

Internship Report
On
Human Resource Management Practices at Enterprise 360 Limited



(Submitted to the Faculty of English at
Daffodil International University
In partial fulfillment of the requirement for the degree
Bachelor of Arts in English)



Daffodil International University

Dhaka, Bangladesh

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Proclamation of the Student

I therefore certify that I prepared this report for the B.A. in English program, titled "Human Resource Management Practices of 'Enterprise 360 Limited.'" I put all of the content I've uploaded here together on my own.



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Statement of the Supervisor

Certifying that under my supervision, Shoab Ahammed completed the internship report on "Human Resource Management Practices of Enterprise 360 Limited" for the Bachelor of Arts in English degree from Daffodil International University.

I send him my best wishes for success in his future work.



Shahrina Afrin Siddique

Lecturer

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Abstract

This report documents the internship of Shoab Ahammed with Enterprise 360 Limited from August to November. Enterprise 360 Limited is one of the leading business consulting firm in Bangladesh. Enterprise 360 Limited's administrative offices are located at 308 Elephant Road, New Market, Dhaka, Bangladesh. During his internship, Shoab Ahammed worked under the direction of the HR Manager. Shoab Ahammed helped the HR manager and CEO with administrative tasks including form generation and modernisation, file management, and scheduling, among other things. He performed marketing analysis for the business as well. This report includes an overview of both Enterprise 360 and the internship. In addition, this study analyzes the company's SWOTs (strengths, weaknesses, opportunities, and threats), offers advice for the business based on Shoab Ahammed's observations, and looks at best practices used by similar businesses.

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CHAPTER – 1
INTRODUCTION

1.1 Introduction

I began a three-month internship program with Enterprise 360 Limited, a business consulting firm. As I was doing an internship in HR management, it was like a new experience for me. I learn a lot about corporate culture. Also, learn the value of valuable, skilled people.

It is quite usual and, to some extent, hassle-free to prepare reports on "HRM practices," but this study is based on actual field practices. I had the chance to see the job of an HR professional even though I spent the most of my internship hours in front of a computer processing paperwork, examining data, and trying to improve the administrative efficiency of the business. You could have never considered the significance of HR management work. When you finally witness it for yourself, your perspective on the world is dramatically altered.

Based on the knowledge acquired throughout the internship time, this report was written. Direct interviews, firsthand job experience, and focus group techniques have all been used to gather primary data from the sample units. Personal work experiences, manuals, papers, reports, journals, documents, and records of the organization served as the sources of secondary data. Both primary and secondary sources of information were used in the planning and preparation of this study.

I will carefully evaluate Enterprise 360 Limited's strengths and shortcomings as well as the best practices used by the industry as a whole after first looking at the organizational structure of the firm and then going through exactly what I did as an intern there.

1.2 Objectives

General Objective

- To comprehend the duties performed by the HR department.
- To determine Enterprise 360 LTD's strong and weak points.
- To be aware of employee welfare, policies, and codes of conduct in order to propose appropriate solutions to problems

CHAPTER - 2
LITERATURE REVIEW

2.1 Introduction to HR Management

Both the employees of a business or organization and the division in charge of managing employee resources are referred to as human resources. The 1960s saw the emergence of ideas like motivation, organizational behavior, and selection evaluations as well as the growing relevance of labor relations, which led to the coining of the phrase "human resources".

Modern organizations manage and develop their staff through a process known as human resource management. The administration of an organization's human capital is known as human resource management, commonly referred to as personnel management or talent management (although both phrases are relatively dated)..

Consequently, emphasis in human resource management is placed on a number of crucial areas, including:

- Hiring and staffing
- Salary and perks
- Education and training
- Employment and labor relations
- Organizational development

Since there are many different topics covered by human resource management, it is typical for professionals in this field to specialize in one or more fields. The following are a few illustrations of appropriate job titles for HR professionals:

- Employment Services Manager
- Compensation and Job Analysis Specialist
- Training and Development Manager
- Recruiter
- Benefits Counselor
- Personnel Analyst, Training and Development Specialist
- HR Manager
- Benefits Specialist
- Human Resource Generalist

An in-depth review of human resource management

The creation and implementation of initiatives to increase an organization's or business's effectiveness is a component of human resource management. It includes every step of creating, maintaining, and developing the employer-employee relationship.

