 Mondol Group.’ 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 Mondol Group. HR Recruitment.

1.3 Objectives of the Study

The objectives of the study are as per the following:

- 1) To know the recruitment process of Mondol Group.
- 2) To know the employees retention process of Mondol Group.
- 3) To know about the performance of the companies Recruitment & Retention process.
- 4) To find out the problems faced by the Company in Recruitment & Retention process.
- 5) To suggest some recommendations for solving the problems faced by the Hop Mondol Group 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 Mondol Group
- 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 employees of Mondol Group. 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 – 0 2: Company Profile

2.1 About Mondol Group

Mondol Group established in the year 1991, the quality standards and is engaged in manufacturing of all kinds of knitted fabrics & garments. Under the profound guidance of their mentor Haji Abdul Majid Mondol (Chairman of Mondol Group, established in 1991), their company has gained an immense success and has earned goodwill with thirty years of experience in the garments industries. The Chairman is guiding their team with his wide experience and skill. Their product is made using top quality yarn that is procured from reliable sources across world. They make use of world class in-house infrastructure and modern machines as well as simple hand tools that helps in producing high quality fabric in large volumes and varieties. They are dedicated to offertimely delivery of goods and services at affordable prices.

2.2 Mission

- Engage effectively, responsibly and profitably in the global textile industry.
- To become a Brand that is known for its distinctive and uncompromising quality. Mondol Group is promised to produce world class garments of men's, women's, children's and kids. We strive to make sure our customer satisfaction with our product quality and on time shipment schedule.

2.3 Vision

- To create a single channel for satisfying diverse and high class needs of our valued partners.
- To become a window through which all our interacting parties can see and feel their prospect and dream about their success. We perform in unison by following our values and ethical guidelines code of conduct as a source of guidance and inspiration, which enable us to achieve our vision.

2.4 Compensation and Benefit Policy

Benefits are forms of value, other than payment, that are provided to the employee in return for their contribution to the organization, that is, for doing their job. Some benefits, such as

unemployment and worker's compensation, are federally required. (Worker's compensation is really a worker's right, rather than a benefit.)

2.5 Child Labor and Remediation Policy

It is strongly oppose and our Ethical Aims stipulate that all workers in factories producing for us must be over the local minimum working age. We work with our suppliers to help ensure we don't hire any child labor by conducting age verification training.

2.6 Working Hour Policy

Mondol Group shall comply with applicable national laws and industry standards on working hours and public holidays. The maximum allowable working hours in a week are as defined by national law but shall not on a regular basis exceed 48 hours and the maximum allowable overtime hours in a week shall not exceed 12 hours. Overtime hours are to be worked solely on a voluntary basis and to be paid at a premium rate. In cases where overtime work is needed in order to meet short-term business demand and the company is party to a collective bargaining agreement freely negotiated with worker organizations (as defined above) representing a significant portion of its workforce, the company may require such overtime work in accordance with such agreements.

2.7 Environment Policy

Mondol Group committed to maintain procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment meet or exceed minimum legal requirements.

2.8 In House Medical Facilities

Employee welfare is one of the major concentrations of **Mondol Group**. Therefore we have team of certified MBBS doctors, nurse and well trained medical assistants who remain stand by during working hours in the factory.

They assigned first aider team, attired in distinguishable jacket provide necessary first aid service with the employees in Mondol Group regular medical checkup by the appointed doctor to make sure whether they have been suffering from any occupational diseases.

2.9 Child Care Room

Child Care Centers aimed for the female employees are also installed as and where it is feasible to incorporate. They can also keep their child in a safe and comfortable place and work with sound mind and give their maximum.

2.10 Fire Protection / Equipment

We have differentiated firefighting units into three parts who will perform the task integrated: **Fire Protection.**

Preventive Measures: “Safety First” is our slogan and we strongly believe in our daily working life in Mondol Group. Fire is one of our primary and vital safety concern. We conduct unnoticed fire drills more than once in a month to improve the employee’s efficiency on evacuation in case of real fire incident.

During Fire: A group of dedicated and efficient fire fighter at every individual units are always remain stand by to take part in extinguishing fire directly as and when require.

Post Fire Procedure: It is also an integral part of the fire drill once fire in managed, a small team will dig out whether there are any wounded persons remain in the floors. If found urgently taking them to the nearest hospital followed by the first aid treatment.