In most companies, government entities, and organizations, the human resources department is in charge of the following duties:

Personnel rules must be created, promoted, and enforced in order to build and administer employee benefit and wellness programs. Job recruitment, selection, and promotion management.

encouraging staff training and career growth arranging orientation programs for new hires
giving guidance on disciplinary measures

being the first point of contact for workplace accidents or injuries.

Managing human resources involves:

Addressing the issues of present employees: Contrary to corporate management, human resources departments handle issues relating to compensation, benefits, investments for employees, pension plans, and training. Their duties may also involve mediating conflicts between coworkers or between subordinates and superiors..

Acquiring new employees: The human resource management team hires new employees, oversees the hiring process (background checks, drug tests, etc.), and provides orientation for new hires.

Managing the termination of an employee: The HR management team is required to complete a certain set of tasks in the event that an employee quits, is fired, or is laid off. Documentation must be completed in order to ensure that the operation is performed legally. Benefits must be sorted out, severance pay may be offered or negotiated, and access to company resources must be stopped by the employee's acquisition of keys, badges, computers, or sensitive documents.

Enhancing morale: Effective HR teams encourage employees to give their best effort, which contributes to the success of the company as a whole. They frequently have responsibilities for maintaining a positive workplace culture and rewarding employees for excellent work.

2.2 Responsibilities of HR Manager

Every organization has its own unique culture. It includes a group's values, visions, and ideals, as well as its rules, working language, systems, and routines. A competent human resources professional develops and manages the company culture. They administer payroll and benefits, settle disputes, recruit new workers, and take part in training and development. Their work is essential to a business's success.

Executives in human resources are in charge of finding, selecting, and putting personnel. They may also be in charge of payroll, benefits, training, and employee relations. Administrative tasks are planned, directed, and coordinated by human resource managers. They oversee experts' work, interact with executives on strategic planning, and include employees in a company's administration. HR departments frequently concentrate on a single activity, like hiring or training. HR generalists juggle a number of tasks and responsibilities at once.

Regular daily tasks for an HR executive include the following:

- Speak with employers to learn about their preferences for qualifications. Candidates are questioned about their background, training, and abilities.
- Speak to past employers and perform background checks.
- Provide candidates with information about the job description, including pay and working circumstances. Employ or recommend suitable persons.
- Hold orientations for new hires.
- Manage paperwork
- Organize the workforce to make the best use of the skills of the workers.
- Resolve conflicts between management and staff.
- Explain to managers the rules regarding sexual harassment and equal employment opportunities.
- Coordinating and managing the work of specialists and personnel.
- Control the hiring and recruitment process.
- Specific disciplinary actions
- Add the new employee's information.
- Determine bonuses, allowances, and other compensation.

2.3 Practices of Bangladesh's Common HR Management Systems

A collection of software tools called the human resources management system (HRMS) is used to manage human resources and related HR department tasks. It helps a company to have a thorough grasp of its workers while remaining compliant with evolving tax and labor laws..

HR software brings value to your firm when it is correctly handled. It anticipates more useful ideas and ensures that people work in an environment that allows them to grow.

Let us now look at how the HR Management System is used in Bangladesh.

In Bangladesh, using an HR Management System is the modern method to face HR difficulties.

The systematic administration and monitoring of personnel in a firm is known as human resource management (HRM). The global HR management system of Bangladesh uses a number of techniques.

- Recruitment Guidelines.
- Observation and data storage.
- Payrolls.
- Processing attendance data and administrative tasks.

A positive and increasing trend in human resource management has recently been seen in Bangladesh. The causes of this include the expanding economy and higher education. Human resource management has been set up as a separate department throughout the bulk of the firm.

Let's start with a few key points from a recent paper on Bangladesh's HR management system practice. According to the Daily Star's most recent issue for 2020,

- Two-thirds of businesses teach their employees both internally and outside each year.
- The mechanism of employee emotion management is used by 75% of businesses.
- The worst aspect is that just 5% of companies provide their employees long-term rewards.

45% of the company keeps performance bonuses for its top workers.

- Thirty percent of businesses have some type of dispute resolution procedure in place to prevent unfair working conditions.

Bangladesh's system for managing human resources is growing. But much work remains to be done. There is still a lack of employment prospects for minorities. Additionally, there are certain unfavorable behaviors, as well as red tape, corruption, and a lack of expertise in diversity management. Building an efficient HR management practice in our nation also requires adherence to governmental norms and regulations.

Through a variety of methods, digital technology significantly assists in the management of labor excess. Now is the time for businesses in Bangladesh to deploy HR & Payroll software to effectively create benefit plans for both employees and businesses.

HR establishes its own tasks each year. However, we anticipate that HR management will provide the firm the power it needs to flourish. Thankfully, none of them are now too loud.

CHAPTER – 3

PROFILE OF ENTERPRISE 360 LIMITED

3.1 Enterprise 360 Limited– At a glance

A management consultancy company called Enterprise 360 Limited was established with the goal of establishing sustainable businesses all over the world. According to Enterprise 360, no business can survive if the environment is not safe and habitable (pollution-free), there are no people, and profitability cannot be obtained. The study has shown that uncontrolled urbanization, industrialisation, and bad business practices pose a threat to the environment and human life. In the current social climate, it is evident that entrepreneurs and development organizations are less concerned with these environmental and health hazards than they are with their own financial success. However, they are the least meticulous in their business dealings and pursuit of profits since they are less conscious of the fact that sustainability cannot be achieved by profitability alone. Enterprise 360, a center for company incubation and acceleration, exists to educate business owners and their teams about sustainability and to offer a variety of services for creating sustainable enterprises. Regardless of whether they are manufacturers or service providers, our organization is willing to work with startups, SMEs, and large corporations from various industries. Firms 360's major objective is to support commercial enterprises in developing their capacity for enhancing efficiency so they can create a sustainable business. For the benefit of business owners, customers, and society at large, there has to be less of a knowledge and technology divide in the industrial sector with regard to sustainable business models. With the help of various knowledge supports, technological supports, and operational supports for commercial organizations, Enterprises 360 is dedicated to closing this gap. Enterprises 360 is for People, Planet, and Business Enterprise Profitability, to put it simply. "Enterprises 360" will be available to businesses as a "One Stop Solution Center."

The values of the company is:

- Think sustainable
- Plan sustainable
- Act sustainable
- Do sustainable

Name	Enterprise 360 Limited
Address	Elephant Road, New Market, Dhaka - 1205, Bangladesh.
Web Address	https://enterprise360.biz
Date of Establishment	22nd January, 2022.
Name of the CEO	Mohammad Aman Ullah Aman
Product of the Company	Business Management Consulting
Main Buyers From	Europe and USA
Total Manpower	<input type="checkbox"/> Male- (60%) <input type="checkbox"/> Female- (40%)
Bank Name	<input type="checkbox"/> DBBL Bank <input type="checkbox"/> Citi Bank <input type="checkbox"/> IFIC Bank
Working Times	From 10 a.m. to 6 p.m. (Normal)
Department of the Company	<ul style="list-style-type: none"> ➤ 360 IT ➤ 360 Marketing ➤ 360 Core ➤ 360 Academy ➤ 360 Emigration ➤ Corefield

	<ul style="list-style-type: none"> ➤ Generation ➤ HR Management ➤ And Many More
<p>Security measures that the organization has implemented:</p>	<ul style="list-style-type: none"> ➤ Extinguishers for fire ➤ TWO-WAY entrance ➤ Evaluation strategy ➤ Protective gloves and masks ➤ Every two months, there will be firefighting displays.