Chapter – 0 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 Recruitment Process

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

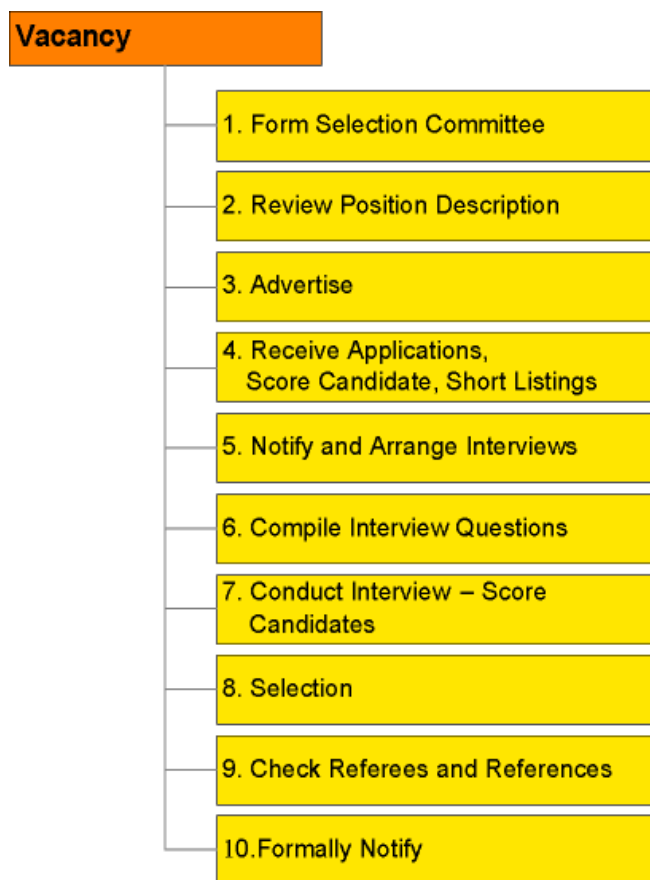


Figure: 3.1 Recruitment process

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 Mondol Group

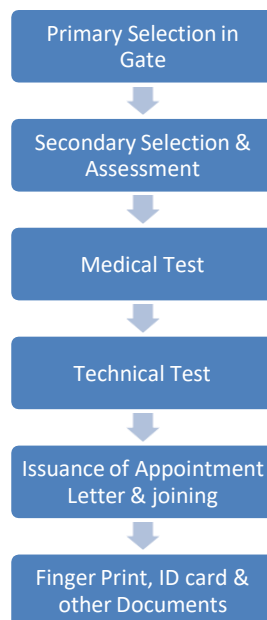


Figure: 3.2 Recruitment Process of Mondol Group

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 Mondol Group 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 Mondol Group select the perfect candidate.

Medical Test: After Final selection Mondol Group arrange a medical test program and check thenare they physically feet or not overall 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 Mondol Group, then candidate join in thecompany.

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 Organization

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 Mondol Group Retain their Employees

Mondol Group 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 Mondol Group 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 Mondol Group.

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 Mondol Group 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 Mondol Group.

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

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

3.7 Compensation and Benefits for Employees

- Basic Salary
- House Rent
- Medical allowance
- Festival Bonus
- Performance Bonus

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.

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.

Medical allowances:

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

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.

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%.

Gratuity Fund:

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

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:

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.

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.

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.

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 Mondol Group. There are some parts going to be discuss when an employee apply for resignation.

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

When a regular employee wishes to resign:

An 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.

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

Mondol Group 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 an employee's 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. Mondol Group 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.

3.11 SWOT Analysis



Figure-3.3: 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.

Strengths:

- 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.

Weaknesses:

- 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 – 0 4: Findings, Recommendations and Conclusion

4.1 Findings of the Study

- 1) Recruitment process in Mondol Group is too lengthy.
- 2) Mondol Group never conducts cultural behavior test, achievement test, aptitude test etc.
- 3) Some applicants who are referred by the top level management get more favor from the interview board.
- 4) HR division of Mondol Group does not maintain CV banks properly.
- 5) Employees of Mondol Group are not satisfied with their current compensation policy. They have not enough facilities like Insurance, Transport, and Lunch etc.
- 6) Mondol Group does not provide any incentive or profit sharing facilities to their employees.

4.2 Recommendations

- 1) Mondol Group may use Human Resource Management Systems to recruit employees within short time.
- 2) Mondol Group can take cultural behavior test, achievement test, aptitude test etc. for recruiting new employees. By this way they can hire right people for the right position.
- 3) The management of the company should hire employees based on the qualifications not on the personal characteristics.
- 4) HR Division should create enough space to maintain CV bank. It will help them to find resume easily.
- 5) Mondol Group needs to change compensation policy offer to the employees. They may provide facilities like Insurance, Transport and Lunch to motivate employees.
- 6) Mondol group may provide incentive or sharing profit to their employees for motivating their employees and retain them for long time.

4.3 Conclusion

Mondol Group has started its journey with a very limited resource but with lots of experience. By 1991 it has established 1st factory in Bangladesh. It has the vision to be the success of garments business of Bangladesh. Mondol Group 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 Mondol Group 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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