Information in general about the factory's schedule, including holidays, vacation days, and compensation.

Daily standard working time	Eight hours
General working hours each week	48 hours
Convenience Time	In addition to lunchtime
Over time, every day	2 hours (if needed)
Weekly vacation	1 day (Friday)
Annual festival holiday	11 full-paying days
An unpaid leave of one year	Ten days at full pay
Sick days taken annually	14 days with the full amount of pay
Annual earned leave	16 days at the full pay rate
Pregnancy leave	112 days at minimum wage
Minimum stipends	8000/- monthly
Maximum stipends	100000+/- monthly
Average stipends	10000/- monthly
Payment schedule for regular employees	Monthly
Wages for a day worker	Tk. 100/- excluding Over time.
Payment system for day workers	Every single day.
Pay day generally	By the seventh day of the following month.

3.2 Vision, Mission and Objectives

Vision:

To ensure a healthy lifestyle.

Missions:

- To make sure the planet is safe and habitable.
- To guarantee that no one has any doubts about them.
- To guarantee commercial firms a fair profit.

Objectives:

1. Ensure complete security.
2. Make absolutely all deliveries on time.
3. Assure unwavering quality throughout the entire production process.
4. Ensure that every resource is utilized to the fullest extent possible.
5. Make sure all activities are completely transparent.
6. Ensure complete sincerity, order, and punctuality.
7. Best utilization of Bangladesh's garment industry's potential
8. The best possible use of cutting-edge technology in business fields that is compatible with Bangladesh's socioeconomic situation.
9. Make room for new positions.
10. Establishing great human resources while utilizing the most recent business practices, technology, and philosophy.
11. Maintaining a minimum efficiency of 78-80%.

3.3 Policies and Procedures

1. Maintain cordial communication with all parties, including clients or customers, suppliers, and employees. Oppose dishonesty, fraud, and corruption whenever and wherever they appear.
2. Appreciate each person's input and help others find meaningful ways to contribute.
3. No discrimination of any kind, universal observance of human rights, and constant attention to resource efficiency.
4. Ensure the health and safety of employees and promote a work-friendly environment.

Right over the building's door is a sign that reads, "Build Sustainable Business," which is also the company's objective. On boards that are fastened to the walls of each floor, these phrases are inscribed. The administrators claim that every employee, regardless of status, is treated with respect and dignity for their job.

3.4 Major Buyers, Products of Enterprise 360 Limited

Major buyers of Enterprise 360

COUNTRY	PERCENTAGE
1) USA	40.00%
2) Europe	36.00%
3) Others	24.00%

Due to the following factors, Enterprise 360 Limited serves many well-known local brands as clients:

1. High assurance of product quality.
2. Excellent communication throughout the production.
3. Completion and delivery on schedule.
4. Affordable labor.

Products of Enterprise 360 Limited

Enterprise 360 Limited is a business consulting firm. Beside this, they have a lot of sections, different types of products, and manpower.

Some of the products are shown below:

Product Name	Product Category
Prism ERP	Software
Prism VAT	Software
Linespay HR Payroll	Software

One Book - SME	Software
E-Procurement	Software
PoS (point of sale)	Software
360 Data Migration	Service
Hashil-Ghor	Software
Organizational Website	Software
Personal Website	Software
E-commerce	Software
App Development	Software
ERP Consultancy	Software
Hardware Supply-Laptop	Hardware
Hardware Servicing	Service
SUPPLY CHAIN SOFTWARE - GMDH	Software
SMM (Social Media Marketing)	Digital Marketing
Blogging	Digital Marketing
Vlogging	Digital Marketing
SEO,ORM (Online Reputation Manager)	Digital Marketing
Video Editing	Digital Marketing
Graphics Designing	Digital Marketing

Community Management Service	Digital Marketing
Content Writing	Digital Marketing
TVC Making	ATL & BTL
RDC Making	ATL & BTL
Media Buying	ATL & BTL
PR Management	ATL & BTL
Outdoor Branding	ATL & BTL
Event Management	ATL & BTL
Promo Material Supply	ATL & BTL
Land & Space procurement	Factory & Office Set up
Factory Set-up Consultancy	Factory & Office Set up
Interior & Exterior Decoration	Factory & Office Set up
VAT & Tax	Legal Support
All kind of Certification & Permissions	Legal Support
Startup support	Startup support
CV Bank	HR Consultancy
Hiring	HR Consultancy
KPI Setting	HR Consultancy
Capability Building	HR Consultancy

Culture Dev. and Work-life-balancing	HR Consultancy
Accounting & Finance	Operational Support
Marketing Service	Operational Support
IT & ITES	Operational Support
HR Service	Operational Support
Baseline Study	Research & Audit
Brand Audit	Research & Audit
Financial Audit	Research & Audit
Marketing Research	Research & Audit
Documentation & Permission	NGO Support
Proposal Writing	NGO Support
Fund Raising	NGO Support
Team Building	NGO Support
Training	NGO Support
RMG	Global Sourcing
FMCG	Global Sourcing
Chemicals	Global Sourcing
Electronic & Mechanical Products	Global Sourcing
PGD in Sustainable Business Development	Personal Capability Building Courses

PGD in Business Process Automation	Personal Capability Building Courses
Diploma in Graphics Designing	Personal Capability Building Courses
Diploma in Video Editing	Personal Capability Building Courses
Diploma in Web Design & Developemnt	Personal Capability Building Courses
Certificate in HR Automation	Personal Capability Building Courses
Certificate in SC Automation	Personal Capability Building Courses
Certificate in FMS Automation	Personal Capability Building Courses
Certificate in CRM	Personal Capability Building Courses
Certificate in Sales Automation	Personal Capability Building Courses
Certificate in Project Accounting	Personal Capability Building Courses
Certificate Online VAT Management System	Personal Capability Building Courses
Student Visa Consultancy	Emmigration Support
Job Visa Consultancy	
Business Visa Consultancy	Emmigration Support
Medical Visa Consultancy	Emmigration Support
PR Consultancy	Emmigration Support
Home & Office Décor	Art & lifestyle Products
Advertisement Selling	Media

CHAPTER - 4
INTERNSHIP DUTIES

4.1 Job description / Responsibilities

Enterprise 360 Limited

Global Intern – HR

Job Title	: Intern – HR
Reports To	: Manager – HR
Function	: Human Resource Management
Location	: Corporate Office & Outside
Job Customer	: <u>Internal</u> : All functional Departments <u>External</u> : Customers and other external stakeholders

Job Responsibilities:

1. To prepare a recruitment policy for the group.
2. To prepare a recruitment calendar for different SBUs.
3. To sign agreement with different universities and institutes to get good number of interns as per calendar.
4. To prepare a plan for recruitment branding and employee branding.
5. To organize induction program as per the calendar.
6. To set up KPIs for own help other interns to set their KPIs.
7. To prepare a training calendar and organize training programs for the interns to build their capabilities.
8. To sign agreement with different companies for the placement our interns and trainees.
9. Daily reporting as per provided format.

4.2 Other contributions

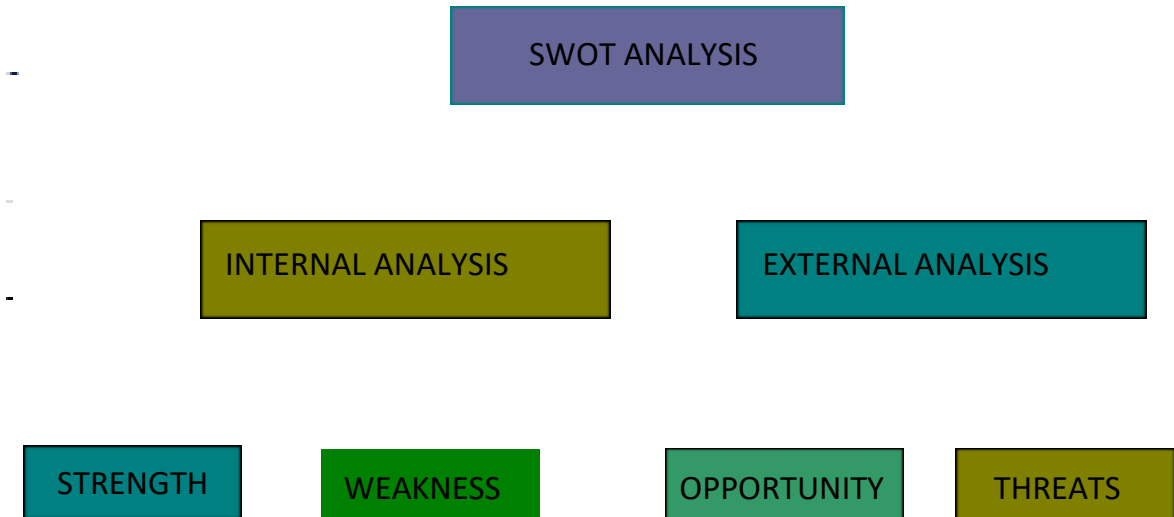
Here are some other contributions.

- **Performing clerical duties:** Making PowerPoint presentations, writing reports, creating creatives, researching trends, and other tasks of a similar nature.
- **Managing social media and emails:** I was in charge of the company's social media accounts, wrote letters to customers, called clients, and did other similar tasks. I was also responsible for creating social media posts, scheduling them, and developing a general plan for incoming interns.
- **Event handling:** I was requested to supervise the planning of some events. I was requested to assist in getting everything ready for a big function. From arranging the venue to assisting with the development of a theme to locating important speakers.
- **Work as a Brand Promoter:** I had to go to a job fair to promote Enterprise 360. Worked in the booth, interacting with people who were interested in the company or product.

CHAPTER - 5
ANALYSIS AND FINDINGS

5.1 SWOT Analysis

A simple framework for creating strategic alternatives based on a situational study is the SWOT analysis. The process of evaluating an organization's SWOT—or strengths, weaknesses, opportunities, and threats—includes both internal and external factors. Finding internal strengths—that is, areas where the firm outperforms its rivals and weaknesses—is the main objective of a SWOT analysis. The business may simultaneously comprehend the possibilities and risks that the market presents to it and its rivals.



Strengths

1. Enterprise 360 Ltd. has a solid reputation in the market for providing consumers with high-quality items on time.
2. They utilize a skilled management system.
3. The business's strong supply chain network enables it to obtain better customer feedback.
4. Effective and knowledgeable leadership at all levels, both domestically and internationally.
5. Enterprise 360 Limited has reliable funding and assistance to support the expansion of their business.
6. Strong bargaining power over the buyer and a strong brand identity.
7. They are capable of producing in great quantities.
8. They back the EMS system wholeheartedly.

Weakness

They also have a few flaws. The following are Enterprise 360 Limited's main weaknesses:

1. A high employee turnover rate.
2. In the post-quota situation, workers are not highly skilled in accordance with the demands of the market.
3. The flow of production is hampered by a lack of departmental coordination.
4. Neither an effective marketing plan nor a clear direction are present.
5. Lack of operational synergy prevents companies from concentrating on either product diversification or developing high-value products.

Opportunities

The following are the opportunities at Enterprise 360 Limited:

1. Employee turnover and absenteeism can be decreased by Enterprise 360 Limited. They invest a lot more time than any other Bangladeshi enterprise.
2. Acquiring skills to prepare for a world after quotas.
3. Escalating demand for digital goods on the international market. It has a high possibility of gaining popularity throughout the world if properly advertised.
4. Location assistance and government assistance are both advantages in this industry. They are working on the next industrial revolution. Thus, there is a good likelihood of receiving government assistance.
5. To meet the new market demands, product design and market intelligence skills are being developed. As they focus on sustainability and goods.

Threats

The following are the main dangers that Enterprise 360 Limited may encounter:

1. Due to the scarcity of quota facilities, there is global competition.
2. Political instability in our country and industrial disputes in this sector.
3. Changing patterns of buyer needs.
4. The increasing market share of other South Asian countries such as China and India.
5. Sometimes the material costs have increased.

5.2 Findings

According to what I have seen and learned from my experience, Enterprise 360 Limited offers its employees decent perks and pay. They adhere attentively to worker safety laws. Enterprise 360 Ltd. adheres to a mix of rules, including:

- Public policy
- Internal Company Policy

Every clause in the guideline enables employees to gain further benefits. The provisions establishing the right to inspect the workplace The rules also guarantee the safety of HR and employee benefits.

I discovered a few reasons why Enterprise 360 might be problematic.

They are given below:

1. Different businesses provide various services, including better working conditions, a better working atmosphere, and higher pay, job demands, and working hours. The distance between home and work is one of the causes, among others. Workers pay close attention to what they require. Similar advantages are being taken into account. Perception, however, is another factor that is significant. Absence of ethics among employee.
2. Workers' loyalty is in short supply.
3. The company's advantages and amenities are not appreciated or understood by the employees.
4. Behaving badly toward the floor manager.
5. Heavy pressure.
6. Too much overtime.

CHAPTER - 6
RECOMMENDATIONS & CONCLUSION

The goal of the report was to comprehend the duties carried out by the HR division, learn how Enterprise 360 Limited upholds the recruitment and selection procedures, and highlight the compensation and benefits offered by the company. Below are some suggestions made in light of the study's findings:

6.1 Recommendations

Enterprise 360 Limited is a multinational corporation that does business effectively on the global market. In spite of their successful business operations, Enterprise 360 Limited is facing some sort of problem.

So, in order to address the issues at hand and seize the lead in the market, the following actions must be taken:

1. Enterprise 360 Ltd. has to work on improving their management approach to deal with various worldwide difficulties. Although the management in place now isn't terrible, it should be dynamic going forward for the benefit of everybody concerned.
2. To provide lunch facilities. If possible.
3. Enterprise 360 Ltd. should formally establish a market study team that would examine both domestic and foreign markets. This group will be in charge of looking for new potential markets and also looking into the issues with the current market. This group may help Enterprise 360 Ltd. establish itself as a global market leader.
4. Companies can place more emphasis on worker health by providing appropriate masks, hand gloves, gumboots, helmets, etc. not just before customers come but also for ongoing usage when this is necessary in order to decrease absenteeism and migration.
5. Both employees and floor managers can receive specialized training and seminars to help implement the corporate culture at the workplace.
6. In order to retain highly qualified, skilled employees who will also improve employee productivity and service standards, Enterprise 360 Limited should

increase the expertise in its human resources department for proper performance appraisal analysis.

Finally, it can be stated that Enterprise 360 Limited should take the aforementioned steps to address the current issues.

6.2 Limitations of the report

The authorities were very helpful, but they were far too concerned with giving me enough time to understand the subject. They must also compete in a highly competitive financial environment. Every activity has some limitations. I am also subject to some standard limitations during the course of my reporting.

- The first constraint is that, due to lack of time, it was my first experience as an intern and also my internship report. Experience is a big factor in everything. So maybe there could be something missing or some mistakes in this report.
- The clients and authorities were too busy with their jobs to give me much time for interviews.
- This company's website doesn't offer a lot of information.
- Insufficient access to information is the study's main flaw, which restricted the scope of the analysis that was necessary.
- The provision of very sensitive confidential information was prohibited.
- The Manager was still unaware of certain details because the organization operated as a division of the parent company. As a result, the study did not use these data.
- The report must be completed in a very short period of time, making it difficult to show and analyze all of a company's information and data.

6.3 Conclusion

In a word, it can be mentioned that we did our absolute best to write this study report so that it requires the least amount of technical understanding to grasp its key components. Through an interview and a questionnaire, I gathered pertinent data. I then went over each of the causes and remedies individually.

One of the biggest manufacturing private companies in Bangladesh, Enterprise 360 Limited is a well-established, technologically advanced business. By offering its clients top-notch service, it has kept a solid market position. The country's economy was boosted and hastened by the enormous quantity of foreign cash it earned. An organization cannot develop without making effective use of its people resources. It thus views its people as its most important resource and sets a high value on the recruiting and workforce selection procedures. The growth of the employee assures the growth of the company, and for the growth to materialize, there must be adequate facilities. To reach its ultimate objective, it integrates business with morals and responsibility.

Selection and recruitment are two crucial terms that are related to one another. Candidates are surveyed by one person, and the best candidate is chosen by the other. A competitive firm benefits from an effective and efficient recruiting and selection process.

The HR management depictions are accurate. They worked on how to grow month after month. The moment for change is now. Enterprise 360 Limited has to take more decisive actions that will benefit them.

I wish best of luck for the Enterprise 360 Limited.

CHAPTER - 07
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Abbreviations

HRM-Human Resource Management

IE- Industrial Engineering

EMS- Employee Management System

IT- Information Technology

ITCM- Information Technology Compliance Management

PPE-Personal Protective Equipment

RPO-Recruitment Process Outsourcing

BPO- Business Process Outsourcing

AHP-Analytic Hierarchy Process

KSAOs-Knowledge, Skills, Abilities and Other characteristics

CHAPTER 08
APPENDIX

ENTERPRISE 360 LIMITED

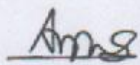
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TO WHOM IT MAY CONCERN

It is our immense pleasure to certify that Shoab Ahammed (ID No- 191-10-381) a student of Department Of English under Daffodil International University has been completed an internship program during the period of three months at HR department of Enterprise 360 Limited under my supervision.

Shoab Ahammed was found very sincere and dedicated to his job. He performed excellent in Enterprise 360 Ltd. While he was doing his internship over here.

We wish his all success and service progression in his live.



Mijanur Rahman
Manager, 360 HR Solutions
Enterprise 360 Ltd.

ENTERPRISE 360
BUILD SUSTAINABLE BUSINESS

Unit #A, Level# 6, 308 Elephant road, Dhaka 1205.
info@enterprise360.biz
+880 1710 460037
www.enterprise360.biz

ENTERPRISE 360 LIMITED

Private & Confidential

Shoab Ahammed
S/O. MD. Abdul Bari
Dattapara, Birulia-1216,
Savar

Your Ref:

Our Ref:
E360-HR/AZ/09-2022

Date
05 Sep, 2022

EMPLOYMENT

Dear Shoab Ahammed,

We refer to your application and subsequent interview with us, we are pleased to offer you the internship opportunity at Enterprise 360 Limited with the effect from 05 Sep 2022. The following terms and conditions will be applicable to your employment:

1. You will be designated as **Global Intern at Enterprise 360 Limited.**
2. Your internship period is 3 months. After successful completion of your internship, you may be offered for a permanent position based on your performance.
3. During your internship period, you will not get any cash benefit but you will be given lots of training, practical job experiences and certificates.
4. You will enjoy flexible work environment but you have to deliver assignments as per company guidelines.
5. It's a hybrid internship program where you are supposed to work from both home and office.
6. Your office time would be from 10:00 AM to 6:00 PM.
7. You have to use your personal devices for your official communication purpose.
8. To sharpen your entrepreneurial and leadership skills, you will be provided training on products, process and technologies by the company.
9. You will not be entitled for any other benefits except above benefits.
10. Enterprise 360 Limited will help you in placement if opportunity comes.

We wish your excellent journey with Enterprise 360 Limited



Head of HR

ENTERPRISE 360
BUILD SUSTAINABLE BUSINESS

Unit #A, Level# 6, 308 Elephant road, Dhaka 1205.
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+880 1710 460037
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Welcome to
Enterprise 360 Limited

E-360 Global Internship Program



Shoab Ahammed

Enterprise 360 Limited We are for People, Planet and Profit

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